

Proposed Agenda

May 8, 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, May 13, 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 John R. Polaczyk, 6th Ward City Councilmember.
3. Roll Call.
4. Adoption of Agenda.
5. **Presentations/Proclamations.**
 - A. Presentation of the Michigan Municipal League Spring 2008 Regional Educational Seminar Community Excellence Award - Armory Arts Project.
6. **Citizen Comments. (3-Minute Limit)**
7. **Consent Calendar.**
 - A. Approval of the minutes of the regular City Council meeting of April 22, 2008.
 - B. Approval of the minutes of the City Council special meeting budget workshop of May 1, 2008.
 - C. Approval of the minutes of the City Council special meeting budget workshop of May 7, 2008.
 - D. Approval of the miscellaneous City license renewals for the year May 1, 2008, through April 30, 2009, in accordance with the recommendation of the City Clerk.
 - E. Approval of the request from the Jackson County Veterans Council to (1) conduct their annual Memorial Day Parade, with police assistance, and memorial service in Mount Evergreen Cemetery on Monday, May 26, 2008, and (2) to close requested streets at 9:00 a.m., and (3) request a contribution of \$250.00. (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.)
 - F. Approval of the request from the Jackson County Convention and Visitor's Bureau to hold the Wheels of Thunder event on Friday and Saturday, June 6 and 7, 2008, with police assistance for crowd control, and Fire Department supervision of burn out pits, and to close Michigan Avenue from Blackstone Street to Mechanic Street and Jackson Street from Louis Glick Highway to Washington Street, from 1:00 p.m., on June 6th until midnight on June 7th, and to use City Parking Lot Nos. 7, 8, 14, 19, 20, 21, 22, 23, 24, and 26 only. (Recommended approval received from the Police, Fire, Traffic Engineering and Public Services Departments, and the Downtown Development Authority. Insurance coverage received and approved.)
 - G. Approval of the request from the American Cancer Society to conduct the Relay for Life on Friday, August 1, 2008, beginning at 6:00 p.m., and concluding on Saturday, August 2, 2008, at 6:00 p.m., and to close Randolph Boulevard between Brown and High Streets, and northbound Brown Street from Denton Road to Randolph Boulevard with Class 3 barricades. (Recommended approval received from the Police, Fire, Traffic Engineering,

- and Public Services Departments. Insurance coverage received and approved.)
- H. Approval of payment of the Region 2 Planning Commission invoice, in the amount of \$6,291.45 for planning services for the month of April 2008, in accordance with the recommendation of the City Manager.
 - I. Receipt with regret the resignation of Michael Levy from the Charter Review Committee.
 - J. Receipt of the City of Jackson's summary of revenue and expenditures for the nine (9) months ended March 31, 2008.
 - K. Receipt of Greater Bible Way Temple -- United States Supreme Court update.
 - L. Receipt of Director of Public Service's update regarding purchase of salt for winter maintenance activities.
 - M. Receipt of the City Engineer's report for street construction on High Street from Losey Avenue to Executive Drive, and establishment of June 10, 2008, at the City Council meeting as the time and place to hold a public hearing of necessity.
 - N. Establishment of May 27, 2008, at the City Council meeting as the time and place to hold a public hearing on an application submitted by the Jackson Brownfield Redevelopment Authority to the U.S. Environmental Protection Agency (US EPA) for a Revolving Loan Fund Grant (One Million Dollars) to be incorporated in the Grant Work Plan.

8. **Committee Reports.**

9. **Appointments.**

10. **Public Hearings.**

- A. Public hearing on the City's fiscal year 2008-2009 proposed budget.
- B. Public hearing to establish an Obsolete Property Rehabilitation District (OPRD) #6 for the property located at Units 5-15, 159 West Pearl Street.
 - 1. Resolution approving the establishment of OPRD #6.
- C. Public hearing to approve an application for an Obsolete Property Rehabilitation District (OPRD) Tax Exemption Certificate for property located at Units 5-15, 159 West Pearl Street.
 - 1. Resolution approving an application for an OPRD Tax Exemption Certificate.

11. **Resolutions.**

- A. Consideration of a resolution to approve a 7 percent rate increase in cemetery fees, effective May 15, 2008.
- B. Consideration of a resolution recommending the revocation of Industrial Facilities Exemption Certificate (IFEC) No. 99-784 granted to Jackson Precision Die Casting, 522 Hupp Street, and for the City Clerk to transmit a certified copy of the resolution to the State Tax Commission.
- C. Consideration of a resolution recommending the revocation of Industrial Facilities Exemption Certificate (IFEC) No. 99-522 granted to Jackson Precision Industries, Inc., 128 W. Porter Street, and for the City Clerk to transmit a certified copy of the resolution to the State Tax Commission.
- D. Consideration of a resolution recommending the revocation of Industrial Facilities Exemption Certificate (IFEC) NO. 99-429 granted to Professional Assembly Corporation, 2333 E. High Street, and for the City Clerk to transmit a certified copy of the resolution to the State Tax Commission.
- E. Consideration of a resolution approving an application for the creation of a Renaissance Zone on behalf of Production Engineering to be located at 2400 Enterprise Road.

12. **Ordinances.**

- A. Consideration of an ordinance amending various sections of Chapter 2, Article VI, City Code, to provide for a trial Deferred Retirement Option program (DROP) under the General Employee Retirement System for a four-year trial period.
- B. Consideration of an ordinance adding Section 2-513.2, Chapter 2, Article VI, City Code, to provide for Annuity Withdrawal Options.

- C. Consideration of an ordinance establishing compensation rates for administrative and supervisory employees of the City of Jackson.
 - D. Consideration of an ordinance establishing compensation rates for the City Assessor.
 - E. Consideration of an ordinance establishing compensation rates for the Police Department Community Service Officers.
 - F. Consideration of an ordinance establishing compensation rates for the Police Department School Crossing Guards.
 - G. Consideration of an ordinance amending Section 21.5-26.1, Chapter 21.5, City Code, revising the nonconforming sign permit requirements to eliminate the business owner responsibility to file for nonconforming permits.
13. **Other Business.**
- A. Consideration of the request for final renewal to the contract with SYNAGRO Midwest, Inc., Lansing, Michigan, at their not to exceed unit price of \$15.03 per cubic yard (estimated contract amount of \$691,380.00), for spent lime removal at the Water Treatment Plant, and authorization for the Mayor and City Clerk to execute the appropriate document(s), in accordance with the recommendation of the Director of Public Services and the Purchasing Agent.
14. **New Business.**
- A. Consideration an alley vacation petition for Exchange Park (public property), and authorization for the City Manager to execute the appropriate document(s).
 - B. Consideration of the following requests from the Community Development Department:
 - 1. Approval of the 2008-2009 One-Year Action Plan (Consolidated Plan).
 - 2. Adoption of the Resolution of Certifications.
 - 3. Authorization for the Mayor to sign Form SF-424, the Certifications, and any other documentation required for submittal for the One-Year Action Plan to HUD.
 - C. Consideration of the request to approve a Service Line Agreement between W.A. Foote Memorial Hospital and the City for a wellness program for the POLC-Supervisory Unit, in accordance with the recommendation of the Personnel Director.
 - D. Consideration of approval of the request of the Kiwanis Club of Jackson to place at least 50 United States 3' x 5' Flag's on 10' poles in the median areas of Kibby Road from West Avenue proceeding west and south beyond the entrance to Sharp Foundation County Park and the Manor House.
15. **City Councilmembers' Comments.**
16. **Adjournment.**

Respectfully submitted,



William R. Ross
City Manager

JACKSON CITY COUNCIL MEETING

MINUTES

APRIL 22, 2008

CALL TO ORDER.

The Jackson City Council met in regular session in City Hall and was called to order at 7:02 p.m. by Mayor Jerry F. Ludwig.

PLEDGE OF ALLEGIANCE – INVOCATION.

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

ROLL CALL.

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

Also present: City Manager William R. Ross, City Attorney Julius A. Giglio and City Clerk Lynn Fessel.

AGENDA.

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

PRESENTATIONS/PROCLAMATIONS.

A. PRESENTATION BY JACKSON TRANSPORTATION AUTHORITY REPRESENTATIVES GIVING A STATUS REPORT.

JTA Board Member David Mikelonis presented a status report, discussing revenue sources and expenditures, current services provided, customer base, the fleet (including 6 new buses coming in October) and a millage renewal proposal on the August Primary ballot.

The City Manager introduced **Frank Weathers** who will begin work in the City Manager's office on May 5. Mr. Weathers will be working with the Human Relations Commission and dealing with citizen concerns.

CITIZEN COMMENTS.

Scott TenBrink, 225 N. Jackson, asked Council to approve the Fitness Council of Jackson's request to hold a Smart Commute Day lunch party in Bucky Harris Park. He also invited Councilmembers to participate in the "Leader Ride" from Concord down the Falling Water Trail to Jackson. He also spoke about the proposed speed limit changes on this agenda, stating that raising speed limits has a directly inverse impact on the walkability of our neighborhoods.

Billie Oliver, 1040 Francis (Grace Haven), explained the difference between Grace Haven and the AWARE shelter. She also asked Council to consider giving Grace Haven the full amount requested from 2008-2009 CDBG funding.

Kim Gamez, 215 S. Mechanic, asked the Council to approve the Crazy Cowboy's 2008 summer events. She further stated that she believes it is only fair to charge all for-profit businesses when and if a policy is in place.

CONSENT CALENDAR.

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

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 Breathe & 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.

COMMITTEE REPORTS.

None.

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.**

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

PUBLIC HEARINGS.

RECESS AS CITY COUNCIL AND CONVENE AS BOARD OF REVIEW.

Motion was made by Councilmember Howe and seconded by Councilmember Polaczyk to recess as City Council and convene as Board of Review. The motion was adopted by the following roll call vote. Yeas: Councilmembers Frounfelker, Polaczyk, Breeding, Howe and Greer and Mayor Ludwig—6. Nays: 0. Absent: Councilmember Gaiser—1.

- A. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 3348 FOR WATER MAIN AND STREET CONSTRUCTION ON HIBBARD STREET FROM GANSON STREET TO NORTH STREET.**

Mayor Ludwig opened the public hearing. No one spoke; no correspondence was received. The Mayor closed the public hearing.

1. RESOLUTION CONFIRMING SPECIAL ASSESSMENT ROLL NO. 3348.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to adopt the resolution. 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.

ADJOURN AS BOARD OF REVIEW AND RECONVENE AS CITY COUNCIL.

Motion was made by Councilmember Howe and seconded by Councilmember Greer to adjourn as Board of Review and reconvene as City Council. 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.

RESOLUTIONS.

A. CONSIDERATION OF A RESOLUTION HONORING LYNNE LOFTIS, ELLA SHARP MUSEUM DIRECTOR, FOR 35 YEARS OF SERVICE UPON HER RETIREMENT.

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

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.

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

C. CONSIDERATION OF A RESOLUTION AMENDING THE CITY'S PERSONNEL POLICY REGARDING HARASSMENT, IN ACCORANCE WITH THE RECOMMENDATION OF THE RULES AND PERSONNEL COMMITTEE, THE PERSONNEL & LABOR RELATIONS DIRECTOR AND THE CITY MANAGER.

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

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

D. CONSIDERATION OF A RESOLUTION AMENDING THE 2007/2008 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) BUDGET FOR THE CITYWIDE SPRING CLEAN-UP.

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

E. CONSIDERATION OF A RESOLUTION NAMING THE CITY OF JACKSON AS THE APPLICANT OF RECORD FOR A GRANT APPLICATION ON BEHALF OF ARMORY ARTS VILLAGE TO THE MICHIGAN COUNCIL FOR ARTS AND CULTURAL AFFAIRS, IN THE AMOUNT OF \$9,000.00 FOR AN ENTRY STRUCTURE, ARMORY ARTS VILLAGE HAS SECURED THE MATCHING DOLLARS, AND AUTHORIZATION FOR THE CITY ENGINEER TO EXECUTE THE APPROPRIATE DOCUMENT(S).

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to adopt the resolution. 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.

ORDINANCES.

None.

OTHER BUSINESS.

None.

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.

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to concur with the recommendation. 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.

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 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.

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

C. CONSIDERATION OF THE FINAL ALLOCATIONS FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME FUNDING FOR FISCAL YEAR 2008-2009.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to approve the following final allocations for CDBG funding for fiscal year 2008-2009. The motion was adopted by the following roll call vote. Yeas: Councilmembers Howe, Greer, Frounfelker, Polaczyk and Breeding and Mayor Ludwig--6. Nays: 0. Absent: Councilmember Gaiser—1.

PUBLIC SERVICES

American Red Cross	\$ 2,000
Big Brothers Big Sisters	\$ 2,000
Center for Family Health (Adult Dental)	\$ 25,000
The Center for Women	\$ -0-
Child Care Network	\$ -0-
Community Development (Neighborhood Resource Center)	\$ 12,000
Community Action Agency (Fair Housing)	\$ -0-
Partnership Park Neighborhood Ass'n	\$ 5,000
Family Services & Children's Aid	\$ 5,000
Florence Crittenton (Male Transition Program)	\$ 2,500
Florence Crittenton (Reporting Center for Youth)	\$ 3,000
JAHC (Homeowner Training)	\$ 3,000
JAHC (Foreclosure Prevention)	\$ 27,273
Jackson Human Relations Commission – Youth Council	\$ 1,000
Jackson School of the Arts	\$ 1,500
Jackson Co Prenatal Task Force	\$ -0-
The Salvation Army	\$ 63,000
Parks and Recreation (MLK Summer Program)	\$ 35,000
United Way (211 Call Center)	\$ 10,000
Jackson Co Prenatal Smoking Cessation Program	\$ -0-

PUBLIC SERVICES SUBTOTAL \$ 197,273

ADMINISTRATION AND PLANNING

Community Development \$ 248,600

ADMINISTRATION AND PLANNING SUBTOTAL \$ 248,600

OTHER PROJECTS

City Engineering (Street Reconstruction)	\$ -0-
Public Works – Curb Ramps	\$ 40,000
Community Development (Code Enforcement)	\$ 500,000
Community Development (Rehabilitation)	\$ 275,230
Community Development (Jobs Creation Initiative)	\$ 34,000
Downtown Development Authority	\$ 18,000
Jackson Transit Authority – Bus Shelters	\$ -0-
John George Home – Elevator	\$ 50,000
Habitat for Humanity	\$ -0-
Forestry – Ash Tree Removal and Planting	\$ 25,000
Parks and Recreation/Rotary Park Improvements	\$ 35,000
Neighborhood Resource Center Improvements	\$ -0-
Alphabet Child Care Center Renovation	\$ -0-
Michigan Theatre – Plumbing Repairs	\$ 4,000
Jackson Friendly Home – Elevator	\$ 30,000
Grace Haven Center – Shelter Renovation	\$ 18,000
B.R.I.N.C.S. – Building Renovation	\$ -0-
OTHER PROJECTS SUBTOTAL	\$1,029,230

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to approve the following final allocations for HOME funding for fiscal year 2008-2009. The motion was adopted by the following roll call vote. Yeas: Councilmembers Greer, Frounfelker, Polaczyk, Breeding and Howe and Mayor Ludwig—6. Nays: 0. Absent: Councilmember Gaiser—1.

HOME Rehabilitation Assistance (RAP)	\$113,048
HOME Administration (CD)	\$ 32,000
HOME Downpayment Assistance	\$ 40,000
HOME CHDO Operating Expenses	\$ 12,000
JAHC – Acquisition/Rehab/Resale	\$ 60,000
CHDO Administration	\$ 6,000
CD New Construction	\$ -0-
JAHC New Construction	\$ -0-
Habitat for Humanity	\$ 66,500
TOTAL BUDGET	\$329,548

- 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.)**

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to approve the Crazy Cowboy events in Items D, E, F and G above, based on the following contingencies:

- 1) That the applicant may begin setting up at 3:00 p.m. on Friday, June 6, June 13, July 25 and August 15, 2008; the applicant will then be required to remove all obstructions from S. Mechanic Street by 5:00 a.m. on Saturday, June 7, June 14, July 26 and August 16, 2008; so that the street may be open for through traffic with the only items remaining are port-a-toilets and trailers set in a fashion that they are against the curb and simulate a parked automobile (similar to the August 3 & 4, 2007 set up). The applicant may begin setting up at 3:00 p.m. on Saturday, June 7, June 14, July 26 and August 16, 2008; the applicant will then be required to remove all obstructions from S. Mechanic Street by 5:00 a.m. on Sunday, June 8, June 15, July 27 & August 17, 2008; so that the street may be open for through traffic.

- 2) The applicant will be allowed use of the City band stage only if no other non-profit agency or group does not need the stage. In the event that the band stage is required by a not for profit group then the applicant will not be allowed to utilize this community owned asset. The applicant will be charged for delivery, set up and removal of the band stage. The amount should not exceed \$953.09 per weekend event or \$3,812.36 for the four summer events. In the event that the band stage is not available for the applicant, then there will be no charges assessed for the use of the band stage that weekend.
- 3) The applicant will need to reimburse the City of Jackson for Department personnel needed for time associated with barricade set up and removal that occurs outside the City's standard 40 hour work week or when the streets are being closed or opened by another not for profit group at the same time. The amount should not exceed \$643.32 per weekend event or \$2,573.28 for the entire summer (4 events).
- 4) That the applicant has the required amount of insurance as deemed appropriate for all for-profit applicants who wish to utilize City of Jackson public spaces and that this insurance is received by the City Clerk and approved by the City Attorney prior to the event and list the City as additional insured.
- 5) That the applicant provides enough trash containers to limit littering and that the closed off area is returned to a debris free condition after the event.
- 6) That this approval is revocable by the Council if there is failure to comply with the requests set forth.

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

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.

Motion was made by Councilmember Greer and seconded by Councilmember Breeding that the City Council object to the proposed speed limit changes on M-106/Cooper Street from Louis Glick north to East Porter and US-127BR/North West Avenue from Boardman Road to North Street and direct the City Manager to communicate these objections to MDOT.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to amend the motion to reject M-50/US-127BR/Cooper Street from Louis Glick Avenue to Morrell Street at 45 mph. The motion was adopted by the following roll call vote. Yeas: Councilmember Polaczyk, Breeding, Howe, Greer and Frounfelker and Mayor Ludwig-- 6. Nays: 0. Absent: Councilmember Gaiser—1.

The main motion, as amended, was voted on and 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.

CITY COUNCILMEMBERS' COMMENTS.

Councilmember Frounfelker announced a 5th Ward neighborhood meeting on Wednesday, April 30 at 7:00 p.m. in the Council Chambers. Deputy County Treasurer Karen Coffman will be the guest speaker.

He also instructed (if Council does not object) the City Manager to work with both the Chief of Police and the City Engineer to review the positioning of our overhead streetlights to determine if there are any areas that may be over illuminated (possibly the corner of Morrell and Mechanic.) If there are, maybe some streetlights can be moved to areas that are under illuminated.

He also announced that the March of Dimes Walk will be held on Sunday, April 27, with registration beginning at 1:00 p.m. and the walk beginning at 2:00 p.m.

Councilmember Polaczyk remarked on a petition that was submitted a couple of years ago by the citizens of the 1000 block of Webster for street repair. The citizens have not received an answer to the petition, so Councilmember Polaczyk requested staff review this request and report back.

Councilmember Greer asked staff to report on the Spring Clean-up. Community Development Director Carol Konieczki came to the podium and thanked the Council for allocating the funds for this project. It will be held on Saturday, April 26 from 8 a.m. until noon, with dumpsters located behind the Hayes building on the Pearl Street parking lot. It is free of charge and for City residents only. Liquids and hazardous waste will not be accepted. People willing to volunteer can call 788-4060. Councilmember Frounfelker also thanked the Council for supporting this and reported that a lot of people will be taking advantage of this. This also ties in with Earth Day and a Partnership Park event.

Councilmember Breeding reminded the City Manager that the financial report on the RMA study is overdue.

He requested a status report on the development agreement for 255 W. Michigan Avenue.

He also asked if we can prohibit vendors from selling from parking lots, vacant lots and store fronts. He wonders if it benefits the City in any way and wishes it could be eliminated. The City Attorney explained the transient merchant ordinance that is currently in place and that it can be amended.

The City Manager discussed the distribution of the proposed 2008-2009 budget and the need to schedule a budget workshop.

ADJOURNMENT.

No further business being presented, a motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 8:15 p.m.

Lynn Fessel
City Clerk

**JACKSON CITY COUNCIL
SPECIAL MEETING
BUDGET WORKSHOP
MAY 1, 2008**

CALL TO ORDER.

The Jackson City Council met in special session in the City Council Chambers for a budget workshop. Mayor Jerry F. Ludwig called the meeting to order at 7:05 p.m.

ROLL CALL.

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

AGENDA.

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

City Manager Ross discussed the May 1, 2008, memorandum from the City Treasurer and Finance Director which states that a recent review of income tax collections up through April, 2008, indicates a sizeable jump in revenues over prior year's collections for the same period.

ACTION ITEM.

Motion was made by Councilmember Gaiser and seconded by Councilmember Greer to continue the fund balance that has been in existence from previous councils – to have maintaining the 15% fund balance as our goal. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer and Gaiser--4. Nays: Councilmembers Frounfelker and Polaczyk—2. Absent: Councilmember Breeding—1.

CITIZEN COMMENTS.

Phil Conley, 807 Sunburst, spoke of his interest in and love for the City of Jackson. He urged the Council to examine the budget closely for this operating year and in the future. Get the fund balance where it should be and don't let it go.

CONSIDERATION OF DEPARTMENTAL BUDGETS.

The following departmental budgets were reviewed and discussed: City Council, Charter Review Committee, Administrative Hearings Bureau, City Manager, City Clerk – Elections, Finance, City Assessor, City Attorney, City Clerk, Personnel, Purchasing, City Treasurer, City Income Tax, Management Information Systems, City Hall & Grounds, Cemeteries, General Fund – Unallocated, Police, Police Youth Services and Fire.

Motion was made by Councilmember Greer and seconded by Councilmember Howe to adjourn the meeting. The motion was lost due to the following tie vote. Yeas: Councilmembers Howe, Greer and Gaiser—3. Nays: Mayor Ludwig and Councilmembers Frounfelker and Polaczyk—3. Absent: Councilmember Breeding—1.

Councilmember Greer left the meeting at 8:41 p.m.

Budget review and discussion continued with the following departments: Fire Training, Public Safety – Unallocated, Planning, Public Works, Street Lighting, Civic Affairs, Forestry, Parks, Recreation & Grounds, Parks & Facilities, Lt. Nixon Memorial Park, Sharp Park Swimming Pool, Historical District, Human Relations and Contributions to Other Funds.

ADJOURNMENT.

No further business being presented, a motion was made by Councilmember Polaczyk and seconded by Councilmember Frounfelker to adjourn the meeting. The Mayor adjourned the meeting at 9:13 p.m.

Lynn Fessel
City Clerk

**JACKSON CITY COUNCIL
SPECIAL MEETING
BUDGET WORKSHOP
MAY 7, 2008**

CALL TO ORDER.

The Jackson City Council met in special session in the City Council Chambers for a budget workshop. Mayor Jerry F. Ludwig called the meeting to order at 7:02 p.m.

ROLL CALL.

Present: Mayor Jerry F. Ludwig and Councilmembers Robert B. Howe, Kenneth E. Gaiser, Andrew R. Frounfelker and John R. Polaczyk—5. Absent with excuse: Councilmembers Carl L. Breeding and Daniel P. Greer—2.

AGENDA.

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

CITIZEN COMMENTS.

None.

CONSIDERATION OF DEPARTMENTAL BUDGETS.

The Special Revenue Funds were reviewed and discussed. Motion was made by Mayor Ludwig and seconded by Councilmember Polaczyk that funds for a Planner be placed in the budget. Not receiving the required 4 affirmative votes, the motion FAILED adoption by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe and Polaczyk—3. Nays: Councilmembers Gaiser and Frounfelker—2. Absent: Councilmembers Breeding and Greer—2.

Budget review and discussion continued with the General Obligation Debt Service Funds, Capital Project Funds, Enterprise Funds, Internal Service Funds, Trust & Agency Funds and Special Assessment Funds.

ADJOURNMENT.

No further business being presented, a motion was made by Councilmember Howe and seconded by Councilmember Polaczyk to adjourn the meeting. The Mayor adjourned the meeting at 8:43 p.m.

Lynn Fessel, City Clerk

MEMORANDUM

City Clerk's Office

May 5, 2008

TO: Honorable Mayor and City Councilmembers

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

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

Exterminators	Laundromats
Dry Cleaners	Taxicab Companies
Gasoline Pumps	

The listing below represents the companies that returned new or renewal applications for the above types of businesses. I am requesting City Council approve these licenses at the May 13 meeting. All appropriate department approvals, insurance certificates and fees have been received.

Gasoline Pumps

Admiral Petroleum Co.
846 N. West Ave.
1910 E. Michigan Ave.
250 W. Prospect St.

Alsaedi Oil Corp.
1403 Francis St.

Buddy's Mini-Mart
#5 1612 N. West Ave.
#43 710 E. South St.

Convenience King Group, Inc.
815 Lansing Ave.
1502 Cooper St.

Meezo Express (new)
1504 E. Michigan Ave.

Pipeline Oil Sales #31
1601 E. Michigan Ave.

PS Food Mart
1301 S. West Ave.

Shell Food Mart
801 Wildwood Ave.

Union Save-Mart
918 N. Wisner St.

Dry Cleaners

Brail Dry Cleaners
405 W. Prospect St.

Mini-Maxi Coin Laundry
906 N. Wisner St.

Winzeler Dry Cleaners
1515 W. Morrell St.

Laundromats

Bre-Z Coin Laundry
1701 Woodbridge St.

Mini-Maxi Coin Laundry
906 N. Wisner St.

Taxicab Companies

City Cab
706 Francis St.

Colonial Cab Co.
500 N. Francis St.

D & M Cab Co.
3505 E. Michigan Ave.

Exterminators

Aardvark Pest Control
2932 Page Ave.

DuRite Exterminators
117 E. Wilkins St.

JaXson Pest Control
1220 E. South St.

Orkin Extermination Co.
Lansing

Swain's Pest Control Service
3130 McCain Rd.

Terminex International
Lansing



City Clerk

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

May 6, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: Jackson County Veterans Council – Memorial Day Parade and Memorial Service

The Jackson County Veterans Council is requesting approval to (1) conduct their annual Memorial Day parade beginning at 10:00 a.m., with police assistance, and memorial service in Mount Evergreen Cemetery on Monday, May 26, 2008, and (2) to close requested streets at 9:00 a.m., and (3) request a contribution of \$250.00.

Recommended approvals have been received from the Police, Fire, Traffic Engineering, Public Services, and Parks/Forestry Departments and the Downtown Development Authority. A Hold Harmless agreement has been executed in lieu of insurance.

Please place this request on the Council's May 13th consent calendar for their consideration.

Thank you.

Attachment



JACKSON COUNTY VETERANS COUNCIL

April 7, 2008

City Council of Jackson
City of Jackson
161 W Michigan Avenue
Jackson, MI 49201

Monday, May 26th, 2008, the Veterans organizations of Jackson County will participate in the annual Memorial Day Parade and Memorial Service in memory of our departed Veterans.

The parade will proceed from Michigan Avenue to Mt. Evergreen Cemetery. We request your approval.

We are requesting a contribution of \$250.00 (two hundred fifty dollars) to help with costs. This money is given to the bands who participate.

Thank you in advance for your consideration and cooperation on this Memorial Day observance.

Yours in Comradeship,

Gary Sternaman, Commander
11754 Mackie Road
Parma, MI 49269
517 531-3481

For: 2008 MEMORIAL DAY



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: 4/11/08 Time: 11:25 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 VETERANS COUNCIL

Organization Address: 40 AMER. LEGION POST #29, 3200 LANSING AVE., JACKSON, MI 49202

Organization Agent: GARY STERNAMAN Title: COMMANDER

Phone: Work 517-780-6034 Home 517-531-3481 During event N/A

Agent's Address: 11754 MACKIE Rd., PARMA, MI 49269-9345

Agent's E-Mail Address: GSoftail88@hotmail.com

Event Name: 2008 MEMORIAL DAY PARADE AND SERVICES

Please give a brief description of the proposed special event: ANNUAL MEMORIAL DAY PARADE, FROM CORNER OF MICH. AVE. & JACKSON ST., TO SOUTH SIDE OF MT. EVERGREEN CEMETARY ON ROCKWELL ST., WHERE THE BANDSTAND WILL BE FOR A SHORT SERVICE.

Event Day(s) & Date(s): MONDAY, MAY 26, 2008 Event Time(s): PARADE - 10AM, SERVICES - APPROX. 10:45 AM

Set-Up Date & Time: 5/26/08 - 8AM Tear-Down Date & Time: CEMETARY = 5/26/08 - 12 NOON (LATEST)

Event Location: PARADE THROUGH TOWN, SOUTH, TO THE CEMETARY

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

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. (ATTACHED PG. 4)

STREET CLOSURES: Start Date/ Time: 5/26/08 - 10AM through Date/ Time: 5/26/08 - 10:45AM

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. 3 LOCAL H.S. BANDS

ATTENDANCE: What is the expected (estimated) attendance for this event? 150-175 (APPROX.)

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 AND PUBLIC WORKS HAVE RECEIVED OUR USUAL LETTERS, FROM ME, WHICH I WILL FOLLOW UP WITH PHONE CALLS: POLICE - STREET CLOSURES P.WORKS - BANDSTAND TRAILER

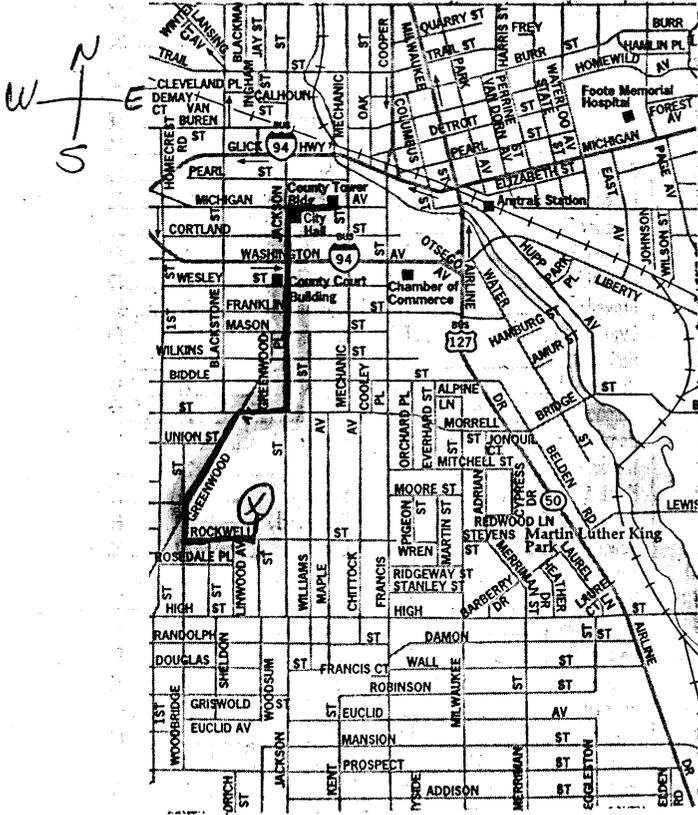
INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:
THE CMDR. OF THE VETERANS COUNCIL HAS ALWAYS SIGNED THIS AGREEMENT EACH YEAR. I HAVE SIGNED ONE, AS OF 4-11-08

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.

4-11-08
 Date

Mary L. Stenamer - Commander
 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



The body of the Parade forms on Michigan Ave. in front of City Hall Bldg.

Parade starts at 10 AM at the corner of Mich. Ave. and Jackson St. The route goes south on S. Jackson to Morrell St., then west on Morrell to Greenwood, south on Greenwood to

Woodbridge, then to Rockwell St. east to the entrance of the Cemetery where the Band stand and the flagpole are located. Most people walk to the services and those that drive find parking on the side streets near the Cemetery. This has always worked for years and years, we have done this.

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 Co. Veterans Council Memorial Day Parade and Service – May 26, 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: \$ 100.00
Fire Dept.: L. Bosell Recommend Approval: YES NO Est. Economic Impact: \$ -0-
Traffic Eng.: R. Dietz Recommend Approval: YES NO Est. Economic Impact: \$ 506.21
Public Serv. Dept.: G. Chinavare Recommend Approval: YES NO Est. Economic Impact: \$ 200.00
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:

Insurance/Indemnification Received: 4/11/2008 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

May 6, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk 
RE: Jackson County Convention and Visitor's Bureau/Wheels of Thunder Event

The Jackson County Convention and Visitor's Bureau is requesting closure of Michigan Avenue from Blackstone to Mechanic Street and Jackson Street from Louis Glick Highway to Washington Street, beginning at 1 p.m. on June 6, 2008 through midnight, June 7, 2008. Police assistance with crowd control and Fire Department supervision of burn out pits has been requested. They are also requesting to close city lots 3, 5, 6, 7, 8, 9, 9a, 14, 15, 19, 20, 21, 22, 23, 24 and 26 for the same time period, to conduct their 5th annual Wheels of Thunder event, celebrating motorcycles – building and riding. The Wheels of Thunder events are scheduled for Friday, June 6, 2008 from 5:00 p.m. until 10:00 p.m. and Saturday, June 7, 2008 from 9:00 a.m. until 9:00 p.m.

Recommended approvals have been received from the Police, Fire, Traffic Engineering (Lots 7, 8, 14, 19, 20, 21, 22, 23, 24 and 26 only), and Public Services Departments, and the Downtown Development Authority. Proper insurance coverage has been received.

Please place this request on the Council's May 13th consent calendar for their consideration.

Thank you.

C: Bob Dietz, Parking Manager

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: 9 AM 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 Co. Convention and Visitor's Bureau

Organization Address: 141 S. Jackson St., Jackson, MI 49201

Organization Agent: Mindy Bradish Title: Executive Director

Phone: Work 782-8221 Home 945-8805 During event 945-8805

Agent's Address: Same

Agent's E-Mail Address: mindy@gjcc.org

Event Name: The Jackson Wheels of Thunder

Please give a brief description of the proposed special event: 5th annual 2-day downtown event celebrating motorcycles - building and riding

Event Day(s) & Date(s): Fri: Sat, June 6th 7, 2008 Event Time(s): 6th 5PM-10PM 7th 9AM-9PM

Set-Up Date & Time: June 6th 1 PM Tear-Down Date & Time: June 7th 9-12 midnight

Event Location: Michigan Ave - Blackstone to Mechanic / Jackson St. - L. Glick to Washington

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 5

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.

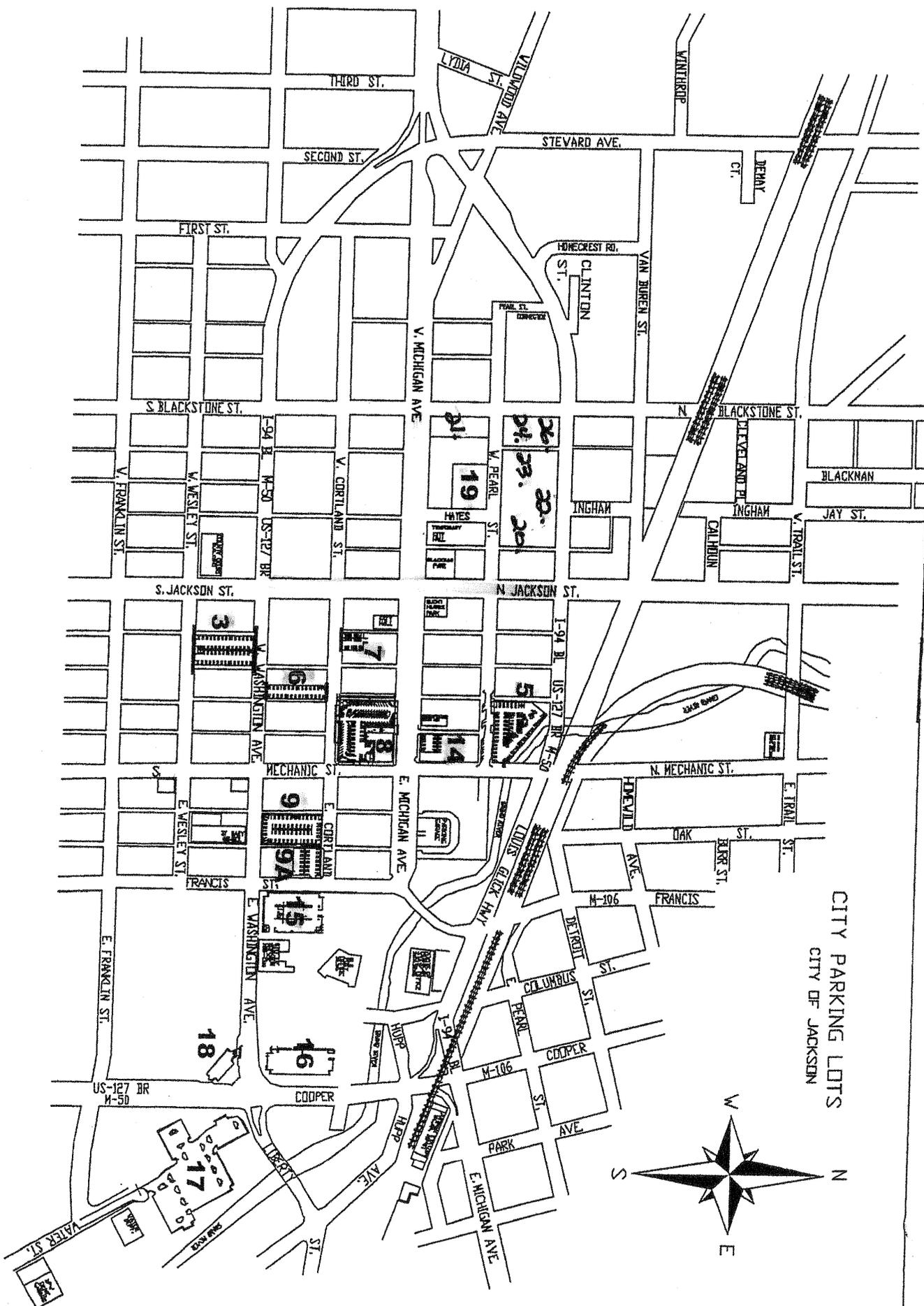
STREET CLOSURES: Start Date/ Time: 6/6/08 1 PM through Date/ Time: 6/7/08 12 midnight

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:
see attached map - Lots ~~3~~ ~~4~~ ~~5~~ ~~6~~ ~~7~~ ~~8~~ ~~9~~ ~~10~~ ~~11~~ ~~12~~ ~~13~~ ~~14~~ ~~15~~ 16-19. 20. 21. 22. 23. 24. 26

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 PARKING LOTS
CITY OF JACKSON



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? 15-20,000

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? 8
 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.)
Fire Dept. - supervises operation of burn-out pit / Police Dept. - assists w/street closures & crowd control / Engineering Dept. - assists w/power & water access

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:
Insurance certificate

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.

4-7-08
 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: Wheels of Thunder – June 6 – 7, 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>K. Hiller</u>	Recommend Approval: YES NO	Est. Economic Impact: \$ <u>3,535.00</u>
Fire Dept.: <u>L. Bosell</u>	Recommend Approval: YES NO	Est. Economic Impact: \$ <u>-0-</u>
Traffic Eng.: <u>R. Dietz</u>	Recommend Approval: YES NO	Est. Economic Impact: \$ <u>276.21</u>
Public Serv. Dept.: <u>G. Chinavare</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>K. Jansen</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:

***Event sponsor is expected to monitor and be responsible for removal and cleanup of trash, garbage and debris.**

Insurance/Indemnification Received: 4/10/2008 Insurance Approved: 4/14/2008

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



City Clerk

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

May 6, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: American Cancer Society – Relay for Life for Jackson County

The American Cancer Society is requesting closure of Randolph Boulevard, between Brown Street and High Street, and Brown Street northbound from Randolph Boulevard to Denton Road with class 3 barricades, to conduct their 17th annual Relay for Life at Cascades Falls Park. This is a 24-hour relay walk, beginning at 6 p.m., Friday, August 1 through 6 p.m. August 2, 2008 to raise money and awareness for the mission of the American Cancer Society.

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

Please place this request on the Council's May 13th 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: 4/18/08 Time: _____ 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: AMERICAN CANCER SOCIETY
 Organization Address: 4400 PAGE AVE, MICHIGAN CENTER, MI 49254
 Organization Agent: MARY BALL Title: COMMUNITY REPRESENTATIVE
 Phone: Work 517-787-0382 Home MOBILE 517-262-4054 During event 517-262-4054
 Agent's Address: 4400 PAGE AVE, MICHIGAN CENTER, MI 49254
 Agent's E-Mail Address: MARY.BALL@CANCER.ORG
 Event Name: RELAY FOR LIFE FOR JACKSON COUNTY

Please give a brief description of the proposed special event: 24 HR TEAM RELAY WALK TO RAISE DOLLARS & AWARENESS FOR THE MISSION OF THE AM CANCER SOC
TEAMS WALK, CAMP, HONOR SURVIVORS AND REMEMBER THOSE LOST
 Event Day(s) & Date(s): Aug. 1 & 2, 2008 Event Time(s): FRIDAY 6pm - SATURDAY 6pm
 Set-Up Date & Time: 8 AM FRIDAY 8/1/08 Tear-Down Date & Time: 6 PM SATURDAY 8/2/08
 Event Location: CASCADE FALLS PARK - RANDOLPH BROWN STREETS

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 10 yrs in park 17 yrs total

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: NOON 8/1 through Date/ Time: 6:30 PM 8/2

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 _____



Office of the City Clerk
161 W. Michigan Ave.
Jackson, MI 49201

Atten: Angela Arnold

April 14, 2008

Dear Angela,

Please find attached the Special Event Application for the American Cancer Society Relay For Life for Jackson County. I am attaching the insurance forms as well as the request I have made through the City Engineer's office for street banners. If you have any questions, or concerns, please contact me at 517-787-0382.

This year, as we celebrate our 17th Anniversary, the Relay in Jackson has been chosen as an enrollment site for the American Cancer Society's Cancer Prevention Study-3. This is a once in a lifetime opportunity for our community to participate in research which will provide answers to help eliminate cancer from our lives. Jackson Relay For Life was chosen as one of only three sites in Michigan because of the support and dedication of the community to Relay and to our mission. Our theme of Celebrate! Remember! Fight Back! has a whole new meaning when we add the CPS-3 to our event. We will be a showcase event with people traveling from surrounding counties and cities to join in this unique opportunity. This is most definitely a "Point of Pride" for our community! I have enclosed a brochure about the CPS-3 for you, hoping you and your co-workers will consider becoming enrollees!

Again, thank you for your help! I hope we will see you at Relay on August 1st!

Sincerely,

A handwritten signature in cursive script that reads "Mary M. Ball".

Mary M. Ball
Community Representative



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 *AS LAST YEAR. NO LIVE BANDS, ONLY MUSIC BY*
 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? 3500 +

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? APPROX 9 + HANDICAPPED
 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.)

WE WOULD LIKE TO CLOSE RANDOLPH BLVD, BTWN BROWN ST & HIGH ST AND BROWN ST NORTHBOUND FROM RANDOLPH TO DENTON WITH CLASS 3 BARRICADES. *PLEASE SEE REVERSE*

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:

WE WILL PROVIDE INSURANCE CERT. NAMING THE CITY AS AN ADDITIONAL INSURED. (INCLUDED)

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.

4/14/08
 Date

Paul A. Ball
 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

* WE WOULD APPRECIATE THE USE OF THE
CITY STAGES FOR THE RELAY. PLEASE
ACCEPT OUR REQUEST FOR BOTH DUE TO
THE EXCEPTIONAL CIRCUMSTANCES IN 2008.
(SEE LETTER.

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

Event Title: American Cancer Society – August 1-2, 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>K. Hiller</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>179.74</u>
Public Serv. Dept.: <u>G. Chinavare</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>400.00</u>
Parks/Forestry: <u>N/A</u>	Recommend Approval: YES NO	Est. Economic Impact: \$ <u>N/A</u>
DDA: <u>N/A</u>	Recommend Approval: YES NO	Est. Economic Impact: \$ <u>N/A</u>

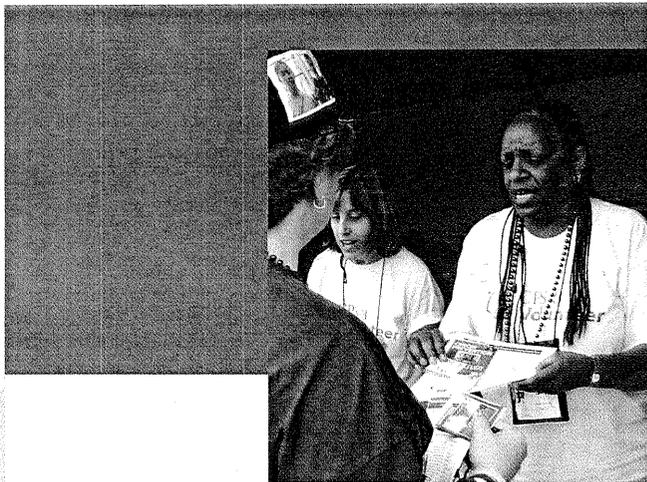
Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: 4/18/2008 Insurance Approved: 4/18/2008

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



A History of American Cancer Society Follow-up Studies

American Cancer Society follow-up studies first started in the 1950s and have played a major role in cancer prevention in various national and international efforts.

Some key findings from previous studies include:

- The first to show the link between cigarette smoking and lung cancer
- The first to show the significant impact of obesity on risk of dying from cancer
- The first to show the link between aspirin use and lower risk of colon cancer
- The demonstrated impact of physical activity, diet, hormone use, other medications and vitamins, and various other factors in relation to cancer risk
- The substantial impact of air pollution on heart and lung conditions, which motivated the Environmental Protection Agency to propose more stringent limits on air pollution

Confidentiality

Confidentiality is of the utmost importance to us, and we will make every effort to protect the privacy of study participants. We have multiple procedures in

Join Us:

Relay For Life for Jackson County
Cascades Falls Park

Friday, August 1, 2008

Enrollment Hours: 7pm – 11pm

For more information:

Visit us at www.cancer.org/cps3,
email us at cps3@cancer.org, or
call toll-free at 1-888-604-5888.



CANCER PREVENTION

STUDY-3

*Research today for a
cancer-free tomorrow.*





Who is eligible to participate?

Anyone who:

- Is between 30 and 65 years old
- Has never been diagnosed with cancer (not including basal or squamous cell skin cancer)
- Is willing to make a long-term commitment to the study, which simply involves completing periodic follow-up surveys

What does study participation involve?

Enrollment is a simple, two-phase process. One phase takes place at home and the other takes place at Relay For Life.

At the Relay For Life event, you will be asked to:

- Read and sign an informed consent form
- Complete a brief written survey
- Provide a waist measurement
- Give a small blood sample (similar to a doctor's visit) drawn by a trained, certified phlebotomist

At home, you will complete a more detailed survey. This survey will ask for information on your lifestyle, behavioral, and other factors related to your health.

We will continue to mail follow-up surveys periodically asking you to update your information. CPS-3 is not a clinical study, thus participants will not receive individual blood test results. If you have specific concerns, you should consult your doctor. We will send annual newsletters to inform you of the ongoing research from Cancer Prevention Studies.

Participant Testimonials

"This is an opportunity to change the face of cancer ... so we don't have to tell our children they should be afraid of a word called cancer."

– Study participant

"My mom is a two-time cancer survivor, and I'm doing everything I can to make sure my children don't ever have to say that ... I really, really believe this is part of the answer."

– Study participant

"If participating in this study could mean that even just one person could be spared a cancer diagnosis, it would be the most important and meaningful action to fight cancer."

– Study volunteer

The Purpose of CPS-3

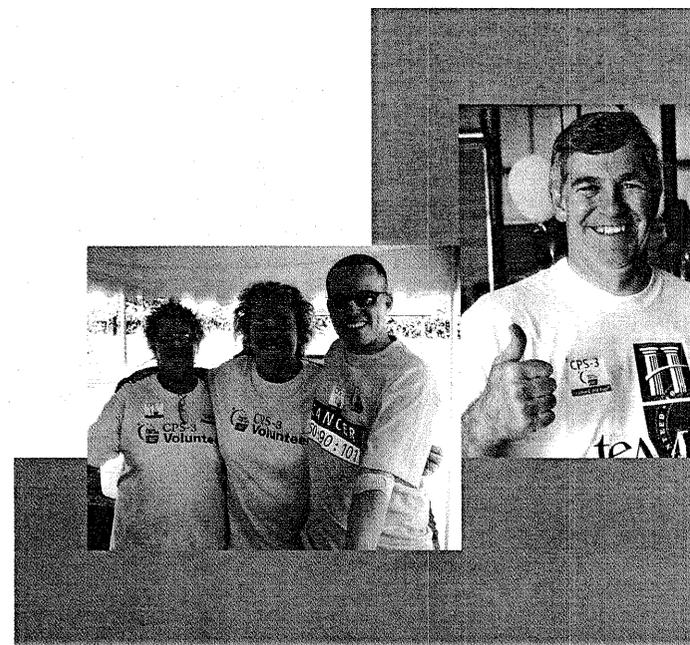
In 2007 alone, more than 1.4 million people in the United States will be diagnosed with cancer, and more than 559,000 people will die of the disease.

To better understand ways to **prevent** cancer, the American Cancer Society's Department of Epidemiology and Surveillance Research is recruiting 500,000 adults across the United States and Puerto Rico for a new research study called the Cancer Prevention Study-3 (CPS-3). Enrollment will take place at select Relay For Life® events.

CPS-3 will help us:

- Better understand the genetic, environmental, and lifestyle factors that cause or prevent cancer
- Ultimately eliminate cancer as a major health concern

*Fight back
through CPS-3.*



Region 2 Planning Commission



INVOICE NO. 2900

DATE: April 30, 2008

Mr. William Ross, City Manager
 City of Jackson (364 J)
 161 W. Michigan Avenue
 Jackson, MI 49201

cc: Phil Hones, CPA

DESCRIPTION		
Planning Services for April 2008 Historic District Zoning Administration Zoning Ordinance Information Zoning Appeals/Variances Fire Study Refer to the attached statement.		\$ (103.87) 1,032.56 2,590.90 2,340.71 431.15
Balance Due Region 2 Planning Commission.		\$ 6,291.45

May 4, 2008

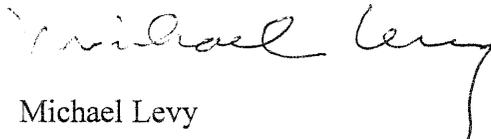


Jerry Ludwig
161 West Michigan Avenue
Jackson, MI 49201

Dear Mr. Mayor:

I regret that I must resign from the City Charter Review Committee; business time constraints will not allow me to plan appropriate time for this activity.

Thank you,


Michael Levy



CITY OF JACKSON, MICHIGAN

FINANCIAL STATEMENTS

AS OF AND FOR THE 9 MONTHS ENDED MARCH 31, 2008

(UNAUDITED)

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City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the 9 Months Ended March 31, 2008
(Prepared on the Adopted Budget - Basis)

Function Department	2007/08 Amended Budget	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable Unfavorable)
<u>Legislative :</u>					
101-101 City Council	83,938	6,242	79,501	94.71%	4,437
<u>Judicial:</u>					
101-137 Administrative Hearings Bureau	30,990	2,609	20,525	66.23%	10,465
<u>General Government :</u>					
101-172 City Manager	360,942	17,835	204,197	56.57%	156,745
101-192 City Clerk-Elections	131,439	4,581	106,327	80.89%	25,112
101-201 Finance	418,208	30,326	295,907	70.76%	122,301
101-209 City Assessor	403,324	30,485	296,464	73.51%	106,860
101-210 City Attorney	503,776	37,677	372,719	73.99%	131,057
101-215 City Clerk	201,012	14,406	142,431	70.86%	58,581
101-226 Personnel	391,143	24,437	254,511	65.07%	136,632
101-233 Purchasing	164,560	11,513	119,720	72.75%	44,840
101-253 City Treasurer	321,624	24,471	225,564	70.13%	96,060
101-254 City Income Tax	265,674	19,080	174,196	65.57%	91,478
101-258 Management Information Services	255,440	59,825	244,579	95.75%	10,861
101-265 City Hall & Grounds	311,865	51,338	272,753	87.46%	39,112
101-276 Cemeteries	440,081	27,107	295,724	67.20%	144,357
101-299 Unallocated	566,216	23,127	458,915	81.05%	107,301
	4,735,304	376,208	3,464,007	73.15%	1,271,297
<u>Police Department :</u>					
101-301 Police	8,798,244	611,479	6,181,021	70.25%	2,617,223
101-303 Police Youth Services - JPS	293,806	22,168	221,580	75.42%	72,226
101-308 STEP Grants	0	0	20,733	N/A	(20,733) (Note 2)
101-311 JCCAE Grant	0	462	6,781	N/A	(6,781) (Note 2)
101-313 Consortium Training	30,044	0	15,117	50.32%	14,927
101-314 In-Service Training	14,761	1,800	9,936	67.31%	4,825
101-315 MCOLES Training	49,087	1,490	1,490	3.04%	47,597
	9,185,942	637,399	6,456,658	70.29%	2,729,284
<u>Fire Department :</u>					
101-337 Fire Administration	278,946	20,146	198,930	71.31%	80,016
101-340 Fire Suppression	4,999,383	348,250	3,589,901	71.81%	1,409,482
101-341 Fire Prevention	13,500	1,174	5,723	42.39%	7,777
101-343 Fire Training	235,947	12,159	116,399	49.33%	119,548
	5,527,776	381,729	3,910,953	70.75%	1,616,823
<u>Other Public Safety :</u>					
101-350 Public Safety - Unallocated	1,821,325	208,620	1,101,581	60.48%	719,744
101-401 Planning	109,522	(2,259)	55,968	51.10%	53,554
101-426 Office of Emergency Measures	61,409	4,183	39,019	63.54%	22,390
	1,992,256	210,544	1,196,568	60.06%	795,688

(Continued -)

City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the 9 Months Ended March 31, 2008
(Prepared on the Adopted Budget - Basis)

- Continued -

Function Department	2007/08 Amended Budget	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable Unfavorable)
<u>Public Works :</u>					
101-441 Tax Property Maintenance	0	86	6,895	N/A	(6,895) <i>(Note 2)</i>
101-442 Civic Affairs	70,000	2,400	30,288	43.27%	39,712
101-445 Drains at Large	73,689	531	25,503	34.61%	48,186
101-446 Storm Drain Construction	97,000	24,868	30,724	31.67%	66,276
101-447 Grounds Maintenance	170,198	(13,528)	146,713	86.20%	23,485
101-448 Sidewalk Construction	130,000	0	75,098	57.77%	54,902
101-450 Street Lighting	380,873	34,611	273,810	71.89%	107,063
101-455 Weed Control	27,615	0	8,382	30.35%	19,233
	949,375	48,968	597,413	62.93%	351,962
<u>Recreation & Culture :</u>					
101-690 Forestry	557,954	38,998	441,148	79.07%	116,806
101-692 Parks, Recreation & Grounds Admin.	720,996	48,763	547,586	75.95%	173,410
101-697 Parks & Facilities Maintenance	513,442	31,318	352,543	68.66%	160,899
101-698 Lt. Nixon Memorial Pool	159,995	3,478	96,437	60.28%	63,558
101-699 Sharp Park Swimming Pool	126,691	424	79,361	62.64%	47,330
101-803 Historical District	42,817	21,639	22,345	52.19%	20,472
	2,121,895	144,620	1,539,420	72.55%	582,475
<u>Health & Welfare :</u>					
101-896 Human Relations	61,543	339	33,674	54.72%	27,869
<u>Contributions to Other Funds:</u>					
101-999 Contributions to Other Funds:	317,361	0	25,000	7.88%	292,361
Total General Fund Expenditures	25,006,380	1,808,658	17,323,719	69.28%	7,682,661

City of Jackson
All Other Funds - Expenditure Summary
As of and For the 9 Months Ended March 31, 2008
(Prepared on the Adopted Budget - Basis)

Fund Type/Fund Name		2007/08 Amended Budget	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable Unfavorable)
<u>Special Revenue Funds :</u>						
202	Major Street	5,447,126	225,448	2,939,563	53.97%	2,507,563
203	Local Street	1,741,237	56,755	1,268,184	72.83%	473,053
208	Ella W. Sharp Park Operating	733,806	28,881	451,078	61.47%	282,728
210	Land Acquisition Fund	45,000	3,419	30,462	67.69%	14,538
211	Housing Initiative Fund	35,020	537	23,840	68.08%	11,180
245	Public Improvement	1,403,515	25,018	167,465	11.93%	1,236,050
249	Building Department	531,426	34,157	346,256	65.16%	185,170
257	Budget Stabilization	75,000	0	0	0.00%	75,000
265	Drug Law Enforcement	91,317	5,426	58,188	63.72%	33,129
266	Project Safe Neighborhood Grant	95,529	0	4,519	N/A	91,010
268	Byrne JAG Grant	32,734	0	0	0.00%	32,734
270	LAWNET Grant	152,225	9,936	94,500	62.08%	57,725
288	Lead Hazard Control Grant	0	40,092	399,788	N/A	(399,788) (Note 2)
293	Waterfront Redevelopment Grant	267,391	0	1,279	0.48%	266,112
294	Brownfield Assessment Grant	57,011	18,101	83,325	146.16%	(26,314) (Note 2)
296	Recreation Activity	309,114	20,798	152,020	49.18%	157,094
297	JPS Recreation Millage Program	240,947	20,491	187,847	77.96%	53,100
<u>Debt Service Funds :</u>						
320	1998 MTF Bond D/S	128,144	0	128,144	100.00%	0
323	Mich. Urban Land Assembly D/S	144,000	12,000	108,000	75.00%	36,000
324	2003 MTF Bond D/S	153,210	0	153,210	100.00%	0
365	City Hall D/S	581,174	0	212,837	36.62%	368,337
368	Building Authority D/S	127,944	150	127,944	100.00%	0
395	2001 DDA TIF D/S	968,923	0	214,186	22.11%	754,737
398	2002 BRA TIF D/S	1,014,470	0	233,686	23.04%	780,784
399	2007 BRA TIF Refunding D/S	0	0	9,965,067	N/A	(9,965,067) (Note 2)
<u>Capital Projects Funds :</u>						
401	Capital Projects Fund	621,203	14,075	428,075	68.91%	193,128
402	Water Equipment and Replacement	1,791,213	96,482	1,159,901	64.76%	631,312
404	Sanitary Sewer Maintenance Fund	481,583	21,815	260,575	54.11%	221,008
405	Sanitary Sewer Replacement	667,000	64,565	418,331	62.72%	248,669
406	Wastewater Equipment Replacement	3,315,000	48,339	193,664	5.84%	3,121,336
494	Brownfield Redevelopment Authority	1,209,375	22,806	429,033	35.48%	780,342
496	DDA Project	1,259,222	22,001	401,525	31.89%	857,697
<u>Enterprise Funds :</u>						
583	Sharp Park Golf Practice Center	84,789	1,733	27,997	33.02%	56,792
585	Auto Parking System	109,098	4,721	36,502	33.46%	72,596
586	Parking Assessment	196,726	8,987	162,186	82.44%	34,540
590	Sewer	6,766,307	386,710	3,625,797	53.59%	3,140,510
591	Water	7,213,924	399,189	3,996,193	55.40%	3,217,731
599	Parking Deck Fund	462,725	11,022	135,703	29.33%	327,022

(Continued -)

City of Jackson
All Other Funds - Expenditure Summary
As of and For the 9 Months Ended March 31, 2008
(Prepared on the Adopted Budget - Basis)

- Continued -

Fund Type/Fund Name		2007/08 Amended Budget	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable Unfavorable)
<u>Internal Service Funds :</u>						
641	Public Works Administration	672,608	41,686	493,013	73.30%	179,595
642	Engineering Administration	380,697	31,486	287,173	75.43%	93,524
661	Motor Pool and Garage	1,753,145	144,687	1,098,051	62.63%	655,094
663	Equipment Revolving Fund	70,912	0	57,022	80.41%	13,890
677	Workers' Compensation	432,450	156,663	366,796	84.82%	65,654
678	Prescription Drug	1,105,120	61,683	570,652	51.64%	534,468
679	Health Care Deductible Reimbursement	0	24,263	130,040	N/A	(130,040) (Note 2)
<u>Trust & Agency Funds :</u>						
702	County & School Tax Collection	140,000	0	0	0.00%	140,000
711	Cemetery Perpetual Maintenance	80,000	0	4,076	5.10%	75,924
718	Ella W. Sharp Endowment	53,720	0	0	0.00%	53,720
731	Employees' Retirement System	2,030,000	174,845	1,603,925	79.01%	426,075
732	Policemen's/Firemen's Pension	1,310,000	0	653,541	49.89%	656,459
733	Policemen's/Firemen's Pens.-345	3,350,000	0	2,292,821	68.44%	1,057,179
736	Public Employees Health Care	13,400	0	0	N/A	13,400
<u>Special Assessment Funds :</u>						
895	Special Assessment	489,691	0	346,606	70.78%	143,085

City of Jackson
All Funds - Revenue Summary
As of and For the 9 Months Ended March 31, 2008

Fund/Fund Name	2007/08 Amended Budget	Actual Month To Date	Actual Year To Date	Percent Collected
<u>General Fund :</u>				
Property Taxes	8,388,622	107,789	7,151,054	85.25%
Income Taxes	7,400,000	64,168	5,488,876	74.17%
Licenses & Permits	243,200	2,651	115,506	47.49%
Federal Grants	21,397	0	32,491	151.85%
State Grants	64,048	0	7,886	12.31%
State Revenue Sharing	5,396,000	919,745	3,883,471	71.97%
Contributions From Local Units	172,044	530	106,332	61.81%
Charges For Goods & Services	1,069,901	27,645	246,752	23.06%
Fines & Forfeits	255,479	24,533	215,288	84.27%
Investment Income	340,000	7,821	127,552	37.52%
Contributions From Other Funds	364,000	25,678	58,272	16.01%
Miscellaneous	287,646	6,998	135,752	47.19%
Total General Fund Revenues	<u>24,002,337</u>	<u>1,187,558</u>	<u>17,569,232</u>	<u>73.20%</u>
<u>Special Revenue Funds :</u>				
202 Major Street	5,296,306	340,608	2,001,412	37.79%
203 Local Street	1,444,311	90,388	862,689	59.73%
208 Ella W. Sharp Park Operating	742,220	878	313,167	42.19%
210 Land Acquisition Fund	45,000	170	72,257	160.57%
211 Housing Initiative Fund	100,500	0	0	0.00%
245 Public Improvement	1,224,000	11,062	1,126,926	92.07%
249 Building Inspection	531,428	15,187	174,029	32.75%
257 Budget Stabilization	75,000	6,230	50,692	67.59%
265 Drug Law Enforcement	22,330	8,339	31,085	139.21%
266 Project Safe Neighborhood Grant	95,529	0	3,461	3.62%
268 Byrne JAG Grant	32,734	0	0	0.00%
270 LAWNET Grant	152,225	10,150	84,503	55.51%
288 Lead Hazard Control Grant	0	1,875	407,193	N/A (Note 2)
293 Waterfront Redevelopment Grant	267,391	0	0	0.00%
294 Brownfield Assessment Grant	56,960	13,124	83,282	146.21%
296 Recreation Activity	310,000	49,486	170,015	54.84%
297 JPS Recreation Millage Program	240,947	0	124,000	51.46%
<u>Debt Service Funds :</u>				
320 1998 MTF Bond D/S	128,144	0	128,144	100.00%
323 Mich. Urban Land Assembly D/S	144,000	12,000	108,000	75.00%
324 2003 MTF Bond D/S	153,210	0	153,210	100.00%
365 2003 City Hall D/S	573,625	21,976	543,849	94.81%
368 Building Authority D/S	127,944	150	127,944	100.00%
395 2001 DDA TIF D/S	969,000	0	214,186	22.10%
398 2002 BRA TIF D/S	1,014,000	0	233,686	23.05%
399 2007 BRA TIF Refunding D/S	0	0	9,965,167	N/A (Note 2)
<u>Capital Projects Funds :</u>				
401 Capital Projects Fund	621,203	11,097	187,861	30.24%
402 Water Equipment and Replacement	1,360,000	188,466	1,304,211	95.90%
404 Sanitary Sewer Maintenance Fund	481,583	21,832	264,990	55.02%
405 Sanitary Sewer Replacement	692,000	59,069	525,108	75.88%
406 Wastewater Equip. Replacement	690,000	65,903	576,074	83.49%

(Continued-)

City of Jackson
All Funds - Revenue Summary
As of and For the 9 Months Ended March 31, 2008

- Continued -

Fund/Fund Name	2007/08 Amended Budget	Actual Month To Date	Actual Year To Date	Percent Collected
<u>Capital Projects Funds : (Continued)</u>				
494 Brownfield Redevelopment Authority	1,457,237	8,073	72,580	4.98%
496 DDA Project	976,000	4,495	38,818	3.98%
<u>Enterprise Funds :</u>				
583 Sharp Park Golf Practice Center	85,300	0	21,561	25.28%
585 Auto Parking System	108,559	1,992	51,852	47.76%
586 Parking Assessment	186,559	6,984	155,569	83.39%
590 Sewer	5,442,000	529,865	3,706,372	68.11%
591 Water	6,689,343	481,088	5,098,181	76.21%
599 Parking Deck Fund	272,000	3,427	275,430	101.26%
<u>Internal Service Funds :</u>				
641 Public Works Administration	672,608	52,714	458,561	68.18%
642 Engineering Administration	386,266	24,833	284,615	73.68%
661 Motor Pool and Garage	1,187,112	114,466	992,407	83.60%
663 Equipment Revolving Fund	70,912	0	57,022	80.41%
677 Workers' Compensation	407,575	22,551	236,193	57.95%
678 Prescription Drug	1,191,580	69,875	686,237	57.59%
679 Health Care Deductible Reimbursement	0	34,699	326,931	N/A (Note 2)
<u>Trust & Agency Funds :</u>				
702 County & School Tax Collection	140,000	9,946	129,024	92.16%
711 Cemetery Perpetual Maintenance	115,000	2,533	124,809	108.53%
718 Ella W. Sharp Endowment	53,720	0	0	0.00%
731 Employees' Retirement System	4,721,990	(143,668)	(974,975)	-20.65%
732 Policemen's/Firemen's Pension	1,482,545	0	446,540	30.12%
733 Policemen's/Firemen's Pension-345	6,714,972	0	2,370,380	35.30%
736 Public Employees Health Care	11,000	1,071	8,716	79.24%
<u>Special Assessment Funds :</u>				
895 Special Assessment	489,691	15	355,985	72.70%

City of Jackson
Notes to Revenue & Expenditure Summaries
As of and For the 9 Months Ended March 31, 2008

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

Note 2: Budget amendments are pending that will eliminate these variances.

OFFICE OF THE

Julius A. Giglio
City Attorney

Susan G. Murphy
Deputy City Attorney

Gilbert W. Carlson
Assistant City Attorney



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

CITY ATTORNEY

Confidential Attorney-Client Privilege
Attorney Work Product
Not Subject to Disclosure under the Freedom of Information Act

MEMORANDUM

TO: Hon. Mayor and City Council Members

FROM: Susan G. Murphy, Deputy City Attorney

RE: Greater Bible Way Temple – United States Supreme Court update

DATE: May 1, 2008

Attached is a copy of the letter from the U.S. Supreme Court's clerk advising of the Supreme Court's action denying the GBW's petition for writ of certiorari.

This U.S. Supreme Court action means that the Michigan Supreme Court opinion ruling in our favor stands, and we can proceed to enter an Order in the Circuit Court consistent with that opinion. Because that opinion ruled that RLUIPA does not apply to a re-zoning request, it necessarily includes vacating the order awarding attorney fees. We will file a Motion to enter an Order with the Circuit Court to conclude this case that includes setting aside that previous Order requiring the City to pay GBW's attorney fees. I will get you a copy of that Order after it is entered.

This is placed on your May 13, 2008 agenda for official receipt. Please call us with questions.

cc: Julius A. Giglio, City Attorney
William R. Ross, City Manager
Gerald Fischer, Outside Counsel
Thomas Schultz, Outside Counsel

Supreme Court of the United States
Office of the Clerk
Washington, DC 20543-0001

William K. Suter
Clerk of the Court
(202) 479-3011

April 14, 2008

Mr. William Peck Hampton
30903 Northwestern Highway
Farmington Hills, MI 48334

Re: The Greater Bible Way Temple of Jackson
v. City of Jackson, Michigan, et al.
No. 07-1080

Dear Mr. Hampton:

The Court today entered the following order in the above-entitled case:

The motion of Grace Community Church, et al. for leave to file a brief
as *amici curiae* is granted. The petition for a writ of certiorari is denied.

Sincerely,



William K. Suter, Clerk



Department of Public Services

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

May 7, 2008

TO: William R. Ross, City Manager

FROM: Glenn M. Chinavare, Director of Public Services

**RE: DETROIT SALT COMPANY
MORTON SALT COMPANY, INC.
PURCHASE OF SALT FOR WINTER MAINTENANCE ACTIVITIES**

This letter is to inform you that the Department of Public Works purchased 5,566.87 tons of salt @\$35.49 per ton, for a total contract amount of \$197,568.39, from Detroit Salt Company for winter maintenance on major and local streets. The estimated amount of this original purchase order was 4,300 tons @\$35.49 per ton, for a total estimated contract amount of \$152,607.00. Funds are available for this expense in the Projected Budget for 2007-08 Winter Maintenance Activities for Major and Local Streets.

The Department of Public Works also purchased 884.27 tons of salt @\$36.26 per ton of salt from Morton Salt Co., Inc., for use on the State Trunklines, for a total contract amount of \$32,063.63. The original purchase order with Morton Salt Co., Inc., was estimated at 700 tons @\$36.26 per ton, for a total estimated contract amount of \$25,382.00. Funds are also available in the Projected Budget 2007-08 for the Major Street, Trunkline Budget, Winter Maintenance to cover this expense.

Request add this correspondence to the next city council agenda as a consent calendar item, to inform city council of the same. These expenses for deicing materials for the 2007-08 winter season were necessary to maintain safe and drivable streets.

**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: May 6, 2008
TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Engineer's Report for High Street Paving from Losey to Executive

The Department of Engineering requests that City Council establish a public hearing of necessity to be held on June 10, 2008, for street paving on High Street from Losey Avenue to Executive Drive. This report is prepared for the City Council per the Assessment Policy regarding the necessity of street construction.

Department of Engineering records show that this stretch of High Street was constructed at different times as this part of the city developed. The section from Losey Avenue for approximately 200 feet east of Chlebus (old City limit) was built in 1962 and widened in 1978. The pavement in this stretch is not substantial enough for the heavy truck traffic in the area and is badly deteriorated with numerous potholes and pavement failures. The Department of Engineering proposes to remove and replace pavement from Losey Avenue to the old City limit. High Street from the old City limit to Executive Drive was originally constructed in 1983. The pavement surface has many potholes. Since the pavement base is in good condition, it is proposed to mill and resurface this section of High Street.

The attached photographs show the current road conditions.

Estimated project costs and funding are as follows:

Street Paving (Assessments)	\$142,083.28
Street Paving (MDOT/FHWA Funds)	<u>\$835,784.00</u>
Total Project Cost	\$977,867.30

The established individual assessment information has been reviewed by the City Assessor and includes corner lot benefits where applicable. According to the City Code, the City Assessor determines if corner lot benefits are granted. Associate costs are shown on the attached assessment maps. If this project is ordered, the assessment roll can be spread over a period of time. The number of years is based on the highest individual assessment amount that produces the longest period of time allowed for payment. Based on a schedule of assessments adopted by resolution on July 21, 1998, and on the highest individual assessments for this project, the number of annual instalment periods will be ten.

RTM/JD:tjs

c: Randall T. McMunn, P.E., Assistant City Engineer
Lynn Fessel, City Clerk
C. Jan Markowski, City Assessor



Figure 1 High Street looking west near Executive Drive



Figure 2 High Street looking west toward Research Drive.

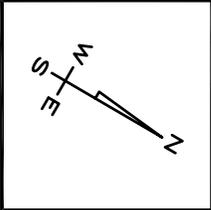
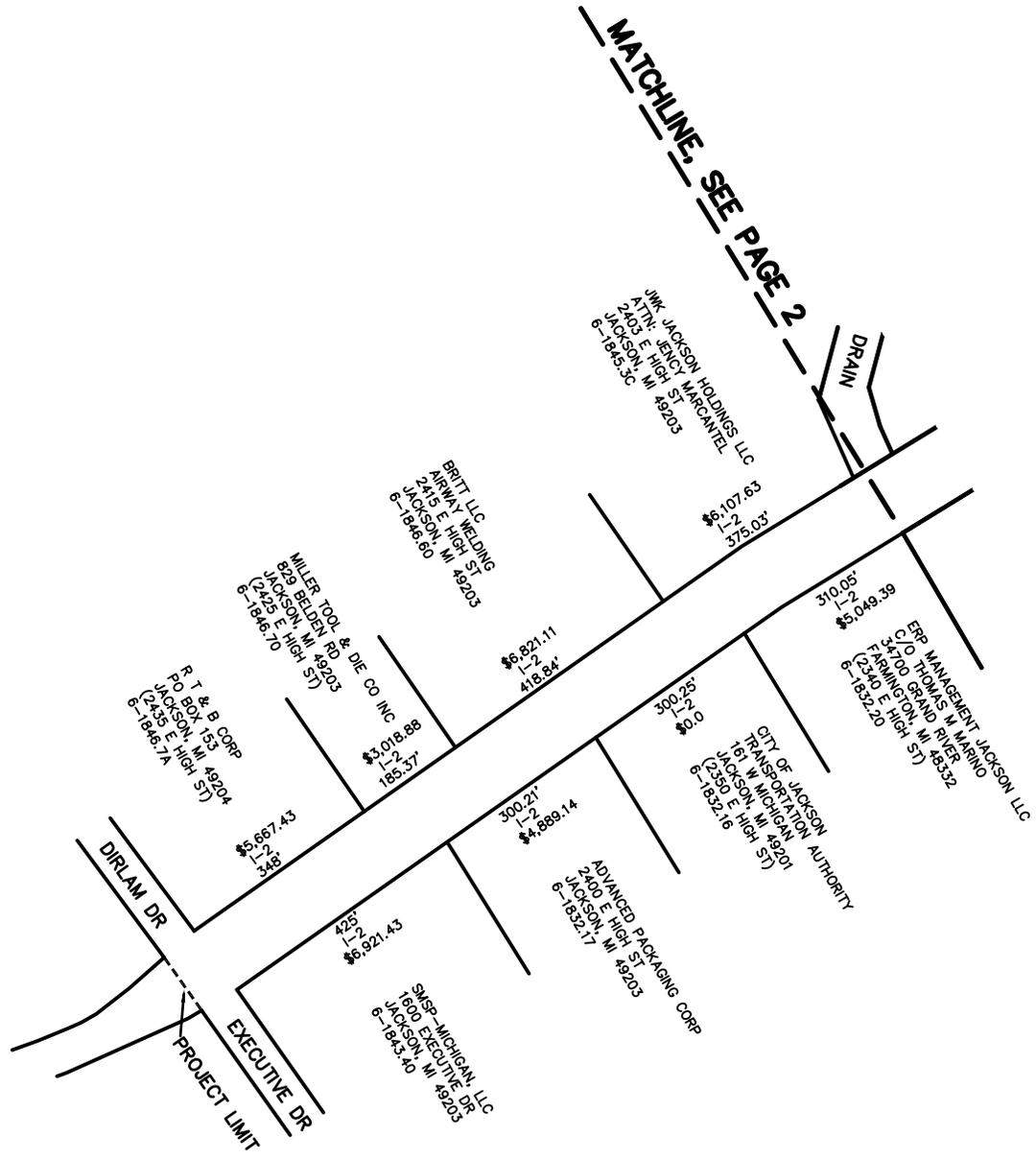


Figure 3 High Street looking west near Clara Street.



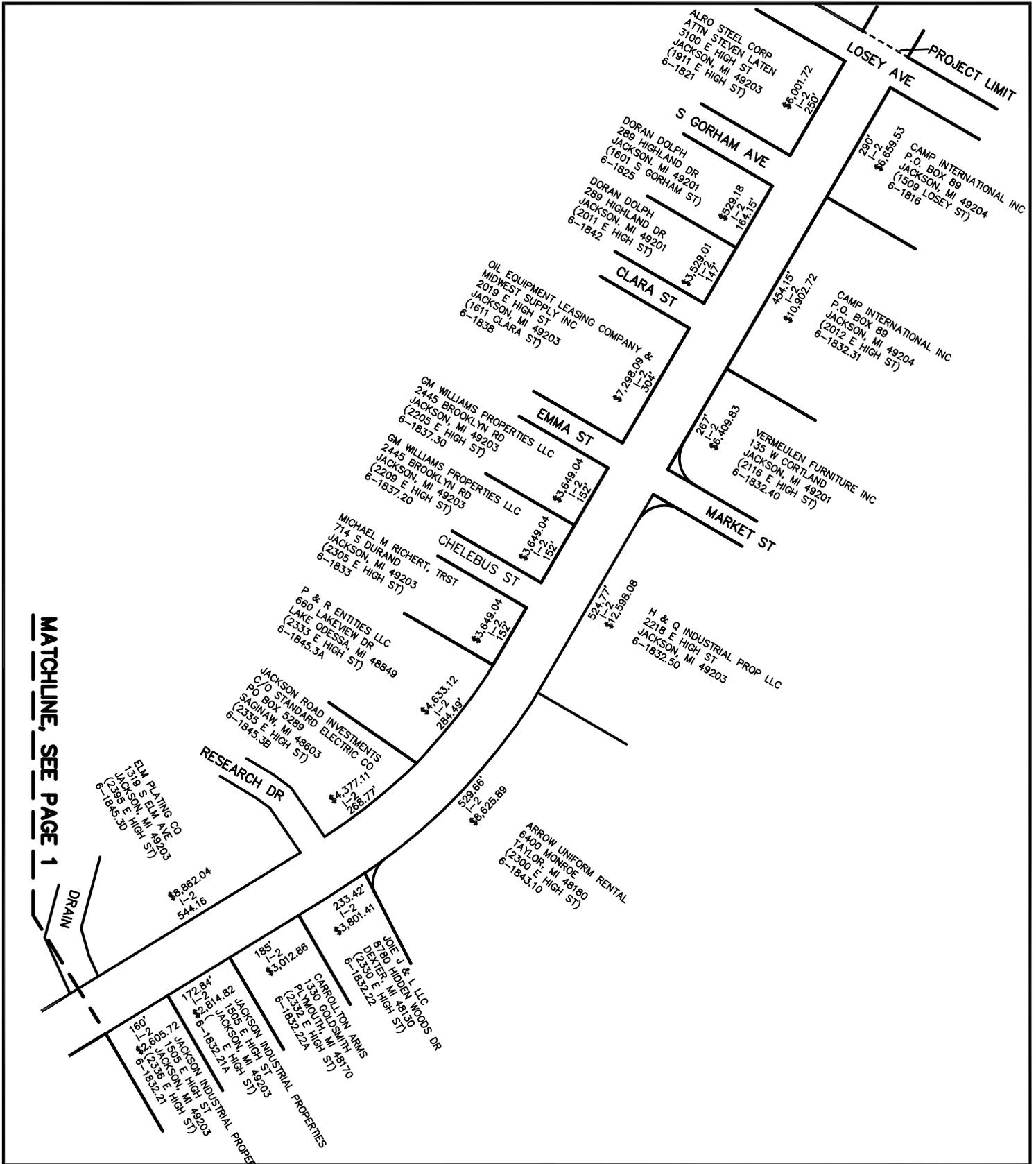
Figure 4 High Street looking northwest at Losey Street intersection.

MATCHLINE - SEE PAGE 2



SCALE:	1" = 300'
DATE:	11/29/2007
DRAWN BY:	RLB
CITY OF JACKSON DEPARTMENT OF ENGINEERING	

ASSESSMENT MAP FOR E HIGH STREET
FROM LOSEY TO EXECUTIVE
PAGE 1 OF 2



	SCALE: 1" = 300'	ASSESSMENT MAP FOR E HIGH STREET FROM LOSEY TO EXECUTIVE PAGE 2 OF 2
	DATE: 11/29/2007	
	DRAWN BY: RLB	
	CITY OF JACKSON DEPARTMENT OF ENGINEERING	



Community Development

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

May 6, 2008

TO: William R. Ross, City Manager

FROM: Carol L. Konieczki, Community Development Director

RE: Request to Establish Public Hearings on May 27, 2008 to received public comments on the Application submitted to US Environmental Protection Agency (US EPA) for Revolving Loan Fund Grant (One Million Dollars) to be incorporated in the Grant Work Plan

Recently the US EPA announced that the City of Jackson's Brownfield Redevelopment Authority was allocated a One Million Dollar Revolving Loan Fund Grant (Fact Sheet provided as Attachment A). The next step in the process of receiving these grant funds will be to submit a Grant Work Plan to the US EPA based off of our submitted application (on file in the Clerk's Office) and public comments. As part of our application, we agreed to hold a public hearing at a City Council meeting for citizens to comment on the application prior to submission of our Work Plan to allow us to incorporate any feedback.

Requested action of City Council is to establish May 27, 2008 at the City Council meeting as the time and place to hold a public hearing to receive citizen comments on the JBRA application submitted to the US EPA for the allocated Revolving Loan Fund Grant. Please place this request on the May 13, 2008 agenda for City Council's consideration.

CLK:dss

cc: Deborah Stuart, Economic Development Project Manager



Brownfields 2008 Grant Fact Sheet

Jackson Brownfield Redevelopment Authority, MI

EPA Brownfields Program

EPA's Brownfields Program empowers states, communities, and other stakeholders to work together to prevent, assess, safely clean up, and sustainably reuse brownfields. A brownfield site is real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. On January 11, 2002, President George W. Bush signed into law the Small Business Liability Relief and Brownfields Revitalization Act. Under this law, EPA provides financial assistance to eligible applicants through four competitive grant programs: assessment grants, revolving loan fund grants, cleanup grants, and job training grants. Additionally, funding support is provided to state and tribal response programs through a separate mechanism.

Community Description

The City of Jackson Brownfield Redevelopment Authority was selected to receive a brownfields revolving loan fund grant. Located along the Grand River in southern Michigan, the City of Jackson (population 36,316) has a long history of manufacturing dating back to the late 1800s. Industries were drawn to the Grand River for water power and transportation. In the mid-1900s, Jackson was home to more than 25 automobile manufacturing companies. Although manufacturing still is the largest employment sector, many manufacturing jobs have disappeared. During



Revolving Loan Fund Grant

New
2008

\$600,000 for hazardous substances
\$400,000 for petroleum

EPA has selected the City of Jackson Brownfield Redevelopment Authority for a brownfields revolving loan fund grant. The grant will be used to capitalize a revolving loan fund from which the City of Jackson Brownfield Redevelopment Authority will provide loans and subgrants to support cleanup activities for sites contaminated with petroleum and hazardous substances. Grant funds will be used for marketing, management, and oversight of the program.

Contacts

For further information, including specific grant contacts, additional grant information, brownfields news and events, and publications and links, visit the EPA Brownfields web site at: www.epa.gov/brownfields.

EPA Region 5 Brownfields Team
312-886-7576
<http://www.epa.gov/R5Brownfields>

Grant Recipient: City of Jackson Brownfield Redevelopment Authority, MI
517-768-6433

The information presented in this fact sheet comes from the grant proposal; EPA cannot attest to the accuracy of this information. The cooperative agreement for the grant has not yet been negotiated. Therefore, activities described in this fact sheet are subject to change.

2006, the unemployment rate in Jackson ranged from nine to 11.6 percent. Nearly 20 percent of the population lives below the poverty level. The decline in manufacturing has left a legacy of abandoned, underused, and contaminated properties, many along

the Grand River. These sites have had a negative impact on the city's groundwater supply and tax base. Brownfields cleanups conducted through the RLF grant are expected to reduce contamination along the city's greatest natural resource, the Grand River, and help Jackson leverage funding for redevelopment efforts.



Community Development

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

May 7, 2008

TO: William R. Ross, City Manager

FROM: Carol L. Konieczki, Community Development Director

RE: **Public Hearings and Adoption of a Resolution to Establish an Obsolete Property Rehabilitation District (OPRD) #6 for the property located at Units 5-15, 159 West Pearl Street**

Under an OPRD, the City freezes existing Ad Valorem property taxes collected under the General Property Tax Act of 1893, Public Act 206, on a designated building (not land) for up to 12 years. The establishment of an OPRD provides an incentive for developers to invest in obsolete property by exempting any increase in the taxable value of the property. Placing the property within an OPRD will allow the owners to apply for an exemption certificate that would assist with the rehabilitation and redevelopment of the condominium unit on the property. The OPRD must consist of one or more parcels of land containing obsolete commercial or commercial housing property. The building has been condominiumized for the potential sale of these residential units and Units 5-15 of the property qualify as a “functionally obsolete property” under Public Act 146 of 2000 (Memo from City Assessor: Attachment A).

Staff has met all the public notice requirements in preparation of this public hearing and is requesting that the City Council hold a public hearing to establish Obsolete Property Rehabilitation District #6 and to adopt the attached resolution (Attachment B) establishing OPRD #6 for the property located at Units 5-15, 159 West Pearl Street. Please place this request on the May 13, 2008 agenda for City Council’s consideration.

CLK/dss

cc: John Collis, NC Development Group LLC
Kyle Jansen, DDA Executive Director
Jan Markowski, City Assessor
Abbas Namazi, Gold Land Realty
Deborah Stuart, Economic Development Project Manager



City Assessor

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

MEMO:

May 7, 2008

To: Deborah Stuart, Community Development Project Coordinator
From: C. Jan Markowski, City Assessor
Subject: Obsolescence of 159 W. Pearl Street

I have toured the above referenced property identified in the City's Assessment records as parcel number 1-001400000.

Based on my observations are the following regarding the second and third floors:

1. The existing second and third floors were designed for light manufacturing (corset company).
2. The space is open with few partitions.
3. Minimum amount of plumbing exists currently.
4. Electrical system was laid out for industrial purposes, not residential.
5. The second and third floors are served by a freight elevator.
6. No air-conditioning exists on either floor.
7. The heating system is not useable for residential use.
8. Several windows will require repair or replacement.
9. The sprinkler system will require modification for residential use.

Based on the above, I would estimate the second and third floors of 159 W Pearl Street are more than 50% obsolete.

CJM/ty

RESOLUTION

WHEREAS, pursuant to Act No. 146 of 2000, the City of Jackson has the authority to establish "Obsolete Property Rehabilitation Districts" within the City of Jackson; and

WHEREAS, Goldland Realty LLC is the owner and would like to establish the Obsolete Property Rehabilitation Act District on its property in the City of Jackson hereinafter described; and

WHEREAS, the City Council of the City of Jackson sets forth a finding and determination that the district meets the requirement set forth in section 3(1) of Public Act 146 of 2000; and

WHEREAS, written notice has been given by mail to all owners of real property located within the proposed district, and to the public by newspaper advertisement in the Jackson Citizen Patriot; and

WHEREAS, on May 13, 2008 a public hearing was held and all residents and taxpayers of the City of Jackson were afforded an opportunity to be heard thereon; and

WHEREAS, the City Council deems it to be in the public interest of the City of Jackson to establish an Obsolete Property Rehabilitation District as proposed;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Jackson that the following described parcels of land situated in the City of Jackson, County of Jackson, and State of Michigan, to wit:

Unit Numbers 5,6,7,8,9,10,11,12,13,14, and 15, 159 Pearl Street Condominiums, according to the Master Deed recorded in Liber 1893, Page 705, Jackson County Records, and designated as Jackson County Condominium Plan No. 116, together with the rights in General Common Elements and in Limited Common Elements as set forth in the above Master Deed and as described in Act 59 of the Public Acts of 1978, as amended.

Be and here is established as an Obsolete Property Rehabilitation District pursuant to the provision of Act No. 146 of the Public Acts of 2000 to be known as District #6.

* * * * *



May 8, 2008

TO: William R. Ross, City Manager

FROM: Carol L. Konieczki, Community Development Director

RE: **Public Hearings and Adoption of a Resolution to Approve an Application for an Obsolete Property Rehabilitation Tax Exemption Certificate for the property located at Units 5-15, 159 West Pearl Street**

On June 3, 2003, City Council adopted an Obsolete Property Rehabilitation District (OPRD) policy to address the functional obsolescence of commercial buildings within the downtown through the provision of Public Act 146 of 2000. On March 22, 2005, the OPRD policy was amended to include job creation in computing the length of the tax incentive. That policy provided that for every one (1) new full-time (or its equivalent) job a property owner created on site for each 500 square foot of rehabilitated space, it could be eligible for additional tax exemption. The attached promotional piece for this incentive provides a summary of the policy (Attachment A). To date, five districts have been created and four certificates approved.

In anticipation of the approval of OPRD #6, Abbas Namazi of Goldland Realty has submitted an application for an Obsolete Property Rehabilitation Tax Exemption Certificate for the redevelopment of second and third floors of 159 West Pearl Street that would include units 5-15 of the their development project (Attachment B). In reviewing the Application and the eligibility of the property, staff notes the following:

1. The property is less than six (6) stories tall and rehabilitation costs are projected to be \$50-\$100 per square foot (estimate of \$62.88 per Gold Land Realty proposal), making the property eligible for four (4) years of tax exemption status per the policy requirements adopted on June 3, 2003.
2. There is no plan to create new jobs and no additional years will be added under that job creation eligibility requirement per the policy requirements adopted on March 22, 2005.

Based on the criteria, the proposal qualifies for the maximum of four (4) years of abatement. Following is a projection of the property tax incentive through the OPRD:

Real Property Taxes

The OPRD will create the following additional tax potential, which will act as incentive for this project to proceed. Based on a \$590,106 investment in Units 5-15, 159 West Pearl Street:

$$\$590,106 \times 50\% = \$295,053 \text{ SEV}$$

$$\$295,053 \times .060 \text{ millage rate} = \$17,073 \text{ (annual savings)}$$

$$\$17,073 \times 4 \text{ years} = \mathbf{\$70,812 \text{ overall incentive}}$$

Staff has met all the public notice requirements in preparation of this public hearing and is requesting that the City Council hold a public hearing to receive citizen comments on Goldland Realty's application for an Obsolete Property Rehabilitation Certificate for OPRD #6 established at Units 5-15, 159 West Pearl Street and move the adoption of the attached Resolution (Attachment C) to approve four years of tax exemption status. Please place this request on the May 13, 2008 agenda for City Council's consideration.

CLK/dss

cc: John Collis, NC Development Group LLC
Kyle Jansen, DDA Executive Director
Jan Markowski, City Assessor
Abbas Namazi, Goldland Realty
Deborah Stuart, Economic Development Project Manager

Obsolete Property Rehabilitation Act OPRA

Description: PA 145 of 2000, the **Obsolete Property Rehabilitation Act (OPRA)**, provides commercial and commercial housing property tax exemptions for eligible projects. Applications must be approved at the local and State levels, with a certificate issued by the State Tax Commission to be effective. The property must have at least a 50% obsolescence finding from an eligible community assessor and be located in an established Obsolete Property Rehabilitation District (OPRD). Exemptions are approved for one to twelve years to be determined by the local unit of government with taxes based on the previous year's (prior to rehabilitation) taxable value. This value is frozen for the length of the abatement.

Eligibility: Within the City of Jackson, the building must be first be determined obsolete by the Assessor. If the building meets the criteria, project eligibility and years of abatement (not to exceed 12 years total) are considered based on the following:

IF the property OVER SIX STORIES and the REHABILITATION COSTS are at least 100% of the true case value of the property, see the chart below to calculate the potential abatement years.

Property Investment	100-120%	121-140%	141-160%	161-180%	181-200%	201-220%	221-240%	241-260%	261-280%
Abatement Years	4	5	6	7	8	9	10	11	12

IF the property is LESS than SIX STORIES and the REHABILITATION COSTS are at least \$50 per square foot, ADD the years you qualify for in both chart below to calculate the potential abatement years.

Property Investment	\$50-100 per sq ft	\$101-150 per sq ft	\$151 plus per sq ft
Abatement Years	4	5	6

Square ft of rehabilitation	500	1000	1500	2000	2500	3000	3500	4000
NEW employees	1	2	3	4	5	6	7	8
Abatement Years	1	2	3	4	5	6	7	8

Approval Timeline: Three to four months from Application to Tax Certificate Approval. NO WORK can take place prior to Tax Certificate Approval. *Please note that this is a rough estimate based on notice requirements, but could vary depending on project details and schedules.*

Resources:

City of Jackson
Community Development Department:: 517.768.6433

State of Michigan
Michigan Department of Treasury: 517.373.3272

Application:
www.michigan.gov/documents/3674f_2640_7.pdf

Legislation:
www.michigan.gov/documents/146_packet_98456_7.pdf

Project Highlight

Anesthesia Business Consultants

Investment:

Over \$3.5 Million

Jobs:

200 Retained, 75 Created

Abatement:

12 Years with \$100,000 (approximately) in annual tax savings



Application for Obsolete Property Rehabilitation Exemption Certificate

This form is issued as provided by Public Act 146 of 2000, as amended. This application should be filed after the district is established. This project will not receive tax benefits until approved by the State Tax Commission. Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the State Tax Commission.

INSTRUCTIONS: File the original and two copies of this form and the required attachments with the clerk of the local government unit. (The State Tax Commission requires two copies of the Application and attachments. The original is retained by the clerk.) Please see State Tax Commission Bulletin 9 of 2000 for more information about the Obsolete Property Rehabilitation Exemption. The following must be provided to the local government unit as attachments to this application: (a) General description of the obsolete facility (year built, original use, most recent use, number of stories, square footage); (b) General description of the proposed use of the rehabilitated facility, (c) Description of the general nature and extent of the rehabilitation to be undertaken, (d) A descriptive list of the fixed building equipment that will be a part of the rehabilitated facility, (e) A time schedule for undertaking and completing the rehabilitation of the facility, (f) A statement of the economic advantages expected from the exemption. A statement from the assessor of the local unit of government, describing the required obsolescence has been met for this building, is required with each application. Rehabilitation may commence after establishment of district

Applicant (Company) Name (applicant must be the OWNER of the facility) Abbas Namazi / Goldland Realty LLC		
Company Mailing address (No. and street, P.O. Box, City, State, ZIP Code) 2646 S Patton ave San Padro CA 90731		
Location of obsolete facility (No. and street, City, State, ZIP Code) 159 W Pearl		
City, Township, Village (indicate which) Jackson	County Jackson	
Date of Commencement of Rehabilitation (mm/dd/yyyy) 6-01-08	Planned date of Completion of Rehabilitation (mm/dd/yyyy) 06-01-10	School District where facility is located (include school code) Jackson
Estimated Cost of Rehabilitation	Number of years exemption requested	Attach Legal description of Obsolete Property on separate sheet
Expected project likelihood (check all that apply):		
<input checked="" type="checkbox"/> Increase Commercial activity	<input type="checkbox"/> Retain employment	<input type="checkbox"/> Revitalize urban areas
<input type="checkbox"/> Create employment	<input type="checkbox"/> Prevent a loss of employment	<input checked="" type="checkbox"/> Increase number of residents in the community in which the facility is situated
Indicate the number of jobs to be retained or created as a result of rehabilitating the facility, including expected construction employment _____		
Each year, the State Treasurer may approve 25 additional reductions of half the school operating and state education taxes for a period not to exceed six years. Check the following box if you wish to be considered for this exclusion.		
<input checked="" type="checkbox"/>		

APPLICANT'S CERTIFICATION

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all of the information is truly descriptive of the property for which this application is being submitted. Further, the undersigned is aware that, if any statement or information provided is untrue, the exemption provided by Public Act 146 of 2000 may be in jeopardy.

The applicant certifies that this application relates to a rehabilitation program that, when completed, constitutes a rehabilitated facility, as defined by Public Act 146 of 2000, as amended, and that the rehabilitation of the facility would not be undertaken without the applicant's receipt of the exemption certificate.

It is further certified that the undersigned is familiar with the provisions of Public Act 146 of 2000, as amended, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Obsolete Property Rehabilitation Exemption Certificate by the State Tax Commission.

Name of Company Officer (no authorized agents) Abbas Namazi	Telephone Number (310) 308-6148	Fax Number (517) 905-5928
Mailing Address 2646 S Patton ave, San Padro CA 90731		Email Address abbasnamazi@hotmail.com
Signature of Company Officer (no authorized agents) 		Title Owner

LOCAL GOVERNMENT UNIT CLERK CERTIFICATION

The Clerk must also complete Parts 1, 2 and 4 on Page 2. Part 3 is to be completed by the Assessor.

Signature	Date application received
-----------	---------------------------

FOR STATE TAX COMMISSION USE

Application Number	Date Received	LUCI Code
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LOCAL GOVERNMENT ACTION

This section is to be completed by the clerk of the local governing unit before submitting the application to the State Tax Commission. Include a copy of the resolution which approves the application and Instruction items (a) through (f) on page 1, and a separate statement of obsolescence from the assessor of record with the State Assessor's Board. All sections must be completed in order to process.

PART 1: ACTION TAKEN

Action Date: _____		
<input type="checkbox"/> Exemption Approved for _____ Years, ending December 30, _____ (not to exceed 12 years)		
<input type="checkbox"/> Denied		
Date District Established	LUCI Code	School Code

PART 2: RESOLUTIONS (the following statements must be included in resolutions approving)

<p>A statement that the local unit is a Qualified Local Governmental Unit.</p> <p>A statement that the Obsolete Property Rehabilitation District was legally established including the date established and the date of hearing as provided by section 3 of Public Act 146 of 2000.</p> <p>A statement indicating whether the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under Public Act 146 of 2000 and under Public Act 198 of 1974 (IFT's) exceeds 5% of the total taxable value of the unit.</p> <p>A statement of the factors, criteria and objectives, if any, necessary for extending the exemption, when the certificate is for less than 12 years.</p> <p>A statement that the application was approved at a public hearing as provided by section 4(2) of Public Act 146 of 2000 including the date of the hearing.</p> <p>A statement that the applicant is not delinquent in any taxes related to the facility.</p> <p>If it exceeds 5% (see above), a statement that exceeding 5% will not have the effect of substantially impeding the operation of the Qualified Local Governmental Unit or of impairing the financial soundness of an affected taxing unit.</p> <p>A statement that all of the items described under "Instructions" (a) through (f) of the Application for Obsolete Property Rehabilitation Exemption Certificate have been provided to the Qualified Local Governmental Unit by the applicant.</p>	<p>A statement that the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000.</p> <p>A statement that the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District.</p> <p>A statement that the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in a Qualified Local Governmental Unit eligible under Public Act 146 of 2000 to establish such a district.</p> <p>A statement that completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to, increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility is situated. The statement should indicate which of these the rehabilitation is likely to result in.</p> <p>A statement that the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of Public Act 146 of 2000.</p> <p>A statement of the period of time authorized by the Qualified Local Governmental Unit for completion of the rehabilitation.</p>
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PART 3: ASSESSOR RECOMMENDATIONS

Provide the Taxable Value and State Equalized Value of the Obsolete Property, as provided in Public Act 146 of 2000, as amended, for the tax year immediately preceding the effective date of the certificate (December 31st of the year approved by the STC).

	Taxable Value	State Equalized Value (SEV)	
Building(s)			
Name of Governmental Unit		Date of Action on application	Date of Statement of Obsolescence

PART 4: CLERK CERTIFICATION

The undersigned clerk certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way. Further, the undersigned is aware that if any information provided is untrue, the exemption provided by Public Act 146 of 2000 may be in jeopardy.

Name of Clerk	Clerk Signature	Date	
Clerk's Mailing Address	City	State	ZIP Code
	Telephone Number	Fax Number	Email Address

Mail completed application and attachments to: State Tax Commission
 Michigan Department of Treasury
 P.O. Box 30471
 Lansing, Michigan 48909-7971

If you have any questions, call (517) 373-3272.

For guaranteed receipt by the State Tax Commission, it is recommended that applications and attachments are sent by certified mail.

The following is the detailed information needed to complete the application for our Obsolete Property Rehabilitation Exemption Certificate.

1) General description of the obsolete facility:

Currently, 159 W Pearl St is a 4 story building with approximately 22,000 sq ft of vacant space at this time. The building previous business was Kellogg's industry (garment factory) This building was build in early 1900's and will be completely remodeled to be Condo's.

2) General description of the proposed use of the rehabilitation facility:

The rehabilitation facility will provide housing in the downtown area. Our proposal is to build new condominiums on the 2nd and 3rd floors. The 2nd floor will have 6 units available while the 3rd floor will have 5 units. Currently our 4th floor has 4 units available.

3) Description of the general nature and extent of the rehabilitation to be undertaken:

We foresee the interior of the structure will be reduced to bare floors and walls and the remodeled, including new plumbing and electrical. In addition to the interior the exterior will be repaired and updated.

4) A descriptive list of the fixed building equipment that will be a part of the rehabilitated facility.

As part of the rehabilitation we will be installing new furnace units, air conditioning and water heaters for each unit electrical and all new construction for each unit.

5) A time schedule for undertaking and completing the rehabilitation of the facility.

We are looking to begin our construction in the first week of June and we foresee this project to take 12-24 months and should be completed by June 2010.

6) A statement of the economic advantages expected for the exemption.

The rehabilitation of this building will give more opportunity to the residents of Jackson as well as individuals looking to move into the Jackson area a place to live downtown. Also the project revitalizes an empty 22000 sq ft building that has been vacant for some time now.

RESOLUTION

WHEREAS, pursuant to Public Act 146 of 2000, as amended, the City of Jackson is a Qualified Local Government Unit eligible to establish one or more Obsolete Rehabilitation Districts; and known as the Obsolete Property Rehabilitation Act (the Act), was signed into law; and

WHEREAS, the City of Jackson legally established Obsolete Property Rehabilitation District (OPRD) #6 on May 13, 2008 pursuant to a public hearing held on May 13, 2008; and

WHEREAS, the exempt taxable value of the proposed property plus all other exempt taxable value under Public Act 146 of 2000 and Public Act 196 of 1974, does not exceed 5% of the total taxable value of the City of Jackson; and

WHEREAS, the applicant is not delinquent in any taxes, special assessments and/or fees related to the property located at Units 5-15, 158 West Pearl Street, Jackson, Michigan; and

WHEREAS, Goldland Realty has provided all required items listed under the application instruction to the City of Jackson; and

WHEREAS, the application is for obsolete property as defined in Section 2(h) of the Public Act 146 of 2000, as amended; and

WHEREAS, rehabilitation of the property, as covered by this exemption, had not begun prior to May 13, 2008, the date the OPRD #6 was established; and

WHEREAS, the application relates to the rehabilitation program that, when completed, constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000, as amended, situation within an Obsolete Property Rehabilitation District; and

WHEREAS, completion of the rehabilitation facility is calculated to, and will at the time of issuance of the certificate, have a reasonable likelihood to increase the number of residents in the community and to revitalize the urban area; and

WHEREAS, the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property as provided in Section 2(1) of P.A. 146 of 2000, as amended; and

WHEREAS, the application was approved at a public hearing on May 13, 2008, as provided by Section 4(2) of P.A. 146, as amended, allowing a period of 24 months in which to complete rehabilitation of the property and for property owner to submit appropriate documentation of actual rehabilitation costs;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Jackson that Goldland Realty hereby is granted an Obsolete Property Rehabilitation Act exemption for real Property located in OPRD #6 for a period of four years, pursuant to the provision of Public Act 146 of 2000, as amended; and

BE IT FURTHER RESOLVED, that Obsolete Property Rehabilitation District Tax Exemption Certificate (District #6) is hereby established for the property at Unit 5-15, 159 West Pearl Street, Jackson, Michigan, said property more fully described as:

Unit Numbers 5,6,7,8,9,10,11,12,13,14, and 15, 159 Pearl Street Condominiums, according to the Master Deed recorded in Liber 1893, Page 705, Jackson County Records, and designated as Jackson County Condominium Plan No. 116, together with the rights in General Common Elements and in Limited Common Elements as set forth in the above Master Deed and as described in Act 59 of the Public Acts of 1978, as amended.

* * * * *



City Clerk

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

May 5, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk
RE: Revocation of Industrial Facilities Exemption Certificates (IFEC)

The City Assessor has notified me that Jackson Precision Die Casting, Jackson Precision Industries, Inc., and Professional Assembly Corporation are no longer operating in the City of Jackson.

Attached please find resolutions recommending (1) IFEC No. 99-784 for Jackson Precision Die Casting, (2) IFEC No. 99-522 for Jackson Precision Industries, Inc., and (3) IFEC No. 99-429 for Professional Assembly Corporation, be revoked by the State Tax Commission.

Because these companies have ceased doing business in the City, the resolutions have been prepared for housekeeping purposes.

Please place this matter on the May 13th agenda for Council's consideration.

Thank you.

Attachment

C: Assessor
HRC
Enterprise Group

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, Act 198 of 1974, as amended, provides in relevant part that the governing body of a City may recommend the revocation of industrial tax abatement where appropriate; and

WHEREAS, Jackson Precision Die Casting, a business entity which possesses a Certificate for such abatement, has ceased doing business within the City; and

WHEREAS, as a consequence, it is necessary to recommend that the State Tax Commission revoke the Certificate held by Jackson Precision Die Casting.

NOW, THEREFORE, BE IT RESOLVED, that the City Council recommends to the State Tax Commission that Certificate No. 99-784 heretofore granted to Jackson Precision Die Casting, within the City under Act 198 of 1974 be revoked.

BE IT FURTHER RESOLVED, that the City Clerk is hereby directed to transmit a certified copy of this Resolution to the State Tax Commission at her earliest convenience.

* * * * *

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 13th day of May, 2008.

IN WITNESS WHEREOF, I have hereto affixed my signature and the seal of the City of Jackson, Michigan on this 14th day of May, 2008.

Lynn Fessel, City Clerk

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, Act 198 of 1974, as amended, provides in relevant part that the governing body of a City may recommend the revocation of industrial tax abatement where appropriate; and

WHEREAS, Jackson Precision Industries, Inc., a business entity which possesses a Certificate for such abatement, has ceased doing business within the City; and

WHEREAS, as a consequence, it is necessary to recommend that the State Tax Commission revoke the Certificate held by Jackson Precision Industries, Inc.

NOW, THEREFORE, BE IT RESOLVED, that the City Council recommends to the State Tax Commission that Certificate No. 99-522 heretofore granted to Jackson Precision Industries, Inc., within the City under Act 198 of 1974 be revoked.

BE IT FURTHER RESOLVED, that the City Clerk is hereby directed to transmit a certified copy of this Resolution to the State Tax Commission at her earliest convenience.

* * * * *

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 13th day of May, 2008.

IN WITNESS WHEREOF, I have hereto affixed my signature and the seal of the City of Jackson, Michigan on this 14th day of May, 2008.

Lynn Fessel, City Clerk

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, Act 198 of 1974, as amended, provides in relevant part that the governing body of a City may recommend the revocation of industrial tax abatement where appropriate; and

WHEREAS, Professional Assembly Corporation, a business entity which possesses a Certificate for such abatement, has ceased doing business within the City; and

WHEREAS, as a consequence, it is necessary to recommend that the State Tax Commission revoke the Certificate held by Professional Assembly Corporation.

NOW, THEREFORE, BE IT RESOLVED, that the City Council recommends to the State Tax Commission that Certificate No. 99-429 heretofore granted to Professional Assembly Corporation, within the City under Act 198 of 1974 be revoked.

BE IT FURTHER RESOLVED, that the City Clerk is hereby directed to transmit a certified copy of this Resolution to the State Tax Commission at her earliest convenience.

* * * * *

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 13th day of May, 2008.

IN WITNESS WHEREOF, I have hereto affixed my signature and the seal of the City of Jackson, Michigan on this 14th day of May, 2008.

Lynn Fessel, City Clerk



City Manager's Office

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

May 8, 2008

TO: Honorable Mayor and City Councilmembers
FROM: William R. Ross, City Manager
RE: Renaissance Zone Application - Production Engineering

We have received an application from Production Engineering for a Renaissance Zone to be located on property on 2400 Enterprise Road in the Micor Industrial Park that was formerly Goodyear Tire Warehouse building. Production Engineering intends to purchase the building and move their operation into the facility. The creation of a Renaissance Zone would allow Production Engineering to be eligible for additional assistance from the State of Michigan. Production Engineering would move approximately 130 jobs into the facility. A future agreement with the State will include requirements for additional employment over a five to ten year period of time.

The process involved is very similar to the process the City went through approximately a year and one-half ago with Eaton Corporation. The City Council is not required to hold a public hearing on this application. The Council should review the application and the resolution that is proposed that would approve the application. If the Council approves the application, we will forward it to the State for processing. The applicant is very interested in having this application on the agenda of the State MEGA Board in June. The deadline for filing the application is before the next City Council meeting.

There will be additional actions required by the City on this project. These actions will include preparation and approval of a development agreement between the City and Production Engineering, as well as consideration of a personal property tax exemption certificate. There may be other requirements that the State has, but we will not have any information on those until after the Renaissance Zone application is filed.

This proposal supersedes the previous discussions on a 425 Agreement and location of Production Engineering in Blackman Township. Mr. Jensen has met with Blackman Township officials and has explained this situation.

We support the application. Production Engineering is a long standing manufacturer in the Jackson community that employees approximately 130 individuals of whom 30-45 live within the City. The benefits to the City are: retaining the employment within the Jackson community, the growth that will be part of the agreement with the State and additional City income tax revenue that will be received from the employees who will relocate within the City.

We recommend approval of the resolution, execution of the application by the appropriate City officials, and direction to the City Manager to file the application with the State.

Thank you.

WRR:skh

Resolution

**RESOLUTION SUPPORTING DESIGNATION OF 2400 ENTERPRISE ZONE
(PARCEL NUMBERS 6-1843.5 AND 6-1843.6)
AS A NEW SUBZONE OF THE JACKSON CITY-COUNTY RENAISSANCE ZONE**

WHEREAS, the City of Jackson desires to foster economic opportunities, stimulate capital improvement, maintain and increase the jobs available to residents of the area; and

WHEREAS, certain industries in the state are facing difficult times and have sustained losses due to foreign competition and increased productivity; and

WHEREAS, Public Act 440 of 2006 amends the Michigan Renaissance Zone Act, P.A. 376 of 1996 to allow qualified local government units in which Renaissance Zones were designated, to designate additional distinct geographic areas (subzones) if they have not used their allotment of ten (10) and if the additional subzone will increase capital investment and job creation; and

WHEREAS, Production Engineering, Inc., a qualified industrial property used for the manufacture of heavy truck axles and drive train components, proposes to relocate and expand their business into property located at 2400 Enterprise Drive, in the City of Jackson, described in the attached "Exhibit A"; and

WHEREAS, the designation of a Renaissance Subzone will temporarily reduce the tax burden paid by the business enabling the company to remain in the Jackson community, retain 130 jobs that would have otherwise been lost to another state, create a minimum of 68 new jobs within five years, and continue to grow their business; and

WHEREAS, Production Engineering, Inc. currently located in Summit Township at 2330 Brooklyn Road, Jackson, Michigan, will be entering into a collaborative agreement with the City of Jackson and the Michigan Economic Development Corporation; and

WHEREAS, should the property be designated a Renaissance Subzone, it will be exempt from certain taxes levied by the city, county, and other units of government as provided under the act; and

WHEREAS, the estimated lost tax revenue will be a small fraction of the benefits the designation of a Renaissance Subzone will bring to the community;

NOW, THEREFORE BE IT RESOLVED, that the City of Jackson requests that the State of Michigan designate Production Engineering, Inc., to be located at 2400 Enterprise Drive, Jackson, Michigan, a Renaissance Subzone under Public Act 440 of 2006 for a duration of fifteen (15) years.

* * * * *

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 13th day of May, 2008.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 14th day of May, 2008.

City Clerk

CITY and COUNTY of JACKSON

Proposal for Creating a New Subzone in the Existing
Jackson City- County Renaissance Zone

Proposed New Subzone:

**Production Engineering
Renaissance Subzone**

Submitted to:
Michigan Economic Development Corporation (MEDC)
Kapila Vigas, Program Administration
Renaissance Zone Program, 3rd Floor
300 North Washington Square
Lansing, Michigan 48913

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Proposal Form	Section 1
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Project Description	Section 3
Maps and Legal Descriptions	Section 4
Foregone Tax Information	Section 5

SECTION 1**MICHIGAN RENAISSANCE ZONE PROGRAM**

**Name of Existing Renaissance Zone: Jackson City-County Renaissance Zone
Proposal Form for New Subzone**

Applicant(s) (Original Applicant for RZ/Attach Additional Forms if Necessary)	City of Jackson, Michigan	Jackson County, Michigan
Street/P.O. Box	161 W. Michigan Avenue	120 W. Michigan Avenue
City/State/Zip	Jackson, MI 49201	Jackson, MI 49201
Contact Person, Title	William Ross, City Manager	Randall Treacher, County Administrator
Address	City Hall, 161 W. Michigan Ave., Jackson, MI 49201	County Tower Building, 120 W. Michigan Ave., Jackson, MI 49201
Telephone	517-768-4028	517-768-6624
Email	bross@cityofjackson.org	RTREACHE@co.jackson.mi.us

Number of years applying for a Renaissance Subzone 15 (not to exceed 15 years)

Total Acres to be included within zone:	Total: 33 acres with 19.65 acres (Parcel 6-1843.5) and 13.35 acres (Parcel 6-1843.6)
Name of Companies that will be locating in the zone:	Production Engineering, Inc. and affiliated or associated companies
Contact Person Name, Phone & Email:	Jim Jansen, Owner (517) 788-6800 Ext 211, jjansen@productionengineering.net

Chief Elected Local Government Official (1) Name and Title: Jerry Ludwig, Mayor City of Jackson	Signature	Date	Telephone # 517-788-4028
Chief Elected Local Government Official (2) Name and Title:	Signature	Date	Telephone #
Elected County Exec./Chair County Board (1) Name and Title: James S. Shotwell, Jr., Jackson County Commission Chairman	Signature	Date	Telephone # 517-768-6623
Elected County Exec./Chair County Board (2) Name and Title:	Signature	Date	Telephone #

**Submit two (2) copies of proposal and proposal form (1 original and 1 copy) to:
Michigan Economic Development Corporation
Kapila Vigas, Program Administration
Renaissance Zone Program, 3rd Floor
300 N. Washington Square, Lansing, MI 48913**

OFFICE USE ONLY

Date Received: _____
Eligible Applicant: YES NO
Complete Application: YES NO

517-373-6213
April 2008

SECTION 2

Resolution

RESOLUTION SUPPORTING DESIGNATION OF 2400 ENTERPRISE ZONE
(PARCEL NUMBERS 6-1843.5 AND 6-1843.6)
AS A NEW SUBZONE OF THE JACKSON CITY-COUNTY RENAISSANCE ZONE

WHEREAS, the City of Jackson desires to foster economic opportunities, stimulate capital improvement, maintain and increase the jobs available to residents of the area; and

WHEREAS, certain industries in the state are facing difficult times and have sustained losses due to foreign competition and increased productivity; and

WHEREAS, Public Act 440 of 2006 amends the Michigan Renaissance Zone Act, P.A. 376 of 1996 to allow qualified local government units in which Renaissance Zones were designated, to designate additional distinct geographic areas (subzones) if they have not used their allotment of ten (10) and if the additional subzone will increase capital investment and job creation; and

WHEREAS, Production Engineering, Inc., a qualified industrial property used for the manufacture of heavy truck axles and drive train components, proposes to relocate and expand their business into property located at 2400 Enterprise Drive, in the City of Jackson, described in the attached "Exhibit A"; and

WHEREAS, the designation of a Renaissance Subzone will temporarily reduce the tax burden paid by the business enabling the company to remain in the Jackson community, retain 130 jobs that would have otherwise been lost to another state, create a minimum of 68 new jobs within five years, and continue to grow their business; and

WHEREAS, Production Engineering, Inc. currently located in Summit Township at 2330 Brooklyn Road, Jackson, Michigan, will be entering into a collaborative agreement with the City of Jackson and the Michigan Economic Development Corporation; and

WHEREAS, should the property be designated a Renaissance Subzone, it will be exempt from certain taxes levied by the city, county, and other units of government as provided under the act; and

WHEREAS, the estimated lost tax revenue will be a small fraction of the benefits the designation of a Renaissance Subzone will bring to the community;

NOW, THEREFORE BE IT RESOLVED, that the City of Jackson requests that the State of Michigan designate Production Engineering, Inc., to be located at 2400 Enterprise Drive, Jackson, Michigan, a Renaissance Subzone under Public Act 440 of 2006 for a duration of fifteen (15) years.

* * * * *

EXHIBIT A

Parcel: 6-1843.5000

Property Address: 2400 ENTERPRISE RD

Legal Description:

1843.2, 1843.3, 1844.2, 1843.3A COM AT THE S 1/4 COR OF SECT 1 T3S R1W TH N 00 DEG 07' 15"E ALONG TNE N-S 1/4 LN 924.98 FT TO THE N LN OF ENTERPRISE DR, TH S 69 DEG 31' 29" E ALONG SAID N LN 29.64 FT, TH S 69 DEG 02' 00"E CONT ALONG SAID N LN 765.08 FT, TH S 71 DEG 54'40" E CONT ALONG SAID N LN 372.76 FT TO THE POB THIS DESC. TH CONT S 71 DEG 54'40" E ALONG SAID N LN 1426.86 FT, TH N 20 DEG 27' 15" E 627.60 FT TO SLY LN OF RR ROW, TH N 74 DEG 37' 57" W ALONG SAID RR ROW 1464.79 FT, TH S 17 DEG 01' 24" W 557.61 FT TO POB SE 1/4 SECT 1 T3S R1W

Parcel: 6-1843.6000

Property Address: ENTERPRISE RD

Legal Description:

1843.2, 1843.3, 1844.2, 1843.3A COM AT THE S 1/4 COR OF SECT 1 T3S R1W TH N 00 DEG 07' 15"E ALONG TNE N-S 1/4 LN 924.98 FT TO THE N LN OF ENTERPRISE DR, TH S 69 DEG 31' 29" E ALONG SAID N LN 29.64 FT, TH S 69 DEG 02' 00"E CONT ALONG SAID N LN 4.62 FT TO POB THIS DESC TH CONT S 69 DEG 02' 00"E ALONG SAID N LN 760.46 FT, TH S 71 DEG 54' 40" E ALONG SAID N LN 372.76 FT, TH N 17 DEG 01'24" 557.61 FT TO SLY LN OF RR ROW, TH N 74 DEG 37' 57" W ALONG SLY ROW LN 1245.34 FT, TH S 00 DEG 03' 53" W 414.5 FT TO POB SE 1/4 SECT 1 T3S R1W

SECTION 3- PROJECT DESCRIPTION

a) Zone Location and Duration of the Zone

The Renaissance Zone incorporates two parcels in the City of Jackson, totaling 33 total acres (see attached map).

1. Parcel 6-1843.5, 2400 Enterprise Road, totals 19.65 acres. The parcel includes a 444,936 square foot building. The property is zoned I-2.
2. Parcel 6-1843.6 totals 13.35 acres, and is zoned I-2.

The proposed duration of the Zone is 15 years.

b) Explain why the community needs Renaissance Zone designation for this parcel or parcels of property.

1. Project Description:

Production Engineering's lease on their current 65,000 sq. ft. location in Summit Township is soon to expire, and in seeking expansion locations, they were solicited by Angola, Indiana with a very attractive incentive package. They considered other sites in Summit and Blackman Townships in Jackson, County, as well. The MEDC and The Enterprise Group worked with the company to provide an incentive package to convince the company to remain in Jackson County, and they have negotiated a purchase option, contingent on approval of incentives, to move into the 444,936 square foot building at 2400 Enterprise Drive in the City of Jackson. The existing building will allow them an expeditious move and prevent time delays that would result from having to construct a new facility. The Renaissance Zone is a core piece in the package, estimated to save the company at least \$1,100,000 in real property taxes for the term of the zone. There are several other incentives involved in the package, to include a 20-year PA328 Personal Property Tax Exemption, MEGA Personal Income Tax Credit, MEGA Retention Credit, a State Property Tax Exemption, State Education Tax Abatement, MBT reductions, MBT Compensation Credit & Investment Tax Credit, and State Sales Tax Exemptions.

2. Project Timelines:

The MEDC Schedule for the expansion calls for submission of the final RZ application to MEDC by May 15, 2008, which may need to be extended to obtain necessary City and County signatures. The draft MEGA application is due to MEDC by May 23, with the final scheduled for submission by May 30, 2008. The MEGA Terms Letter will be signed by June 6 for MEGA Board consideration on June 17, and MSF Board consideration on June 25, after which a press announcement will be made. The MEGA Credit Agreement, Ren Zone Development Agreement (between MSF and company) and Ren Zone Development Agreement (between community and company) are all scheduled for July 1, 2008, so hiring may begin on July 2, 2008.

3. Company Background:

Production Engineering was established in 1974 as a manufacturing company, initially specializing in small machine commodities. Their initial location was in downtown Jackson, and they thereafter moved to Columbia Township. They

have been at their existing location at 2330 Brooklyn Road in Summit township since 1982. The company has completed four building expansions at the current site. They currently manufacture heavy truck axles and drive train components. Current employment is 130.

4. Company Contact Name with Phone Number/E-mail Address:

Jim Jansen, Owner of Production Engineering
(517) 788-6800 Ext 211, jjansen@productionengineering.net

5. Capital Investment Figures:

They will purchase the existing building for approximately \$4.2 Million, and invest approximately \$800,000 in real property improvements. They intent to invest over \$9 Million in personal property within the next five years.

6. Job Creation Numbers:

The company intends to hire a minimum of 68 new full-time positions as a result of the expansion.

7. Wage and Benefit Information for New Jobs Created:

The average wage for new hires in the shop are \$15 to \$18, exclusive of benefits. Fringe benefits comprise an additional 25% of the wage, and include health and life insurance, 401(k) savings plan matches, vacation and holidays.

8. Company's Federal Employer Identification Number (FEIN): 38-2030019

c) How will the Renaissance Zone increase economic growth within the community as a whole?

The Renaissance Zone is a piece of a large incentive package that allows the company to retain about 120 jobs, which would have moved to Indiana. The company will be hiring 68 new jobs, at a minimum, over the next five years. Production Engineering spent \$5,135,045 with local Jackson suppliers in 2007, and expects to spend over \$7 Million in 2008. In general, manufacturing is the engine that drives American prosperity. It is central to our economic security and Jackson's economy. To understand the impact of manufacturing, we should know that there is a multiplier effect that is associated with it.

1. Every \$1.00 in manufactured goods generates an additional \$1.37 worth of additional economic activity - more than any other economic sector.
2. Manufacturers are responsible for more than 70 percent of all business R&D, which ultimately benefits other manufacturing and non-manufacturing activities.
3. U.S. manufacturers are challenged as never before. They are on the front lines of the most intense global competition in history, where it is virtually impossible to raise prices. Yet, costs do rise, often because of what government does or does not do. This is why we need to support our local manufacturers.

Attracting a new manufacturer to a community has a multiplier effect as well. For every 1,000 industrial jobs created, 1,700 additional non-base jobs are created in such occupations as retail, service and housing development. This multiplier effect can also be calculated in the reverse order, having a cause and effect of job losses and negative economic impact on all of the sectors which would benefit by an attraction.

- d) Identify any infrastructure and/or physical needs of the Renaissance Zone that need to be implemented to make the zone viable.

Infrastructure is adequate at the site to complete the move for the company.

- e) Present use of the property and who owns the property.

The building is currently being leased for warehousing. The owner of the property is Commercial Development Company, Inc. The contact person handling leasing for the current owner is Stephen Kurtz, 248-353-5400.

- f) Please provide proof of financial commitment(s) for the project that is the catalyst for this new subzone request. If the project is being funded internally, current financials

Proof of financial commitments – Lender commitment and/or financial statements will be attached to the MEDC submissions

Section 4 –Legal Description and Maps

LEGAL DESCRIPTIONS

Parcel: 6-1843.5000

Property Address: 2400 ENTERPRISE RD

Legal Description:

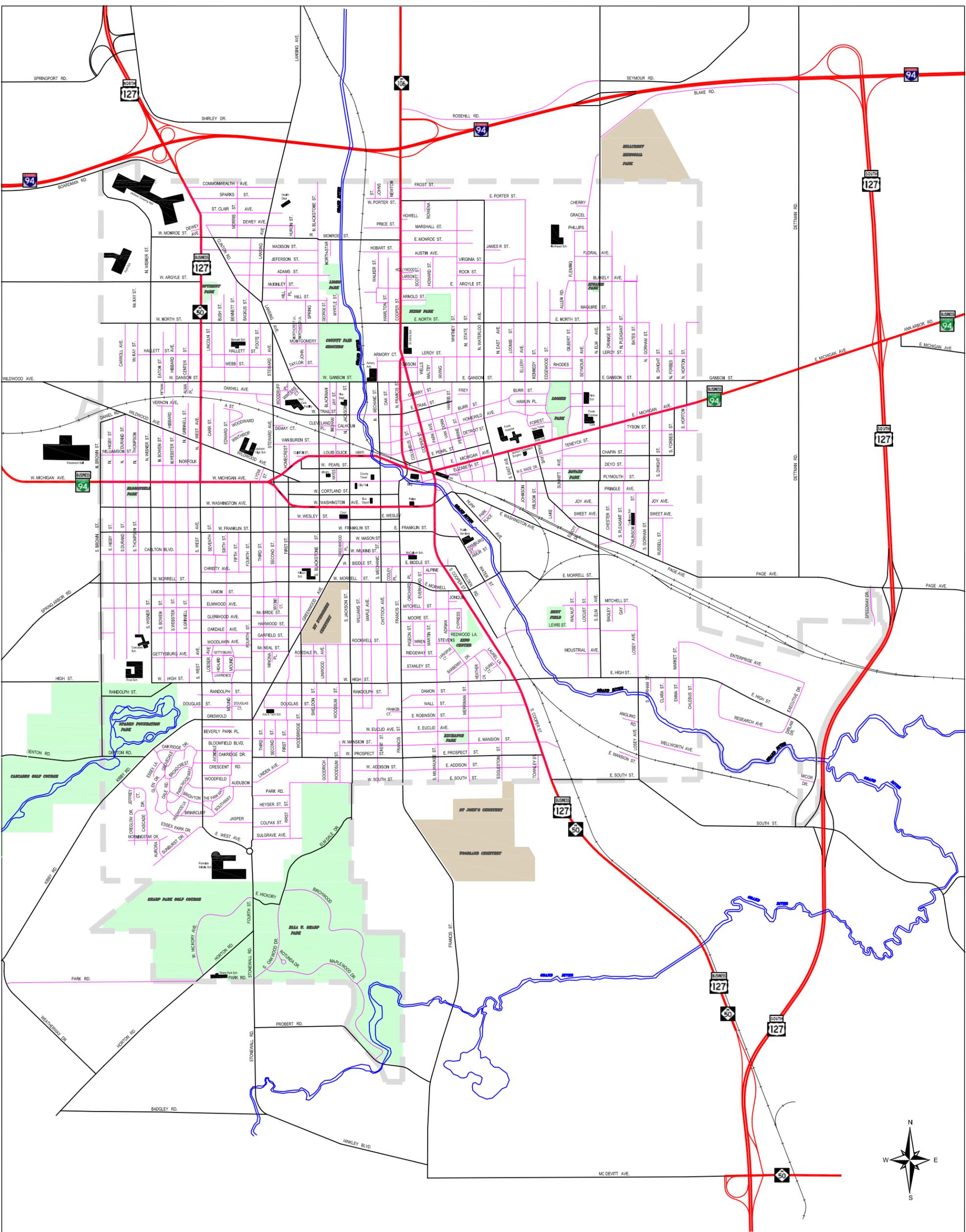
1843.2, 1843.3, 1844.2, 1843.3A COM AT THE S 1/4 COR OF SECT 1 T3S R1W TH N 00 DEG 07' 15"E ALONG TNE N-S 1/4 LN 924.98 FT TO THE N LN OF ENTERPRISE DR, TH S 69 DEG 31' 29" E ALONG SAID N LN 29.64 FT, TH S 69 DEG 02' 00"E CONT ALONG SAID N LN 765.08 FT, TH S 71 DEG 54'40" E CONT ALONG SAID N LN 372.76 FT TO THE POB THIS DESC. TH CONT S 71 DEG 54'40" E ALONG SAID N LN 1426.86 FT, TH N 20 DEG 27' 15" E 627.60 FT TO SLY LN OF RR ROW, TH N 74 DEG 37' 57" W ALONG SAID RR ROW 1464.79 FT, TH S 17 DEG 01' 24" W 557.61 FT TO POB SE 1/4 SECT 1 T3S R1W

Parcel: 6-1843.6000

Property Address: ENTERPRISE RD

Legal Description:

1843.2, 1843.3, 1844.2, 1843.3A COM AT THE S 1/4 COR OF SECT 1 T3S R1W TH N 00 DEG 07' 15"E ALONG TNE N-S 1/4 LN 924.98 FT TO THE N LN OF ENTERPRISE DR, TH S 69 DEG 31' 29" E ALONG SAID N LN 29.64 FT, TH S 69 DEG 02' 00"E CONT ALONG SAID N LN 4.62 FT TO POB THIS DESC TH CONT S 69 DEG 02' 00"E ALONG SAID N LN 760.46 FT, TH S 71 DEG 54' 40" E ALONG SAID N LN 372.76 FT, TH N 17 DEG 01'24" 557.61 FT TO SLY LN OF RR ROW, TH N 74 DEG 37' 57" W ALONG SLY ROW LN 1245.34 FT, TH S 00 DEG 03' 53" W 414.5 FT TO POB SE 1/4 SECT 1 T3S R1W



MAP FOR THE CITY OF JACKSON, MICHIGAN



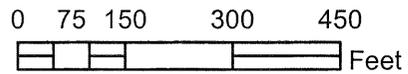
LEGEND

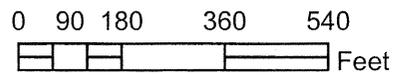
CITY & COUNTY LOCAL	
CITY & COUNTY PRIMARY	
STATE TRUNK LINE	
CITY LIMITS	





2400 Enterprise Rd





2400 Enterprise Rd



Parcel: 6-1843.5000

Owner's Name: CDC MEAD LLC

Property Address: 2400 ENTERPRISE RD

MAP #: 6-46

Cur. Class : 201 Gov. Unit: 50 UNIT '50' School: 38170 JACKSON PUBLIC
Prev. Class: 301 Neighborhood: 709I NEIGHBORHOOD 709I

Liber/Page: 1845-848 Created: / / Split: / / Active

Legal Description:

1843.2, 1843.3, 1844.2, 1843.3A
COM AT THE S 1/4 COR OF SECT 1 T3S R1W
TH N 00 DEG 07' 15"E ALONG TNE N-S 1/4
LN 924.98 FT TO THE N LN OF ENTERPRISE
DR, TH S 69 DEG 31' 29" E ALONG SAID N LN 29.64 FT, TH S 69 DEG 02' 00"E CONT
ALONG SAID N LN 765.08 FT, TH S 71 DEG 54'40" E CONT ALONG SAID N LN 372.76 FT
TO THE POB THIS DESC. TH CONT S 71 DEG 54'40" E ALONG SAID N LN 1426.86 FT, TH
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SAID RR ROW 1464.79 FT, TH S 17 DEG 01' 24" W 557.61 FT TO POB SE 1/4 SECT 1
T3S R1W

Mailing Address:

1650 DES PERES #303
ST LOUIS MO 63131

Most Recent Sale Information

Sold on 04/26/2006 for 3,550,000 by GIP M/U/M LLC.

Terms of Sale: ARMS-LENGTH

Liber/Page: 1845-848

Physical Property Characteristics

2008 S.E.V.: 1,759,200	Taxable: 1,726,107	Lot Dimen:
2007 S.E.V.: 1,687,300	Taxable: 1,687,300	Acreage: 19.65
Zoning: I-2 (*)	Land Value: 393,000	Frontage: 0.0
PRE: 0.000%	Land Impr. Value: 80,822	Average Depth: 0.0

Improvement Data

# of Residential Buildings: 0	# of Ag. Buildings: 0
Year Built: 0	Est. TCV:
Occupancy: Single Family	Cmts:
Class: D	# of Commercial Buildings: 3
Style: TRADITIONAL	Type: Warehouse, Distribution
Exterior:	Desc:
% Good (Physical): 0	Class: C
Heating System: Forced Air w/o Ducts	Quality: Average
Electric - Amps Service: 0	Built: 1968 Remodeled: 0
# of Bedrooms: 0	Overall Building Height: 0
Full Baths: 0 Half Baths: 0	Floor Area: 444,936
Floor Area:	Sale Price/Floor Area: 7.98
Ground Area:	Est. TCV: 3,044,530
Garage Area:	Cmts:
Basement Area:	
Basement Walls:	
Est. TCV:	

Parcel: 6-1843.6000

Owner's Name: CDC MEAD LLC

Property Address: ENTERPRISE RD

MAP #: 6-46

Cur. Class : 301 Gov. Unit: 50 UNIT '50' School: 38170 JACKSON PUBLIC
Prev. Class: 301 Neighborhood: 709I NEIGHBORHOOD 709I

Liber/Page: 1845-848 Created: / / Split: / / Active

Legal Description:

1843.2, 1843.3, 1844.2, 1843.3A
COM AT THE S 1/4 COR OF SECT 1 T3S R1W
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1650 DES PERES #303
ST LOUIS MO 63131

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----- Most Recent Sale Information -----

Sold on 04/26/2006 for 3,550,000 by GIP M/U/M LLC.

Terms of Sale: ARMS-LENGTH

Liber/Page: 1845-848

----- Physical Property Characteristics -----

2008 S.E.V.: 133,500
2007 S.E.V.: 133,500
Zoning: I-2 (*)
PRE: 0.000%

Taxable: 133,500
Taxable: 133,500
Land Value: 267,000
Land Impr. Value:

Lot Dimen:
Acreage: 13.35
Frontage: 0.0
Average Depth: 0.0

Section 5 – Foregone Tax Information

A. Michigan Business Tax

Estimated annual savings of Michigan Business Tax for the company in the Ren Zone: \$ 6,134

B. Property Taxes

Estimated annual savings of property taxes for the company in the Ren Zone: \$ 102,956.56

C. Current SEV, Taxable Value & Total Property Taxes Paid on Property in the Zone

	Current State Equalized Value (SEV)	Current Taxable Value	Total Property Taxes Paid In Previous Year
Real Property – Land	330,000	326,304	18,611.19
Real Property – Building	1,562,700	1,533,303	88,132.47
Personal Property	5,900	5,900	410.29
TOTALS	1,898,600	1,865,507	107,153.95

D. Taxable Value of Proposed New Investments

Real – New Construction	0*
Real – Building Improvements	\$800,000
Personal Property	\$9,165,000 over 5 years

* Existing Building acquisition of \$4.2 million

E. Total Millage Rate for all taxing jurisdictions: 58.6247

F. Millage Levied

Taxes still due are those mandated by the federal government, local bond obligations, school sinking fund or special assessments. Companies are also not exempt from paying Michigan sales tax. Please provide a breakout of millage levied for the following. You will be required to pay these taxes. Speak with your Treasurer if there are any questions as to whether or not any of the below applies to your property tax bill.

BREAKOUT – Millage Levied For:

Debt Service (local bond obligations)	2.25
School Sinking Fund	0
Special Assessments for Property Improvements	0
TOTAL	2.25

G. School District Code: 38170

Note: If you do not know your 5-digit School District Code, please speak with your Treasurer to obtain this information.



Finance Department

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4030 — Facsimile: (517) 768-5857

May 6, 2008

TO: William Ross, City Manager
FROM: Phil Hones, Finance
RE: **Proposed Ordinances Regarding DROP Program and Annuity Withdrawal Options**

Attached is a proposed ordinance that, if adopted, would provide for a trial deferred retirement option program (DROP) under the General Employee Retirement System. In addition, a second proposed ordinance would provide for an Annuity Withdrawal Option for members of the General Employee Retirement System.

These two programs are being submitted as separate ordinances because the DROP Program is proposed for a 4 year trial period, whereas the Annuity Withdrawal Option, for which there will be no cost to the City to implement, is proposed for an indefinite period.

As you remember, a summary of the proposed DROP and Annuity Withdrawal Programs was submitted as an informational item in the packet for the last regular City Council meeting. The attached ordinances were drafted by Cathy Brechtelsbauer and Susan Murphy based on that summary.

Initially the DROP Program, which will cost the City an estimated 1.15% of eligible member payroll, will apply only to non-union members. It is estimated that the total annual cost of the Drop Program will approximate \$ 47,000 with the General Fund share of that annual amount approximating \$ 26,000. While this cost will be 1.15% of payroll, the City will no longer be paying the amortized cost of the early retirement program from the early 1990's, which had cost the City 1.43% of payroll for active members within the System.

Please feel free to contact me if you have any questions on the above.

ORDINANCE 2008 - _____

An Ordinance amending various sections of Chapter 2, Article VI, Code of Ordinances, City of Jackson, Michigan to provide for a trial deferred retirement option program (DROP) under the General Employee Retirement System.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. That Chapter 2, Article VI, Section 2-503, of the Code of Ordinances, City of Jackson, Michigan be amended to add a new paragraph (d) and re-letter the former to paragraph (e) as follows:

Sec. 2-503. Membership of retirement system.

...

- (d) Any member who elects to participate in the deferred retirement option program (DROP), referred to in Section 2-509.2, but remains employed in a membership position, ceases to be a member on the effective date of such election.
- (e) In any case of doubt, the board shall decide who is a member within the meaning of the provisions of this article. This section shall not apply to the option created by section 2-507.1.

Section 2. That Chapter 2, Article VI, be amended to add Section 2-509.2 to provide as follows:

Sec. 2-509.2 Deferred Retirement Option Program (DROP)

- (a) Effective July 1, 2008 through June 30, 2012, a person from benefit group general who satisfies the age and service conditions established in 2-509(b)(1) is eligible to voluntarily elect to terminate membership in the retirement system but remain actively employed in a membership position for up to three (3) additional years, freeze retirement benefit level (including amount of credited service, final average compensation and applicable multiplier) on the effective date of the election, and direct the Board of Trustees to pay the monthly retirement benefit to a Board-approved defined contribution retirement plan account (hereafter referred to as a DROP account), managed by a board-approved independent investment company. Once participation in DROP is commenced, the decision to choose to enter the DROP is irrevocable.
 - (1) The person's DROP benefit will be the monthly retirement benefit to which the member would have been entitled if the member had actually retired on the DROP effective date (less the annuity withdrawal, as set forth in Section

2-513.2, if applicable). At the time of the DROP election, the member must choose between the straight life pension (Section 2-513) or one of the optional forms of payment (Section 2-514). That choice is irrevocable once the member commences participation in DROP.

- (2) The Board will send the monthly retirement benefit checks to the independent company to be invested as directed by the participating person, and in accordance with the procedures established by the independent company. The independent investment company will provide educational information to each participant about the available investment options, information about costs and fees associated with each investment option, and timely account activity statements. A person participating in DROP will assume all responsibility for DROP account performance and costs associated with investment decisions, and will accrue the benefit of all investment decisions.
- (3) If the person electing to participate in DROP also elects the annuity withdrawal option (Section 2-513.2), the annuity withdrawal funds will be deposited directly into the person's individual DROP account. The Board will select an independent investment company to manage and maintain individual, self-directed DROP investment accounts for each person electing to participate in this option, as well as guidelines for the company managing said accounts. The Board will ensure that persons who elect to participate in DROP have a reasonably diverse set of investment options from which to choose.
- (4) During the period of DROP participation, the participating person will discontinue making contributions to the retirement system based on the participating person's compensation earned as an employee in a membership position. The City will continue to make contributions to the retirement system, however, as if the DROP participant working in a membership position was still a member of the retirement system.
- (5) The person entering the DROP must cease employment in a membership position no later than the third anniversary of entering DROP. Failure to terminate employment in a membership position by the third anniversary of entering DROP will result in a forfeiture of the person's monthly pension benefit otherwise payable to the person's individual DROP account and/or payable as a pension benefit.
- (6) Upon termination of employment in a membership position, the former DROP participant will begin receiving retirement benefit as a monthly pension payment. Upon termination of DROP participation, the participant must choose one or more distribution methods, as provided in the plan guidelines adopted by the Board in April 2008 or any guideline adopted hereafter, which may be changed from time to time.
- (7) If a person participating in DROP dies either (i) before actual termination of service, or (ii) after termination of service but before the DROP account balance has been fully paid out, the participant's designated beneficiary(ies) will receive the remaining balance in the participant's DROP account in the manner in which the beneficiary elects from the approved list of distribution

methods reference in subsection (a)(6), above. If the DROP participant fails to name a beneficiary, the DROP account balance will be paid to the participant's beneficiary of benefit from the retirement system. If there is no such beneficiary, the account balance will be paid in a lump sum to the participant's estate. Benefits payable from the retirement system are determined as though the DROP participant had separated from service the day before the participant's date of death.

- (8) If the person participating in DROP becomes totally and permanently disabled from further performance of the essential functions of the membership position, the person's participation in DROP ceases and the member will receive such benefits as if the member had retired and terminated employment when the person commenced participation in DROP.

- (b) The DROP, as established by this ordinance and operated pursuant to the guidelines established by the Board in April 2008 or any guideline adopted hereafter, is intended to operate in accordance with Section 415 of the Internal Revenue Code and any other applicable laws of the United States. Any provision of portion of the DROP that is found to be in conflict with the applicable laws is hereby declared null and void.

- (c) The option to elect DROP expires at 5 p.m. on June 29, 2012 unless action is taken to extend the program. Persons who elected to participate in DROP, effective on or before June 30, 2012, may continue in the program for a maximum of three years following the effective date of such election.

- (d) Participation in DROP by persons in benefit group MAPE is governed by the provision of the labor agreement between the City and the MAPE/Jackson Unit.

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

ORDINANCE 2008 - _____

An Ordinance adding Section 2-513.2 of Chapter 2, Article VI, Code of Ordinances, City of Jackson, Michigan to provide for Annuity Withdrawal Options.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. That Chapter 2, Article VI, be amended to add Section 2-513.2, of the Code of Ordinances, City of Jackson, Michigan as follows:

Sec. 2.513.2 Section Annuity Withdrawal Option

Effective July 1, 2008, a member may elect to withdraw the member's accumulated contributions and credited interest at the time of retirement. Such withdrawal will be used to compute the actuarial reduction of the member's monthly retirement benefit from the retirement system upon termination of employment in a membership position. The annuity withdrawal amount may be distributed directly to the member (subject to any taxes or penalties imposed by the Internal Revenue Service), a qualified Individual Retirement Account, a Section 457(h) account, or such other tax qualified plan as may be available at the time of election.

Participation in Annuity Withdrawal Option by persons in benefit group MAPE is governed by the provision of the labor agreement between the City and the MAPE/Jackson Unit.

Section 2. This Ordinance takes effect thirty (30) days from the date of adoption.



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.



Personnel & Labor Relations

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4046 — Facsimile: (517) 768-5824

May 6, 2008

TO: William Ross, City Manager
FROM: Catherine Brechtelsbauer, Personnel Director *cm*
RE: 2008 Wage Increases for Certain Non-Union Employees

Attached please find ordinances to authorize three per cent (3%) wage and salary increases for several classifications of non-union employees, in accordance with your proposed budget. Inasmuch as these wage and salary increases must be adopted as ordinances, with two readings, and approval thirty days prior to implementation, and inasmuch as we would like to implement these changes on July 1, 2008, please place these ordinances on the Council Agenda for the May 13 and May 28 meetings.

The first ordinance provides a wage and/or salary increase for full time non-union employees, excluding the four City Council appointees, the elected officials and Community Service Officers.

The second ordinance provides a salary increase for the City Assessor.

The third ordinance provides a wage increase for Community Service Officers employed in the Police Department.

The fourth ordinance provides a wage increase for the School Crossing Guards employed in the Police Department.

If you have any questions related to these proposed changes, please contact me. Thank you.

Attachments (4)

ORDINANCE NO. _____

**AN ORDINANCE TO ESTABLISH COMPENSATION RATES FOR
ADMINISTRATIVE AND SUPERVISORY EMPLOYEES OF THE CITY
OF JACKSON**

THE CITY OF JACKSON ORDAINS:

Section 1: Definition. For purposes of this ordinance, the term "Administrative and Supervisory Employees" shall mean employees and appointive officials of the City of Jackson not covered by a current labor agreement, but excluding the City Manager, City Attorney, City Clerk and City Assessor.

Section 2: As of July 1, 2008, Administrative and Supervisory Employees shall be compensated on the basis of the annual salary rates shown on the attached "Schedule I, Administrative and Supervisory Employees," according to the employee's appropriate step rate within the Class Grade assigned the individual employee under the Personnel Policy.

Section 3: The City Council shall establish by resolution the appropriate salary step for the City Clerk within the applicable classification grade.

Section 4: Repeal. Ordinance 471 is hereby repealed as of July 1, 2008.

Section 5: This ordinance shall take effect thirty (30) days from the date of final adoption.

* * * * *

Adopted: DRAFT

**SCHEDULE I
ADMINISTRATIVE AND SUPERVISORY EMPLOYEES
PAY RATES**

EFFECTIVE JULY 1, 2008 - 3.0%

Class Grade	Pay Basis	Minimum										Maximum Step 10
		Step 1	Step 1-1/2	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
4	Annual	30,433	30,951	31,467	32,533	33,639	34,780	35,961	37,180	38,443	39,745	41,096
	Bi-Wkly	1,170.51	1,190.41	1,210.26	1,251.26	1,293.79	1,337.71	1,383.10	1,429.98	1,478.57	1,528.64	1,580.61
	Hourly	14.6314	14.8801	15.1283	15.6408	16.1724	16.7213	17.2888	17.8748	18.4821	19.1080	19.7576
5	Annual	32,177	32,724	33,270	34,394	35,556	36,763	38,005	39,295	40,624	41,998	43,422
	Bi-Wkly	1,237.56	1,258.62	1,279.63	1,322.85	1,367.55	1,413.97	1,461.73	1,511.33	1,562.47	1,615.32	1,670.06
	Hourly	15.4696	15.7328	15.9954	16.5356	17.0944	17.6746	18.2716	18.8917	19.5309	20.1915	20.8758
6	Annual	33,922	34,495	35,069	36,254	37,479	38,745	40,056	41,407	42,807	44,252	45,747
	Bi-Wkly	1,304.71	1,326.74	1,348.81	1,394.39	1,441.50	1,490.19	1,540.63	1,592.60	1,646.41	1,701.99	1,759.51
	Hourly	16.3089	16.5842	16.8602	17.4299	18.0188	18.6273	19.2578	19.9074	20.5802	21.2749	21.9939
7	Annual	35,861	36,471	37,081	38,344	39,648	40,998	42,390	43,836	45,323	46,866	48,463
	Bi-Wkly	1,379.26	1,402.72	1,426.19	1,474.78	1,524.94	1,576.86	1,630.40	1,685.98	1,743.18	1,802.55	1,863.96
	Hourly	17.2408	17.5341	17.8273	18.4347	19.0617	19.7108	20.3800	21.0748	21.7897	22.5319	23.2995
8	Annual	37,992	38,640	39,287	40,627	42,014	43,444	44,923	46,456	48,038	49,675	51,372
	Bi-Wkly	1,461.22	1,486.16	1,511.06	1,562.56	1,615.92	1,670.94	1,727.81	1,786.77	1,847.62	1,910.56	1,975.86
	Hourly	18.2652	18.5770	18.8882	19.5320	20.1990	20.8868	21.5977	22.3346	23.0953	23.8820	24.6982
9	Annual	39,352	40,100	40,848	42,401	44,011	45,684	47,419	49,227	51,093	53,035	55,053
	Bi-Wkly	1,513.56	1,542.29	1,571.08	1,630.82	1,692.74	1,757.06	1,823.79	1,893.34	1,965.12	2,039.81	2,117.41
	Hourly	18.9194	19.2787	19.6385	20.3852	21.1592	21.9633	22.7974	23.6668	24.5640	25.4976	26.4677
10	Annual	42,066	42,867	43,668	45,336	47,070	48,862	50,731	52,667	54,676	56,764	58,929
	Bi-Wkly	1,617.91	1,648.73	1,679.55	1,743.69	1,810.37	1,879.32	1,951.19	2,025.65	2,102.93	2,183.22	2,266.52
	Hourly	20.2239	20.6091	20.9944	21.7961	22.6296	23.4915	24.3899	25.3206	26.2866	27.2902	28.3314
11	Annual	44,779	45,628	46,478	48,244	50,072	51,973	53,946	55,991	58,116	60,324	62,612
	Bi-Wkly	1,722.26	1,754.93	1,787.60	1,855.54	1,925.83	1,998.95	2,074.84	2,153.51	2,235.23	2,320.15	2,408.17
	Hourly	21.5283	21.9367	22.3450	23.1942	24.0729	24.9868	25.9355	26.9189	27.9404	29.0019	30.1021
12	Annual	47,688	48,592	49,495	51,376	53,326	55,348	57,451	59,631	61,896	64,246	66,686
	Bi-Wkly	1,834.16	1,868.91	1,903.66	1,975.99	2,051.01	2,128.75	2,209.64	2,293.49	2,380.63	2,471.01	2,564.86
	Hourly	22.9270	23.3614	23.7958	24.6999	25.6376	26.6094	27.6205	28.6687	29.7579	30.8876	32.0607
13	Annual	50,785	51,756	52,726	54,739	56,824	58,996	61,244	63,582	66,008	68,528	71,141
	Bi-Wkly	1,953.27	1,990.62	2,027.92	2,105.34	2,185.53	2,269.06	2,355.55	2,445.47	2,538.76	2,635.71	2,736.17
	Hourly	24.4159	24.8827	25.3489	26.3167	27.3192	28.3633	29.4444	30.5683	31.7345	32.9463	34.2022
14	Annual	53,890	54,914	55,938	58,068	60,276	62,569	64,943	67,419	69,983	72,643	75,406
	Bi-Wkly	2,072.71	2,112.09	2,151.47	2,233.38	2,318.30	2,406.50	2,497.80	2,593.04	2,691.66	2,793.97	2,900.22
	Hourly	25.9089	26.4012	26.8934	27.9173	28.9787	30.0813	31.2226	32.4130	33.6457	34.9247	36.2528
15	Annual	56,799	57,877	58,955	61,200	63,527	65,945	68,453	71,057	73,761	76,566	79,480
	Bi-Wkly	2,184.56	2,226.02	2,267.49	2,353.84	2,443.34	2,536.35	2,632.79	2,732.98	2,836.96	2,944.83	3,056.91
	Hourly	27.3070	27.8253	28.3436	29.4230	30.5417	31.7044	32.9099	34.1623	35.4620	36.8104	38.2114

SCHEDULE I (CONTD)
ADMINISTRATIVE AND SUPERVISORY EMPLOYEES
PAY RATES

EFFECTIVE JULY 1, 2008 - 3.0% (Contd)

Class Grade	Pay Basis	Minimum										Maximum Step 10
		Step 1	Step 1-1/2	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
16	Annual	59,705	60,841	61,977	64,335	66,783	69,324	71,956	74,693	77,538	80,487	83,548
	Bi-Wkly	2,296.36	2,340.05	2,383.73	2,474.43	2,568.56	2,666.30	2,767.55	2,872.83	2,982.22	3,095.65	3,213.37
	Hourly	28.7046	29.2506	29.7967	30.9304	32.1070	33.3287	34.5944	35.9103	37.2778	38.6956	40.1672
17	Annual	62,612	63,804	64,993	67,467	70,029	72,699	75,461	78,336	81,316	84,408	87,617
	Bi-Wkly	2,408.17	2,453.98	2,499.75	2,594.89	2,693.41	2,796.10	2,902.35	3,012.90	3,127.53	3,246.46	3,369.88
	Hourly	30.1021	30.6748	31.2468	32.4361	33.6677	34.9513	36.2794	37.6613	39.0941	40.5808	42.1235
18	Annual	65,715	66,969	68,223	70,829	73,532	76,341	79,257	82,284	85,429	88,691	92,078
	Bi-Wkly	2,527.51	2,575.73	2,623.95	2,724.19	2,828.17	2,936.18	3,048.35	3,164.78	3,285.75	3,411.20	3,541.47
	Hourly	31.5939	32.1967	32.7994	34.0523	35.3521	36.7022	38.1044	39.5598	41.0719	42.6401	44.2684
19	Annual	69,398	70,717	72,036	74,777	77,624	80,577	83,643	86,826	90,129	93,556	97,116
	Bi-Wkly	2,669.17	2,719.88	2,770.60	2,876.02	2,985.56	3,099.12	3,217.03	3,339.48	3,466.50	3,598.30	3,735.23
	Hourly	33.3646	33.9985	34.6325	35.9502	37.3194	38.7390	40.2129	41.7434	43.3313	44.9787	46.6904
20	Annual	73,081	74,476	75,870	78,761	81,763	84,882	88,120	91,480	94,970	98,589	102,351
	Bi-Wkly	2,810.82	2,864.45	2,918.08	3,029.29	3,144.75	3,264.69	3,389.22	3,518.47	3,652.67	3,791.87	3,936.58
	Hourly	35.1352	35.8056	36.4761	37.8661	39.3093	40.8087	42.3653	43.9809	45.6584	47.3984	49.2072
21	Annual	76,763	78,220	79,678	82,711	85,852	89,117	92,503	96,021	99,673	103,462	107,394
	Bi-Wkly	2,952.42	3,008.46	3,064.55	3,181.21	3,301.99	3,427.59	3,557.81	3,693.12	3,833.57	3,979.29	4,130.52
	Hourly	36.9053	37.6058	38.3069	39.7651	41.2749	42.8448	44.4726	46.1640	47.9196	49.7411	51.6315

A. The City Manager and City Attorney shall be compensated under separate contracts with the City Council.

Adopted: DRAFT

ORDINANCE NO. _____

**AN ORDINANCE TO ESTABLISH COMPENSATION RATES FOR
CERTAIN APPOINTED OFFICIALS OF THE CITY OF JACKSON**

THE CITY OF JACKSON ORDAINS:

Section 1: Definition. For purposes of this ordinance, the term "Administrative and Supervisory Employee" shall mean the City Assessor of the City of Jackson.

Section 2: As of July 1, 2008, the Administrative and Supervisory Employee shall be compensated on the basis of the annual salary rates shown on the attached "Schedule II, Administrative and Supervisory Employee." The Administrative and Supervisory Employee shall remain on the same step of his salary schedule for 2008-2009 as was determined by City Council for 2007-2008.

Section 3: Repeal. Ordinance 472 is hereby repealed as of July 1, 2008.

Section 4. This ordinance shall take effect thirty (30) days from the date of final adoption.

* * * * *

Adopted: DRAFT

**SCHEDULE II
ADMINISTRATIVE AND SUPERVISORY EMPLOYEES
CITY ASSESSOR
PAY RATES**

EFFECTIVE JULY 1, 2008 - 3.0%

Class Grade	Pay Basis	Minimum									Maximum Step 10
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
City Assessor	Annual	62,410	64,792	67,261	69,826	72,488	75,253	78,122	81,104	84,195	87,408
	Bi-Wkly	2,400.38	2,492.01	2,586.96	2,685.61	2,788.01	2,894.34	3,004.71	3,119.39	3,238.28	3,361.84
	Hourly	30.00469	31.1500721	32.33705	33.57008	34.85015	36.17925	37.55885	38.99243	40.4785	42.02301

Adopted: DRAFT

ORDINANCE NO. _____

**AN ORDINANCE TO ESTABLISH COMPENSATION RATES FOR
CERTAIN NON-UNION EMPLOYEES OF THE CITY OF JACKSON**

THE CITY OF JACKSON ORDAINS:

Section 1: Definition. For purposes of this ordinance, the term "Non-Union Employees" shall mean Community Service Officers in the City of Jackson Police Department.

Section 2: As of July 1, 2008, the Non-Union Employees; ie, Community Service Officers in the City of Jackson Police Department, shall be compensated on the basis of the annual salary rates shown on the attached "Schedule I-C, Community Service Officers – Non-Union Employees."

Section 3: Repeal: Ordinance 473 is hereby repealed as of July 1, 2008.

Section 4: This ordinance shall take effect thirty (30) days from the date of final adoption.

* * * * *

Adopted: DRAFT

**SCHEDULE I-C
COMMUNITY SERVICE OFFICERS
PAY RATES**

EFFECTIVE JULY 1, 2008 - 3.0%

	First Year	Second Year	Third Year
Annual (80 hr schedule)	20,257	21,382	22,508
Bi-Weekly	779.11	822.40	865.69
Hourly	9.74	10.28	10.82

Adopted: DRAFT

ORDINANCE NO. _____

**AN ORDINANCE TO ESTABLISH COMPENSATION RATES FOR
CERTAIN NON-UNION EMPLOYEES OF THE CITY OF JACKSON**

THE CITY OF JACKSON ORDAINS:

Section 1: Definition. For purposes of this ordinance, the term "Non-Union Employees" shall mean School Crossing Guards in the City of Jackson Police Department.

Section 2: As of July 1, 2008, the Non-Union Employees; i.e., School Crossing Guards in the City of Jackson Police Department, shall be compensated for time worked in accordance with the following schedule:

- (a) Each appearance at a corner - \$10.93 per appearance.

Section 3: Repeal: Ordinance No. 474 is hereby repealed as of July 1, 2008.

Section 4: This ordinance shall take effect thirty (30) days from the date of final adoption.

* * * * *

Adopted: DRAFT

Julius A. Giglio
City Attorney

Susan G. Murphy
Deputy City Attorney
Gilbert W. Carlson
Assistant City Attorney

OFFICE OF THE



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

CITY ATTORNEY

MEMORANDUM

TO: Hon. Mayor and City Council Members
FROM: Susan G. Murphy, Deputy City Attorney
RE: Nonconforming Sign Ordinance Provision
DATE: May 7, 2008

Attached is the proposed new language for the Nonconforming Sign provision in our Sign Ordinance. As previously indicated, this change eliminates the need for the business owners to submit materials to qualify signs as nonconforming and require city staff to perform the city-wide sign inventory.

Although we are only changing one section of the provision, I have enclosed a complete copy of Article VI for your comparison. You will see that we will completely change Section 21.5-26.1 from the old version to this new provision. The remaining sections of Article VI will be unchanged.

This matter is placed on your May 13, 2008 City Council agenda for Consideration of an Ordinance amending Section 21.5-26.1 of Chapter 21.5 of the Code of Ordinances, City of Jackson Michigan to revise the nonconforming permit requirements to eliminate the business owner responsibility to file for nonconforming permits.

cc: Julius A. Giglio, City Attorney
William R. Ross, City Manager
Carol Konieczki, Community Development Director

ORDINANCE NO. 2008-____

An Ordinance amending Section 21.5-26.1 of Chapter 21.5 of the Code of Ordinances, City of Jackson Michigan to revise the nonconforming permit requirements to eliminate the business owner responsibility to file for nonconforming permits.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose and Intent

The City Council amends the existing Nonconforming Sign provisions to eliminate the business owner reporting requirements but to provide for the city staff's documentation of all signage within the city.

Section 2. That Section 21.5-26.1 of Chapter 21.5 of the Code of the City of Jackson be, and the same hereby is, amended to read as follows:

Sec. 21.5-26.1. Nonconforming sign permit.

City staff will review all signage at all properties within the City and determine whether each sign on the property is conforming, nonconforming, or illegal. City staff will take photos of existing signage for retention in city files to protect the historical record of the status of all signage in the City.

Where city staff determines that a sign is nonconforming, a nonconforming permit will issue and a copy retained for the city's file and one provided to the owner for the owner's file.

Where city staff determines that a sign is illegal, a notice of violation and correction order will issue to the owner as provided for in Section 21.5-25.1 of Article V of this Chapter. The owner may contest any notice of violation through the appeal process contained in Section 21.5-32 of Article VII of this Chapter.

Section 3. This Ordinance takes effect 30 days after its adoption.

ARTICLE VI. EXISTING NONCONFORMING SIGNS

Sec. 21.5-26. Nonconforming Status.

Any lawful existing sign on the effective date of this Chapter or any amendment thereof, which does not comply with these provisions or any amendment is a nonconforming sign.

Sec. 21.5-26.1. Nonconforming sign permit required.

Subject to the conditions identified in Section 21.5-26.2, a sign – other than a billboard – that does not comply with all the provisions of this Chapter, or any amendment thereof, on the effective date of this Chapter may remain as a legal nonconforming sign as evidenced by a nonconforming sign permit so long as the sign

- a. was in place before 1992, or
- b. was in place after 1992 with a valid sign permit, approved variance, and without an expiration date (a date other than of August 1, 2005).

To obtain a nonconforming sign permit, the owner of the sign must submit an application for a nonconforming sign permit by February 29, 2008 at 5:00 p.m. together with photographs of all signage contained on the property. The fee for the filing of this application is \$25 per property. The sign inspector will review the application and photographs with the files of the department to determine eligibility for a nonconforming sign permit. Once approved, the nonconforming sign permit will be issued to the owner of the sign and a copy retained by the community development department. If the application is not approved, the owner may appeal that decision in a manner consistent with Article VII, Section 21.5-32.

Sec. 21.5-26.2. Loss of nonconforming status.

A permitted nonconforming sign that meets any of the following criteria loses its status as nonconforming and must be brought into compliance with this Chapter through the issuance of a valid sign permit:

- a. The sign is changed to another type of sign.
- b. The sign is abandoned.

- c. The sign is being modernized or otherwise upgraded to take advantage of the requirements of this Chapter, in which case all signs on the property in that sign category must be brought into compliance with this Chapter. By way of example only: if owner is changing a wall sign to allow for electronic messaging then all wall signs on the property must be brought into compliance with the number, size, and location of wall signs under this Chapter. However, an owner may be relieved of this compliance if the SBA determines that compliance would be unduly burdensome on the owner.
- d. The sign is being repaired, altered, or improved and that repair, alteration, or improvement exceeds an aggregate cost of 50 percent of the most recent year assessed value maintained by the City assessor's records.

Nonconforming signs within a Business Group may be maintained as nonconforming if consistent with the SBA's findings of appropriateness of the overall sign site design plan.

Sec. 21.5-26.3 Nonconforming Billboards

Notwithstanding any other provision of this Chapter, a legal nonconforming billboard may be replaced or may be reconstructed to an extent great than otherwise permitted if the City Council determines that such replacement or reconstruction will satisfy the following conditions:

- a. Site and Design improvements. The site or the structure of the new or reconstructed billboard will be improved through the use of design features effective in improving the appearance of the site and billboard.
- b. Degree of Nonconformity. The new or reconstructed billboard will be no greater in size, height, or any panel dimensions than the exiting billboard, nor will the new or reconstructed billboard be less conforming to any zoning regulations than is the existing billboard.
- c. Location. The new or reconstructed billboard must be placed within ten feet of the location of the existing billboard unless the City Council determines that a different location on the same parcel of land would be more effective in meeting the intent of the sign regulations.
- d. Changeable copy. The new or reconstructed billboard may incorporate electronic changeable copy as otherwise provided by this Chapter.



WATER TREATMENT SERVICES

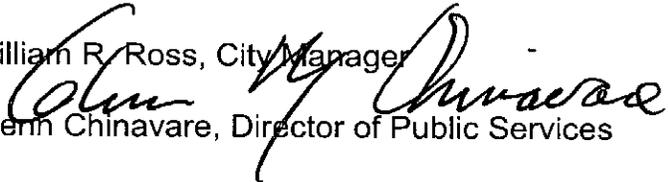
A Division of Public Services

521 Water Street

Jackson, Michigan 49203

517.788.4170 ♦ Fax 517.788.4639

MEMORANDUM

Date: April 30, 2008
To: William R. Ross, City Manager
From:  Glenn Chinavare, Director of Public Services
Subject: Water Treatment Plant Spent Lime Dredging and Removal

SYNAGRO Midwest Inc. has requested to exercise its final contract renewal option for the 2008/2009 fiscal year, in accordance with the terms and conditions of the services agreement as approved by city council and dated October 9, 2003.

Lagoons No. 1 and No. 2 are next in line for being dredged. SYNAGRO Midwest has requested these lagoons be ready for spent lime removal not later than July 2008. This is necessary in order to accommodate field spreading immediately after the summer wheat harvest.

The last unit price paid to SYNAGRO per cubic yard was \$14.06 in 2005. Based on the most recent U.S. Department of Labor Consumer Price Index, and projecting forward three years an increase of 2.3% per year, the new contract unit cost will be \$15.03 per cubic yard. Both Lagoons are estimated at 23,000 cubic yards each. Total estimated cost of these services is \$691,380.00. Funds to cover these services are included in the proposed FY2008/2009 budget.

In conjunction with the Purchasing Agent, I hereby recommend that SYNAGRO Midwest, Inc., be awarded the final contract renewal option for Spent Lime Removal services at the unit price of \$15.03 per cubic yard, and that the Mayor and City Clerk be authorized to sign the appropriate contract documents.

cc: Lucinda Schultz, Accounting Manager
Paul Hudson, Water Treatment Plant Supervisor

City Manager's Office

MEMO TO: Mayor and City Councilmembers

FROM: William R. Ross, City Manager

DATE: May 2, 2008

SUBJECT: Exchange Park Alley Vacation

During the planning for the upgrades to Exchange Park it was discovered that there was still in place a public alley that runs through the middle of the park. It was suggested as part of the process of developing the park that the alley be vacated. I have asked Jan Markowski to prepare a vacation petition. The City owns the property on both sides of the alley, so the City would be the logical signatory on the vacation petition. The City Manager has normally signed these in the past with the approval of the City Council. Therefore, I am requesting that the City Council approve the execution of this vacation petition by the City Manager and submission of the petition for processing through the Planning Commission and City Council as required.

WRR:skh

INTERDEPARTMENTAL MEMORANDUM

Assessing Department
161 W. Michigan Avenue
Jackson, Michigan 49201-1303

C. Jan Markowski, City Assessor
517-788-4033
Facsimile 517-780-4762

TO: William Ross, City Manager

FROM: C. Jan Markowski, City Assessor

DATE: May 1, 20008

SUBJECT: Alley Vacation Petition for Exchange Park

Attached is an alley vacation petition for the east/west alley running through the center of Exchange Park. At a planning commission meeting several weeks ago it was decided to request an alley vacation since the alley runs through the center of the park; bisecting the ball diamond, the basketball courts, the tennis courts, and the playground.

Susan Murphy suggested the petition be sent to you for a signature after you obtain permission from Council to do so.

CJM/dbk

Attachment

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Community Development

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

May 7, 2008

TO: William R. Ross, City Manager

FROM: Carol L. Konieczki, Community Development Director

RE: **Request to Approve the 2008-2009 One-Year Action Plan, Adopt the Resolution of Certifications, and Authorize the Mayor to Sign Required Documents for Submission to Department of Housing and Urban Development (HUD)**

On April 22, 2008, City Council moved and approved final allocations for projects to be funded during the 2008-2009 fiscal year for Community Development Block Grant (CDBG) and HOME activities. The One-Year Action Plan incorporates those final allocations for each approved activity, as shown on the attached spreadsheet. The 30-day public comment period on the One-Year Action Plan draft expired on April 22, 2008, with no comments being received by this office. A complete copy of the Action Plan will be available in the City Clerk's office for public review for an additional 30 days.

Also attached is the One-Year Action plan, a draft of which had been provided to City Council on March 11, 2008, the Application for Federal Assistance (HUD Form SF-424), the Resolution for Certification, and the Non-State (because we are an entitlement community) Grantee Certifications. Requested action by City Council is:

1. Approval of the 2008-2009 One-Year Action Plan;
2. Adoption of the Resolution of Certifications; and,
3. Authorization for the Mayor to sign Form SF-424, the Certifications, and any other documentation required for submittal of the One-Year Action Plan to HUD.

Please place this item on the May 13, 2008 agenda for City Council's 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	\$2,000
2 Big Brothers Big Sisters of Jackson County	12,000	2,000	2,000	2,000	2,000
3 Center for Family Health (Adult Dental)	25,000	25,000	25,000	25,000	25,000
4 The Center for Women	10,000	2,000	0	0	0
5 Child Care Network	50,000	0	0	0	0
6 Community Development (Neighborhood Resource Center)	16,000	15,000	15,000	12,000	12,000
7 Community Action Agency (Fair Housing)	49,090	5,000	5,000	0	0
8 Partnership Park Neighborhood Ass'n	10,000	5,000	0	5,000	5,000
9 Family Services & Children's Aid	26,740	10,000	0	5,000	5,000
10 Florence Crittenton (Male Transition Program)	4,800	4,800	4,800	2,500	2,500
11 Florence Crittenton (Reporting Center for Youth)	4,320	4,320	4,320	3,000	3,000
12 Jackson Affordable Housing (Homeowner Training)	9,200	3,000	3,000	3,000	3,000
13 Jackson Affordable Housing (Foreclosure Prevention)	28,500	25,000	25,000	27,273	27,273
14 Jackson Human Relations Comm.-Youth Council	15,000	8,000	0	1,000	1,000
15 Jackson School of the Arts	20,000	5,000	0	1,500	1,500
16 Jackson Co Prenatal Task Force	5,000	0	0	0	0
17 The Salvation Army	93,457	63,000	65,000	63,000	63,000
18 Parks and Recreation (MLK Summer Program)	40,000	40,000	40,000	35,000	35,000
19 United Way (211 Call Center)	17,176	5,000	5,000	10,000	10,000
20 Jackson Co Prenatal Smoking Cessation Program	39,315	0	0	0	0
Public Services Subtotal	\$482,598	\$224,120	\$196,120	\$197,273	\$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.

Applicants	Funding Request	Citizens Advisory Council	City Administration	Preliminary Allocation 2/26/08 City Council	Final Allocation 4/22/08 City Council
Administration and Planning					
21 Community Development	\$248,600	\$248,600	\$248,600	\$248,600	\$248,600
Administration and Planning Subtotal	\$248,600	\$248,600	\$248,600	\$248,600	\$248,600
Other Projects					
22 City Engineering (Street Reconstruction)	\$400,000	\$0	\$0	\$0	\$0
23 Public Works - Curb Ramps	100,000	0	62,083	40,000	40,000
24 Community Development (Code Enforcement)	502,300	502,300	502,300	500,000	500,000
25 Community Development (Rehabilitation)	366,250	297,353	250,000	300,000	275,230
26 Community Development (Jobs Creation Initiative)	70,000	0	50,000	34,000	34,000
27 Downtown Development Authority	60,000	0	30,000	18,000	18,000
28 Jackson Transit Authority - Bus Shelters	120,000	0	0	0	0
29 John George Home - Elevator	100,000	50,000	50,000	50,000	50,000
30 Habitat for Humanity	66,500	66,500	0	0	0
31 Forestry - Ash Tree Removal and Planting	25,000	0	25,000	25,000	25,000
32 Parks and Recreation/Rotary Park Improvements	35,000	35,000	35,000	35,000	35,000
33 Neighborhood Resource Center Improvements	30,000	0	0	0	0
34 Alphabet Child Care Center Renovation	24,569	0	0	0	0
35 Michigan Theatre - Plumbing Repairs	25,000	0	0	4,000	4,000
36 Jackson Friendly Home - Elevator	150,000	50,000	0	30,000	30,000
37 Grace Haven Center - Shelter Renovation	26,000	26,000	26,000	18,000	18,000
38 B.R.I.N.C.S. - Building Renovation	1,201,198	0	0	0	0
Other Projects Subtotal	\$3,301,817	\$1,027,153	\$1,030,383	\$1,054,000	\$1,029,230
Ineligible Projects					
	\$0	\$0	\$0	\$0	\$0
Ineligible Projects Subtotal	\$0	\$0	\$0	\$0	\$0
Total Requested/Recommended	\$4,033,015	\$1,499,873	\$1,475,103	\$1,499,873	\$1,475,103
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	\$113,048
HOME Administration (CD) ¹	32,000	32,000	32,000	32,000
HOME Downpayment Assistance	40,000	40,000	40,000	40,000
HOME CHDO Operating Expenses ²	12,000	12,000	12,000	12,000
Jackson Affordable Housing Corp. - Acquisition/Rehab/Resale ³	60,000	60,000	60,000	60,000
CHDO Administration	6,000	6,000	6,000	6,000
CD New Construction	0	0	0	0
JAHC New Construction ³	0	0	0	0
Habitat for Humanity	66,500	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)



Fourth Program Year Action Plan

The CPMP Fourth Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

Narrative Responses

GENERAL

Executive Summary

The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

Program Year 4 Action Plan Executive Summary:

The City of Jackson is an entitlement community and, as such, receives an annual allocation of Community Development Block Grant (CDBG) and HOME funds. In accordance with the guidelines set forth by the U.S. Department of Housing and Urban Development (HUD), the Community Development Department has developed a One-Year Action Plan (Consolidated Plan) to document the CDBG/HOME activities for the 2008-2009 fiscal year. The One-Year Action Plan is in relation to the City's current Five-Year Consolidated Plan, produced in 2005, which identifies and prioritizes community needs.

The City's overall goal is stabilizing neighborhoods/areas of the City to stop deterioration of the property and tax base through continued property maintenance, code enforcement, residential rehabilitation, and parking lot repairs.

In addition, the City seeks to provide direct assistance to the public through public service agencies. Funds will be distributed to promote programs for low-income City residents, including dental care, youth activities, and heating assistance programs.

Façade Improvement opportunities will be implemented through partnerships with the Downtown Development Authority and other businesses that are expanding their workforce. The program will be designed to improve the overall appearance of the downtown and to encourage business owners to retain their establishments inside the City limits.

Proposed Projects:

Public Services

American Red Cross	\$2,000
Big Brothers Big Sisters of Jackson County	2,000
Center for Family Health (Adult Dental)	25,000
Community Development (Neighborhood Resource Center)	12,000
Partnership Park Neighborhood Ass'n	5,000
Family Services & Children's Aid	5,000
Florence Crittenton (Male Transition Program)	2,500
Florence Crittenton (Reporting Center for Youth)	3,000
Jackson Affordable Housing (Homeowner Training)	3,000
Jackson Affordable Housing (Foreclosure Prevention)	27,273
Jackson Human Relations Comm.-Youth Council	1,000
Jackson School of the Arts	1,500
The Salvation Army	63,000
Parks and Recreation (MLK Summer Program)	35,000
United Way (211 Call Center)	10,000
Public Services Subtotal	\$197,273

Administration and Planning **\$248,600**

Other Projects

Public Works - Curb Ramps	40,000
Community Development (Code Enforcement)	500,000
Community Development (Rehabilitation)	275,230
Community Development (Jobs Creation Initiative)	34,000
Downtown Development Authority	18,000
John George Home - Elevator	50,000
Forestry - Ash Tree Removal and Planting	25,000
Parks and Recreation/Rotary Park Improvements	35,000
Michigan Theatre - Plumbing Repairs	4,000
Jackson Friendly Home - Elevator	30,000
Grace Haven Center - Shelter Renovation	18,000
Other Projects Subtotal	\$1,029,230

Total CDBG Funding **\$1,475,103**

General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.

Jackson, Michigan is approximately 37 miles south of the State’s capitol in Lansing and approximately 77 miles west of Detroit, the largest city in Michigan. The City of Jackson has traditionally been a manufacturing/ industrial city with a strong emphasis on the automotive industry. Geographically, the City encompasses approximately 11 square miles and, according to the 2000 Census, its population consists of 36,316 persons. Racially, Jackson’s population breakdown is:

26,285	White	73.9%
7,154	Black	19.7%
1,469	Hispanic	4.0%
203	American Indian and Alaska Native	0.6%
187	Asian	0.5%
478	All others	1.3%

Jackson’s population has declined significantly since 1960 when there were 50,720 persons residing within the City, resulting in a 28% drop over 40 years. While the aggregate population has declined, the minority and low-income populations of the City of Jackson have steadily increased.

The housing stock in Jackson is among the oldest in the state of Michigan. Approximately 59% of the units were built before 1940. A significant number of the residential structures in Jackson were built in the late 1800s and the early part of the 1900s.

According to the 2000 Census, approximately 26.9% of persons residing in Jackson have incomes below the national poverty level. The Census also reported that 22.7% of Jackson residents over the age of 25 have not obtained a high school diploma and 21.7% of Jackson households do not own automobiles.

In the thirty-three years that the City of Jackson has received CDBG funding, it has attempted to utilize the financial assistance in innovative and diverse ways. These funds have been used to improve the overall quality of life in Jackson both physically and socially by targeting activities that assist the low and moderate-income residents of this community.

While much of the City is deemed low-income, the City’s lowest-income residents are heavily concentrated in CDBG Areas 5, 16, 28, and 34, while CDBG Area 6 contains a large elderly populace. The downtown district, found within the confines of Area 35, is experiencing significant redevelopment. Private sector reinvestment is being encouraged with CDBG slum and blight correcting activities.

2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.

The City believes that a City-wide effort in housing and infrastructure improvements is the best way of meeting established Consolidated Plan goals and objectives that serve the best interest of low-income households and neighborhoods.

3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.

The obstacles in meeting underserved needs include the availability of safe and affordable housing, a decrease in the availability of local and federal funds, and the age of the City's housing stock. The City's housing rehabilitation and new construction programs, in collaboration with Jackson Affordable Housing Corporation (JAHC) and Habitat for Humanity, are addressing the issues of safe and affordable housing, and new homes are being built to offset the aging housing stock.

4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

During fiscal year 2008-2009, the City of Jackson anticipates receiving \$1,369,903 in CDBG funding and an additional \$105,200 in program income. The City of Jackson also anticipates receiving \$329,531 in HOME funding. The Jackson Housing Commission (JHC), which is the City's Public Housing Authority (PHA), receives Section 8 funding to assist low-income citizens with financial housing assistance. The City also works with non-profit agencies and the local Continuum of Care, who apply for state, MSHDA, and ESG funding. The City often supplies matching funds to support projects that benefit the community as a whole.

Managing the Process

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

Program Year 4 Action Plan Managing the Process response:

The City of Jackson is preparing the Consolidated Plan (CP) as a lead agency. The CP covers the period of July 1, 2008 through June 30, 2009. The City of Jackson began the development of its CP in September 2007 with internal discussions between Community Development Department staff regarding the content of the CP and the timetable for development of the document. Community Development staff then met with members of the Citizens Advisory Council to review the timetable and discuss related issues. In addition, two public hearings were held on January 8, 2008 and January 22, 2008 to receive comments on housing and community development needs. This was prior to the preparation of the CP.

Citizen Participation

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 4 Action Plan Citizen Participation response:

Citizen participation at the community-wide level will be obtained through the use of the Citizen's Advisory Council. The composition of the Council includes members representing a cross-section of the community with at least 51% representation of low to moderate-income persons who reside in CDBG areas, as well as minority groups, elderly citizens, and disabled citizens. Members of the Council are selected with the consent of the Mayor and Jackson City Council. The public is informed of meetings and public hearings and invited to attend same through the use of newspaper ads, press releases, public notices at the City's Neighborhood Resource Center, Parks and Recreation facilities, and other vehicles adequate and appropriate to assure opportunity for citizen participation. All meetings and hearings are open to the public with freedom of access for all interested citizens.

No citizen comments have been received at this time.

Institutional Structure

1. Describe actions that will take place during the next year to develop institutional structure.

Program Year 4 Action Plan Institutional Structure response:

The following agencies will be involved with the Year 4 Action Plan implementation:

PUBLIC AGENCIES

The Mayor and City Council act as the legislative body for the City of Jackson. As such, City Council has final decision-making power and has authority over all City agencies and departments. These agencies and departments include the Community Development Department, Engineering Department, Parks and Recreation, Department of Public Works, Downtown Development Authority, etc. The Mayor also recommends the members of the Jackson Housing Commission with City Council approving the choices.

COMMUNITY DEVELOPMENT AGENCIES

The Community Development Department administers the CDBG and HOME Investment Partnership programs and other housing programs within the City. Contained within the Community Development Department is the Housing Code Enforcement Program, and Building Inspection Division, which is charged with the enforcement of state and local building codes, and zoning ordinances. In addition, Community Development staff administers the City's Economic Development and Brownfield Redevelopment programs.

PLANNING AGENCIES

The City Planning Commission has a number of duties, including creation of local land use policies, review of site plans, establishment of priorities for local capital expenditures through the Capital Improvement Plan, and review of rezoning and text amendment proposals.

The Region II Planning Commission acts as planning staff to the City Planning Commission and Zoning Board of Appeals. It also serves as the regional clearinghouse for Census Data.

HOUSING AGENCIES

The Jackson Housing Commission (JHC) serves as the City's Public Housing Authority. As such, the JHC administers the management and operation of public housing and Section 8 Rental Subsidy programs. While the Mayor appoints the Commission members, the JHC is a separate entity within the City. The JHC has implemented local preferences to improve the living environment by deconcentration, income mixing, and improved security throughout City developments. The JHC created and continues to facilitate self-sufficiency programs to improve resident employability as well as solicit support services for the elderly and families with disabilities.

The Michigan State Housing Development Authority (MSHDA) is a state agency providing federal, state and MSHDA funds for housing, homeless, and neighborhood improvement programs to eligible organizations. These include the Neighborhood Preservation Program (NPP), Property Improvement Program (PIP), and homeless funds, such as Federal ESG funds for homeless shelters and service providers.

The City of Jackson Community Development Department will take the lead in implementing the Consolidated Plan. The plan was developed in consultation with a network of public and private organizations involved with provision of affordable and special need housing and supportive services. The Department will rely on this network to carry out the strategies set forth in the Plan.

Monitoring

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

Program Year 4 Action Plan Monitoring response:

The City of Jackson's Community Development Department will monitor the One-Year Action Plan. The Department has experience in monitoring housing and non-housing assistance programs, and subrecipients as a direct service provider and clearinghouse for programs.

In monitoring the One-Year Action Plan, the Community Development Department will annually evaluate the amount of available funding against measured needs, assess the status of the One-Year Action Plan for progress and compliance with goals, reassess the goals of the One-Year Action Plan in the event unforeseen changes in socioeconomic conditions occur, and remain in contact with appropriate agencies to ensure that all housing and non-housing needs identified in the One-Year Action Plan are met.

In addition, open communication will be maintained among the departments within City government and local public service agencies in order to ensure that resources are properly allocated within the framework of the 2008-2009 Annual Action Plan.

The Community Development office maintains a file on every project. Oversight is given for the contract approval process, environmental reviews, Davis-Bacon interviews with contractors, draw downs, and close outs. Staff conducts site visits to agencies receiving grant funds to tour the facility and learn about all the activities and services provided by the subrecipients. Site visits provide an opportunity to see how business is conducted, the numbers of people participating at a given time, staffing for the services provided and the general operations and maintenance involved. Draw down requests are required to have accompanying documentation showing that the funds requested are being used as stated. Staff also determines compliance with HUD and City regulations, policies, and procedures applicable to the Community Development Block Grant.

Lead-based Paint

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

Program Year 4 Action Plan Lead-based Paint response:

The City of Jackson and the Jackson County Health Department are actively involved with environmental concerns regarding lead-based paint (lead was banned from residential paint in 1978). Based on 2000 Census Data, it is estimated that 14,225 of the 15,241 housing units located in Jackson were built before 1978. According to HUD data, more than three-fourths of pre-1978 homes contain lead-based paint. Of the total number of homes containing lead-based paint, it is estimated that 4,750 (31%) of the households occupying such homes are very low-income (0 – 50% MFI), and 2,790 (18%) are low-income (51 – 80% MFI). Of this total, 5,655 buildings are estimated to contain lead-based paint.

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

In 2004, the City of Jackson was awarded an Office of Healthy Homes Grant for Lead Hazard Control that will increase the number of lead safe homes for low-income households. Through the City's Lead Hazard Control Program and a collaboration with the Community Action Agency, low-income housing built before 1978 is eligible to receive assistance to remediate lead hazards in homes where children under the age of 6 reside, or are frequent visitors to. The Program provides free lead-paint risk assessment and paint inspections to determine the presence of lead hazards, as well as blood lead level testing of children under the age of 6 that meet program eligibility requirements. A lead safe housing registry will be created as part of the grant and will be available to the public.

HOUSING

Specific Housing Objectives

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 4 Action Plan Specific Objectives response:

The City of Jackson has identified the following program activities and objectives for its HOME program:

Activity	Funding Amount
HOME Rehabilitation Assistance (RAP)	\$113,031
HOME Administration (CD)	32,000
HOME Downpayment Assistance	40,000
HOME CHDO Operating Expenses	12,000
Jackson Affordable Housing Corp. - Acquisition/Rehab/Resale	60,000
CHDO Administration	6,000
Habitat for Humanity	66,500
Total Budget:	<u><u>\$329,531</u></u>

HOME ACTIVITIES

COMMUNITY DEVELOPMENT REHABILITATION ASSISTANCE

The Housing Rehabilitation Program is for the repair of owner-occupied, low-income homes. The Department is currently accepting applications for the deferred loan program.

COMMUNITY DEVELOPMENT HOME ADMINISTRATION

The Department uses funding for the administration of the HOME Program. These funds will be used as program income for the CDBG Program and is part of the CDBG administration planned budget.

HOME DOWN PAYMENT ASSISTANCE

Funds enable Jackson Affordable Housing Corporation (JAHC) to provide down payment assistance (DPA) and certain closing costs to low-income persons purchasing single-family homes. The maximum provided per home is \$5,000.

JAHC CHDO OPERATING EXPENSES

The CHDO Operating Application will provide JAHC with administrative support for their acquisition/rehab/resale and new construction activities.

JAHC ACQUISITION/REHAB/RESALE

This agency will receive HOME funds for the purchase, rehabilitation, and resale of single-family homes to low-income residents. Normally, these homes are either poorly located, extremely deteriorated or, for some other reason, not marketable in the conventional housing market. This program brings homes up to the City's Housing Code and stabilizes their value in the market.

JAHC HOME ADMINISTRATION

JAHC will use funding for the administration of their DPA program and other general HOME expenses.

HABITAT FOR HUMANITY

The Greater Jackson Habitat for Humanity will use HOME funding for the purpose of assisting very low-income residents with the ability to become homeowners. Funds will be used to construct or rehabilitate homes in the Jackson community.

Every housing category was given a high priority due to the need far exceeding the City's ability to fund the category. The City of Jackson is committed to achieving the statutory goals and the primary national objectives of the CDBG program to benefit low and moderate-income persons by:

- Providing decent housing;
- Providing a suitable living environment; and,
- Expanding economic opportunities.

Needs of Public Housing

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

Program Year 4 Action Plan Public Housing Strategy response:

The Jackson Housing Commission (JHC) is a medium PHAS Standard Performer agency located in Jackson County, Michigan. The JHC manages 553 units of public housing in seven developments, and a Section 8 program of 475 participants.

The JHC has assessed the housing needs of Jackson and the surrounding Jackson County area, and has determined it currently meets, and will continue to meet, the housing needs of the community to the extent practical for a medium-sized agency. The JHC has approved a deconcentration policy and will utilize local preferences to attract and encourage applicants that can qualify for public housing. The JHC reports it has numerous families waiting for open public housing units and Section 8 unit vouchers, resulting in a waiting list for subsidized housing in Jackson.

Barriers to Affordable Housing

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

Program Year 4 Action Plan Barriers to Affordable Housing response:

There is no data available to suggest that any excessive, exclusionary, discriminatory, or duplicating policies, rules, or regulations exist that might constitute barriers to the provision of affordable housing. However, the City will monitor and continually work toward ensuring that City Codes remain free of discriminatory laws.

The City's Fair Housing Ordinance, which was adopted in 1986, prohibits discrimination in selling, leasing, or renting property within the City of Jackson because of an individual's religion, race, color, national origin, age, sex, marital status, disability, or source of income. The "source of income" requirement became an issue after local community groups felt property owners and landlords were discriminating against welfare recipients they deemed as "undesirable tenants."

HOME/American Dream Down payment Initiative (ADDI)

1. Describe other forms of investment not described in § 92.205(b).
2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
 - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.

- b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
 - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
 - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
 - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
 - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
- a. Describe the planned use of the ADDI funds.
 - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
 - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

Program Year 4 Action Plan HOME/ADDI response:

HOME Homeownership Policies

1. ***HOME Resale Provisions*** – The initial homebuyer may sell the property during the term of affordability, provided the initial homebuyer repays the outstanding HOME subsidy at the time of resale. Full recapture will not be required in the case of a resale with no net proceeds, or insufficient net proceeds to fully repay the subsidy. Net proceeds are defined as the sale price minus loan repayment (including the HOME loan and closing costs). The term of affordability is ended if the HOME subsidy is repaid in whole or in part.
2. ***HOME Repayment Provisions*** – The homebuyer must repay the full amount of the HOME homebuyer subsidy (i.e., down payment, closing costs, and/or principal reduction) if the property is sold during the term of affordability. Full repayment of the homebuyer subsidy will not be required in case of resale with no net proceeds or insufficient net proceeds to fully repay the subsidy.
3. ***Homeowner's Return on Investment*** – At resale, the initial homeowner's return on investment will be dictated by the area housing market. The homeowner will receive a return on investment only if there are remaining net proceeds from the sale after payment of all outstanding mortgages (including the HOME mortgage and closing costs).

The City may reduce the amount of the HOME mortgage that must be repaid in order to allow the homeowner to recover a portion of his or her investment (i.e., down payment, principal payment, and capital improvements).

HOMELESS

Specific Homeless Prevention Elements

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.
2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.
4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

Program Year 4 Action Plan Special Needs response:

In an effort to address increasing demands for homeless assistance, the City of Jackson's Community Development Department, several housing agencies, and non-profit organizations have come together to produce and design a Continuum of Care. The intent of the Continuum of Care, as previously mentioned, is to be a systematic logistical blueprint for supplying care services. This activity is in direct correlation with the Consolidated Plan, which states, "the City will monitor the homeless population residing in emergency and temporary shelters." The City, in conjunction with the Continuum of Care Ad Hoc group, will continue to research funding and strategies to reduce the Jackson homeless population as a whole. AWARE Inc., Community Action Agency, the Florence Crittenton Home, JAHC, and

the Salvation Army anticipate sharing \$164,100 in Emergency Shelter Grant funds from a MSHDA ESG Grant for fiscal year 2008.

The following agencies in Jackson provide outreach and referral links to move homeless people from the streets to emergency shelters or to safe havens:

1. Interfaith Shelter provides housing for all populations.
2. LifeWays provides assistance for the seriously mentally ill and the dually diagnosed.
3. The Salvation Army provides assistance to all populations.
4. The AWARE Shelter provides emergency shelter and transitional housing for abused women and children.
5. Grace Haven is a shelter for all populations.
6. DisAbility Connections provides assistance and referrals to the special needs population.
7. Florence Crittenton Services provides housing and transitional assistance to troubled youth and young adults.
8. The United Way provides emergency assistance for special needs in the community.
9. The American Red Cross provides disaster relief assistance to individuals experiencing a crisis.

To assist outreach workers and homeless persons in determining space availability in emergency and transitional shelters, the 211 Call Center will maintain information, which can be accessed by dialing 2-1-1.

To move the homeless individual or family from the emergency shelter to transitional or permanent housing, the immediate crisis effects must be alleviated. The initial priority the homeless will receive is safe housing, nutritious and adequate food, appropriate clothing, and necessary medical care. When the immediate crisis is alleviated, the homeless person or family will then begin to participate in the case management process. The assessment of their reasons for homelessness and identifying the barriers to obtaining and maintaining permanent housing will allow the development of a plan of action. The intent of the system will be to accomplish the following activities, according to the needs of the individual or family, to prepare them to move to transitional or permanent affordable housing:

1. The children will be in school.
2. SSI, GA, food stamps and TANF benefits will be obtained.
3. Childcare will be arranged.
4. Job training will be initiated.
5. Employment will be obtained.
6. Behavioral health services will be initiated.
7. Basic life skills training will be initiated.
8. Money will need to be saved.

Emergency Shelter Grants (ESG)

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

Program Year 4 Action Plan ESG response:

States only.

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.
2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

Program Year 4 Action Plan Community Development response:

Community Development Block Grant (CDBG)

Public Services

American Red Cross	\$2,000
Big Brothers Big Sisters of Jackson County	2,000
Center for Family Health (Adult Dental)	25,000
Community Development (Neighborhood Resource Center)	12,000
Partnership Park Neighborhood Ass'n	5,000
Family Services & Children's Aid	5,000
Florence Crittenton (Male Transition Program)	2,500
Florence Crittenton (Reporting Center for Youth)	3,000
Jackson Affordable Housing (Homeowner Training)	3,000
Jackson Affordable Housing (Foreclosure Prevention)	27,273
Jackson Human Relations Comm.-Youth Council	1,000
Jackson School of the Arts	1,500

Public Services cont'd

The Salvation Army	63,000
Parks and Recreation (MLK Summer Program)	35,000
United Way (211 Call Center)	10,000
Public Services Subtotal	\$197,273

Administration and Planning **\$248,600**

Other Projects (Public Facilities, Public Improvements, and Economic Development)

Public Works - Curb Ramps	40,000
Community Development (Code Enforcement)	500,000
Community Development (Rehabilitation)	275,230
Community Development (Jobs Creation Initiative)	34,000
Downtown Development Authority	18,000
John George Home - Elevator	50,000
Forestry - Ash Tree Removal and Planting	25,000
Parks and Recreation/Rotary Park Improvements	35,000
Michigan Theatre - Plumbing Repairs	4,000
Jackson Friendly Home - Elevator	30,000
Grace Haven Center - Shelter Renovation	18,000
Other Projects Subtotal	\$1,029,230
Total CDBG Funding	\$1,475,103

The City of Jackson supports a variety of public services with CDBG funds. The City seeks to assure that adequate levels of appropriate services are made available to the residents of the City, particularly the most vulnerable.

American Red Cross – Program will provide emergency assistance to low-income City residents due to fire or other disaster-related incident.
Suitable Living Environment

Big Brothers Big Sisters of Jackson – Funding will be used for school-based mentoring services and support to low-income children.
Suitable Living Environment

Center for Family Health – This program assists low-income residents with free or low-cost dental assistance.
Suitable Living Environment

Neighborhood Resource Center – Funding will be used for the operations of the Neighborhood Resource Center. The Center provides a facility for Commodity Food Distribution, Toys for Tots, Helping All People Excel (HAPE), Senior Sewing and Craft Group, NAACP meetings, Ward representatives, and community meetings.
Suitable Living Environment

Partnership Park Neighborhood Association – This activity will fund an after-school program for children in the area.

Suitable Living Environment

Family Service and Children’s Aid – This program offers the Families and Schools Together (FAST) counseling program for school-age children and their families.

Suitable Living Environment

Florence Crittenton (Male Transitional Program) – The group provides housing and assistance for homeless young men.

Decent Housing

Florence Crittenton (Reporting Center for Youth) – The agency provides an after-school training and reporting center for youth experiencing social and family problems.

Suitable Living Environment

Jackson Human Relations Commission (Youth Council) – This group plans to provide area youth with an opportunity to achieve leadership skills through education and community outreach services.

Suitable Living Environment

Jackson School of Arts – Funding will provide out-of-school and summer arts education programs for low to moderate-income underserved youth.

Suitable Living Environment

Jackson Affordable Housing Corporation (JAHC) Homeownership Training – Program provides new and potential homeowners with financial management and property maintenance training.

Decent Housing

Jackson Affordable Housing Corporation (JAHC) Foreclosure Prevention and Credit Repair – Program provides foreclosure and credit repair assistance to homeowners.

Decent Housing

The Salvation Army – Program will provide low-income residents with utility and heating assistance.

Suitable Living Environment

Martin Luther King Summer Program (Parks, Recreation and Grounds Department) – This program provides summer recreation and educational experiences to over 500 children.

Suitable Living Environment

United Way of Jackson County – The agency assists in the operation of the 2-1-1 calling system.

Suitable Living Environment

OTHER PROJECTS:

Curb Ramps (Department of Public Works) – Funding will allow for the installation of handicap curb ramps within CDBG areas.

Suitable Living Environment

Code Enforcement (Community Development Department) – Funds for this activity include salaries, fringe benefits, supplies, materials, equipment, and associated code enforcement costs.

Decent Housing

Residential Rehabilitation – This activity provides funds for owner-occupied housing rehabilitation loans, Emergency Hazard loans, World Changers construction materials, and Denied Loan costs.

Decent Housing

Jobs Creation Initiative – Funds will be used to entice economic development in qualified census tracts by providing loans to qualifying applications creating jobs for presently low and moderate-income employees.

Economic Opportunity

Downtown Development Authority (Façade Program) – Funds will provide downtown business owners with assistance to improve the exterior appearance of their building.

Economic Opportunity

John George Home – Funding will help this facility for homeless men through installation of an elevator.

Decent Housing

Ash Tree Removal and Planting – This activity will be used to assist with the revitalization of the City of Jackson’s urban forest by removing Ash tree species killed off by the Emerald Ash Borer and replacing them with new plantings.

Suitable Living Environment

Rotary Park Improvement – New signage and the reconstruction of tennis and basketball court will be accomplished with CDBG funding.

Suitable Living Environment

Michigan Theatre – This historic facility will be using funds to make much-needed plumbing repairs.

Suitable Living Environment

Jackson Friendly Home – Funding will allow the installation of a new elevator in this facility that provides a home for elderly and low-income women.

Decent Housing

Grace Haven Center – Funds will be used to make repairs to two facilities, such as roofing and waterlines.

Decent Housing

Antipoverty Strategy

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

Program Year 4 Action Plan Antipoverty Strategy response:

According to the 2000 Census, 19.6% of all persons in the City of Jackson are below the poverty level. Approximately the same percentage of families (23%) were at or below the poverty level. The City of Jackson staff has neither the resources nor facilities to carry out programs directly targeted at reducing the number of households at or below the poverty level. However, the City has housing programs available and provides funding to public service agencies that assist households at or below the poverty level. Likewise, the City collaborates with anti-poverty agencies in providing services that will reduce the level of poverty in Jackson.

Deferred Loan Program – The City of Jackson Community Development Department offers deferred loans to low to moderate-income homeowners for property improvements. The Deferred Loan is an interest-free loan with no monthly payments. Repayment is deferred until the owner moves, rents the home, or fails to use the property as their primary residence.

Emergency Hazard Program – The City of Jackson Community Development Department offers the Emergency Hazard Program to very low-income homeowners to eliminate hazardous conditions. The Emergency Hazard Loan is an interest-free loan with no monthly payments. Repayment is deferred until the owner moves, rents the home, or fails to use the property as their primary residence.

Family Self-Sufficiency Program – The JHC provides a Family Self-Sufficiency Program that offers public housing residents an escrow account whereby a portion of their rent is deposited and can be withdrawn after successful completion of the program and used as a down payment on the purchase of their first home. Enrollees are encouraged to set goals of pursuing either education (GED, two, or four year degrees), job training, or employment. To assist program participants in obtaining their goals, transportation, child care, clothing, and counseling services are provided.

Each of the programs above are available to persons at or below the poverty level to help meet emergency needs related to housing, health, and social welfare.

NON-HOMELESS SPECIAL NEEDS HOUSING

Non-homeless Special Needs (91.220 (c) and (e))

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 4 Action Plan Specific Objectives response:

The CP identifies the need for additional affordable and accessible housing. The market supports creating additional accessible units not only for the physically disabled, but also for the growing elderly population who are looking ahead for accessible units. CDBG, HOME and other public and private funds will be used to make 20 units accessible over the 5-year period of the CP for extremely low to moderate-income households. The City's World Changers program takes great pride in providing wheelchair accessible ramps to low-income residents each year. Accessible housing has a high priority.

Housing Opportunities for People with AIDS

*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
4. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop

and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.

5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Program Year 4 Action Plan HOPWA response:

The Jackson County Health Department receives federal funding from the State to provide HIV/AIDS counseling and testing. The City of Jackson has no facilities specifically set aside for AIDS patients and factual data or estimates for AIDS patients in need of supportive housing is not available. However, the Hospice of Jackson receives patients of AIDS on the same basis as they receive other patients. Hospice's policy is to accept any terminally ill patient (regardless of disease or cause) who has been diagnosed as having 6 months or less to live.

Another resource for HIV/AIDS patients is the HIV/AIDS Resource Center (HARC), a private, non-profit organization founded in 1986 by a group of dedicated volunteers in order to provide HIV services to the people of Washtenaw, Jackson, Livingston and Lenawee Counties. HARC has grown steadily since 1986, evolving from a grassroots, volunteer-based organization, to a prominent AIDS service organization. HARC is the only comprehensive AIDS service organization providing HIV/AIDS prevention, education, outreach, and direct care for people affected by HIV/AIDS in the four-county area. HARC's mission is to provide HIV-related services to the community through compassionate direct care, prevention, and outreach activities.

HARC's Care Team provides case management and advocacy services for people who have HIV/AIDS. More importantly, HARC's Care Team offers a caring hand and compassionate treatment to ensure that people living with HIV/AIDS maintain control over their lives. Case management services help link clients to medical care, support groups, nutrition services, housing assistance, mental health services, food pantry, transportation, and emergency financial assistance for clients in need.

The City of Jackson does not receive HOPWA funding.

Specific HOPWA Objectives

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

Program Year 4 Specific HOPWA Objectives response:

The City of Jackson does not receive HOPWA funding.

Other Narrative

Include any Action Plan information that was not covered by a narrative in any other section.

The numbers used in this report are proposed numbers and are subject to change based on the final allocation results from the Department of Housing and Urban Development (HUD). In the case where the amount from HUD will be greater than or less than what the City of Jackson proposes, an across-the-board percentage will be added or subtracted from each activity.



SF 424

The SF 424 is part of the CPMP Annual Action Plan. SF 424 form fields are included in this document. Grantee information is linked from the 1CPMP.xls document of the CPMP tool.

SF 424

Complete the fillable fields (blue cells) in the table below. The other items are pre-filled with values from the Grantee Information Worksheet.

Date Submitted	Applicant Identifier	Type of Submission	
Date Received by state	State Identifier	Application	Pre-application
Date Received by HUD	Federal Identifier	<input type="checkbox"/> Construction	<input type="checkbox"/> Construction
		<input type="checkbox"/> Non Construction	<input type="checkbox"/> Non Construction
Applicant Information			
Jurisdiction: City of Jackson		UOG Code:	MI263174 JACKSON
Address: 161 W. Michigan Avenue		DUNS:	08-503-1656
		Organizational Unit: Administration	
City: Jackson	State: Michigan	Department: Community Development	
ZIP: 49201	Country: U.S.A.	Division: Community Development Dept.	
Employer Identification Number (EIN):		County: Jackson	
38-6004701		Program Year Start Date: 07/01	
Applicant Type:		Specify Other Type if necessary:	
Local Government: City		Specify Other Type	
Program Funding		U.S. Department of Housing and Urban Development	
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding			
Community Development Block Grant		14.218 Entitlement Grant	
CDBG Project Titles Various		Description of Areas Affected by CDBG Project(s) – Citywide	
CDBG Grant Amount \$1,369,903	Additional HUD Grant(s) Leveraged	Describe	
Additional Federal Funds Leveraged		Additional State Funds Leveraged	
Locally Leveraged Funds		Grantee Funds Leveraged	
Anticipated Program Income \$105,200		Other (Describe)	
Total Funds Leveraged for CDBG-based Project(s) \$1,475,103			
Home Investment Partnerships Program		14.239 HOME	
HOME Project Titles Housing		Description of Areas Affected by HOME Project(s) Citywide	
HOME Grant Amount \$329,548	Additional HUD Grant(s) Leveraged	Describe	
Additional Federal Funds Leveraged		Additional State Funds Leveraged	
Locally Leveraged Funds		Grantee Funds Leveraged	

Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOME-based Project(s) \$329,548			
Housing Opportunities for People with AIDS		14.241 HOPWA	
HOPWA Project Titles		Description of Areas Affected by HOPWA Project(s)	
HOPWA Grant Amount	Additional HUD Grant(s) Leveraged	Describe	
Additional Federal Funds Leveraged		Additional State Funds Leveraged	
Locally Leveraged Funds		Grantee Funds Leveraged	
Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOPWA-based Project(s)			
Emergency Shelter Grants Program		14.231 ESG	
ESG Project Titles		Description of Areas Affected by ESG Project(s)	
ESG Grant Amount	Additional HUD Grant(s) Leveraged	Describe	
Additional Federal Funds Leveraged		Additional State Funds Leveraged	
Locally Leveraged Funds		Grantee Funds Leveraged	
Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for ESG-based Project(s)			
Congressional Districts of:		Is application subject to review by state Executive Order 12372 Process?	
Applicant Districts	Project Districts		
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.		<input type="checkbox"/> Yes	This application was made available to the state EO 12372 process for review on DATE
		<input type="checkbox"/> No	Program is not covered by EO 12372
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Program has not been selected by the state for review

Person to be contacted regarding this application		
First Name Michelle	Middle Initial L.	Last Name Pultz
Title Project Coordinator	Phone (517) 768-6436	Fax (517) 780-4781
E-mail mpultz@cityofjackson.org	Website www.cityofjackson.org	Director Carol L. Konieczki (517) 768-6438
Signature of Authorized Representative Jerry F. Ludwig, Mayor		Date Signed , 2008

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the City of Jackson, Michigan has prepared a One Year Action Plan in order to procure federal funds under the Housing and Community Development Act of 1974, as amended in 1983 and 1988, and the Cranston-Gonzalez National Affordable Housing Act of 1990; and,

WHEREAS, the City of Jackson, Michigan is required by law to provide certain assurances and certifications to the United States Department of Housing and Urban Development (HUD) as part of said procurement; and,

WHEREAS, the City of Jackson, Michigan has in place and is following a Citizen Participation Plan as required by HUD.

NOW, THEREFORE, BE IT RESOLVED, that the One Year Action Plan is adopted and approved, the Mayor, as the official representative of the City, is authorized and directed to execute the submission of said Plan for and on behalf of the City of Jackson, Michigan, and the Mayor and the Community Development Department are authorized to provide such additional information as may be required and to submit said Plan to HUD;

BE IT FURTHER RESOLVED, that the City of Jackson, Michigan hereby assures and certifies that it will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of federal funds for these federally-assisted programs, and the City of Jackson, Michigan gives assurances and certifies that, with respect to the Community Development Block Grant and HOME Program:

- A. It possesses legal authority to make a grant submission and to execute a community development and housing program.
- B. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the grantee to submit the Housing and Community Development Plan and amendments thereto, and all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the Final Statement, and to provide such additional information as may be required.
- C. It is following a detailed Citizen Participation Plan which:
 1. Provides for and encourages citizen participation with particular emphasis on participation by persons of low- and moderate-income who are residents of slum and blighted areas and of areas in which funds are proposed to be used, and provides for participation of residents in low-and moderate-income neighborhoods as defined by the local jurisdiction;
 2. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by the regulations of the Secretary, and relating to the actual use of funds under the Act;
 3. Provides for technical assistance to representative groups of persons of low- and moderate-income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;

4. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;
5. Provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and,
6. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

Prior to submission of its Housing and Community Development Plan to HUD, the grantee has:

1. Met the citizen participation requirements of §91.105.
 2. Prepared its One Year Action Plan in accordance with § Part 91 and made the Plan available to the public.
- D. The grants will be conducted and administered in compliance with:
1. Title VI of the Civil Rights Act of 1964 (Public Law 88-352, 42 USC 2000d *et seq.*); and,
 2. The Fair Housing Act (42 USC 3601-20).
- E. It will affirmatively further fair housing.
- F. It has developed its Plan to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight, except that the aggregate use of CDBG funds received under Section 106 of the Act, and, if applicable, under Section 108 of the Act, during the 2008-2009 program year shall principally benefit persons of low- and moderate-income in the manner that ensures not less than 70 percent of such funds are used for activities that benefit such persons during such period.
- G. It has developed a community development plan for the period specified in Paragraph F above that identifies community development and fair housing needs and specifies both short- and long-term community development objectives that have been developed in accordance with the primary objective and requirements of the Act.
- H. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with funds provided under Section 106 of the Housing and Community Development Act of 1974, as amended, or with amounts resulting from a guarantee under Section 108 of the Act by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:
1. Funds received under Section 106 of the Housing and Community Development Act of 1974, as amended, are used to pay the proportion of such fee or assessment that related to the capital costs of such public improvements that are financed from revenue sources other than under Title 1 of the Act; or,

2. For purposes of assessing any amount against properties owned and occupied by persons of moderate-income, the grantee certifies to the Secretary that it lacks sufficient funds received under Section 106 of the Housing and Community Development Act of 1974, as amended, to comply with the requirements of subparagraph H(1) above.
- I. Its notification, inspection, testing, and abatement procedures concerning lead-based paint will comply with §570.608.
 - J. It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, as required under §570.606(a) and federal implementing regulations, it is following a residential anti-displacement and relocation assistance plan as required under Section 104(d) of the Act and in §570.606(c), and it will comply with the relocation requirements of §570.606(d) governing optional relocation assistance under Section 105(a)(11) of the Act.
 - K. It has adopted and is enforcing:
 1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and,
 2. A policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
 - L. To the best of its knowledge and belief:
 1. No federal appropriated funds have been paid, or will be paid, by or on behalf of it to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;
 2. If any funds other than federal appropriated funds have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee or a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and,
 3. It will require that the language of Paragraph M of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
 - M. It will provide a drug-free workplace by:
 1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Establishing an ongoing drug-free awareness program to inform employees about:
 - a) The dangers of drug abuse in the workplace;
 - b) The grantee's policy of maintaining a drug-free workplace;
 - c) Any available drug counseling, rehabilitation, and employee assistance programs; and,
 - d) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace.
 3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by Paragraph M(1)
 4. Notifying the employee in the statement required by Paragraph M(1) that, as a condition of employment under the grant, the employee will:
 - a) Abide by the terms of the statement; and,
 - b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
 5. Notifying the agency in writing within ten calendar days after receiving notice under Paragraph M(4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
 6. Taking one of the following actions, within 30 calendar days of receiving notice under Paragraph M(5), with respect to any employee who is so convicted:
 - a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,
 - b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
 7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 6.
- N. If it is subsequently determined that additional sites will be used for the performance of work under the grant, it shall notify HUD immediately upon the decision to use such additional sites by submitting a revised "Place of Performance" form.
- O. It will comply with the other provisions of the Act and with other applicable law.
- P. Before committing to any HOME funds, the City will evaluate HOME Projects that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.
- Q. If the participating jurisdiction intends to provide tenant-based rental assistance the use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's

annual approved housing strategy for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

* * * *

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 13th of May, 2008.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on the 14th day of May, 2008.

Lynn Fessel

City Clerk



CPMP Non-State Grantee Certifications

Many elements of this document may be completed electronically, however a signature must be manually applied and the document must be submitted in paper form to the Field Office.

- This certification does not apply.
 This certification is applicable.

NON-STATE GOVERNMENT CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted –
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

8. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
9. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
10. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

Jerry F. Ludwig

Name

Mayor

Title

161 W. Michigan Avenue

Address

Jackson, MI 49201

City/State/Zip

517-788-4028

Telephone Number

- | |
|---|
| <input type="checkbox"/> This certification does not apply. |
| <input checked="" type="checkbox"/> This certification is applicable. |

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

11. Maximum Feasible Priority - With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
12. Overall Benefit - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2008, 2____, 2____, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
13. Special Assessments - It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

14. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
15. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

Compliance with Laws -- It will comply with applicable laws.

Signature/Authorized Official

Date

Jerry F. Ludwig

Name

Mayor

Title

161 W. Michigan Avenue

Address

Jackson, MI 49201

City/State/Zip

517-788-4028

Telephone Number

- This certification does not apply.
 This certification is applicable.

**OPTIONAL CERTIFICATION
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities, which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

- This certification does not apply.
 This certification is applicable.

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

Signature/Authorized Official Date

Jerry F. Ludwig

Name

Mayor

Title

161 W, Michigan Avenue

Address

Jackson, MI 49201

City/State/Zip

517-788-4028

Telephone Number

- This certification does not apply.
 This certification is applicable.

HOPWA Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

- | |
|--|
| <input checked="" type="checkbox"/> This certification does not apply.
<input type="checkbox"/> This certification is applicable. |
|--|

ESG Certifications

I, _____, Chief Executive Officer of **Error! Not a valid link.**, certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 *CFR* 576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

I further certify that the local government will comply with:

1. The requirements of 24 *CFR* 576.53 concerning the continued use of buildings for which Emergency Shelter Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.
2. The building standards requirement of 24 *CFR* 576.55.
3. The requirements of 24 *CFR* 576.56, concerning assurances on services and other assistance to the homeless.
4. The requirements of 24 *CFR* 576.57, other appropriate provisions of 24 *CFR* Part 576, and other applicable federal laws concerning nondiscrimination and equal opportunity.
5. The requirements of 24 *CFR* 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
6. The requirement of 24 *CFR* 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.
7. The requirements of 24 *CFR* Part 24 concerning the Drug Free Workplace Act of 1988.
8. The requirements of 24 *CFR* 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
9. The requirement that recipients involve themselves, to the maximum extent practicable and where appropriate, homeless individuals and families in policymaking, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 *CFR* 76.56.
10. The requirements of 24 *CFR* 576.57(e) dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related

authorities as specified in 24 *CFR* Part 58.

11. The requirements of 24 *CFR* 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services will meet the requirements that: (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.
12. The new requirement of the McKinney-Vento Act (42 *USC* 11362) to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that state and local governments are primarily responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of state and local resources.
13. HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

I further certify that the submission of a completed and approved Consolidated Plan with its certifications, which act as the application for an Emergency Shelter Grant, is authorized under state and/or local law, and that the local government possesses legal authority to carry out grant activities in accordance with the applicable laws and regulations of the U. S. Department of Housing and Urban Development.

Signature/Authorized Official	Date
Name	
Title	
Address	
City/State/Zip	
Telephone Number	

- This certification does not apply.
 This certification is applicable.

APPENDIX TO CERTIFICATIONS

Instructions Concerning Lobbying and Drug-Free Workplace Requirements

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code) Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip
City of Jackson	161 W. Michigan	Jackson	Jackson	MI	49201
John George Home	1501 E. Ganson	Jackson	Jackson	MI	49202
Habitat for Humanity	1207 Pringle	Jackson	Jackson	MI	49203
Neighborhood Resource Center	1015 Francis St.	Jackson	Jackson	MI	49203
Grace Haven	1040 Francis	Jackson	Jackson	MI	49203
Jackson Friendly Home	435 W. North	Jackson	Jackson	MI	49202
Michigan Theatre	124 N. Mechanic	Jackson	Jackson	MI	49201

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); "Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any

controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:

- a. All "direct charge" employees;
- b. all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
- c. temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

- 1. Analysis of Impediments to Fair Housing
- 2. Citizen Participation Plan
- 3. Anti-displacement and Relocation Plan

Signature/Authorized Official

Date

Jerry F. Ludwig

Name

Mayor

Title

161 W. Michigan Avenue

Address

Jackson, MI 49201

City/State/Zip

517-788-4028

Telephone Number



Personnel & Labor Relations

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4046 — Facsimile: (517) 768-5824

May 6, 2008

TO: William Ross, City Manager
FROM: Catherine Brechtelsbauer, Personnel Director *amb*
RE: Service Agreement with Foote Hospital for Wellness Programs

As you know, the City has been moving away from physical agility programs and toward voluntary wellness programs with our bargaining units. We have selected the Foote Hospital's "It's Your Life" program to implement with the various bargaining units that agree to move to wellness programs. We have negotiated an agreement with Foote that provides a rate schedule to be applied for each employee who participates, with a variety of rates dependent upon each employee's level of participation. At this time, only the POLC-Supervisory Unit is eligible to participate, so the City's cost during the current calendar year will be minimal. We decided to bring the matter to City Council for approval, however, because the value of the contract should incrementally increase over the next year and could eventually reach the contract limit requiring it. The City Attorney has reviewed and approved the contract as to form. A copy is attached for Council member review.

Please place this matter on the Council Agenda for the May 13 meeting. Thank you.

If you or any Council member has a question regarding the wellness program or this contract, please call me.

Enclosure (1)

**SERVICE LINE AGREEMENT
BETWEEN
W.A. FOOTE MEMORIAL HOSPITAL
AND
CITY OF JACKSON**

W.A. Foote Memorial Hospital, a Michigan nonprofit corporation ("Foote") and City of Jackson, a Michigan corporation ("Client"), enter into this Agreement, effective on this 1st, day of May, 2008 (the "Effective Date"), for consulting services and/or the administration of the Hospital's *It's Your Life* Health Management Program.

RECITALS

WHEREAS, Client currently does business in Jackson County Michigan, and the surrounding Communities, and desires to purchase and offer a health management program for its employees; and

WHEREAS, Foote has made substantial capitol investment in, has developed methods and set standards for administering the *It's Your Life* Health Management Program encompassing those services desired by Client; and

WHEREAS, the parties desire to enter into an Agreement whereby the Client will engage Foote to administer the *It's Your Life* Health Management Program for the benefit of Client's employees.

NOW THEREFORE, it is mutually agreed by and between the parties hereto as follows:

1. NATURE OF ARRANGEMENT

(a) Duties of Foote. Foote shall administer the *It's Your Life* Health Management Program for Client's employees, as described below:

i. **Program Description:** *It's Your Life* is a health management program structured to give Client's participating employees the tools and resources necessary to improve their personal health status through behavioral changes. Client's participating employees are instructed about how to proactively manage their own health by "taking charge" and selecting one primary and one secondary health goal each year.

ii. **Objectives:**

1. Create Client commitment to employee wellness interventions; and
2. Empower Client's employee participants to maintain and/or develop a healthy lifestyle.

iii. **FOOTE Contact Information:**

Director
W.A. Foote Memorial Hospital
One Jackson Square, 9th Floor
Jackson, Michigan 49201
Phone: (517) 780-7306
Fax: (517) 789- 5941

Client Contact Information:

City of Jackson
161 W. Michigan
Jackson, Mi 49201
Phone: (517) 788-4046
Fax: (517) 768-5824

iv. **Enrollment:** Client's participating employees will be enrolled through Client and shall be offered the following components as selected by Client:

1. **Health Risk Appraisal** - Each of Client's participating employees shall complete a risk assessment including the following components:

- a. Health Risk Appraisal from the University of Michigan Health

- Management Research Center;
- b. Health Screening at Primary Care Physician office
 - i. Blood Pressure;
 - ii. Body Mass Index (height and weight);
 - iii. Fasting venous blood draw for cholesterol, glucose, and triglycerides; and
 - c. Client acknowledges and agrees that employee participation in the ***It's Your Life*** Health Management Program shall be contingent upon each of Client's employee(s) signing a waiver and consent to participate in the program.
2. **Coaching** – Each of Client's participating employees will complete one (1) to three (3) coaching sessions with a health educator coach from Foote or their primary care physician.
 3. **Personal Wellness Plan** – Each of Client's participating employees may complete a Personal Wellness Plan identifying one primary and one secondary goal, based on current risk factors.
 4. **Health Management Presentations** – Foote will provide health management presentations as selected by Client.
 5. **Professional Standard** – Foote will perform its professional services under this Agreement by the exercise of due care and skill in accordance with applicable professional standards for services of this type under these circumstances.
- v. **Confidentiality**. Foote will comply with all laws, rules and regulations regarding the confidentiality of each of Client's participating employees.
 - vi. **Supervision**. Foote personnel providing services to Client and/or Client's participating employees, shall be supervised by Foote management.
 - vii. **Record Keeping**. Foote shall keep all records, as may be required by law and/or regulations.
 - viii. **Non-discrimination**. Foote shall not discriminate in the provision of its services under this Agreement against any of Client's participating employees on the basis of race, sex, creed, or any other federally or state protected classes.
 - ix. **Reporting**. Foote will provide the following reports:
 1. An **Aggregate Employer Report**, shall be provided to Client, which includes aggregated employee information for companies who have more than twenty five (25) employees; and
 2. A **Healthy Lifestyle Profile** shall be provided to each individual employee. This is a personal report given to each employee detailing health risks of the employee and health measures. This report will be provided to each individual employee either via electronic transmission, or by regular United States mail, sent to the employee's home address. Client acknowledges and understands that Client will not receive a copy of individual employee Healthy Lifestyle Profile reports.

(b) Independent Contractor Relationship. In the performance of the services rendered pursuant to this Agreement, Foote shall be at all times acting and performing as an independent contractor with respect to Client. Correspondingly, FOOTE staff shall be and function exclusively as Foote's employees or subcontractors. Nothing contained herein is intended to nor shall establish an employer-employee, master-servant, nor any agency relationship between Foote and Client, and Foote employees, or Foote contractors, in any combination whatsoever. It shall be Foote's responsibility and obligation to arrange for and pay for all persons hired and/or paid by Foote and their compensation and all incidents thereof, such as employment taxes, workmen's compensation, income tax withholdings, insurance, fringe benefits, and so forth.

2. DUTIES AND OBLIGATIONS OF CLIENT

- (a) **Payment.** Foote shall provide an invoice to Client showing services rendered after the completion of the Health Risk Appraisal and 1st coaching session. Client acknowledges its obligation to pay Foote in accordance with the agreed upon price as set forth in Section 3 of this Agreement, for all services rendered, and agrees to pay the total amount due as set forth in the invoice within thirty (30) days of the date upon which the Client receives the invoice.
- (b) **Space.** Client shall provide suitable and sufficient space to enable Foote employees to provide the services for Client's participating employees that have been agreed upon between the Parties.
- (c) **Access and Assistance.** Client agrees to provide Foote employees with access to Client's participating employees, for the purpose of providing the services described in this Agreement.

3. **PRICING.** The It's Your Life Health Management Program is priced according to the number of coaching sessions that that Client selects for its participating employees. In addition, if Client's business location is outside of a 30 mile radius from Foote, then Client shall be responsible for reimbursing Foote for the cost of mileage to/from Foote to/from Client's site for the service performed under this Agreement on the site of Client's business, and Client agrees to pay additional hourly travel time and expenses incurred by Foote for travel to and from Client's business location for all on-site services.

(a) 2008 program rates

- i. Includes all program components, as well as associated staff time, materials, equipment, travel, expenses, data analysis and reports
 - 1. Health Risk Appraisal from University of Michigan
 - 2. Documentation of Health Screening Data from Physician
 - 3. Healthy Lifestyle Profile from University of Michigan
 - 4. Health coaching sessions:
 - a. Up to three proactive sessions (available on site or telephonic)
 - 5. Subscription to *It's Your Life* member newsletter.
 - 6. Education:
 - a. Research-based, high quality, visually appealing, user-friendly educational materials are accessible in hard copy or online.
- ii. Price varies with number of coaching sessions with Foote health coach elected:
 - 1. Participants electing three coaching sessions with Foote health coach- \$150 per participant per year
 - 2. Participants electing two coaching sessions with Foote health coach- \$120 per participant per year
 - 3. Participants electing one coaching session with Foote health coach- \$86 per participant per year
 - 4. Participants electing to complete coaching sessions with primary care physician- \$47 per participant per year

4. TERM AND TERMINATION

The term of this Agreement shall commence as of the Effective Date and shall continue in full force and effect for an initial term of one (1) year. Either Party may terminate this Agreement with or without cause upon ninety (90) days prior written notice to the other Party. This Agreement may also be terminated for cause for breach of any provision of this Agreement, but only after the non-breaching Party has provided the breaching Party with thirty (30) days prior written notice of the breach, and the breaching Party has failed to cure the breach within that thirty (30) day notice period.

5. NOTICES

All notices, requests, demands and other communication required or permitted under this agreement shall be in writing and shall be deemed to have been duly given, made and received when personally delivered or upon actual receipt of registered or certified mail, postage prepaid, return receipt requested, addressed as set forth below:

If to Foote:

President & CEO
W.A. Foote Memorial Hospital
205 N. East Avenue
Jackson, MI 49201

If to Client:

City of Jackson
161 W. Michigan
Jackson, Mi 49201

With a copy to:

General Counsel
W. A. Foote Memorial Hospital
205 N. East Avenue
Jackson, MI 49201

Any party may change the address to which communications or copies are to be sent by giving notice of such change of address as described in this paragraph for the giving of notice.

6. IDENTIFICATION

Foote will establish a means of easily identifying Foote employees coming to visit Client's participating employees and/or Client's place of business.

7. APPLICABLE LAW, MERGER, WAIVER AND MODIFICATIONS

- (a) **Governing Law And Venue.** This Agreement shall be governed by Michigan law. The parties agree that any action relating to the Contract shall be instituted and prosecuted in the courts of the County of Jackson, State of Michigan, and each party waives the right to change of venue.
- (b) **Entire Agreement.** If any term or provision this Agreement is illegal, invalid or unenforceable, the remainder of this Agreement shall not be affected by it. This is the entire agreement of the Parties and all prior agreements between the Parties concerning the subject matter of this Agreement, whether written or oral, are merged in this Agreement and shall be of no force and effect. The captions shall have no legal significance in the interpretation of this Agreement.
- (c) **Amendment.** No modification, change or discharge of this Agreement may occur orally, but only by further written agreement of the Parties.
- (d) **Waiver.** A waiver of either of the Parties of any provision of this Agreement shall not waive any other provision, No person or entity, except the Parties, shall be beneficiaries of any kind of the consideration or terms of this Agreement.
- (e) **Assignment.** In no event shall either party assign any of its rights, powers, duties and obligations under this Agreement without the receipt of the prior written consent of the other party. Any assignment made without such written consent shall be void; however, such consent shall not be unreasonably withheld. This Agreement shall be binding upon and shall inure to the benefit of the successors and assigns of the Parties.
- (f) **Negotiated.** It is agreed by the parties hereto that the Contract is a result of negotiation between the parties, and accordingly, it will not be construed against either party in the event of a dispute or litigation arising out of the Contract.

8. COMPLIANCE

The Parties to the Agreement hereby agree to the following provisions relating to compliance obligations:

- (a) **Avoidance of Fraud and Abuse.** The Parties enter into this Agreement with the Intent of conducting their relationship in full compliance with applicable state, local, and federal law including the Medicare/Medicaid anti-fraud and abuse statutes. Notwithstanding any unanticipated effect of any of the provisions herein, neither Party will intentionally conduct itself under the terms of this Agreement in a manner to constitute a violation of the Medicare and Medicaid fraud and abuse provisions. Further, if legislation is passed, the effect of which would be to hinder any entity affiliated with Foote's ability to obtain reimbursement from Medicare/Medicaid due to the existence of this Agreement, or if this Agreement becomes illegal under any subsequent law or regulation, then this Agreement shall terminate immediately.
- (b) **Anti-Kickback Compliance.** Nothing contained in this Agreement shall require Client to refer any of Client's employees to Foote or any entity affiliated with Foote as a precondition to receiving the benefits set forth herein.

- (c) **Tax-Exempt Status.** Notwithstanding anything to the contrary, Foote may modify or terminate this Agreement at any time, without liability if it reasonably determines that Its continued participation in this Agreement could or reasonably may threaten the federal tax exemption of Foote or any entity affiliated with it under internal Revenue Code Section 501(c)(3) or threaten any other relevant tax exemption these entitles now or hereafter may enjoy.
- (d) **Regulatory Compliance Hotline Reporting.** Foote maintains a corporate compliance program to prevent, detect and remedy activities and conduct that are non-compliant with legal, regulatory and/or ethical requirements and standards. Client has been advised that Foote maintains an anonymous toll-free hotline (1-877-9COMPLY) and employs a Compliance Officer (517.788.4828) for the reporting of activities or conduct that may involve non-compliant behavior. Client shall report any instances of potential non-compliant activity, and shall similarly inform and require any subcontractors, employees or agents to report such activity.
- (e) **Exclusion From Government Programs.** Neither Party is, nor employs or contracts with:
- any individual or entity excluded from Medicaid or Medicare participation under §§ 1128 (42 USC 132a-7) or 1128A (42 use 1320a-7a) of the Social Security Act for the provision of health care, utilization review, medical social work, or administrative services;
- any entity for the provision of such services (directly or indirectly) through an excluded Individual or entity; or
- any individual or entity excluded from Medicaid participation by the MDCH.
- Both Parties agree to immediately notify the other Party if and when that Party falls out of compliance with this Section.
- (f) **HIPAA.** The Parties agree that each will comply with the Health Insurance Portability and Accountability Act (HIPAA) and its implementing regulations, as applicable.

9. INSURANCE AND INDEMNIFICATION.

- (a) **Commercial General Liability and Automobile Insurance.** Foote shall provide evidence of commercial general liability and automobile liability insurance coverage with minimum limits of liability for each policy of \$500,000 for each claim. The parties agree that Foote's program of self-insurance funded in accordance with actuarial recommendations shall suffice for purposes of this Agreement. Client shall be listed as a certificate holder on the commercial general liability policy.
- (b) **Workers Compensation Insurance.** Foote shall demonstrate that a valid Worker's Compensation and Employer's Liability Insurance coverage, as required by the State of Michigan, is in force for all its employees. The Parties agree that Foote's program of self-insurance funded in accordance with the actuarial recommendations shall suffice for purposes of this Agreement.
- (c) **Indemnification.** Foote agrees to defend, indemnify, and hold harmless the Client, its agents, representatives, employees or officials (City), from any and all losses, damages, claims, demands, suits, actions, payments, judgments including any and all expenses, legal or otherwise, and any and all liability for property damage, bodily injury, death, or any other injury or damage, of whatever nature, which arises out of or pertains to any of the work or services performed by Foote under this Contract and regardless of whether the liability of the City would be based upon allegations of passive negligence involving vicarious liability or liability imposed by operation of law or, in contrast, involves liability predicated upon allegations of active negligence involving acts, omissions of alleged negligence or wrongdoing by the City itself, provided, however, that Foote shall not be required to defend, indemnify or hold harmless the City for the City's liability predicated upon the City's sole negligence or wrongdoing.

IN WITNESS WHEREOF, the Parties have executed and delivered this agreement on the date(s) Indicated below.

W.A. FOOTE MEMORIAL HOSPITAL

CLIENT

By: _____
Ray King, Senior Vice President, Medical Affairs &
Chief Medical Officer

By: _____
William R. Ross
It's: City Manager

Date: _____

Date: _____

REVIEWED
Legal Affairs
4/25/08
-wva



City Manager's Office

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

May 8, 2008

TO: Honorable Mayor and City Councilmembers
FROM: William R. Ross, City Manager
RE: Kiwanis Club of Jackson Flag Project

I was approached late in April by Lee Zimmerman of the Kiwanis Club of Jackson related to a proposal from the Kiwanis Club Flag Project to place U.S. flags in the median of Kibby Road from the entrance of Sharp Foundation County Park and the Manor House to West Avenue. The Kiwanis Club has requested approval to place pvc pipe in the median area in order to place the flags. The Kiwanis Club will be responsible for placing and removing the flags for specific holidays. The first holiday will be Memorial Day. I reviewed the proposal with City staff and determined that the placement of these flags would not create a traffic hazard or other issues for the City. We concluded that the display would be very impressive to the community during the holiday period. Mr. Zimmerman is very eager to move forward because Memorial Day is soon approaching. I have asked Mr. Zimmerman to have the area staked out by Miss Dig, and told him that his group could begin placing the pvc pipes so that they could complete placement before Memorial Day. I discussed this with the City Attorney, and he indicated that he would have no problem if the City Council waived requirements for any agreements, but the Kiwanis Club should name the City as an additional insured on their liability policy. I spoke with Mr. Zimmerman about this request. Mr. Zimmerman indicated that he would need to contact the national organization, but a part of the dues paid goes to a liability policy that covers the Kiwanis Club. Therefore, he felt that it should not be a problem. There is generally no cost for naming the coinsured on a policy, especially on a matter as small as this one.

I recommend that the City Council recommend that the Kiwanis Club proceed with the project, that the Council waive an agreement between the City and the Kiwanis Club, and that the project be approved contingent upon the Kiwanis Club providing the City with a certificate of insurance with the City named as an insured.

WRR:skh

Bill Ross

From: Lee Zimmerman [hlzim3@acd.net]
Sent: Thursday, April 24, 2008 2:55 PM
To: Bill Ross
Subject: [PossibleSpam] Kiwanis Flag Project Kibby Road
Importance: Low

City Manager Ross:

The Kiwanis Club of Jackson would like to place at least 50 United States 3' X 5' Flags, on 10' poles in the sod median areas of Kibby Road from West Avenue proceeding west and south beyond the entrance to Sharp Foundation County Park and the Manor House. This letter is to request your approval of this project.

The flags will be displayed on the five flag-flying holidays; Memorial Day, Flag Day, Fourth of July, Labor Day, and weather permitting, Veteran's Day each year. We will install 1" PVC pipe, 16" deep in the median areas to hold the flags. Prior to the holiday the flags will be inserted, following the holiday the flags are removed and stored. The Kiwanis Club does all of the work at no cost to the City. Each installation must have the approval of "Miss Dig" and this makes our time line short. If we receive your approval for this event we will have installed very nearly 600 flags on individual properties and businesses including inside Sharp Foundation County Park. We are confident that we have the program costs underwritten and that is the reason for this request.

Thank you for your consideration of this event that shows the pride and patriotism of this wonderful United States of America. Proceeds from the flag sale are used to promote the Kiwanis Club's focus of serving young children and youth.

Sincerely,

Lee Zimmerman, Chairman
Kiwanis Flag Project
784-5200
hlzim3@acd.net

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



MEMORANDUM

DATE: May 5, 2008

TO: William R. Ross
City Manager

FROM: Matthew R. Heins
Chief of Police

SUBJECT: April Manager's Report

Chief Heins:

- Met with POLC Supervisors' unit president to discuss overtime process.
- Met with JNET Board members to discuss forfeitures and financial support from Townships.
- Attended Law Enforcement Action Forum in Lansing at MML office.
- Met with representative from EMPCO to begin Lieutenant assessment center process.
- Reviewed 2008 goals with Commanders.
- Interviewed candidates for Communication Specialist. One conditional offer of employment made.
- Conducted a discussion with POLC Supervisors Unit and Non-supervisors Unit to discuss 12 hour shifts.
- Met with Sgt. Kevin Hiller to go over expectations for his Acting Lieutenant position.

Deputy Chief Holda:

- Attended City Council meeting
- Attended Budget/Goal setting City Council Session
- Attended Department Head Meetings (2)
- Attended Local Chief's Meeting
- Attended Intergovernmental Detectives Meeting
- Attended Training Consortium Board Meeting
- Attended POLC –Non Supervisory unit negotiations (2)
- Conducted Communications Specialists –Oral Board interviews
- Conducted Police Officer – Oral Board Interviews
- Jackson –High Twelve Club –Jackson Law Enforcement Presentation

A/Lt. Hiller:

- Started on April 19th in the Patrol Division.
- Assisted with shooting at 517 N. Blackstone and 900 block of Orchard Pl.
- Attended a neighborhood meeting at the King Center to discuss activities for the last day of school.

Lt. Kantor:

- Attended a tabletop exercise at Foote Hospital.
- Met with Consumers about shareholders meeting scheduled for Friday, May 16th
- Participated in officer oral board interviews.
- Attended HRC meeting at City Hall.
- Attended a meeting in Detroit on Project Safe Neighborhoods.
- Attended a meeting in Ann Arbor on Project Safe Neighborhoods.
- Participated in Foote Hospital evacuation drill.
- Attended a community meeting at the King Center reference end of school event

DB worked shootings:

- 800 block of Orchard Place
- 500 block of N. Blackstone Street - Accidental
- 1000 block of First Street