



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

## **AGENDA – CITY COUNCIL MEETING**

April 27, 2010  
7:00 p.m.

1. **Call to Order.**
2. **Pledge of Allegiance** – Invocation by Invocation by Andrew R. Frounfelker, 5th Ward City Councilmember.
3. **Roll Call.**
4. **Adoption of Agenda.**
5. **Citizen Comments. (3-Minute Limit)**
6. **Presentations/Proclamations.**
  - A. Presentation of the draft 2010 edition of the City of Jackson Comprehensive Plan by the City Planning Commission.
    1. Consideration of a resolution approving the request to release the draft Plan for review by adjacent townships, and other pertinent agencies, and reserving the right to adopt the Comprehensive Plan at the completion of the approval process as required by the Municipal Planning Enabling Act.
  - B. Presentation by Mr. Ed Rutkowski, Engineering Department, regarding the 100<sup>th</sup> Anniversary of President Taft’s visit to Jackson, Michigan, on June 4, 1910, to dedicate the “Under the Oaks.”
7. **Consent Calendar.**
  - A. Approval of the minutes of the regular City Council meeting of April 13, 2010, and special City Council meetings of April 20, and April 21, 2010.
  - B. Approval of the payment of the Region 2 Planning Commission invoice in the amount of \$3,604.89, for planning services for the month of March, 2010, in accordance with the recommendation of the City Manager.
  - C. Approval of City license renewals for the year ending April 30, 2011, in accordance with the recommendation of the City Clerk.
  - D. Approval of a request from Allegiance Health Systems to conduct a farmers’ market on Wednesdays from 2:30 until 6:00 p.m. beginning April 28, or May 5, 2010, and ending the last week of October 2010.
  - E. Approval of the request from the Jackson Community College Office of Multicultural Relations to hold the 2010 Juneteenth Event at the Riverwalk Amphitheater on Saturday, June 19, 2010, from 4:00 p.m. until 10:00 p.m. (event 6:00 p.m. until 9:00 p.m.). (Approval recommended by the Police, Fire and Public Services Departments, and the Downtown Development Authority. Proper insurance coverage received.)
  - F. Approval of the request from Daryl Hoskins, Daryl’s Downtown, LLC, for authorization for temporary outdoor service on May 28, June 4, June 11, June 18, June 25, July 2, July 9, July 16, July 23, July 30, August 27, and September 25, 2010, for a series of events. (Approval recommended by the Police and Fire Departments, and the Downtown Development Authority. Proper insurance coverage received.)

- G. Approval of the offer to purchase the City-owned property located at 905 Orchard, Stencil #5-0539.1 (vacant lot), in the amount of \$2,000.00, waive a development agreement, conditioned upon the homeowner's combining this parcel with their current property, and authorization for the Mayor and City Clerk to execute the appropriate document(s), subject to approval and minor modifications by the City Attorney, in accordance with the recommendation of the Community Development Director.
- H. Receipt of actuarial valuations as of June 30, 2009, 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 2010-2011.
- I. Receipt of CDBG Financial Summary Report through March 31, 2010.
- J. Receipt of the Dangerous Building Report through March 31, 2010.
- K. Establishment of May 11, 2010, at the City Council meeting as the time and place to hold a public hearing on an application for an Industrial Facilities Exemption Certificate filed by American Tooling Center, Inc., at 1150 S. Elm Street, and referral to the City Affairs Committee for review and recommendation.
- \*L. Receipt of a Claim of Appeal of Historic District Commission decision regarding 744 W. Michigan Avenue (Tony Pinson, M.D.), referral of the matter to the City Attorney's office for appropriate action, and establishing May 11, 2010, at 7:00 p.m., as the date and time to hear the appeal before the City Council, in accordance with the City Code, Chapter 13, Section 13-9(b)(2)a.

8. **Committee Reports.**

- A. Consideration and receipt of the Finance Committee Report for April 20, 2010.
  - \*1. Resolution amending Section 13.8 of the City Charter, to provide that no person or firm shall conduct the audit of the City's funds for more than four years in succession. (Finance Committee recommends this be withdrawn as a ballot issue.)

9. **Appointments.**

10. **Public Hearings.**

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

- A. Public hearing on Special Assessment Roll No. 4187 for the operation of a meterless parking system in the downtown area.
  - 1. Resolution confirming Special Assessment Roll No. 4187.
- B. Public hearing on Special Assessment Roll No. 4188 for the operation of a meterless parking system in the downtown area.
  - 1. Resolution confirming Special Assessment Roll No. 4188.

**Adjourn as a Board of Review and reconvene as a City Council**

- C. Public hearing to consider a request to rezone properties located at 721 and 723 W. Franklin Street, from R-2 (one- and two-family residential) to R-4 (high-density apartment and office). (City Planning Commission and Staff recommend denial of rezoning to R-4, and recommend rezoning to R-6 (residential and low-density office).)
  - 1. Consideration of an Ordinance amending Chapter 28, Section 28-32, City Code, rezoning property located at 721 and 723 W. Franklin Street, from R-2 (one-and two-family residential) to R-4 (high-density apartment and office), **OR**
  - 2. Consideration of an Ordinance amending Chapter 28, Section 28-32, City Code, rezoning property located at 721 and 723 W. Franklin Street, from R-2 (one-and two-family residential) to R-6 (residential and low-density office). (City Planning Commission and Staff recommend approval.)

11. **Resolutions.**

- A. Consideration of a resolution from the Liquor Control Commission regarding the request to transfer ownership of 2009 Class C licensed business with dance-entertainment permit

and topless activity permit, located at 621 E. Michigan, from Potter's Pub, Inc., to Nancy Minix Enterprises.

- B. Consideration of a resolution recognizing Community Minded Service Club-CMS Club as a non-profit organization operating in the community for the purpose of obtaining charitable gaming licenses.
- C. Consideration of the following resolutions regarding a Property Transfer Affidavit (PTA) fine:
  - 1. Resolution waiving a penalty levied for property owners who fail to file a Property Transfer Affidavit (PTA) in a timely fashion (Finance Committee recommends approval.), **OR**
  - 2. Resolution implementing a fine process to be levied for property owners who fail to file a Property Transfer Affidavit (PTA) in a timely fashion.
- D. Consideration of the following resolutions revising the City's building inspection fees, and authorization for the Mayor and City Clerk to execute the appropriate document(s), and for staff to make minor modifications if needed, in accordance with the recommendation of the Community Development Director:
  - 1. Adoption of a Dangerous Structures Ordinance fee schedule.
  - 2. Adoption of a building permit fee schedule.
  - 3. Adoption of an electrical permit fee schedule.
  - 4. Adoption of a fence permit fee schedule.
  - 5. Adoption of a mechanical permit fee schedule.
  - 6. Adoption of a plumbing permit fee schedule.
- E. Adoption of a resolution ordering a levy of 1.9996 mills in the Downtown Development District.

12. **Ordinances.**

13. **Other Business.**

- A. Consideration of the final allocations for Community Development Block Grant (CDBG) and HOME funding for fiscal year 2010-2011, and receipt of and response to any oral or written communication received from the public regarding the Action Plan.
- \*B. Consideration of a motion to offer a one-year contract to Warren Renando to provide services of Interim City Manager with the same conditions ironed out approximately three weeks ago. (Postponed at the April 13, 2010, City Council meeting.)
- \*C. Consideration of the continuation of the services of Education Associates of Michigan, LLC, the search for a City Manager, and other related matters to the Manager. (Postponed at the April 13, 2010, City Council meeting.)

14. **New Business.**

- A. Consideration of the request to approve a Memorandum of Agreement (MOA) between the City, and Business Watch International, Inc. ("BWI"), establishing an internet service in reference to the new Pawnbroker and Second Hand Dealer Ordinance, and authorization for the Mayor and City Clerk to execute the appropriate document(s), and for staff to make minor modifications to the agreement, in accordance with the recommendation of the City Attorney.
- B. Consideration of the request received April 20, 2010, from the Downtown Development Authority for an allocation of \$25,000.00 for fiscal year 2010-2011 for continued downtown development.
- C. Consideration of the request of the Downtown Development Authority to direct the City Engineer or his designee to seek outside bids in conjunction with a cost proposal from City Engineering/Public Works to perform "joint fill" maintenance of the City-owned parking lots within the Meterless Parking System, with bids collected and awarded by June 30, 2010, and all work completed by November 15, 2010. (Parking Advisory Committee recommends approval.)
- \*D. Consideration of the Ella Sharp Museum Director's request to extend the current boundaries of the Ella Sharp Museum property to move the schoolhouse to its original

location pending grant approval, in accordance with the recommendation of the Ella Sharp Park Board of Trustees.

15. **City Councilmembers' Comments.**

16. **Manager's Comments.**

17. **Adjournment.**

\*Items added, deleted or changed.



# City Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)  
120 W. Michigan Avenue • Jackson, MI 49201  
Phone (517) 788-4426 • Fax (517) 788-4635

April 27, 2010

Honorable Mayor and City Council  
City of Jackson, Michigan

Subject: **Release of the Draft 2010 Edition of the City of Jackson Comprehensive Plan for Public Review**

Dear Mayor and Councilpersons:

The City Planning Commission recently completed a draft of the 2010 Edition of the City of Jackson Comprehensive Plan. City Council must approve the release of the plan to adjacent municipalities and other pertinent agencies for review and comment in accordance with the Michigan Planning Enabling Act. The attached resolution also reserves the right of City Council to adopt the plan at the conclusion of the approval process.

The City Planning Commission found the plan to still be relevant. Accordingly, relatively few changes were made to the document. The following general changes to the plan were completed:

- Census estimate updates were added to various chapters
- Updates to a number of City department/program summaries
- References to 'Foote Hospital' were changed to 'Allegiance Health'
- Recent rezonings were utilized as an input for the updated Future Land Use Map

The following policy changes to the plan were also completed:

- A section on the Community Economic Development Strategy (CEDS) was added as well as an associated plan strategy
- A section regarding the Jackson Police Department was added as well as a section regarding possible cooperation opportunities with other agencies regarding police and fire services
- A section on historic preservation was added
- Sections on the Ella Sharp Museum and the Arts and Cultural Alliance were revised and a strategy regarding the Alliance's Community Cultural Plan was added
- A section on the Master Street Plan was added
- The Zoning Plan chapter was added, as required by state law
- A Capital Improvement Program (CIP) appendix was added, citing the need for a CIP as required by state law

Please contact me at 768-6711 if you have any questions.

Sincerely,

Grant E. Bauman, AICP  
Principal Planner

# Jackson City Council

## Release Resolution of the Draft 2010 Edition of the Comprehensive Plan

**WHEREAS**, the City of Jackson has an adopted Comprehensive Plan as a guide for development within the community as required by Sec. 31 of the Michigan Planning Enabling Act, and

**WHEREAS**, the City Planning Commission completed the required five-year review of the Comprehensive Plan and determined that it needed to be updated in accordance with Sec. 35 of the Michigan Planning Enabling Act, and

**WHEREAS**, the City Planning Commission completed the needed updates and submitted the draft 2010 Edition of the Comprehensive Plan to the City Council for review and comment in accordance with Sec. 41 of the Michigan Planning Enabling Act, and

**WHEREAS**, the City Council must approve the release of the draft 2010 Edition of the Comprehensive Plan to those governments and agencies which received the notice of intent to update the master plan, in accordance with Sec. 41 of the Michigan Planning Enabling Act, and

**WHEREAS**, the City Council may reserve its right to adopt the 2010 Edition of the Comprehensive Plan in accordance with Sec. 43 of the Michigan Planning Enabling Act.

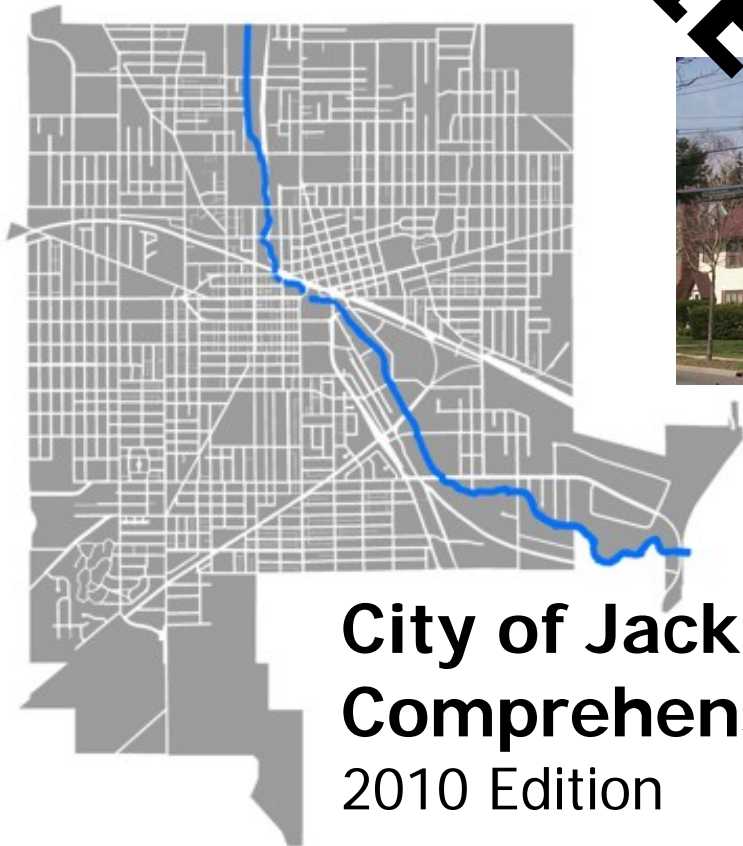
**NOW, THEREFORE BE IT RESOLVED**, that the Jackson City Council hereby approves the release of the draft 2010 Edition of the Comprehensive Plan for review and comment and directs the Secretary of the Planning Commission to submit the draft plan to those governments and agencies which received the notice of intent to update the comprehensive plan, and

**NOW, THEREFORE BE IT FURTHER RESOLVED**, that the Jackson City Council hereby reserves the right to adopt the 2010 Edition of the Comprehensive Plan at the completion of the approval process mandated by the Michigan Planning Enabling Act.

I, Karen F. Dunigan, Mayor of the City of Jackson, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the City Council at a Regular Meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor  
City of Jackson, Michigan

\_\_\_\_\_  
Date



**PUBLIC REVIEW DRAFT**

**City of Jackson  
Comprehensive Plan  
2010 Edition**





## The City of Jackson Comprehensive Plan

*was developed by the*

Jackson City Planning Commission

*in conjunction with the staffs of the*

City of Jackson Community Development Department  
Region 2 Planning Commission

### Adoption

City Planning Commission –

City Council –

### City Planning Commission Membership

Clyde Mauldin, *Chairman*

John Guidinger, *Secretary*

Jerry Ludwig, *Mayor*

John Polaczyk, *Councilperson*

Chris Lewis, *City Manager*

Patrick Colligan, *Commissioner*

Ryan Doll, *Commissioner*

Jeannie Kubish, *Commissioner*

Richard Lawson, *Commissioner*





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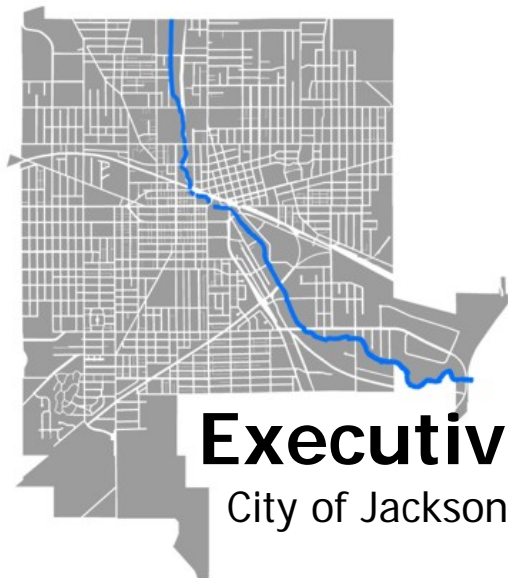


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# **Executive Summary**

City of Jackson Comprehensive Plan



## Introducing the City of Jackson Comprehensive Plan

The Planning Commission, in consultation with City and Region 2 Planning Commission (R2PC) staff, developed the current draft of the City of Jackson Comprehensive Plan. This executive summary provides a brief overview of the Plan. If you received this summary as a separate document, the entire plan can be obtained online at [www.cityofjackson.org](http://www.cityofjackson.org). Copies of the Comprehensive Plan can be obtained by calling (517) 788-4426.

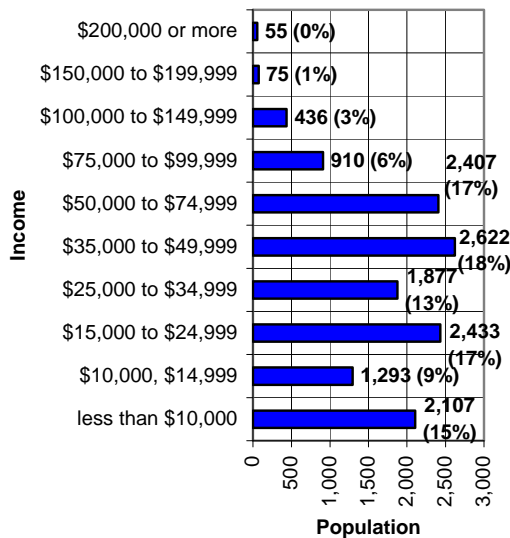
**The Plan is organized into seven chapters:**

- Introduction
- Community profile
- Neighborhoods and housing
- The economy
- Community services
- Future land use plan
- Zoning plan

One way to look at the composition of the Plan is its essential components. Background information was gathered from existing studies and Census findings; field investigations; and input from community leaders. A community vision of the future, which anticipates growth and development, was developed. A plan for the physical distribution of land uses throughout the City that respects the goals and objectives of the community was also created. Finally, strategies and policies were designed to implement the Plan's goals and future land use plan.

**The Comprehensive Plan can be viewed as the community's blueprint for the future; a guide to help ensure each individual decision fits as part of a whole.**

## Community Profile



**Household Income  
City of Jackson**

The population of the City is relatively young. This can be illustrated by identifying the generations present in Jackson. For example, Shadow Boomers (15-24 year-olds in the year 2000) make up almost 30% of the population. Baby Boomers (25-54) comprise 26% of the population. Echo Boomers (5-14) comprise over 16% of the population. Older adults (55+) comprise fewer than 19% of the population. Very young children (<5) comprise over 9% of the population.

Unfortunately, many City residents are also relatively poor. 41% of households in the City made less than \$25,000 in 1999. Less than 32% of households made between \$25,000 and \$50,000. However, slightly more than 27% made more than \$50,000.





## Neighborhoods and Housing

The City of Jackson offers buildings rich in architectural detail, plenty of parks and recreational facilities; highly developed infrastructure, neighborhoods with mature trees and sidewalks; and abundant opportunities for shopping and entertainment within walking distance of residential areas. However, the population of the City continues to decline. This decrease in population is caused in part by a decrease in the number of housing units located in the City as well as the decreasing size of the average American household.

The City has a relatively low housing vacancy rate. However, a large percentage of households rent their housing units. In fact, the percentage of renter-occupied housing units has increased from around 34% in 1960 to over 42% in the Year 2000.

Over half of the housing units in the City were built prior to 1940. The City also has a smaller percentage of single-family housing units than the County or State. However, housing in the City is generally less expensive than the surrounding area.



Single-Family Homes

Neighborhoods and Housing Goal:

**Provide a wide range of residential choices that meet the needs of an economically diverse population in a high quality living environment**

In order to help stabilize the population, an objective of the Plan is to create new housing units. One strategy to fulfill this objective is the conversion of the upper stories of retail buildings into loft apartments. The Zoning Ordinance should also be updated to allow for new homes to be built in the City which blend into their respective neighborhoods.

Neighborhoods must also be improved if they are to attract new development. Strategies to fulfill this objective include:

- Efforts to increase home ownership
- Minimizing the conflicts that occur whenever residential and non-residential uses abut, and
- Sponsoring neighborhood clean-up programs such as street tree planting and leaf collection

## The Economy

According to the 2000 US Census, almost two-thirds of employed City residents have jobs in the manufacturing; educational, health and social services; retail trade; and arts, entertainment, recreation, accommodation and food services sectors



Downtown Jackson has lost most of the prominence it once held within the County (and beyond) as a shopping area. This decline is due in part to the City's loss of population. Large department stores that used to anchor the Downtown have disappeared, leaving an enormous retail void in the Downtown. However, Downtown Jackson is evolving into an office, governmental and entertainment center with specialized retail and service uses intended to serve the metropolitan area.

Two goals are listed under The Economy chapter:

- **Increase employment opportunities within the City**
- **Eliminate commercial, office and industrial conflicts with residential neighborhoods**



**Downtown Jackson**

The Plan advocates promoting the City as an attractive location for establishments in a wide range of employment sectors that pay high wages.

Efforts are also aimed at creating a vibrant and healthy Downtown. For example, a market analysis should be conducted that identifies suitable businesses for Downtown Jackson. A limited number of basic retail establishments should also be recruited to serve Downtown residents and employees.

Other strategies are aimed at designing new facilities that complement their surroundings. Design guidelines should be created for parking, signs, design character, and other components of development. The employment of aesthetic improvements/modifications should also be encouraged that will improve the appearance of existing buildings.

## Community Services

The Jackson Police Department is committed to community policing. For example, Police and Community Teams (PACTS) work with local residents, businesses, other law enforcement agencies and government agencies to solve neighborhood problems.

A variety of institutions provide other public services. For example, the 1,400-seat Michigan Theater and the County Fairgrounds are just a few of the facilities within the City that provide performance space. The Carnegie Branch is the centerpiece of the Jackson District Library. A wide variety of public and private institutions operate educational facilities within the City. Solid waste disposal within the City is provided by a number of private haulers.



**Carnegie Branch  
Jackson District Library**



Finally, parking facilities are provided by the City and the businesses/institutions they serve.

Two goals are listed under the Community Services chapter:

- **Provide the residents of Jackson high quality community and cultural facilities and services**
- **Provide a safe and efficient multi-modal transportation system**

The City should continue to modernize its facilities and offices and maintain its existing infrastructure in an effort to meet the current and future needs of the entire community.

Actions should also be taken to protect and manage the City's natural resources, including:

- the purchase of sensitive area such as wetlands and forests for urban recreation, education and to protect wildlife habitat, and
- the codification of stormwater management best management practices for use in the design review process for new developments

Improving the bicycling and walking environment within neighborhoods is just one of the strategies aimed at encouraging alternative modes of travel to the automobile for both transportation and recreational purposes.

## Future Land Use Plan

The following descriptions are associated with the land use categories outlined on the Comprehensive Plan's Future Land Use Map and Conservation Overlay Areas Map.

Residential areas comprise 46.3% of City land. There are 4 types of residential areas:

- **Single-family neighborhoods.** These areas are comprised exclusively of single-family residences. They also encompass almost one-third of the City. The Comprehensive Plan recommends maintaining the current well-balanced mix of these neighborhoods.
- **One- and two-family neighborhoods.** Very similar in nature to their single family counterparts. Owner occupancy of homes and duplex units should be encouraged.
- **Medium-density neighborhoods.** Medium-density buildings contain 3 to 6 dwelling units. However, these areas are also comprised of single family homes and duplexes.
- **High-density residential complexes.** These areas are comprised of apartment and condominium complexes with 7 or more units. They are scattered throughout the City.



**Apartment Complex**

Commercial areas comprise 8.6% of City land. There are 4 types of commercial areas:



- **Office transition areas.** Offices often have a commercial appearance. They are also often located adjacent to institutions and other commercial areas.

- **Local commercial areas.** Local commercial enterprises are often located next to residential properties. They should be designed to be compatible with residential uses.



**Local Commercial**

- **General commercial area.** This area is dominated by Jackson Crossing Mall and other large strip shopping centers. They should be separated from surrounding residential areas.

- **Downtown commercial area.** Downtown Jackson should continue to move towards and office, governmental, retail and entertainment center.

All businesses should be located on the first floor of commercial/office buildings. Apartments and condos should be encouraged on the upper floors of most commercial/office buildings.

Mixed use areas comprise 2.6% of City land. There are 3 mixed use areas:

- **Arts colony area.** This area contains a combination of studios, residential lofts, galleries, retail shops and entertainment venues. It is located in the vicinity of the Armory.

- **Healthcare area.** This area allows for the growth of medical care facilities. It is designed to direct growth southward, stabilizing the Loomis Park Neighborhood.

- **Historic office area.** Offices, bed and breakfast establishments, and residences should be allowed in the area. New structures should be built to complement existing structures.



**Allegiance Health**

Industrial areas comprise 21.4% of City land. There are 2 types of industrial areas:

- **Industrial commercial areas.** Businesses should share the characteristics of both low-intensity "light" industrial and "heavy" commercial uses.

- **General industrial areas.** The businesses proposed for these areas include more intensive "heavy" industrial uses in terms of external impacts.

Public and quasi-public areas comprise 21.1% of City Land. There are two types of public/quasi-public areas:

- **Parks.** The City and County provide the majority of parkland. Schools, which are included in the institutional category, also provide significant recreational facilities.



- **Institutions.** Governmental and nonprofit offices, schools, churches, cemeteries, and other like uses are included in this category.



**Veterans Park**

Properties within the conservation overlay area must be treated in an environmentally sensitive manner. There are 4 types of conservation areas:

- **Floodway.** This area should be kept free of obstructions in order to allow flood waters to move downstream.
- **100-year floodplain.** This area should be used for floodplain management and to determine the need for flood insurance.
- **Wetlands.** These resources should be preserved where they exist. They can store large volumes of water during times of flooding and filter stormwater runoff.
- **150-foot riparian buffer.** This facility is a strip of land kept free of development and planted in native species. The buffer functions as a filter for stormwater runoff.

One goal is listed under the [Future Land Use Plan](#) chapter:

**Accommodate a variety of land uses and development densities that are:**

- **compatible with the character of the surrounding land uses;**
- **enhance the appearance of the community;**
- **can be supported by city infrastructure, facilities and services;**
- **enhance the tax base; and**
- **respect the abundance of natural features**

The Comprehensive Plan advocates the modernization of the City's zoning ordinance. This can be accomplished by creating new zoning districts that reflect the actual built character, needs and goals in certain sections of the City such as the Healthcare and Arts Colony mixed-use areas. The zoning map should also be revised in order to bring it into greater compliance with the future land use map.

The Plan also advocates the preservation and enhancement of the City's scenic quality. This can be accomplished through the acquisition of additional open space for active and passive recreational opportunities, for the creation of an overall county pathway system, including the proposed riparian buffer, and to provide parks for new developments. The City should also seek out grants in order to leverage its financial and technical resources with outside funding to maximize opportunities.



## Zoning Plan

The Comprehensive Plan provides the legal basis for the Zoning Ordinance. Accordingly, it is important to define the relationship between those planning and legal documents. Simply put, the Zoning Plan establishes the linkages between the Future Land Use Map and the Zoning Map and sets the criteria for assessing zoning proposals.

The various zoning districts which comprise the Zoning Map are summarized, including the bulk, height, and setback requirements for each district. The criteria to be used for zoning proposals are established. Finally, the relationship between the land use categories identified on the Future Land use Map and the zoning districts identified on the Zoning Map



# Introduction

City of Jackson Comprehensive Plan



## Why Plan?

At first glance, it may seem like the City of Jackson does not need a Comprehensive Plan. The community is almost fully developed. The City offers an outstanding parks system, good health care facilities, a strong business community and affordable housing. Many find that the City's historic buildings, cultural resources and Downtown offer an attractive alternative to the more suburban character of the surrounding townships. In spite of these tremendous assets, Jackson has planning issues that need to be examined. For example:

1. Over the past decade, the City's population count has continued to decline. What are the implications?
2. Downtown Jackson continues to face competition from outlying commercial centers. How should Downtown revitalization efforts address this phenomenon?
3. Much of the City's housing stock is maturing. How does this impact efforts to revitalize neighborhoods?
4. In spite of new industrial growth, the City still contains older industrial areas in need of redevelopment. How should these "brownfield" sites be used?
5. Driving through the City may be confusing to first time visitors. What can be done to improve traffic flow without sacrificing the integrity of the City's residential neighborhoods?
6. From a design perspective, some of the City's recent developments have not been well integrated into the historic fabric of Jackson. What should be done to ensure that new development is consistent with the City's character?

Jackson must continue to change in order to become a dynamic and attractive community. New residents must be attracted and existing residents must be encouraged to stay. Homes need to be remodeled and new ones must be built. Business start-ups must be generated and existing businesses must be retained. Industries must be developed and expanded while others must be relocated within the City. Parks and other public spaces must continue to be developed or improved. Numerous other changes must be made as the City matures.

**The Comprehensive Plan can be viewed as the community's blueprint for the future; a guide to help ensure each individual decision fits as part of a whole.**

**The Plan includes long-range recommendations for:**

- Neighborhoods and housing
- The economy
- Community services
- Future land use

Some communities simply allow change to happen. They hope for the best and react to development proposals as they surface. Others work diligently to influence change in a manner that results in the quality of life desired by residents and others. A major step in that "influencing process" is the preparation of a Comprehensive Plan.





## What is a Comprehensive Plan?

A Comprehensive Plan provides a framework within which the City evaluates its present status and outlines its desired future direction. The Comprehensive Plan is the guiding document for land use, development and zoning decisions in the City of Jackson. A well-designed and implemented Plan will help Jackson become a highly desirable community in which to live, work and visit.

**The City of Jackson Comprehensive Plan was prepared under the authority of the State of Michigan's Public Act 285 of 1931, Municipal Planning, (MCL 125.31-125.45). Public Act 285 authorizes the City Planning Commission to prepare and adopt a Comprehensive Plan for the City's physical growth and development.**

**MCL 125.38a(2) also requires Comprehensive Plans to be reviewed at least every 5 years to determine if the Plan needs to be amended or revised.**

The Plan is a "living" document, which the City should review on a yearly basis. This review should evaluate the level of program achievement and include a strategic implementation plan for the upcoming year. If circumstances in the community change, the Plan should be amended. The City should also consult the Plan when allocating funds and use the Plan as support for grant applications.

The City of Jackson Comprehensive Plan consists of 4 general components:

1. **Background information.** Compiled through analysis of existing studies, reports and Census findings; field investigations; and input from the City Planning Commission, City staff and community leaders.
2. **Community-wide goals & objectives.** A community vision of the future which anticipates growth and development.
3. **Future land use plan.** A plan for the physical distribution of land uses throughout the City that respects the goals and objectives of the community.
4. **Plan implementation.** Strategies, policies and actions to achieve the Plan's goals and future land use plan.

## How Did the Plan Develop?

This Comprehensive Plan is the latest in a series of planning documents completed by the City. The first general Development Plan was adopted in 1977. The City of Jackson Land Use Plan was updated in 1989. The 2003 edition of the Comprehensive Plan combines elements of both of these previous documents. This edition of the Plan is a simple update of the 2003 edition.

Throughout the plan development process, citizen participation was actively sought. Citizen participation is extremely important to the success of almost any planning effort. Citizen



participation helps guarantee that the vision outlined for the City's future accurately reflects the true goals of its residents. Direct and indirect public input opportunities included:

1. Regular meetings of the City Planning Commission where the Plan was included on the Commission's agenda. These meetings were duly noticed and open to the public.
2. Meetings with City officials and staff, and Region 2 Planning Commission (R2PC) staff.
3. Public meetings on the Comprehensive Plan.
4. A public hearing on the Comprehensive Plan.

Changes to the future land use map, updated demographics, recognition of recent/ongoing planning efforts, and the addition of a Zoning Plan comprise the updates included in this edition of the Comprehensive Plan.

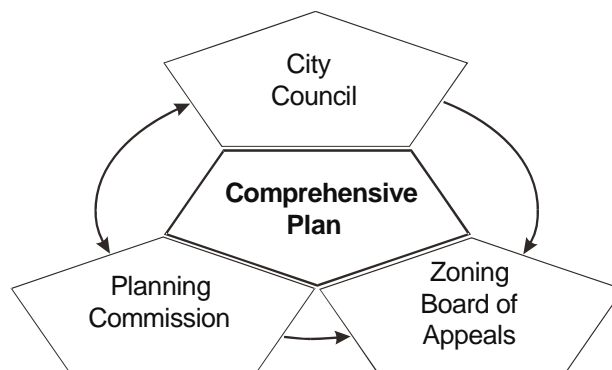
## Who Will Implement the Plan?

Three distinct municipal bodies (with the assistance of City and R2PC staff) undertake the major planning responsibilities for the City of Jackson: the Planning Commission, the Zoning Board of Appeals and the City Council. All of their decisions and recommendations should be based upon the Comprehensive Plan.

### Planning Commission

Development and approval of the Comprehensive Plan is an important responsibility of the Planning Commission. The Commission is charged with the development of zoning, sign and other ordinances (over which the City Council has final authority). It also recommends approval or rejection of requests to the City Council for district changes (rezonings) and the vacating of alleys and streets. The Commission has the sole responsibility for approving or rejecting requests for conditional use permits and site plan reviews.

**Figure 1**  
**The Relationship of the**  
**Comprehensive Plan and Other Municipal**  
**Planning Responsibilities**





## Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) decides use and dimensional variance requests (e.g., setback requirements). The ZBA makes an official interpretation of the zoning ordinance when the Planning Commission disagrees on its meaning or intent. The ZBA also functions as the City's Sign Board and approves or denies sign variance requests. ZBA decisions are final. Appeals are made to the circuit court.

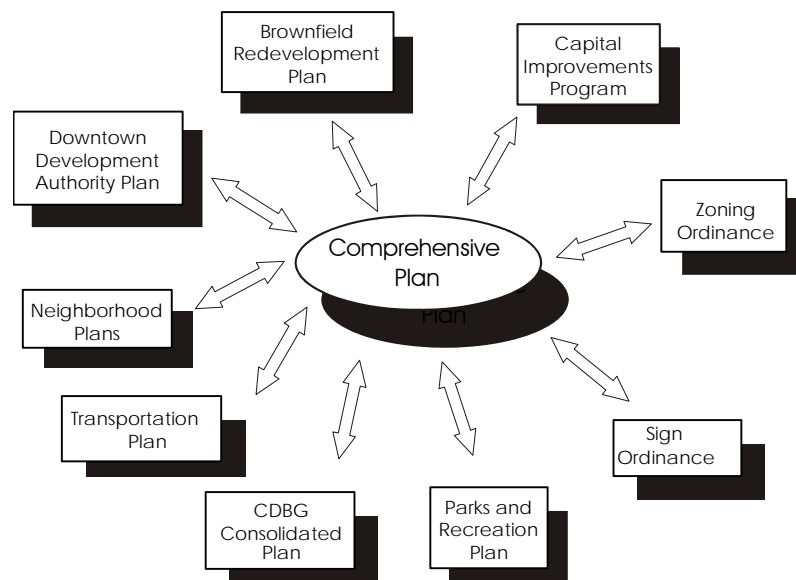
## City Council

As the legislative body for the City of Jackson, the City Council is responsible for the passage of all municipal ordinances, including the zoning, sign and other planning related legislation. The Council appoints members to the Planning Commission and the ZBA.

## Other Planning Efforts

City staff and other municipal committees undertake planning efforts on their own or in conjunction with the Planning Commission. These planning efforts may include housing, key transportation corridors, historical districts and the other plans listed in figure 2. Future updates to those plans should complement the goals of the Comprehensive Plan. In turn, those documents should be consulted whenever this Plan is amended or a new comprehensive plan is adopted. This consultation should also extend to regional plans such as the Upper Grand River Watershed Management Plan.

**Figure 2**  
**The Relationship of the Comprehensive Plan to Other Planning and Zoning Efforts**







# Community Profile

City of Jackson Comprehensive Plan

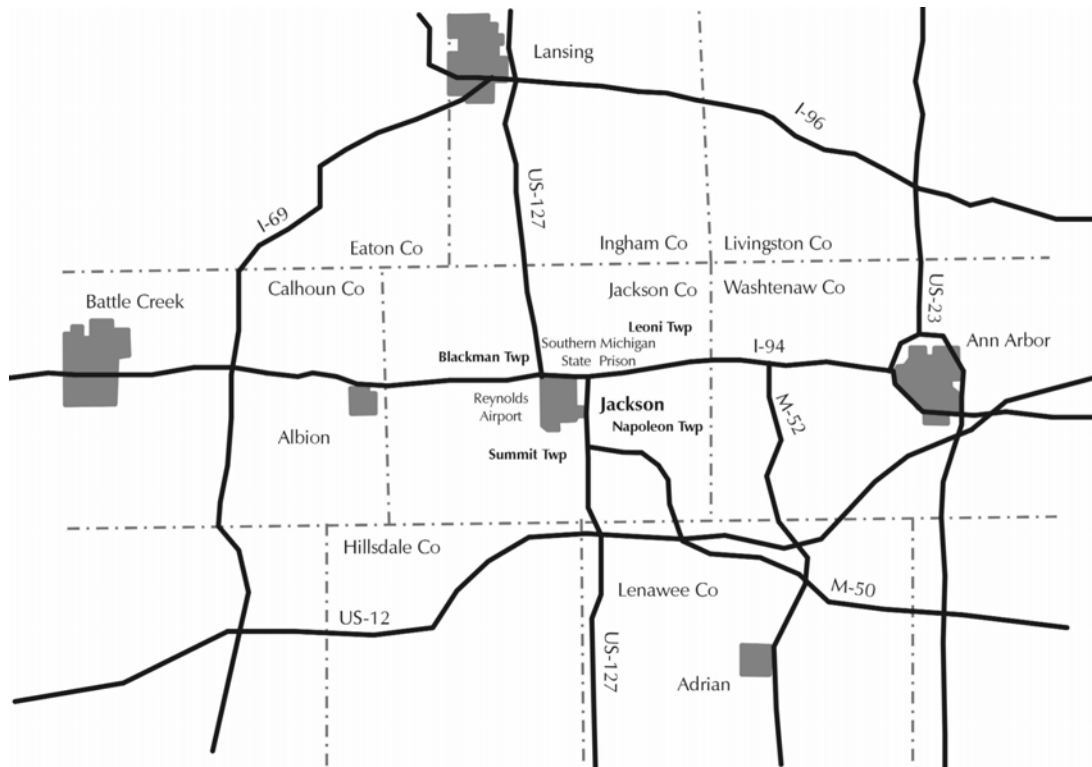


## Regional Context

The City of Jackson is Jackson County's only metropolitan area and is located in the center of the County. The City has a total land area of 10.8 square miles. Jackson County has a total land area of 720 square miles. In addition to the City, the County includes 19 townships and 6 incorporated villages.

The City of Jackson earned the nickname the "Crossroads of Michigan," because Interstate I-94, US-127, and state highways M-50, M-60 and M-106 all converge in Jackson. I-94 connects Jackson to Detroit 75 miles to the east and Chicago 205 miles to the west. US-127 connects Jackson to Lansing 40 miles to the north and across the Ohio border 50 miles to the south.

**Figure 3  
Regional Map**



## A Brief History of Jackson

The greater Jackson area was first occupied by the Pottawatomie Indians. Jackson was the crossing place of two great trails, the St. Joseph and the Washtenaw. Western tribes stopped in the area to fish in the Grand River.

In 1829 a Federal Act was passed to survey Jackson County. That year, the first white settler, Horace Blackman arrived in what is now Jackson. He came from New York to investigate a



region described to him by a Michigan surveyor. Blackman found dense woods, a beautiful river in a little valley, and, west of the river, an Indian campground.

On January 16, 1830, "Blackman's Location" was renamed Jacksonburgh by Michigan road commissioners in honor of President Andrew Jackson. To avoid confusion over the numerous Jacksonburghs across the nation, postal officials dropped the end of the name and the settlement became known as "Jackson" in 1838. Surveyors and engineers designed the community with a grid street system and a central public square, which is crossed by Main Street (now Michigan Avenue) and Jackson Street.

Jackson may be best known for hosting the first Republican Convention on July 6, 1854. Jackson was selected as the site of the first Republican Convention due to its involvement in the Underground Railroad. Hundreds of influential Michigan citizens made the pilgrimage to Jackson, exceeding the capacity of the convention hall. The Convention was forced to reconvene in an oak grove on a tract of land known as "Morgan's forty", west of the Village.



Today the site is an older residential neighborhood. Only a few scattered oaks remain and it is now known as the Under the Oaks Historic Neighborhood. A boulder, dedicated by President William Howard Taft in 1910, can still be found at the corner of Second and Franklin Streets, where the Committee on Resolutions framed the first Republican platform.

Before becoming a major commercial and industrial center, the City and surrounding area was an important agricultural community. Jackson led this part of the state in the breeding of horses and the production of corn and beans.

The prison in Blackman Township may have been responsible for Jackson's industrial boom in the mid-1800's. The prison provided a source of cheap labor for factories, making Jackson a very attractive place to do business. However, in 1909 the practice of using prisoners for labor in private industry was prohibited by the Michigan legislature.

By that time, Jackson had many established companies manufacturing items from sewer pipe, paving brick and small oil heaters, to car manufacturing and mining. Several corset manufacturers also located in Jackson, which launched a thriving undergarment sector. Eventually, changing fashions and competition drove them out of business.

Despite Jackson's late start in the automobile industry, by the early 1900's no fewer than 25 companies including The Lewis Spring and Axle Co., American Top, National Wheel and Jackson Cushion Spring, had switched from carriage production to auto production. Auto parts makers soon replaced auto production. By the mid-1920s, half of Jackson's industries were producing auto parts, making it the dominant industry for many years.



Other industries that have played an important role in Jackson's history include Aeroquip, now known as Eaton Corporation, which began producing hoses for the aircraft industry in 1939; and Commonwealth Power, now known as Consumers Energy Company, the electric and natural gas utility that serves the largest number of Michigan residents.

Railroad lines through Jackson were important to both businesses and travelers. At one time, Jackson had more passenger traffic than any other city in Michigan. Jackson was second only to Detroit in the amount of freight shipped per year. Jackson soon became home to the Michigan Central Railroad and its engine manufacturing and repair facilities.

By the 1930's, Jackson had been transformed from an agricultural community to a bustling city of 55,000 with several tall buildings built of limestone and marble. Jackson was known for its beautiful homes, tree-lined streets and its many fine parks.

Like many other cities, Jackson experienced a loss of its population to the surrounding townships beginning in the 1970's. But, Jackson still retains valuable features such as beautiful parks, historic buildings and a central Downtown which can be used to bring people back into the City.



## Significant Natural Features

### Topography and Soils

The City of Jackson is fairly flat with an average elevation of about 970 feet above sea level. To put this in perspective, the lowest elevation is the Grand River at 930 feet above sea level and the highest elevation is in Essex Heights, located in the Southwest part of the City, at 1067 feet above sea level. Receding glaciers and the materials they deposited formed the landscape, according to the [Soil Survey of Jackson County, Michigan](#), issued in January of 1981.

The underlying soil in an area can have implications for development. Compact, well-drained soils are preferable because the cost of hauling in appropriate fill dirt can be expensive. In addition, environmental laws may prohibit a wetland from being developed or require a previously contaminated site to be cleaned up before it is developed. Soils are grouped into associations of similar soil types. The overwhelming majority of City soils are classified under the Urban Land-Oshtemo Association, which are deep, well-drained loamy soils suitable for development. Some soils in the southeast and southwest portions of the City are classified under the Spinks-Ormas-Houghton Association, which is comprised of deep, well-drained, sandy soils and includes some very poorly drained, mucky soils. A small segment of soils located in





the northeastern portion of the City are classified under the Boyer-Oshtemo-Houghton Association, which is comprised of deep, well-drained, loamy soils and some very poorly drained, mucky soils.

## The Grand River

The Grand River is the primary aquatic feature of the City. The entire City is located in the Upper Grand River Watershed. All of the water runoff in the City drains into the Grand River, which eventually drains into Lake Michigan near Grand Haven. Watershed management decisions made within the City affect the quality of water in downstream communities. The Executive Summary of the Upper Grand River Watershed Management Plan states that:

*"The Upper Grand River Watershed is headwaters to one of Michigan's largest river basins. Though the river and its watershed provide a variety of recreational lands and uses, much of the watershed's value as a recreational asset is unrealized. Despite significant efforts to improve water quality, portions of the river system still fail to meet water quality standards."*

Although this may sound grim, the consultants for the study indicated that the river is in pretty good shape for an industrial area. However, care should be taken to limit the amount of storm water that flows into the river as well as to improve the quality of stormwater runoff. This should be done by establishing riparian buffers along the riverbank, limiting the direct discharge of water into the river, enforcing "no dumping" ordinances and minimizing the use of pesticides and other chemicals that get washed into the river. The Upper Grand River Watershed Management Plan contains a wide variety of recommendations which can be grouped under the following headings:

- A watershed management institutional strategy
- Public awareness
- Land use policy recommendations
- Water resource policy recommendations
- Recommendations for wetland protection and restoration
- Nonpoint source best management practices
- Best management recommendations by subwatershed

The Upper Grand River Watershed Management Plan was under review by the Michigan Department of Environmental Quality at the time this Plan was written. Once the management plan has been approved, the Planning Commission should conduct its own review and adopt relevant portions as part of the Comprehensive Plan.

According to the 1980 floodplain map, a significant portion of the southeastern area of the City is within the 100- and 500-year floodplains along the Grand River.<sup>1</sup> In fact, this area used to be largely under water when the Grand River was dammed to create a millpond. The dam was removed but the residential area known as "Frog Town" and the surrounding industrial areas are still partially prone to flooding.



## General Demographics<sup>2</sup>

*New census information is not available for this edition of the comprehensive plan. However, the American Community Survey provides demographic estimates for the 2005-2007 time period. Pertinent updates to the data are appended to the end of paragraphs in italics.*

**Table 1  
Central City and Urbanized Area Populations**

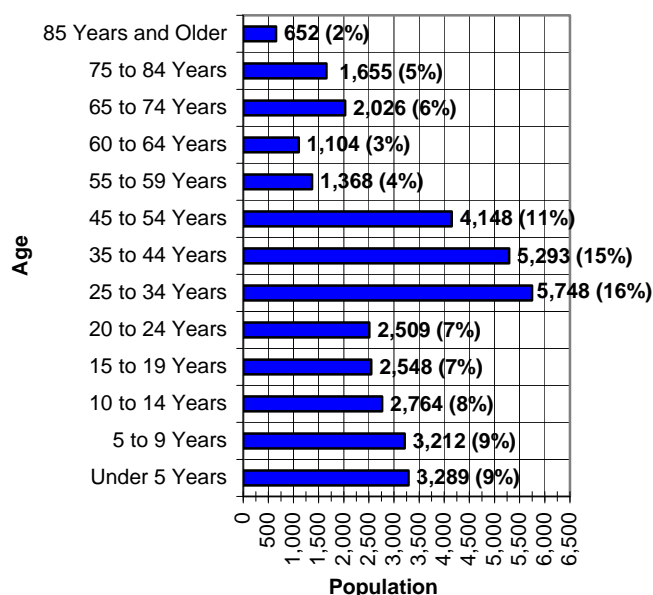
	Monroe	Port Huron	Holland	Jackson	Bay City	Battle Creek	Kalamazoo
Central City	22,076	32,338	35,048	<b>36,316</b>	36,817	53,564	77,145
Urbanized Area	53,153	86,486	91,795	<b>88,050</b>	74,048	79,135	187,961
% in the Central City	41.5%	37.4%	38.2%	<b>41.2%</b>	49.7%	67.7%	41.0%

Comparisons to other communities can provide insight into the City of Jackson's economic and cultural character. The City is compared below with the County of Jackson, the State of Michigan and 6 other Michigan cities with a similar population size. Each of those cities is the central city of an urbanized area with a population of between 50,000 and 200,000. The urbanized area was determined by the Census Bureau, which used a formula that calculates population density. It includes the central city and portions of adjacent townships. Urbanized areas can also include nearby cities and villages. This federal designation was used to ensure that Jackson was compared to similar cities as opposed to suburban cities with similar population sizes.

### Age

According to the 2000 Census, the City's median age was 31.3 years. The City's median age was lower than the median age for the County and the State, which were 36.5 and 35.5 years respectively. This was due in part to the fact that people under 35 years of age comprised 55.3% of the City's population, compared with 47.3% of the County's and 49.2% of the State's population. The City's median age, however, was within the middle range of the other 6 central cities (26.1 - 35.2). The median age is the age that falls in the center of the population spread with 50% of the population older and 50% of the population younger than the median age. *The City's estimated median age remained 31.3 years during the 2005-2007 time period.*

**Figure 4  
Age of Jackson Residents**





In 2000, 11.9% of the City's population was aged 65 years or older, which was similar to the percentages of the County (12.9%), State (12.3%) and every other central city (14.0-15.0%) except Kalamazoo (10.1%) which would be expected for a college town. *Of the City's population, 10.6% was estimated to be at least 65 years old during the 2005-2007 time period.*

The City's age distribution deviates slightly from local, state and national trends. Baby boomers, born between 1946 and 1964, have had an enormous impact on culture, lifestyle trends and politics in the US. Baby boomers are the largest generation (29.4%) in the United States. Baby boomers (aged 35-54 in 2000) comprised just over one-quarter (26.0%) of the City's population. Their children, the echo boomers (aged 5-14 in 2000) comprised 16.5% of the City's population compared to 14.6% nationally. The shadow boomers or Generation X, (aged 15-34 in 2000) comprised the largest generation in the City with 29.8% of the City's population compared to 28.1% nationally. Finally, children under the age of 5 in 2000 comprised 9.1% of the City's population and only 6.8% nationally.

The City of Jackson has a comparatively young population. The Jackson public school system saw a spike in enrollment in 2000, after several years of decline due to the School of Choice legislation that allowed students to change school districts. The City needs to retain its Shadow Boomers and younger residents, or see a further population decline.

**Table 2  
Population by Generation**

	City		County	
	#	%	#	%
Total Population	<b>36,316</b>	<b>100.0%</b>	158,422	100.0%
Baby Boomers (35-54)	<b>9,441</b>	<b>26.0%</b>	49,126	31.0%
Shadow Boomers (15-34)	<b>10,805</b>	<b>29.8%</b>	40,971	25.9%
Echo Boomers (5-14)	<b>5,976</b>	<b>16.5%</b>	23,545	14.9%
Other Generations	<b>10,094</b>	<b>27.8%</b>	44,780	28.3%
Less than 5 years old	<b>3,289</b>	<b>9.1%</b>	10,397	6.6%
55 to 74 years old	<b>4,498</b>	<b>12.4%</b>	24,537	15.5%
75 years old or greater	<b>2,307</b>	<b>6.4%</b>	9,846	6.2%

## Population History and Projection

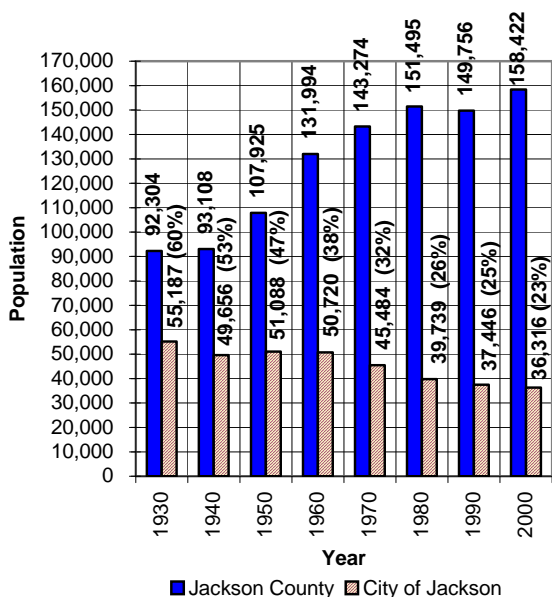
The population of the City was 36,316 in 2000 and comprised 23% of the County's population of 158,422. This percentage has diminished in each decade since 1930 when 60% of the County's population lived in the City. The greatest decline occurred in the 1960's and 1970's. The population of the City is projected to be between 33,305 and 35,706 in 2020, based upon an analysis of the City's historic population trend, recent residential building permits, ongoing housing demolitions and a national trend of fewer people per household.<sup>3</sup> *The City's estimated population decreased to 33,364 during the 2005-2007 time period, comprising 20.5% of the County's estimated population of 162,934.*

## Total Households and Household Size

In 2000, there were 14,210 households in the City, with an average household size of 2.48 people. The Census Bureau defines a household as "all the people who occupy a housing unit. A housing unit is a house, an apartment, a mobile home, a group of rooms, or a single room that is occupied...as separate living quarters." *The City's estimated number of households decreased to 13,798 during the 2005-2007 time period, with a median household size of 2.38 people.*



**Figure 5  
Population History**



Families comprised 61.0% of the City's households, compared to 70.2% of County households and 68.0% of State households. However, the City's ratio of family households was similar to that of the other central cities (61.3% - 66.2%), except Kalamazoo, which has 3 colleges and only 48.8% family households. *Families comprised 62% of households during the 2005-2007 time period.*

A family, as defined by the Census Bureau, "consists of a householder and one or more other people living in the same household who are related to the householder by birth, marriage, or adoption."

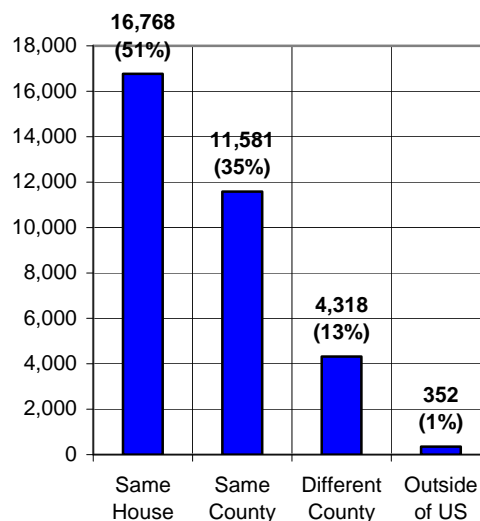
Individuals living alone comprised 32.0% of the City's households compared to 24.6% of the County's households and 26.2% of the State's households. A high number of individuals living alone was a characteristic shared by the other 6 central cities (25.6% - 34.8%). *Individuals comprised 32.4% of households during the 2005-2007 time period.*

**Residency**

Slightly over half (50.8%) of the City's population over 5 years of age lived in the same house in 2000 as they did in 1995, compared to 59.0% of the County's population and 57.3% of the State's population. Same house residency rates for the other central cities ranged from 40.1% to 61.5%.

In 2000, 35.1% of the City's population lived in a different house, but in the same County as they did in 1995. The moving rate is higher than the County (26.4%) and the State (25.1%) and greater than most of the other central cities (21.0% - 39.2%). It is difficult to place a meaning on this data without knowing if the residents were moving from a house in the City to another house in the City or to a house outside the City. However, the City's continuing population decrease throughout the 1990's would suggest that the City is losing its residents to the surrounding townships. *Over three-quarters of the population lived in the same house for at least a year during the 2005-2007 time period.*

**Figure 6  
Residency from 1995 to 2000  
City of Jackson**





## Race and Ethnicity

According to the Census Bureau, the “concept of race as used by the Census Bureau reflects self-identification by people according to the race or races with which they most closely identify. These categories are sociopolitical constructs and should not be interpreted as being scientific or anthropological in nature. Furthermore, the race categories include both racial and national origin groups.” The Census categorized Hispanics as an ethnicity not a race. Each Hispanic person is also a member of one or more racial categories.

**Table 3  
Race and Ethnicity**

	City		County	
	#	%	#	%
Total	<b>36,316</b>	<b>100.0%</b>	158,422	100.0%
White	<b>26,825</b>	<b>73.9%</b>	140,267	88.5%
African American	<b>7,154</b>	<b>19.7%</b>	12,543	7.9%
Native American*	<b>217</b>	<b>0.6%</b>	703	0.4%
Asian	<b>186</b>	<b>0.5%</b>	840	0.5%
Other	<b>601</b>	<b>1.7%</b>	1,315	0.8%
2+ races	<b>1,333</b>	<b>3.7%</b>	2,754	1.7%
Hispanic"	<b>1,469</b>	<b>4.0%</b>	3,493	2.2%

\* Native Americans include American Indians, Alaska Natives, Native Hawaiians, and other Pacific Islanders

" Hispanic is an ethnic, not a racial, description. Each Hispanic person is also a member of one or more races.

In 2000, almost three-quarters (73.9%) of the City’s population was White. African Americans made up the majority (75.4%) of the City’s racial minority population. Even though City residents comprised only 22.9% of the County’s population in 2000, over half (52.3%) of the County’s racial minorities resided in the City. The City of Jackson had the second highest percentage of racial minorities among the other 6 comparable central cities, whose numbers ranged from 9.1% to 29.2% of the population. *Less than half (45.3%) of the County’s estimated racial minorities lived in the City during the 2005-2007 time period.*

Hispanic residents comprised 4.0% of the City’s population in 2000. Only 2.2% of the County’s residents were Hispanic, but almost half of them (42.1%) lived in the City. Hispanics made up 3.3% of the State’s population. The City of Jackson had the second lowest percentage of Hispanics among the other central cities, whose numbers ranged from 2.8% to 22.2% of the population. Holland had a Hispanic population of 22.2% due to its large migrant population. *Hispanic residents comprised 3.90% of the City’s population and 2.6% of the County’s population during the 2005-2007 time period.*

## Languages Spoken at Home

In 2000, 5.7% of the City’s population aged 5 years and older, spoke a language other than English at home. This rate was higher than the County (4.4%), lower than the State (8.4%) and similar to the rates found in most of the other comparable central cities (4.1% - 9.0%). Only the City of Holland had a significantly higher population (22.5%) that spoke a language other than English at home. Only 2.3% of the City’s population reported speaking English ‘less than very well.’ Over one half of those residents (60.3%) were Spanish speakers.



## Disabled Population

In 2000, 20.5% of the City's population over 5 years of age was considered disabled in some way, compared to 17.3% and 17.2% of the populations of the County and the State, respectively. The disabled proportion of the population of the other 6 central cities ranged from 14.2% to 21.0%. The City of Jackson had the highest percent of disabled people in the 21 to 64 age group (60.9%), compared to the County (58.8%), State (59.5%), and every other central city (49.6% - 59.2%). *Disabled individuals comprised 20.8% of the population during the 2005-2007 time period and 65.6% of those people were 21 to 64 years old.*

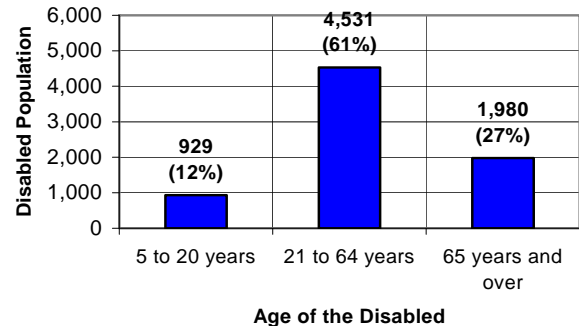
## Educational Attainment

The average Jackson resident is less educated than his or her County and State counterparts. In 2000, 22.7% of City residents, over the age of 25, had not earned a high school diploma, compared to 15.8% and 16.6% of County and State residents, respectively. This rate was also higher than every other central city (15.8% - 21.5%) except Port Huron, where 23.2% of residents had not earned a high school diploma. Less than one-quarter (20.4%) of City residents over the age of 25 held an Associate, Bachelor, Graduate or Professional degree. This rate was lower than most of the other central cities (18.6% - 38.7%), the County (24.3%) and the State (28.7%). *During the 2005-2007 time period, 13.9% of City residents did not graduate from high school and 24.4% had obtained at least an associates degree.*

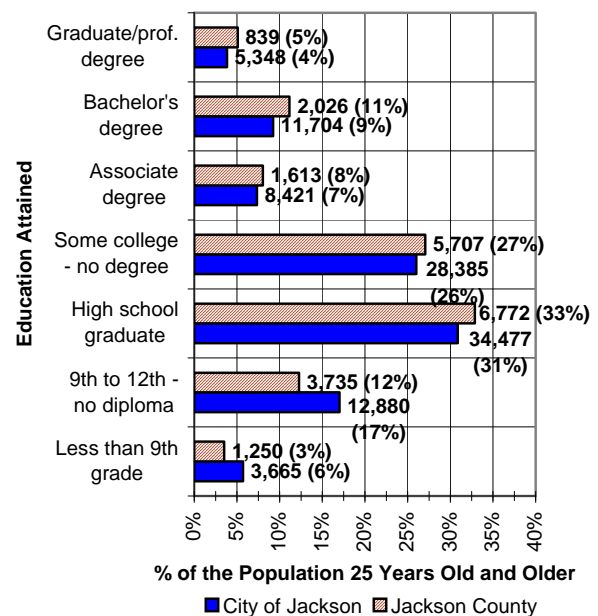
## Employment

Over one-half (58.8%) of City residents, at least 16 years of age, were employed in 2000. This rate was similar to the County (58.7%), the State (60.8%) and the other central cities (56.9% - 63.8%). However, the City's 5.2% unemployment rate was slightly higher than the County (3.4%), the State (3.7%) and most of the other central cities (2.1% - 8.4%). More than one-third (36.0%) of the City's population, over the age of 16 in 2000, was not in the labor force, which was similar to the County (37.9%), the State (35.4%) and the other central cities (32.9% - 39.1%). *The City's unemployment rate increased to 7.5% during the 2005-2007 time period.*

**Figure 7  
Disabled Population  
City of Jackson**



**Figure 8  
Educational Attainment**



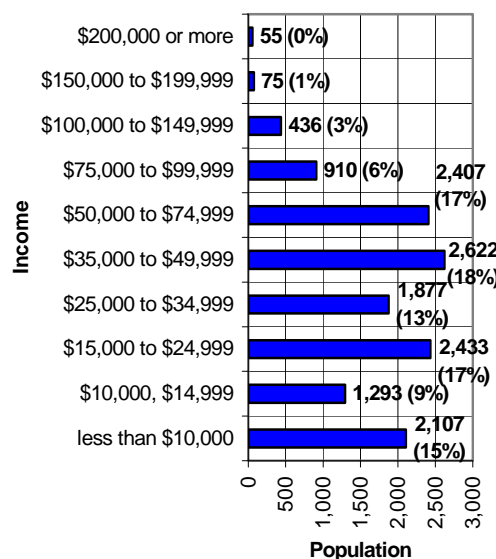


Over one half of employed City residents (56.0%) worked in one of three industry segments in 2000 — manufacturing; education, health, and social services; and retail trade. This rate was comparable with the County (55.5%), the State (54.3%) and the other central cities (53.1% - 65.3%). A greater percentage (22.3%) of City workers were employed in service occupations compared to residents of the County (16.5%), State (14.8%) and the other comparable central cities (14.7% - 20.9%).

**Income and Poverty Levels**

In 1999, 41.0% of City households made less than \$25,000, in contrast to both the County and the State (26.5%) and most of the other central cities (24.0% - 41.5%). In the next income bracket, 31.6% of City households had an annual income between \$25,000 and \$50,000, a rate comparable to households in the County (31.6%), State (28.9%) and the other central cities (27.1% - 35.2%). Only 27.3% of City households made more that \$50,000 in 1999, which is considerably less than the County (42.5%), State (44.7%) and most of the other central cities (27.8% - 41.2%). The overall lower income in the City of Jackson could be a reflection of the City's younger population. According to the Census, baby boomers make \$10,000 to \$15,000 more than their younger counterparts. *Households making less than \$25,000 increased to 42.9% during the 2005-2007 time period. The City's unemployment rate increased to 7.5% during the 2005-2007 time period.*

**Figure 9  
Household Income  
City of Jackson**



Generally, housing is the largest expense for households. The Census Bureau defines housing costs as mortgage or rent, real estate taxes, insurance, property upkeep, utilities, homeowner membership fees, land rent and mobile home park fees. High incomes and/or low housing costs can stimulate the local economy by freeing up “disposable income” for families.

In 2000, 12.4% of owner-occupied City households paid at least 35% of their monthly income on a mortgage and related costs. Surprisingly, considering the higher poverty level in the City, this is comparable to the County (10.0%), the State (12.7%) and other central cities (10.7% - 15.2%). However, the City's low housing prices are affordable even to most low-income families. *Owner-occupied City households paying at least 35% of their monthly income on a mortgage and related costs increased to 20% during the 2005-2007 time period.*

Almost one-third (32.1%) of rental households in the City paid at least 35% of their monthly income on gross rent. This is comparable with the other central cities (23.8% - 38.1%) but is higher than the County (28.2%) and State (28.4%). *Rental households paying at least 35% of their monthly income on gross rent increased to 51.4% during the 2005-2007 time period.*



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## End Notes:

<sup>1</sup> The Federal Insurance Administration, U.S. Department of Housing and Urban Development, revised the flood insurance rate map for the City of Jackson (community panel number 260273 00001 C) on February 8, 1980.

<sup>2</sup> The 2000 United States Census, the most recent source of reliable demographic information, was used to compile this summary, unless otherwise noted. All percentages in the descriptive text were rounded to the nearest whole number. The data for the graphs can be found in the Appendices.

<sup>3</sup> Langworthy, Strader, LeBlanc & Associates, Inc., planning consultants, projected the future population trend for the City.





# Neighborhoods and Housing

City of Jackson Comprehensive Plan



*New census information is not available for this edition of the comprehensive plan. However, the American Community Survey provides demographic estimates for the 2005-2007 time period. Pertinent updates to the data are appended to the end of paragraphs in italics.*

## Residential Character

Jackson enjoys a residential base rich in ethnic and economic diversity. The Comprehensive Plan was prepared, and will be implemented, predicated on the understanding that this diverse mix of people is the City's greatest asset. The heritages, experiences, educational levels, talents, and aspirations of all citizens are equally important and critical to Jackson's future growth and development. This chapter provides information about housing characteristics in Jackson and recommendations to make the City's neighborhoods more livable and enjoyable.

The City of Jackson offers buildings rich in architectural detail; plenty of parks and recreational facilities; a highly developed infrastructure; neighborhoods with mature trees and sidewalks; and abundant opportunities for shopping and entertainment within walking distance of residential areas. These quality of life features must be supported by high quality housing if Jackson is to retain and attract new residents. Consequently, owner-occupied high-quality housing is one of the highest priorities for the City of Jackson.



**Table 4  
Number of Units in Housing Structures**

	<b>City</b>	County	State
<b>Total</b>	<b>15,241</b>	62,906	4,234,279
1 unit - detached	<b>65.3%</b>	75.1%	70.6%
1 unit - attached	<b>1.9%</b>	1.4%	3.9%
2 units	<b>11.5%</b>	4.1%	3.5%
3 or 4 units	<b>7.0%</b>	3.2%	2.8%
5 to 9 units	<b>4.6%</b>	2.3%	4.0%
10 to 19 units	<b>1.6%</b>	2.0%	3.4%
20 or more units	<b>7.8%</b>	3.8%	5.1%
Mobile homes	<b>0.4%</b>	7.7%	6.5%
Boat, RV, van	<b>0.0%</b>	0.4%	0.2%

## The Impact of Housing

Residential housing is typically the predominant land use in an urban environment. The property taxes derived from homes provide the City with substantial tax revenue. However, residential uses also require the greatest level of service from the City such as water and sewer, streets, utilities, and police and fire protection.

## Housing Types

The general character of residential development in the City consists of compact neighborhoods with lots that are 1/4 acre in size or less, developed on a grid system of streets. Single-family detached homes comprised over sixty-five percent (65.3%) of the housing stock of the City in 2000. This is low when compared to homes in Jackson County (75.1%) or statewide (70.6%). However, it is within the range of the rates of comparable Michigan central cities (50.1% -



71.1%), as described in the Community Profile chapter. *Single-family detached homes comprised over sixty-seven percent (67.2%) of the housing units in the City during the 2005-2007 time period.*

The remaining housing units are located in multiple-family structures. This category includes buildings that contain two or more dwelling units (including converted homes and the adaptive reuse of other buildings), apartment buildings, townhouses, attached condos and senior housing. The largest multi-family complex in the City is Alpine Lake, with 268 units. Smaller complexes can be found adjacent to the Downtown and scattered throughout the City.



## Population Density

Density, measured in terms of persons per acre, has declined over time throughout the City. The population density in 1960 was 7.7 people per acre, which declined to 5.3 people per acre in 2000<sup>1</sup>. Density, measured in terms of housing units per acre, however, has not declined as much. In 1960 there were 2.6 housing units per acre, which has only declined to 2.2 housing units per acre in 2000. This disparity between persons per acre and household units per acre is tied directly to the relative decreases in population, housing units and household size. *The population density of the City was 4.8 people per acre during the 2005-2007 time period.*

## Decreasing Household Units

A comparison of the 1960 and 2000 Census data indicates that the City experienced a reduction of 1,602 housing units over the forty-year period. This reduction is attributable to a variety of factors including the demolition of sub-standard housing and residential clearance activities associated with non-residential development.

Rehabilitation of unoccupied housing units and substandard occupied housing units must be encouraged over demolition in order to reverse this trend. Viable housing units that are tagged for demolition due to a redevelopment proposal should be relocated to City-owned vacant lots and repaired to meet current City code and market conditions instead of demolished.

## Decreasing Household Size

The average household size has continued to decline in the City, mirroring a nationwide trend. The number of persons per household has declined from 3.1 in 1950 to 2.48 in 2000. The natural consequence of declining household size is the dispersal of the population into more household units. For example, 10,000 people required about 3,226 housing units in 1950. In 2000, 10,000 people required about 4,032 units. If this trend continues, the construction of new housing units will be required just to maintain the current size of the population. *The average size of a City household was 2.38 people during the 2005-2007 time period.*



## Housing Occupancy

The 2000 U.S. Census reported a total of 15,241 housing units within the City of Jackson. Of these, 93.2% (14,210) were occupied, while 6.8% (1,031) were classified as vacant. This was comparable to other central cities, which had vacancy rates ranging from 4.5% to 9.3%. *The housing vacancy rate was 12.9% during the 2005-2007 time period.*

**Table 5  
Housing Unit Occupancy**

	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	9,107	14,003	12,533	<b>15,241</b>	16,259	23,525	31,798
Occupied	94.4%	92.6%	95.5%	<b>93.2%</b>	93.5%	90.7%	92.5%
Vacant	5.6%	7.4%	4.5%	<b>6.8%</b>	6.5%	9.3%	7.5%

## Home Ownership

The City has a significantly higher percentage of renter-occupied housing units (42.4%) than both Jackson County (23.5%) and the State (26.2%). However, Jackson's tenure character falls well within the range (30.5% to 52.3%) of comparable Michigan central cities. The number of owner-occupied housing units in the City decreased consistently between 1960 and 1990 as the number of rental units increased. However, this pattern slowed dramatically between 1990 and 2000, when the number of owner-occupied units fell by only 39 units for a total of 8,181. The number of rental units actually decreased by 483 units for a total of 6,029. *Renter-occupied housing units comprised 40.2% of the City's housing units during the 2005-2007 time period.*

**Table 6  
Owner vs. Renter – Central Cities**

	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	8,594	12,961	11,971	<b>14,210</b>	15,208	21,348	29,413
Owner	61.9%	57.2%	67.1%	<b>57.6%</b>	69.5%	65.8%	47.7%
Renter	38.1%	42.8%	32.9%	<b>42.4%</b>	30.5%	34.2%	52.3%

**Table 7  
Owner vs. Renter Trend in the City of Jackson**

	Total	Occupied		Owner-Occupied		Renter-Occupied	
		Number	Percent	Number	Percent	Number	Percent
1960	16,843	16,139	95.80%	10,636	65.90%	5,503	34.10%
1970	15,756	14,916	94.70%	9,666	64.80%	5,250	35.20%
1980	15,937	15,005	94.20%	8,899	59.31%	6,106	40.69%
1990	15,689	14,732	93.90%	8,220	55.80%	6,512	44.20%
2000	15,241	14,210	93.20%	8,181	57.57%	6,029	42.43%



## Age of Housing Stock

The aging of the City's housing stock will result in increasing demands for housing rehabilitation and modernization. Over half (51.1%) of all housing units in the City were built prior to 1940, according to the 2000 U.S. Census. Slightly more than one quarter (25.8%) of homes in Jackson County, and around one-sixth (16.9%) of homes statewide, were built prior to 1940. The aging housing stock must be maintained and/or rehabilitated. As they come up for sale, the historic homes can be showcased and marketed to new homeowners as an asset to living in the City. *Over fifty-five percent (55.7%) of the City's housing units were built prior to 1940 during the 2005-2007 time period.*

## Housing Costs

Housing in the City of Jackson is generally less expensive than the surrounding area. Compared with housing in much of the United States, Jackson is extremely inexpensive. The median value of homes in the City in 2000 was \$64,300, according to the U.S. Census. The median value of homes in Jackson County and the State of Michigan was \$96,900 and \$115,600, respectively. Over half (56.4%) of the homes in Jackson were valued between \$50,000 and \$99,000. Almost a third of the homes (30.1%) were valued at less than \$50,000. *The median value of a home in the City was \$96,900 during the 2005-2007 time period.*

A factor in the variation in housing value between the City and the County is the condition of the City's aging housing stock and the lack of amenities available to the people who live in older homes. The City should encourage the preservation of existing historic residential structures and amenity upgrades such as 2nd bathrooms and other improvements to attract homeowners of all income levels back into the City.



## Goals, Objectives and Strategies

***Goal: Provide a wide range of residential choices that meet the needs of an economically diverse population in a high quality living environment***

### ***Objective 1: Prevent further housing deterioration***

- A. **Support a comprehensive housing inspection program.** Housing inspection and enforcement is a key component of neighborhood revitalization. Increased inspection activity is needed. City Council must allocate more funding and staffing for home inspections. The Community Development Department should also review its housing



inspection and ordinance enforcement policies (e.g., removal of junk, debris, inoperable motor vehicles, etc.) and increase enforcement by augmenting existing staff.

Existing inspection requirements are good, but they are not adequately enforced due to inadequate resources. Currently, the Community Development Department responds to complaints. The codes are enforced equally across the City on a systematic basis. Inspections can be coordinated with complementary efforts such as annual (City sponsored) trash removal programs, household hazardous waste collection programs, property rehabilitation efforts and the like.

In order to lower expenses, the City can streamline/simplify code and ordinance information, inspections and approvals. For example, the various zoning application forms could be revised, packaged into a single document and posted on the City's website. Cross training of staff members in the City's Inspection Department may be necessary. If necessary, the City may need to hire retired or other inspectors in the summer on a contractual basis.

- B. **Develop a point of sale inspection ordinance.** The City's voluntary point-of-sale building inspections could be changed to mandatory inspections at the time a house is sold. A mandatory inspection would require the buyer or the seller to bring the house up to a minimum code level at the time of sale. The Community Development Department currently has a voluntary fee-based inspection program.



- C. **Support a housing rehabilitation program.** The City has seen a net loss of housing stock due to the aggressive demolition of abandoned buildings. Demolitions are an excellent tool to remove dangerous buildings. However, the resulting patchwork of homes in many of the City's neighborhoods is beginning to cause the integrity of the neighborhoods to deteriorate. The City should develop tools and funding to rehabilitate these homes and use demolition only as a last resort.



- D. **Discourage demolition.** The City should carefully review commercial, office and industrial site plans that encroach on residential neighborhoods and require on-site housing to be demolished to make room for the new development. Whenever possible, homes slated for demolition should be relocated to vacant properties in order to prevent a further loss in housing stock.
- E. **Develop an absentee landlord policy.** The City needs to identify and study issues stemming from the large number of absentee landlords in the City and develop a policy to create greater accountability for out of town landlords.
- F. **Promote inspections as a citizen benefit.** Too many residents view City inspectors as an unwanted and unneeded intrusion and/or cost. They do not realize that the service is there to protect them. The City should institute a promotional program that informs residents of the benefits of inspection.

## ***Objective 2: Create new housing opportunities to stabilize the population***

- A. **Encourage Downtown adaptive reuse.** Adaptive reuse strategies can include the conversion of upper story retail buildings to loft apartments, the conversion of vacant office buildings to condos and the conversion of industrial buildings to artist loft/studios.



High-density, market-rate residential development is crucial to revitalizing Jackson's Downtown. The City can encourage adaptive reuse through grants, low-interest loans and technical assistance. For example, the owners of structures within a local historic district or listed on the national or state historic registers are eligible to receive tax credits for renovation projects.

Periodic Downtown marketing studies can lure private reinvestment by showing an unmet demand for housing and the type of families that would be attracted to Downtown living. Young professionals and empty nesters are traditionally two key demographic profiles interested in Downtown residences. New housing choices should be designed to meet their



needs. For example, a single young professional often wants to share space with another single young professional, but both residents need a private bathroom. Consequently, a number of two-bedroom apartments or condos should be designed with 2 master bedroom suites to attract this demographic profile.

The other key profile, empty nesters, happens to coincide with one of the largest demographic age groups in the City— baby boomers. In the next 20 years, an increasing number of empty-nest baby boomers are also going to be retiring. The 1999 Harvard University Seniors Commission Report projected that by 2020 more than 80% of senior householders will be homeowners. Downtown high-rise condos are an attractive option for empty-nesters who are downsizing their homes and want to spend their leisure time participating in cultural activities within walking distance. As they “age in place”, these seniors will need handicap accessible facilities (all Downtown high-rises already have elevators) and home based services. Consequently, a high concentration of baby boomers in the Downtown will facilitate an efficient senior delivery service.

Converting high rises to housing can serve 3 purposes: revitalizing the Downtown, adding high-density housing to grow the population and offering architecturally distinct rooms with an incredible view, which can be sold at a premium.

Downtown residential development should be permitted to incorporate landscape features (e.g. brick pavers, sculptures, low-level walls, etc.) that are complimentary to the Downtown’s urban character. In order to compete with the lower cost of new construction, the City Building Code should be flexible enough to satisfy health and safety standards but not add burdensome costs to retrofitting existing buildings, whenever possible.

In order for this strategy to work, parking must also be addressed. New parking facilities, most likely in the form of parking structures, must be added in order to adequately serve Downtown residents and patrons. Conversely, parking can be used as a tool for limiting the number of residential units allowed in the Downtown.

- B. **Support neighborhood infill.** Residential infill should blend into the surrounding area for which it is proposed so that over time it feels like it has always been there. This can be accomplished by respecting the established architectural styles and setbacks. This will require changes to the Zoning Ordinance to allow new infill houses to be built in the style and manner of the early 1900’s.

For example, although the current minimum lot width is 60 feet in an R-1 district, many of these City lots are less than 60 feet wide. The combined front and rear yard setback in an R-1 district is 85 feet, yet these same City lots may not even be 85 feet deep. Zoning regulations should not deter opportunities for infill. Overlay zones may be necessary to allow single-family detached homes on small lots to be built consistent with mature neighborhoods.

The City can also establish Neighborhood Enterprise Zones (NEZ), and sell City-owned vacant lots in an NEZ (for a nominal amount) to encourage infill development. The





Neighborhood Enterprise Zone Act, PA 147 of 1992 (MCL 207.771 et. seq.), offers significant tax advantages that can lure moderate and high-income families to build new homes within the City limits.

The City's current infill capacity was created by aggressive condemnation and demolition policies. Demolishing blighted homes can have a positive impact on a neighborhood when it is sporadic. Unfortunately, the City has demolished so many buildings over the years that some neighborhoods look and feel abandoned. The City should continue aggressive code enforcement. However, instead of demolishing condemned buildings, the City should rehabilitate them and resell them to owners who will occupy them.

- C. **Create incentives for new residential development.** There are a limited number of large vacant parcels left within the City limits. Many of them are on wet soils or are known to contain either naturally occurring or man-made environmental contamination. Federal and State environmental clean-up standards will ensure that the site is safe for human habitation. The City should aggressively pursue funding for environmental assessments, site remediation and land assembly. For areas that are wet, but not designated as a wetland, the City should encourage developments that preserve the wet areas and cluster housing on the dryer land.

The City's need to attract higher income residents should be balanced with the need to increase its overall population. Detached single-family homes require greater spatial needs than multi-family housing. The City should continue to encourage a diversity of housing types such as live/work condos, townhouses, attached and detached single-family housing, duplexes and multi-family housing through mixed-use zoning districts and Planned Unit Developments (PUD's).

Selected sites should be zoned for higher density multi-family development. Site design may vary depending on location. Multi-family housing developments need to locate on arterial streets, as opposed to local streets. High-density development located near lower density residential development (i.e. single family) should incorporate landscaping in a fashion consistent with the area's overall residential character.

Multi-family residential buildings should be varied using color, arrangement and/or materials to emphasize facade elements. The planes of exterior walls should be varied in height, depth or direction. Long facades should include sufficient relief and landscaping to reduce the dominance of the building. The design and construction of new multi-family complexes located in existing neighborhoods should incorporate design themes/styles consistent with the surrounding residential development. Duplexes must also be designed and constructed in a manner consistent with the character of nearby single-family homes.

- D. **Foster partnerships.** Develop strong partnerships between for-profit developers, non-profit groups and community-based organizations to develop programs dedicated to home ownership and rehabilitation assistance.



Local real estate agencies, builders, lending institutions, and like parties possess a keen interest and heightened awareness of the local real estate market. The City should take advantage of this knowledge and entrepreneurial talent through regular communications and periodic meetings with representatives of the real estate industry to explore community-wide housing needs and opportunities. Qualified private developers should be recruited to develop larger vacant parcels and Downtown high-rises. The City can control site development through a development agreement and incentives (e.g. financial or technical assistance and working with the developer to get the site plan approved). However, City staff needs to coordinate with the appropriate municipal regulatory bodies when attracting new development to the City.

Local business owners have a self-interest in promoting Jackson as a great place to live in order to attract the most talented employees. Larger employers should be approached to help support housing initiatives in the City that make Jackson more attractive to people of diverse incomes.

Non-profit organizations, philanthropic organizations, trade unions and State and Federal housing agencies provide a wide range of home-ownership and home-improvement opportunities. These are in addition to housing rehabilitation and improvement programs administered by the City. Generally, programs are oriented to first-time homebuyers and/or low- and moderate-income households. In certain instances, programs are also available to developers interested in building low- and moderate-income housing. The City can also work with the trades programs at Jackson Community College, the Jackson Area Career Center and Jackson High School to build and rehabilitate homes.

To assist residents and others in identifying home-ownership and home-improvement programs, it is recommended that the City's Community Development Department establish and maintain a directory of basic residential funding opportunities. This information should be periodically disseminated through City newsletters, informational bulletins, educational workshops and like opportunities.

### ***Objective 3: Make all neighborhoods safe, clean and pleasant***

- A. **Increase home occupant ownership.** The City needs to maintain a healthy balance between owner-occupied and renter-occupied housing. As the percent of renter-occupied housing increases, the integrity of the neighborhood deteriorates. Although some rental units are well maintained and attract long-term tenants, most tend toward delayed maintenance and transient tenants. To maintain the single-family character of intact neighborhoods, the conversion of single-family dwellings to multiple-family use should be limited. In order to maintain a single-family character, only minimal exterior alterations to those structures should be allowed. The City should also require adequate on-site paved and striped parking and landscaping to mitigate the impact of that parking

The City should concentrate its housing funds toward programs that require home ownership whether it is for down payment assistance, rehabilitation, lead abatement or new in-fill construction. For example, the City currently allocates federal funds through the



HOME program to the Jackson Affordable Housing Corporation, a local community housing development organization (CHDO), for the acquisition, rehabilitation, and resale of homes.

- B. Minimize the impact of commercial, office and industrial development on residential neighborhoods.** The conversion of older residential areas to non-residential uses represents a common phenomenon for mature communities. As drivers seek shortcuts to their destination, formerly quiet residential neighborhood streets become high traffic areas. The increased traffic volume makes these streets less desirable for residential use and ripe for conversion to commercial and office use.

This conversion is problematic because small residential sites are often not conducive for transition to commercial or office activity. For example, on-site parking tends to be limited or non-existent; sites are often not large enough to properly accommodate delivery traffic and the design and spacing of residential driveways typically does not meet commercial requirements. Consequently, where zoning has allowed this conversion, strips of formerly residential homes have been torn down and replaced with larger office and commercial spaces, further eroding the residential character of the neighborhood.

The Plan does not suggest that all forms of commercial and office activity are inappropriate for placement in or near residential neighborhoods, but those activities should only occur after careful analysis of neighborhood impacts and benefits. This may be accomplished through a comprehensive site plan review (i.e. zoning) process and a tightening of allowed uses in residential zones.

Industrial uses should never be located in a residential neighborhood although they may abut it. Concentrations of existing single-family homes in industrial zones should be protected, and rezoned residential. Conversely, scattered homes in industrial zones should be relocated to accommodate industrial expansion in the future and eliminate the nonconforming uses.

The City's Zoning Ordinance should be reviewed and, as necessary, amended to provide the regulatory means for ensuring that site and building design standards employed for non-residential uses are consistent with neighborhood needs. This may require non-residential uses to employ building and site design measures atypical of industry standards. For example, this may preclude certain forms of site signage, require the use of residential building materials, require additional buffering between the businesses and nearby homes, and other such design and construction considerations.

Commercial, office and industrial uses that have been allowed to penetrate residential areas (i.e. via the zoning process) should be periodically monitored to ensure that all approval conditions (e.g. required greenbelts, fencing, outside storage restrictions, etc.) remain intact.

- C. Update and maintain public infrastructure.** Target and improve infrastructure such as streets, sidewalks, lighting, telecommunications and landscaping, thus providing an incentive for housing investment. In-town residential (i.e. residential development occurring



along the fringe of the Downtown) should be linked to the Downtown via connected sidewalks and pathways. Outlying residential areas should be connected to the Downtown and other destination spots through a citywide recreation trail, designated bike routes and sidewalks.

Sewer and water upgrades should be coordinated with street resurfacing and reconstruction to maximize efficiencies and minimize the disruption to the neighborhood. The City also needs to coordinate with local utilities and telecommunications providers whenever street improvements are scheduled.

**D. Anchor residential neighborhoods with public and quasi-public facilities.** Schools, parks, recreation facilities, City buildings and religious institutions can all be anchors for residential neighborhoods. A neighborhood anchor needs to be accessible from all directions and provide a gathering place for organized and chance interactions with neighbors.



**E. Increase the positive exposure of City protective services to the public.** Healthy neighborhoods are safe neighborhoods. The City should continue and even expand its Police and Community Teams (PACTS) to provide visibility to the police services and to foster a sense of trust among residents. In addition, the Police Department needs to continue aggressive monitoring and response to known drug areas.

Both the Police and Fire departments need to promote the positive contributions they make to the City through frequent press releases, community meetings and by providing speakers at civic and educational functions.

**F. Encourage new and existing neighborhood groups.** Some of Jackson's neighborhoods have organized a neighborhood association. Consideration should be given to the encouragement of neighborhood associations that would cover each of the City's neighborhoods. Those associations can be very helpful pursuant to such matters as:

- Planning, coordination and implementation of neighborhood improvement programs.
- Enhancing communication between "City Hall" and local residents.
- Carrying out the objectives of the City's neighborhood revitalization activities.
- Implementation of crime-watch and neighborhood protection efforts.

**G. Develop neighborhood beautification strategies.** Develop street, sidewalk and tree maintenance programs with neighborhood residents as the primary facilitators. The City should continue to sponsor neighborhood clean-up programs such as:



- **Neighborhood pride-week.** An annual “Neighborhood Pride-Week” in which trash collection efforts are extended “free-of-charge” to neighborhood residents for the collection of non-hazardous household trash and debris such as old appliances, furniture, construction debris, and other materials that may not be subject to pick-up via normal trash collection means.
- **Hazardous waste collection sites.** Designate sites for the disposal of hazardous residential waste such as paint, vehicular fluids and other chemicals.
- **Street tree planting program.** Homeowners may request that the City plant a tree in the street parkway (the area between the sidewalk and street). The City and property owner can either share the cost or the City can donate a tree to the property owner who is then responsible for planting and caring for the tree.
- **Leaf collection.** Continue a fall and spring leaf collection pick-up schedule “free of charge” to collect leaves and yard waste that residents have placed at the curb. This program also includes the composting of the leaves. The compost is then made available for use by City residents.
- **Recycling.** Work with other local units of government, trash haulers, and interested residents/businesses to develop a citywide recycling program.
- **Adopt-a-garden.** The City owns numerous lots in residential neighborhoods that may not be appropriate to build on due to the size of the property. The City should encourage adjacent homeowners to purchase these lots and maintain them. The City could use the funds it currently spends to mow, trim trees and remove garbage from those lots to help the homeowner purchase landscaping and gardening materials the first year. In the long term, the property would be returned to the tax rolls and the City would also save money on maintenance. If the City must maintain ownership of a property due to City access issues (such as a sewer line running under the property), the lots can be maintained by adjacent homeowners as gardens.
- **Sidewalks.** All new development must include the installation of concrete sidewalks along public roadways.

## ***Objective 4: Historic preservation***

- A. **Inventory historic resources.** Jackson is one of the oldest cities in Michigan. Since the history and character of the City cannot be replicated, it needs to be preserved. Many of the historic buildings in the City could not be constructed today due to the high cost of labor and materials. Unless efforts are made to preserve historic residences, the buildings will be permanently lost as they deteriorate and are demolished over time.

A comprehensive inventory of all historic resources should be undertaken. According to the State Historic Preservation Office (SHPO), a historic resource is a publicly or privately owned building, structure, site, object, feature or open space that is significant in history, architecture, archaeology, engineering, or culture at the local, state or national level. They are typically, but not always, at least 50 years old.

The comprehensive historic resource survey should be shared with the community and decision-making bodies. For example, it can help the Planning Commission and Historic



District Commission make informed decisions and decrease the turnaround time for the historic review of federally funded projects.

- B. **Create additional historic districts.** Both the State and the Federal government provide tax credits for the restoration of qualifying properties. In order to encourage historic preservation, the State of Michigan enacted laws that made it easier to receive tax credits for homes within historic districts. Local historic districts provide legal protection of historic properties, thereby decreasing the possibility of their demolition.
- C. **Provide homeowners with resources to restore their homes.** Property owners are often wary of historic preservation because they fear a loss of control over their property and additional expense to maintain it. These fears must be alleviated through education about the types of structural changes that require a design review process and the tax benefits that can help lower the cost of rehabilitation.

Historic districts can stabilize failing neighborhoods by increasing property and resale values. Data should be gathered on the home values in historic districts vs. non-historic districts.

The Historic District Commission should work with local construction companies and building supply stores to hold "how to" preservation workshops. Informational pamphlets and "how to" videos should be made available to the public. The Historic District Commission could also work with Jackson Public Schools to introduce students to historic preservation.

- D. **Encourage historic crafts.** Skilled craftspeople are needed to develop businesses related to historic preservation. Examples include making reproduction moldings, siding, shingles, door and window sashes, paint and landscaping designs. Many fine old buildings are altered because the owners cannot find duplicate materials or craftspeople to work on them. The City should encourage the development of training programs in these crafts at Jackson High School, Jackson Community College, and/or other institutions.
- E. **Add standards to help ensure building architecture complements and respects the historic resources in Jackson.** A design review committee made up of a broad section of people including architects and preservationists should develop design standards for the community. Again, the Review committee needs to be sensitive to people's fears regarding historic preservation, and allow flexibility and processes for financial hardship cases.
- F. **Review zoning and building codes for historical compatibility and affordability.** Building codes and zoning ordinance provisions that require the use of certain materials and designs should be adapted for use in historic districts. For example, zoning ordinance provisions that limit the height of garages prevent the construction of carriage-house type garages that would blend in with a historic neighborhood. Zoning ordinance provisions that require excessive parking spaces may also result in the loss of historic structures. The Michigan Rehabilitation Code for Existing Buildings should be utilized when appropriate in order to reduce rehabilitation costs.



- G. **Find appropriate stewards for residential properties that are too large or expensive to maintain as single-family residences.** Rather than allow large residences to be converted to multi-family housing, office or retail space, the City should seek out non-profit caretakers of the property who will maintain the historical integrity, open the homes up for occasional public tours and keep the property in the public domain. Stewards could include historical societies, museums, local preservationists or service agencies.
- H. **Promote heritage tourism.** A 1998 nationwide survey by *Partners in Tourism* found that the number one cultural activity for travelers was visiting a historic site. 92.4 million travelers included a cultural activity in their travel plans and 61% added an extra day to their trip. Heritage tourists are typically older, better educated and have more money to spend than the average tourist.<sup>2</sup>



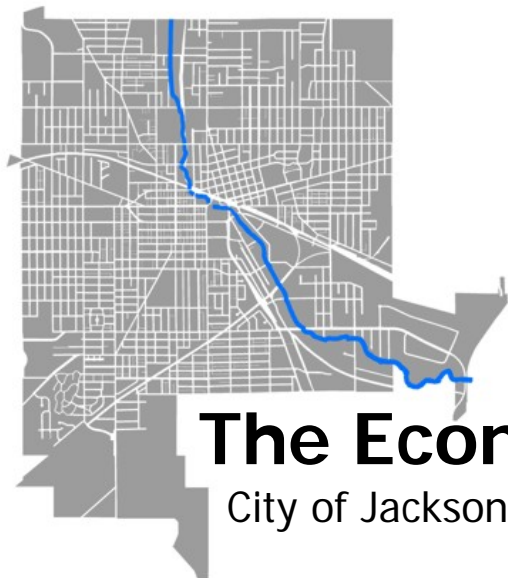
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## End Notes:

<sup>1</sup> Population density is derived by dividing the total acreage of the City for a certain time period into the population of the City for that same time period.

<sup>2</sup> "Preservation Shore to Shore: Planning to Preserve: Michigan's State Historic Preservation Plan 2001-2006"





# The Economy

City of Jackson Comprehensive Plan



The City of Jackson is the economic center of Jackson County and is supported in large part by its own commercial, office and industrial institutions. Residents can live, work, and do much of their shopping and recreating in the City. Those opportunities also draw non-residents to the City on a daily basis. The City of Jackson must preserve and expand the opportunities for working, shopping, and recreation if it is to maintain or increase its economic importance in south-central Michigan. This chapter of the Comprehensive Plan describes the current employment picture and the commercial, office, healthcare and industrial land uses in the City.

## Employment

In order to fully understand the employment situation of the City of Jackson it is important to know the types of jobs held by its residents as well as the opportunities for employment within its municipal limits and the surrounding area.

*New census information is not available for this edition of the comprehensive plan. However, the American Community Survey provides demographic estimates for the 2005-2007 time period. Pertinent updates to the data are appended to the end of paragraphs in italics.*

### Jobs Held by City Residents

According to the 2000 U.S. Census, almost two-thirds (66.5%) of employed City residents had jobs in 4 industry categories:

- Manufacturing – 23.7%
- Educational, health and social services – 20.3%
- Retail trade – 11.9%
- Arts, entertainment, recreation, accommodation and food services – 10.5%

Each of the remaining 9 categories comprises less than 6.0% of the employed population of the City (see Table 8). *The share of manufacturing jobs for employed city residents declined to 17.9% during the 2005-2007 time period.*

### Jobs by Employment Sector

The 1997 U.S. Economic Census indicated that 11 Jackson County employment sectors provided an average annual salary of at least \$29,000 (@ \$14 an hour) for a full-time job:

- **Management of companies and enterprises** – establishments involved in such activities as banks and other holding companies as well as corporate subsidiaries and regional and management offices.
- **Utilities** – establishments involved in the provision of electrical power, natural gas, steam supply, water supply and sewage removal.
- **Mining** – establishments involved in extraction practices as well as mining.
- **Information** – establishments involved in activities such as publishing, motion pictures, sound recordings, broadcasting, telecommunications and data processing.
- **Finance and insurance** – establishments such as monetary authorities (e.g., central banks), credit and security intermediary activities and insurance carriers.
- **Wholesale trade** – establishments engaged in the wholesale trade of durable and non-durable goods.



- **Manufacturing** – establishments involved in the manufacture of items such as plastic and rubber products, fabricated metal products and machinery.
- **Professional, scientific, and technical service** – establishments such as law offices, accounting, architectural, engineering and advertising firms.
- **Construction** – establishments involved in activities such as general contracting, heavy construction and special trades.
- **Transportation and warehousing** – establishments such as air, rail, truck and pipeline transportation; courier and messenger services, warehousing and storage.
- **Healthcare and social assistance** – establishments such as hospitals, ambulatory healthcare services, nursing and residential care facilities.

Of the remaining Jackson County job sectors, 7 provided an average annual salary of less than \$18,500 (@ \$9 an hour) for a full time job. No salary information was available for Public Administration (see Table 8).

## National Labor Trends

The Bureau of Labor Statistics (BLS) predicts that there will be at least 58 million job openings in the United States by 2010. BLS estimates that 22 million of those jobs will be new positions and the remaining 36 million will result from retirements and people leaving the labor force. However, the labor force is expected to fall more than 4.8 million workers short of meeting demand because of the decline in birth rates and impending retirement of the largest age-group, baby-boomers.

The Michigan Department of Career development has identified the ten fastest growing occupations as:

- Computer engineers
- Systems analysts
- Computer support specialists
- Desktop publishing specialists
- Database administrators
- Laborers, landscaping/groundskeeping
- Paralegals & legal assistants
- Hand packers and packagers
- Respiratory therapists

Most of these fast growing occupations are high-tech and require high skills but fall into the category of requiring an Associate's degree or on-the-job training.

## Commercial and Office Uses

Commercial land use in Jackson as a percent of developed areas increased slightly from 7% in 1971 to 8% in 1992. As noted in the Neighborhoods and Housing chapter, the increase in the percent of commercial land use is probably due to the decrease in residences rather than an aggregate increase in commercial land use. Commercial and office uses can sometimes be separated into distinct districts, such as an office park or a shopping mall/plaza. In many cases, such as Downtown, they are commingled and need to be addressed together.



**Table 8  
Jackson County Employment**

Employment by Industry and NAICS Sector <sup>1</sup>	Average Annual Salary <sup>2</sup>	Employment of City Residents	
		#	%
Manufacturing			
<b>Manufacturing</b>	<b>\$34,454</b>	3,703	23.7%
Educational, health & social services			
<b>Healthcare &amp; social assistance</b>	<b>\$29,059</b>	3,173	20.3%
<b>Educational service</b>	<b>\$12,207</b>		
Retail trade			
<b>Retail trade</b>	<b>\$15,651</b>	1,854	11.9%
Arts, entertainment, recreation, accommodation & food services			
<b>Arts, entertainment &amp; recreation</b>	<b>\$11,152</b>	1,643	10.5%
<b>Accommodation &amp; food service</b>	<b>\$8,448</b>		
Professional, scientific, management, administrative & waste management services			
<b>Management of companies &amp; enterprises*</b>	<b>\$65,017</b>	921	5.9%
<b>Professional, scientific, &amp; technical service</b>	<b>\$33,584</b>		
<b>Admin. &amp; support &amp; waste management &amp; remediation</b>	<b>\$14,392</b>		
Other services (except public administration)			
<b>Other services (except public administration)</b>	<b>\$18,450</b>	886	5.7%
Public administration			
<b>No information was provided</b>	<b>N/A</b>	730	4.7%
Construction			
<b>Construction*</b>	<b>\$33,562</b>	698	4.5%
Transportation & warehousing & utilities information			
<b>Utilities*</b>	<b>\$58,361</b>	622	4.0%
<b>Transportation &amp; warehousing*</b>	<b>\$31,981</b>		
Finance, insurance, real estate & rental & leasing			
<b>Finance and insurance*</b>	<b>\$36,278</b>	572	3.7%
<b>Real estate &amp; rental &amp; leasing</b>	<b>\$15,785</b>		
Wholesale Trade			
<b>Wholesale trade</b>	<b>\$35,784</b>	487	3.1%
Information			
<b>Information*</b>	<b>\$37,287</b>	285	1.8%
Agriculture, forestry, fishing, hunting & mining			
<b>Mining*</b>	<b>\$40,501</b>	27	0.2%

<sup>1</sup> The 2000 U.S. Census reported employment by residency using 13 different industry categories. The 1997 U.S. Economic Census reported employment by establishment, using the 19 North American Industry Classification System (NAICS) sectors. The NAICS sectors were placed under the 2000 Census categories in this report for ease of comparison.

The 2000 U.S. Census reported employment information for City residents. It is important to note, however, that City residents are not necessarily employed within the City. In most cases, NAICS employment information was reported for Jackson County but due to limitations on disclosure some information was only reported for the State of Michigan, indicated by an asterisk. (\*).

<sup>2</sup> The average annual salary for each of the 19 NAICS sectors was arrived at by dividing the annual payroll by the number of employees reported in the 1997 Economic Census.



## Commercial and Office – General vs. Local

General commercial uses typically engage in the sale of goods and commodities, including entertainment, rather than in services. Large offices, including government and firms with many employees and/or a large customer base, however, are also included in this category. General commercial and office uses are decentralized in Jackson and include the Downtown, as well as along E. Michigan and N. West Avenues.

Local commercial and office uses are often smaller in terms of land use and business size. The primary market for their goods and services are the neighborhoods surrounding them. Local commercial and office areas can affect neighborhoods negatively if they are allowed to grow too large. Several neighborhoods within the City include a linear corridor of local retail, service, and office businesses.

The pattern of commercial and office land uses developing along corridors has remained unchanged since the adoption of the City's 1989 Plan. There is a general lack of transitional areas and buffers between those corridors and the adjoining residential development. In some areas of the City, the conversion of land from residential to commercial and office uses has isolated the remaining residential structures.



## Retail

New retail development continues to locate in Jackson Crossing Mall, which is within the City limits, and its adjacent area (i.e. West Avenue and Wisner Street). For example, Target, Kohls and Best Buy were added to the Mall in the latter half of the 1990s and a Home Depot store opened in 2003.

However, over the last 35 years, the City has lost much of its retail significance within the County to the surrounding townships. According to the 1997 Economic Census, the City of



Jackson was home to 237 retail trade establishments. Those businesses comprised 42% of the retail trade establishments in Jackson County, which declined from 46% in 1992, 48% in 1972 and 67% in 1967.

## Downtown

Downtown Jackson has lost most of the prominence it once held within the County (and beyond) as a shopping area. This decline is due in part to the City's loss in population. In 1970, City residents comprised 31.7% of the County population and only 22.9% in 2000. City residents have moved out of the City to follow the perceived advantages of a more rural life style. As people moved out of the City into the surrounding townships, retailers followed. With the increased prominence of the automobile, new businesses located in malls with extensive free parking available at the front entrance to the stores. Often, new buildings are more appropriate to modern merchandising methods such as drive-in windows, extensive floor space on ground-level floors and facades that can be changed quickly to reflect new styles or changes in tenants.



Large department stores that used to anchor the Downtown retail market, such as Jacobsons and Fields, have disappeared, leaving an enormous retail void in the Downtown. In order to compete with the perception that malls were more car-friendly than Downtown, buildings were abandoned and torn down to provide surface parking lots for shoppers and employees. The Downtown, once a contiguous high-density hub, is now an incongruous mix of high-rises, low-rises and surface gaps. The rerouting of the main commercial artery (BL 94) around the periphery of the Downtown has had the effect of reducing accessibility to the Downtown (at least in the minds of passing motorists).



Downtown Jackson is evolving into an office, governmental and entertainment center with specialized retail and service uses, which is different than its former role as the primary retail center in the County. This Plan supports that scenario by recommending more housing near the Downtown, encouraging commercial services to serve Downtown residents/employees and making physical improvements to make the Downtown more attractive.

## Healthcare Facilities

Jackson residents have a wide variety of healthcare options available to them. Allegiance Health is the largest provider of healthcare services, ambulatory services, health education and wellness programs.



Allegiance Health is a regional healthcare center which provides specialty services (e.g., cardiac/pulmonary rehabilitation, pain management, diabetes center, radiation oncology and a sleep disorder center) in addition to the traditional services associated with a 325-bed hospital. Allegiance Health also offers many outreach services (e.g., home meals, support for respite care, adult immunizations, and prescriptions for the under-served), and support for the Center for Family Health, where the under-served receive primary health services, regardless of their ability to pay.

Allegiance Health is expanding which gives the City greatly improved healthcare facilities. However, the ever-present need for additional parking to serve hospital patients, employees, and visitors compels the hospital to replace homes with parking lots, which create large voids and alter the neighborhood's sense of place. The need for healthcare must be balanced with the needs of the neighborhood.



## Industrial Uses

Industry is very important to the economic health of the City. Industrial land uses occupied 512 acres of land, or 13.4% of the City's developed land in 1992. This is an increase from 1963 when it only comprised 9% of the developed area. Most growth has been the result of the expansion of industries adjacent to their existing sites.



Currently, industrial uses are scattered throughout the City. Some of these uses abut residential areas and are remote from expressway interchanges. Nearly all of the major industrial plants in the City are located along railroad lines.

The largest concentration of industrial land use is in the southeast quadrant of the City. This area has expanded to meet the requirements of the industrial demand on the City and prospective businesses looking to locate in Jackson. For example, The City developed Micor Industrial Park for new industrial development in the late 1970's. In the 1990's, the City expanded the Park by 44 acres, built access roads and sold the platted parcels at below market rates, which attracted 6 new manufacturing businesses. The City needs to continue to recruit industries to the Micor Industrial Park, as well as to abandoned and underutilized industrial sites.

Jackson offers many advantages sought by industries – easy access to highways and railroads, a trained workforce and responsive local and state governments. Jackson also has many viable industries that can continue to serve as a catalyst for complementary uses.

Some obsolete industrial sites within the City have been vacated and await redevelopment. Recent brownfield legislation and other programs can help the City make the redevelopment of those sites financially feasible.





## Goals, Objectives, and Strategies

***Goal: Increase employment opportunities within the City.***

### ***Objective 1: Recruit diverse and high-wage employers***

The City should actively promote itself as an attractive location for establishments in a wide range of employment sectors that pay high wages such as:

- Management of companies and enterprises
- Utilities
- Information
- Transportation and warehousing
- Wholesale trade
- Finance and insurance
- Professional, scientific and technical services

Currently no more than 6% of the City's residents are employed in any of these sectors. Therefore, increases in the number of jobs in any of these sectors will diversify the City's economy and help prevent the City and its residents from becoming dependent on any one industry. This strategy should also extend to the manufacturing sector. The City should not become dependent on one manufacturing industry such as automobile parts.

However, every community depends upon service sector jobs that pay low-wages. For example, one of the City's goals for revitalizing Downtown and the surrounding area is to create an arts and entertainment district. This may result in bringing people Downtown to visit and spend their money at retail, art, entertainment and food venues.

### ***Objective 2: Reinvigorate the economic viability of the City***

A. **Strengthen the City's economic development program.** The new \$103 million Consumers Energy Headquarters in the Downtown should be utilized as a catalyst to recruit new businesses. This public/private partnership should be showcased to illustrate that the City of Jackson is worth investing in. To keep the momentum going, the City should support the following programs either in-house or through other local agencies:

- Encourage the restoration of older buildings near the new Consumer's Energy building.
- Establish a business retention and expansion program.
- Maintain a highly visible and active economic development staff with specific and measurable goals to evaluate successes.
- Use focus groups comprised of select local developers and merchants to better understand the market and their needs.
- Prepare loan pool incentive packages with local lending institutions for start-up businesses and the expansion of existing small businesses (e.g. small business loans, start-up loans and loans for low-income and minority entrepreneurs).



- Move the Chamber of Commerce, the Enterprise Group, Small Business Development Center, Jackson Area Manufacturing Association and the Convention and Visitor's Bureau to a centralized, prominent location.

**B. Economic Development Partnerships.** The City should work with other agencies to implement economic development strategies. A cross-segment of local businesses, business development agencies, local government officials and local educational institutions created a joint strategic plan called the "1997 Overall Economic Development Program for Jackson County." That plan (and any updates) should be implemented.

A Comprehensive Economic Development Strategy (CEDs) for the Jackson, Hillsdale, and Lenawee County area is currently under preparation by the Region 2 Planning Commission. The purpose of the CEDs is to bring together the public and private sectors in the three-county region to create an economic roadmap to diversity and strengthen the regional economy. The CEDs process recognizes the importance of integrated economic development and the need to be flexible to adapt to global economic conditions and capitalize on the region's unique advantages to create high wage jobs and achieve diversification. The City of Jackson's participation in the CEDs process is based upon the recognition of the importance of growth and development of the regional economy.

The Economic Plan included, but is not limited to, the following strategies:

- Promote Jackson County as a desirable place to locate or expand businesses. For example, the Jackson Area Chamber of Commerce promotes a comprehensive community image campaign aimed at both internal and external audiences. Jackson's Downtown Development Authority (DDA) should continue to promote the Downtown.
- Continue working relationships with other agencies and businesses to benefit the economic development of Jackson County. For example, Consumers Energy Company has expanded existing programs to educate manufacturers on energy utilization through program development and personal assistance where appropriate. Collaborative efforts such as the 2002 "Call for Business" are important promotional tools. The City should also forge strong working relationships with the Michigan Economic Development Corporation (MEDC) and other State agencies.
- Provide suitable facilities for incoming or expanding businesses. For example, the Enterprise Group maintains an inventory of industrial properties (and potential industrial properties) in Jackson County. That inventory should be expanded to include brownfields and other sites that are underutilized. The industrial and commercial property inventories compiled by various agencies in the Jackson area should be coordinated and marketed jointly.
- Assure the long-term viability of an economic development effort in Jackson County. One way of accomplishing this objective is to ensure that Jackson has a highly trained workforce capable of adjusting to new industries. For example, Jackson Community College offers training on subjects such as computer-integrated manufacturing and computer assisted drafting.
- Market analysis should be used to bring non-Michigan sales opportunities to the attention of Jackson manufactures.



- Participate in the development, on-going refinement, and implementation of the Region's Comprehensive Economic Development Strategy.

### ***Objective 3: Create a vibrant, healthy Downtown***

- A. **Target market analysis.** The City, Downtown Development Authority (DDA), Michigan State Housing Development Authority (MSHDA) and the Michigan Economic Development Corporation (MEDC) provided financial support for a Downtown marketing study in 2003. The analysis determined that the potential market for Downtown Jackson housing is comprised primarily of younger singles and couples (54%) and empty nesters and retirees (41%). It also revealed that the entertainment offerings in the Downtown should target 18 to 44 year-olds, which comprise 35% of the adult population of Jackson County.
- B. **Establish a City/County/court complex system.** A study has been completed regarding a joint facility for the Jackson County Sheriff's Office and the Jackson Police Department. City and county law-enforcement agencies should be encouraged to co-locate whenever possible in order to bring all the courts and law enforcement agencies Downtown.
- C. **Provide basic retail shops.** Restaurants and specialty shops are beginning to fill the Downtown, which this Plan endorses. However, residents and employees have to leave the Downtown to do basic shopping such as groceries, medicine and office supplies in the Downtown. A number of these basic retail establishments must be recruited along with restaurants and specialty retail shops.
- D. **Encourage a retail shopping/restaurant loop.** The DDA and the City should encourage development that will produce a "retail loop," which is a connected pattern of storefronts that create a natural flow for pedestrian traffic. A retail loop can be created along Michigan Avenue from Blackstone Street and Francis Street. Pedestrians should be able to move comfortably along Michigan Avenue and be able to cross the street at regular intervals. In addition, storefronts and restaurants need to have large windows to attract customers. Many renovations miss this important factor by replacing large storefront windows with smaller openings.
- E. **Support outdoor activities.** A vibrant Downtown is alive with people. Outdoor special events such as parades, festivals and sidewalk sales draw people to the Downtown and market it to potential customers. Outdoor restaurant seating encourages people to spend money at retail establishments on a daily basis.
- F. **Improve parking.** The public perception continues to be that parking is a problem in the Downtown. Therefore, the City should make it easier for visitors/shoppers to park Downtown. This can be accomplished by offering incentives to entice downtown employees to park in out-lots, erecting a public parking deck west of Mechanic street and by improving downtown parking enforcement.

The City can also free up parking by continuing to make the Downtown walkable/bikeable. Safe walking and biking routes to the Downtown should continue to be created. Future streetscape enhancements should include bike racks, drinking fountains and benches.



- G. **Make other physical improvements to the Downtown.** Many improvements to the physical appearance of the Downtown have been made. For example, the most recent streetscape improvements (Cortland and Jackson Streets) were made in 2006. Efforts like this must continue. In addition, the City must technologically “wire” the Downtown to recruit both commercial and residential development.

### ***Objective 4: Make Jackson a center for diverse cultural and artistic activities***

- A. **Develop arts and culture venues.** In order to become a center for cultural activities such as dance, theater and music, the City needs to provide adequate performance and rehearsal space. The Potter Center at Jackson Community College and the Michigan Theatre provide the primary indoor performance space in the County for both local and national acts. The City should support an art and cultural needs assessment of local arts and cultural organizations to find out what types of performance and rehearsal space are needed.

The Downtown was once home to many theaters and now only one remains. The Historic Michigan Theatre is a local landmark. It currently hosts movies and other shows. The City should continue to support the restoration of this community treasure because it is an important venue for indoor cultural activities.

The City appears to have a variety of outdoor performance venues. Bucky Harris Park provides a small stage for amplified music, ceremonies and pageants. The City's outdoor amphitheater and linear park along the Grand River provides another outdoor venue for live, amplified music. Ella Sharp Park has ample grounds to provide for large outdoor festivals, concerts and ceremonies. The County Fairgrounds also has an outdoor arena for concerts and shows.

In addition, the City often closes its downtown streets for festivals, street fairs and “cruise nights”. These activities should be coordinated with local merchants to showcase the Downtown's retail businesses and restaurants. For example, merchants could have sidewalk sales during Cruise Nights or other festivals, and musical stages could be near the restaurants to cross-book performers for greater exposure to the public.

- B. **Support arts & cultural events.** The City should encourage, fund and market local arts and cultural events as an economic tool. Nationwide studies show that arts and cultural events infuse billions of dollars into local economies and can be a catalyst for revitalization. Arts and cultural events attract both tourists and residents. People look at quality of life issues when deciding where to live. A vibrant, active arts and cultural community is important for individual enrichment and community pride.
- C. **Attract public art.** All public projects provide an opportunity to incorporate art into the design. Suggested types of locations for public art include, but are not limited to, parking structures, walls, trails and sidewalks.



- D. **Support an arts colony.** Artists typically need large spaces in which to perform or create their art. Abandoned industrial warehouses provide the ideal structure for artist loft/studios because the spaces are big, ceilings are high, huge windows provide natural light and the acquisition cost is low. Although artists are typically low- to moderate-income, their concentrated presence can cause ancillary benefits. An arts colony should include residences and galleries for the artists, art supply stores and other retail shops, places for public art, coffeehouses and jazz clubs and other performance spaces.

The first phase of the Armory Arts Village —a project which is transforming the old prison/national guard armory located at the north end of Mechanic Street into a mixed-use development containing live/work for artists as well as other opportunities for housing, retail and the arts— is already complete. The River Artswalk, an extension of the Intercity Trail, will also traverse the Village. The City must work with the developer of the project to ensure its completion.

### ***Objective 5: Facilitate the establishment of new industrial plants and the expansion of existing industrial developments***

- A. **Redevelop brownfields.** A comprehensive brownfield inventory is needed. This inventory should include abandoned, underutilized and fully utilized brownfield sites. The City should continue to vigorously redevelop abandoned industrial areas through site restoration. The City should use Brownfield Authority (BRA) tax incentives for projects that meet the City's private investment goals and job creation objectives. The BRA should continue to utilize Federal funding sources such as the U.S. Environmental Protection Agency's site assessment and revolving loan fund and pursue additional funding when needed. The BRA should apply for state funding such as the Michigan Department of Environmental Quality's site assessment and Clean Michigan Initiative (CMI) grants when available.

The City currently owns several brownfields that should be marketed to maximize the exposure to potential new industries. In addition, the City's Renaissance Zones should be marketed heavily because the 12-year tax-free designation is quickly running out. The City should work with state officials to extend the terms of the renaissance zones.

When feasible and necessary, the City should work with the Jackson County Land Bank Authority and act as the developer to assemble problem properties for redevelopment. The City or Land Bank Authority may hold properties while legal and environmental problems are dealt with. Once a clean title is acquired and environmental concerns are addressed they can be marketed to the private sector.

- B. **Retain, diversify, and attract business.** The City should continue to develop its retention visit program. The purpose of the program is to conduct visits with local companies to assist with diversification efforts. By doing so businesses are made aware of incentives available to them through various government or non-profit agencies. Retention efforts should be focused on the region's base economic employers, which includes utilities,



manufacturing, retail, educational services, and health and human services. Business attraction efforts should target life sciences, advanced manufacturing (such as alternative energy or food processing), and travel and leisure (including arts and culture).

- C. **Continue partnerships.** The City should work with neighboring townships, the Enterprise Group, Region 2 Planning Commission, Jackson County's Brownfield Redevelopment Authority and the Jackson County Land Bank Authority to promote the reuse of the City's brownfield sites, as opposed to locating new industries on greenfields. To foster township participation, the City can periodically host intergovernmental meetings with township officials to explain the City's brownfield efforts and conduct tours of brownfield sites. The City should continue to work with local employment agencies to develop and utilize programs that provide opportunities for education and training for future job placement.

***Goal: Eliminate commercial, office and industrial conflicts with residential neighborhoods***

***Objective 1: Target the location of new commercial, office, and industrial developments***

- A. **Enforce the Zoning Ordinance.** In many areas of the City, commercial, office and even industrial activities are slowly infiltrating residential neighborhoods. For example, the 1992 existing land use map shows commercial activity (i.e. offices, personal service establishments and various types of retail uses) occupying space within residential neighborhoods. It is common to find dwellings converted to commercial and office uses interspersed with owner and/or renter-occupied housing along major streets.

However, small residential sites are often not conducive for transition to commercial, office, or industrial activities. For example, on-site parking tends to be limited or non-existent and residential building setbacks are minimal, leaving limited opportunity for adequate buffering of the commercial operation from adjacent homes. Sites are often not large enough to properly accommodate the on-site movement of commercial delivery traffic. The design and spacing of residential driveways typically does not meet commercial requirements.

The City should strictly enforce zoning laws that are intended to protect adjacent property owners and control the development of the City. While the Plan does not suggest that all forms of commercial activity are inappropriate for placement in or near residential neighborhoods, such activity should only occur after careful analysis of neighborhood impacts and benefits. General commercial and office developments should be consolidated into a number of distinct districts. Industrial uses should be directed toward areas with relatively convenient access to freeway interchanges, rail access and where there are already concentrations of industrial uses. Decentralization of industrial development throughout the City should be avoided, particularly in small pockets. This should be accomplished through a comprehensive zoning map review process and subsequent re-zoning.



- B. **Discourage nonconforming uses.** Redevelopment of nonconforming commercial, office and industrial establishments should be discouraged. Those allowed should be strictly regulated and monitored on a regular basis for infractions.

***Objective 2: Ensure that medical facility expansion is compatible with the surrounding neighborhood.***

- A. **Establish a Healthcare Area.** The grounds of Allegiance Health and the former Doctor's Hospital, combined with the facilities associated with the hospitals, are sufficiently large enough and distinct in use to warrant specific designation as a unique land use area within the Comprehensive Plan. The Zoning Ordinance should delineate a Medical or Healthcare District within which the hospitals and associated facilities may expand or otherwise improve as the market demands.

A Healthcare District will allow the hospitals to plan and implement future projects within the context of a recognized Comprehensive Plan area. It will also provide the City with the opportunity to plan, program and implement future area improvements (i.e. infrastructure improvements, streetscape, etc.) based on the recognition of the Healthcare District. The establishment of the District will minimize levels of uncertainty and/or anxiety experienced by residents currently impacted by the northward expansion of the hospitals. It will also support their neighborhood improvement efforts.

- B. **Build parking decks.** A significant number of residences have been demolished to construct both medical facilities and surface parking lots to accommodate the increased number of visitors to the new medical facilities. In the future, the City should require Allegiance Health and other large medical facilities to construct parking decks rather than surface parking lots (which are often empty at night and on weekends).

***Objective 3: Require Context Sensitive Development***

- A. **Develop design guidelines.** Zoning Ordinance overlay design guidelines, where appropriate, should be developed by the City to ensure that new developments are compatible with the existing architecture. For example:
- **Parking.** Parking should be accommodated on-site and confined to parking lots in rear and side yards. Front yard parking should continue to be prohibited. Where feasible, parking and entry drives should be shared.
  - **Street access.** Commercial and office uses should be located on arterial streets, as opposed to local residential streets.
  - **Clustered development.** Wherever possible, commercial and office development should be consolidated or clustered, as opposed to developing in linear, strip fashion.
  - **Market relationship.** The market for commercial uses should be dependent upon the neighborhoods in which they are located, as opposed to depending on regional markets.



- **Signs.** Signage should be limited in size, type, and placement. Signs should be sized to reflect the neighborhood character as opposed to typical corporate signs. Where groupings of businesses exist, signage and other site design elements should adhere to a uniform theme so that visual clutter is avoided.
- **Design character.** Generally, commercial and office facilities should retain a building and site design character consistent with the neighborhood area. For example, a building designed and constructed with a modern, hi-tech character is not appropriate in a neighborhood comprised primarily of mature single-family homes of an historic character.
- **Landscaping.** Increase the types and amounts of landscaping required for commercial, office and industrial developments outside of the Downtown. On-site landscaping should be of sufficient type and density to block or screen views, especially those of parking lots and utilities. Street landscaping should complement the building and site.

The following additional considerations should be given to neighborhood commercial and mixed-use developments:

- **Operational character.** Planned commercial and office uses in neighborhood commercial and mixed-use developments should generate low levels of vehicular traffic and should maintain limited hours of operation.
  - **Outdoor site use.** Outdoor storage should be prohibited. Outdoor displays and sales should also be prohibited except for limited periods associated with neighborhood festivals or events.
  - **Buffers.** Require adequate buffering and screening between residential and non-residential uses. Screening should be comprised of a landscape buffer of sufficient width and planting density to mitigate compatibility impacts associated with views, noise and like factors.
- B. **Incompatible uses should be mitigated.** An existing building out of character with its surroundings should be modified in order to reduce its negative impact. Encouraging aesthetic improvements or changes to operations often accomplish this. In cases where the conflict is extreme, the City should work towards eliminating incompatible uses.
- C. **Upgrade public infrastructure.** The City should target commercial, office, and industrial areas it wishes to promote for infrastructure upgrades and streetscape enhancements as a means of encouraging the redevelopment/rehabilitation of individual properties.
- D. **Revise parking standards.** The City should revise standards on the amount and location of parking. Standards should be based on the demands of specific use types. The required location of on-site parking should be based on the character of the district within which the parking area will be located, as well as its impact on adjoining property and uses. Where possible, shared parking among multiple uses should be encouraged. Internal landscaping should continue to be required for large parking areas.





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## ***Objective 4: Rigorously Enforce Building and Site Maintenance Codes***

- A. **Enforce City codes.** Building and site maintenance code enforcement of commercial and industrial properties should be rigorously pursued within the provisions of existing statutory and staff capacity.
- B. **Monitor intrusive development.** Commercial and industrial uses that have been allowed to penetrate residential areas (i.e. via the zoning process) should be periodically monitored to ensure that all approval conditions (e.g. required greenbelts and fencing, outside storage restrictions, etc.) remain intact. If found to be in non-compliance, appropriate enforcement measures should be taken.
- C. **Promote inspections as a benefit to business.** Too many businesses view City inspectors as an unwanted and unneeded intrusion and/or cost. They do not realize that the service is there to protect them. The City should institute a promotional program that informs businesses of the benefits of inspection.





# Community Services

City of Jackson Comprehensive Plan



## Municipal Services

City of Jackson residents are represented at all levels of government. In addition to those representatives that are elected nationwide and statewide, the residents of Jackson elect councilpersons to represent the City's 6 wards. The Mayor is elected citywide.

Local governments are the primary service providers for their residents. In exchange for higher taxes (e.g., property and sometimes income), Jackson and other cities and villages generally provide a greater level of service than townships. Jackson is also the county seat, making it an important governmental center for all residents of Jackson County.

Many of the public institutions in Jackson are located Downtown. This has both positive and negative consequences. Citizens benefit from high-quality public facilities that are centrally-located and easily accessible. Because public property is tax-exempt, large tracts of public or quasi-public property could bring tax revenues to the City if privately held.

## Police and Fire

The Jackson Police Department continues its efforts with community policing, encouraging the public to take ownership in the community and work together to address problems. In 2002 Police and Community Teams, also referred to as PACT's, were created to allow for a more focused delivery of services by the Department.

PACT's are comprised of one sergeant and a minimum of four officers. They are assigned geographical responsibility for a specified area, where the team will work collaboratively with the community to reduce crime and solve neighborhood problems. The PACT works directly with other law enforcement agencies, government agencies, local businesses, and community residents to solve neighborhood problems related to crime, the fear of crime, disorder, and blight. This cooperation affords the street officer the opportunity to identify long term solutions to problems within our community.

By integrating traditional patrol strategies with non-traditional geographical based problem oriented methods, the Jackson Police Department has been able to transform our Patrol Division into a proactive group of community problem solvers.

The mission of the Jackson Fire Department is "to continuously seek improvement in fire and life safety within our community." The Department has developed several innovative fire prevention and education programs in order to accomplish that goal. Primary among them is the "Peace of Mind" project, where (in conjunction with the





South Central Michigan American Red Cross and the American 1 Federal Credit Union) a Fire Department representative conducts a voluntary risk and fire safety assessment of a residence.

A 2002 survey by the Corporation for a Skilled Workforce reported that the response times of the City's Police and Fire departments were significantly faster than they were in the outlying townships. This is a noteworthy advantage to living in an urban environment. Low-density population areas cannot afford to have numerous police personnel and multiple fire stations servicing them.

Finally, there may be opportunities for enhanced communication, cooperation, and possible consolidation of police and fire services between the City of Jackson and adjacent townships or the County of Jackson. The recently completed study of the possibility of a metropolitan fire authority and the study of enhanced cooperation between the Jackson Police Department and the Jackson County Sheriff's Department point to potential enhancements of services and cost efficiencies. The City will review such proposals and implement them where deemed advantageous.

## Water and Wastewater Services

The City provides water and sewer service in Jackson and its surrounding area.

- A. **Water Department.** The Water Department provides service to homes and businesses in the City of Jackson, Southern Michigan Prison and portions of Blackman Township. Water service is also pumped to small parts of Leoni Township and Summit Township. The Water Department pumps around 2.5 billion gallons of water per year to approximately 50,000 individuals. The Water Department has two well fields and a water treatment plant and pumping station. The treatment plan has the capacity to soften and pump 24 million gallons of water per day. Softened water is pumped to a ground storage reservoir and then pumped to customers. In recent years the Water Department has been following an aggressive water main replacement program in the City of Jackson.
- B. **Wastewater Department.** The wastewater treatment plant serves the City of Jackson and all or parts of Southern Michigan Prison, Summit Township, Blackman Township, Spring Arbor Township, Sandstone Township, Rives Township and Napoleon Township. The Plant removes about 95% of the solids, 95% of the ammonia type constituents and 85% of the phosphorus from the processed wastewater. It also disinfects the wastewater to further reduce any disease causing microorganisms that may remain. The cleaned water is then discharged into the Grand River.

## Department of Public Works

The Department of Public Works (DPW) is responsible for the maintenance of City-owned streets, storm sewers and catch basins, snow plowing, and leaf pickup. It administers the City's sidewalk and noxious weed programs and provides support for many of the different civic events and programs that happen throughout the City. The DPW also performs sanitary sewer maintenance for the City's sewer customers.



## Other Public and Quasi-Public Services

This section briefly describes the infrastructure, facilities and services provided by other public and quasi-public organizations.

### Parks and Other Public Spaces

Parks and other public spaces enhance the quality of life for Jackson residents. The Jackson City Parks and Recreation Plan provides a detailed summary of the recreational facilities in the City and a blueprint for future expansion of the park system. The City has more than 700 acres of land in park and recreation use including the following:



- **Ella Sharp Park.** This park offers over 562 acres including an Olympic-size swimming pool, an 18-hole golf course, the Ella Sharp Museum complex, planetarium and nature trails.
- **Jackson County's Sparks Foundation Park.** Located partially within the City limits, the park totals 665 acres. The most notable feature of this park is the illuminated Cascade Falls that attracts thousands of visitors every year.
- **The Jackson County Fairgrounds.** The Fairgrounds host the annual county fair, numerous concerts, horse racing and other events.
- **Nixon Park.** This park is a multi-purpose recreational facility providing a skateboard park, outdoor swimming pool, softball fields, playground equipment and a picnic area.
- **Loomis Park.** This community park is bounded on 3 sides by residential neighborhoods and offers a recreation center as well as facilities for tennis, basketball, picnics and sledding.
- **Neighborhood parks.** A total of 11 neighborhood parks/playgrounds provide neighborhood anchors for the City. Those parks provide playground equipment and areas for organized recreation activities such as field and court games.
- **Other City parks.** Pocket parks, sculpture parks and various other spaces are accessible to the public. Streets can also be public spaces with distinct characteristics. Michigan Avenue in Downtown Jackson is a vibrant public space enclosed by tall buildings and enhanced with streetscape elements (e.g., trees, benches, planting areas, etc.) and the occasional street vendor.

### Historic Preservation

Jackson has many historic structures which add to the character of the community. In recognition of this fact, the City created the Under the Oak Historic District, which surrounds the site of the 1st state convention of the Republican Party held on July 6, 1854 as well as more than 40 other local historic districts (sites). The City's Historic District Commission continues to



add new properties to its inventory of historically recognized properties. Jackson properties are also on state and national listings of historic structures/properties.

Property owners need the permission of the Historic District Commission before making substantial changes/improvements to the exterior of structures located in local historic districts. In return, property owners are eligible to receive tax credits for improvements to historic structures approved by the State Historic Preservation Officer. Please see the 4th objective under the neighborhoods and housing goal for specific historic preservation strategies.

## Arts and Cultural Facilities

The historic 1,400-seat Michigan Theatre is an important venue. Although it is still in need of significant community support to preserve the structure and renovate the interior, the Theatre hosts a variety of activities such as films, concerts, plays, storytelling and public meetings. If renovated successfully, the Michigan Theatre can be an anchor tenant for entertainment venues in the Downtown. Several Downtown restaurants already offer musical entertainment in the evenings and on weekends. The Downtown is also home to the Jackson Symphony Orchestra's practice and teaching facilities, and a multitude of outdoor festivals, concerts and street fairs.

Outdoor performance facilities are located at Bucky Harris Park, Ella Sharp Park, the County Fairgrounds and the riverwalk amphitheatre. Jackson has a rich variety of indoor facilities for arts and cultural events, including houses of worship, restaurants, bars, school auditoriums and banquet facilities.

The Ella Sharp Museum contains Ella Sharp's 19th century Hillside Farmhouse and Merriman-Sharp Interpretive Center, the one-room Dibble Schoolhouse, and other historic structures. The Andrews Gallery of Wildlife Art, the Jackson History Gallery, and 3 other galleries featuring traveling and "in-house" exhibitions are located in the facility. Finally, a full slate of educational and entertaining programming including lectures, school out-reach, field trips, tours, gallery walks, community free events, and the popular Art & Wine Festival are hosted by the museum.

The Arts and Cultural Alliance of Jackson County (ACAJC) is a nonprofit organization dedicated to strengthening, supporting, and promoting arts and culture throughout Jackson County. For example, the Alliance is responsible for the placement of public art throughout the City. Funded through the City, the program beautifies the City, exposes the general public to a wide variety of sculptures, and provides a venue for Midwestern artists to display their work. Various other programs aimed at promoting art and culture as essential parts of the community are also promoted by the ACAJC and other arts organizations. Finally, the Alliance also facilitated the county-wide effort which culminated in the Greater Jackson Community Cultural Plan, a strategic plan which identifies cultural resources, community needs and opportunities, and action steps to respond to those needs and opportunities.

## Jackson District Library – Carnegie Branch

The Jackson District Library began in 1864 as a reading room for the Young Men's Club. It became a library and outgrew its location 4 times before it found a permanent home. Andrew



Carnegie donated \$70,000 to construct the present library building in Downtown Jackson in 1906.

The voters of Jackson County and the City of Jackson approved a 1-mill tax levy to support a single library system in 1977. The County Library merged with the Jackson Library in 1978, becoming the Jackson District Library. The Carnegie building became the District's main branch. The Carnegie Branch was designated a State Historical Site in 1979 and a National Historic Site in 1980. It circulated 182,260 books to 37,033 borrowers in 2001.

The library is conducting a space analysis and exploring the potential for a major expansion of the facility at the existing Carnegie site while preserving the historic building.

## Educational Facilities

Jackson Public Schools provide primary and secondary education in the City. The system includes 10 elementary schools, 1 middle school and 1 high school. The public school system also operates the Hurst Planetarium (open to the general public), which is located within Ella Sharp Park. The Jackson County Intermediate School District provides supplemental educational services such as special education, adult education, gifted and talented programs and vocational education. Jackson is also home to over 10 private schools; most of which are affiliated with religious institutions.



Additional vocational and higher educational services in and around the City include the Jackson Area Career Center, Jackson Community College, Baker College, Spring Arbor University, KSA Academy and the New Tribes Bible Institute. In addition, several public universities and private colleges are within easy commuting distance from the City including, but not limited to, the University of Michigan, Michigan State University, Western Michigan University, Albion College, Eastern Michigan University, Hillsdale College and Albion College.

## Healthcare Facilities

Jackson residents have a wide variety of health care options available to them. Allegiance Health provides health care services, ambulatory services, health education and wellness programs. The County Health Department, Family Independence Agency (FIA), the County





Medical Care Facility and the Center for Family Health (Allegiance Health) all offer health services for under-served and special-needs populations.

## **Solid Waste Disposal**

Independent waste haulers provide solid waste collection and disposal in the City. The Jackson County Resource Recovery Facility is used for the disposal of commercial and residential waste. All waste haulers in the County are required to deposit their waste at the County facility. The facility also includes an incinerator that burns household garbage, generating steam and electricity. The electricity is used to power the facility and excess electricity is sold to the Southern Michigan Prison.

Jackson County has one of the highest tipping fees in the state due to several factors. The low-volume of waste tipped is not cost effective for a facility of its size. A multi-million dollar bond to build the facility will not be paid off until 2013. Incineration as a primary waste disposal method is expensive.

The City does not have a comprehensive recycling program. However, some haulers provide recycling services to their customers. The City and the County need to work together for a regional solution to solid waste disposal that is less costly, diverts recyclable materials from the waste stream and causes less environmental pollution.

## **Parking**

Downtown parking is provided in municipal and private surface parking lots and parking structures. The Downtown had at least 5,891 parking spaces in 2010. On-street parking spaces numbered 464 and off-street spaces numbered at least 5,430. Of those off-street spaces, 2,680 were municipally-owned and at least 2,750 were privately-owned. Jackson controls up to 49.4% of off-street parking spaces allowing the City flexibility to alleviate parking pressures through a parking plan.

As buildings are torn down and replaced with surface parking, a checkered pattern emerges, with large voids between storefronts. The City should address this problem by instituting guidelines for new lots and for improving existing lots. Another solution would be to consolidate the surface parking into a parking structure with retail on the first floor. The Downtown Development Authority recognizes the need for public parking lot improvements, including resurfacing and reconstructing surface parking facilities.

## **Transportation**

Transportation has always been a major influence on Jackson's development pattern. Jackson was founded because of its accessibility to both the Grand River and because it was the crossing place of two major trails – the St. Joseph and the Washtenaw. Jackson's industrial areas were initially developed along the Grand River and then adjacent to railroad tracks, in order to transport raw materials and manufactured products. The Interstate highway system changed the pattern of development after the 2nd World War, as trucking became a viable



alternative transportation mode. Current residential and commercial development patterns follow roadways. Paving and widening roads to facilitate faster and more efficient vehicular movement has directly contributed to urban sprawl. It is now possible for people to live increasingly farther from their places of employment.

## Modes of Travel

Jackson's transportation system is "multi-modal" and includes the following:

- A. **Public Transportation.** The Jackson Transit Authority (JTA) provides bus service to all citizens of Jackson County. The JTA currently provides Reserve-A-Ride, Para-Transit Services and a Medical Shuttle in addition to its 8 fixed routes. The Greyhound Bus Lines operate out of JTA's Downtown Transfer Center.
- B. **Rail Service.** The Norfolk Southern's Detroit-Chicago mainline runs through Jackson, parallel to I-94. A secondary line runs between Jackson and Lansing. Amtrak operates daily passenger trains between Detroit and Chicago over the Norfolk Southern tracks.
- C. **Air.** The Jackson County Airport, Reynolds Field, is located just west of the City. The airport currently occupies over 700 acres of land, approximately 250 of which developed for the layout of runways, taxiways, and hangar areas. Military aircraft routinely use the airport, although it is designated for general aviation. Commercial airlines no longer serve Jackson.
- D. **Roadways.** The City of Jackson has over 160 miles of roadways, according to the State's Act 51 Map (see figure 3). Of that total, approximately 55 miles are major streets, 100 miles are local streets and 9 miles are state highways. The City's Department of Public Services is responsible for the maintenance and upkeep of all City streets. The State of Michigan owns the state highways and provides the City funding to maintain them.
- E. **Non-motorized transportation.** The City of Jackson is moving toward a more friendly non-motorized transportation system for people to bike or walk to their destination including, but not limited to schools, shopping, and employment sites. The City has active walking and biking clubs that take advantage of the best routes available.

Many current and planned street improvements now include bike routes in the right-of-way (ROW) through the efforts of the Walkable Communities Task Force, the City Council's official pedestrian and bicycle advisory group. City engineers are committed to the inclusion of bike paths whenever they can be included in future street improvement projects.

Continuous improvements to all modes of transportation are key to the economic health of the City of Jackson and the quality of life of its residents.

## Master Street Plan

The current edition of the Master Street Plan (MSP) is a major upgrade from the 1972 edition. For example, the 1972 MSP contained many one-way and four-lane roadways. In contrast, the current edition of the MSP reflects the way many of the roadways are currently built and how the City would like to change others. Those changes are based on the Thoroughfare Plan, which was completed in 2002 with the assistance of an engineering consultant.



Based on the Thoroughfare Plan, the following MSP changes were implemented:

- The one-way pair of Cooper and Milwaukee Streets was converted to two-way traffic in 2004.
- Milwaukee Street was renamed Cooper Street and Airline Drive was renamed South Cooper Street. Consequently, Cooper Street is now two-way from city limit to city limit. The one-way portion of Cooper Street was renamed Francis Street.
- Along with changing the names of the one-way streets, Liberty Street was changed to East Washington Avenue and Bridge Street was changed to East Morrell Street.
- In conjunction with the Thoroughfare Plan, traffic signal timing was approved for changes in 2002 in order to coordinate all of the signals in the City, based on a 70-second cycle length. The Michigan Department of Transportation (MDOT) changed the cycle lengths along North West Avenue to 90 seconds after that corridor was widened in 2005.

Proposed in the Thoroughfare Plan, the following MSP changes have yet to be implemented:

- The two-way conversion of Lansing Avenue and Steward Avenue.
- The two-way conversion of Glick Highway and Washington Avenue.

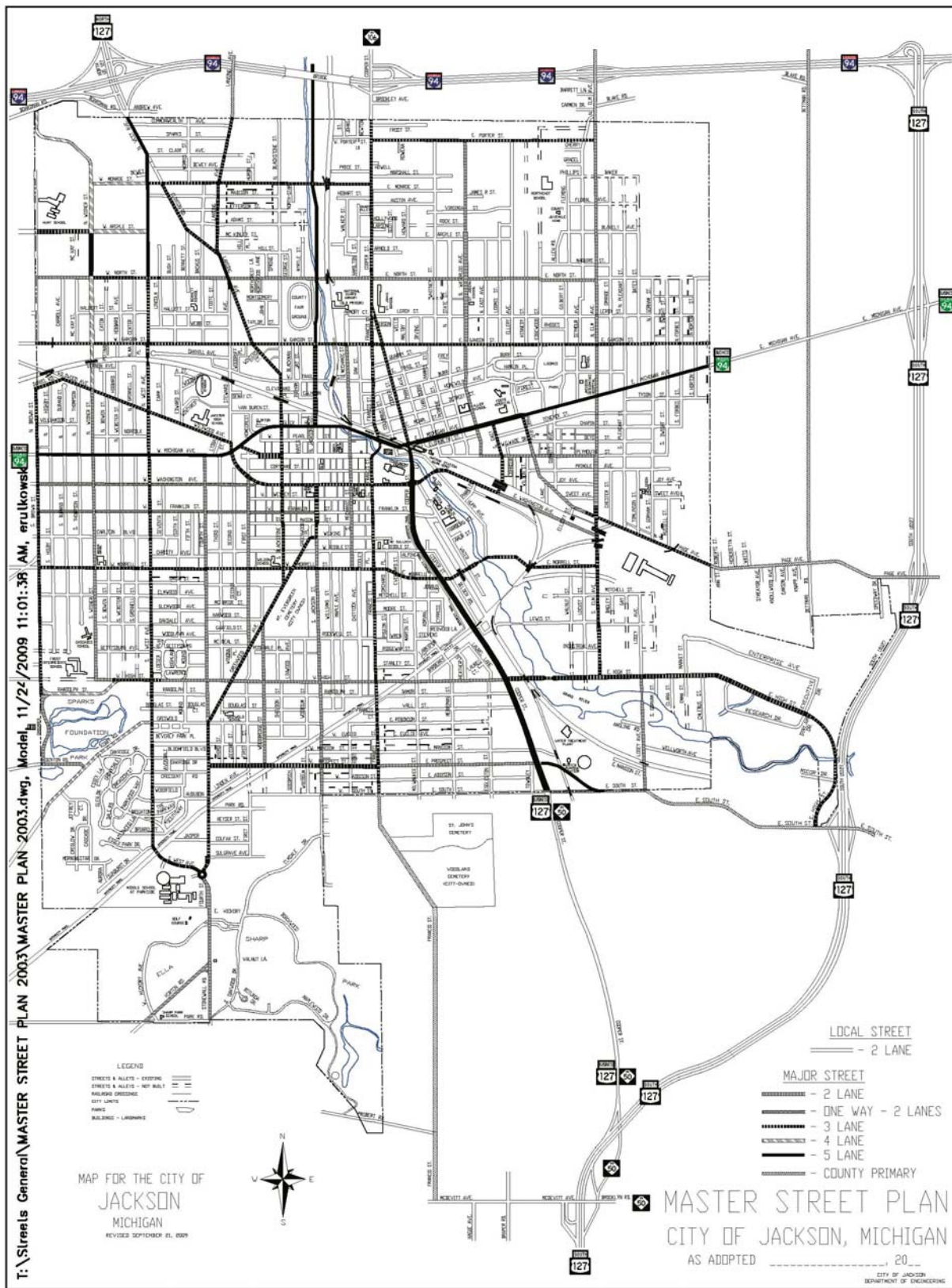
The following MSP projects await implementation:

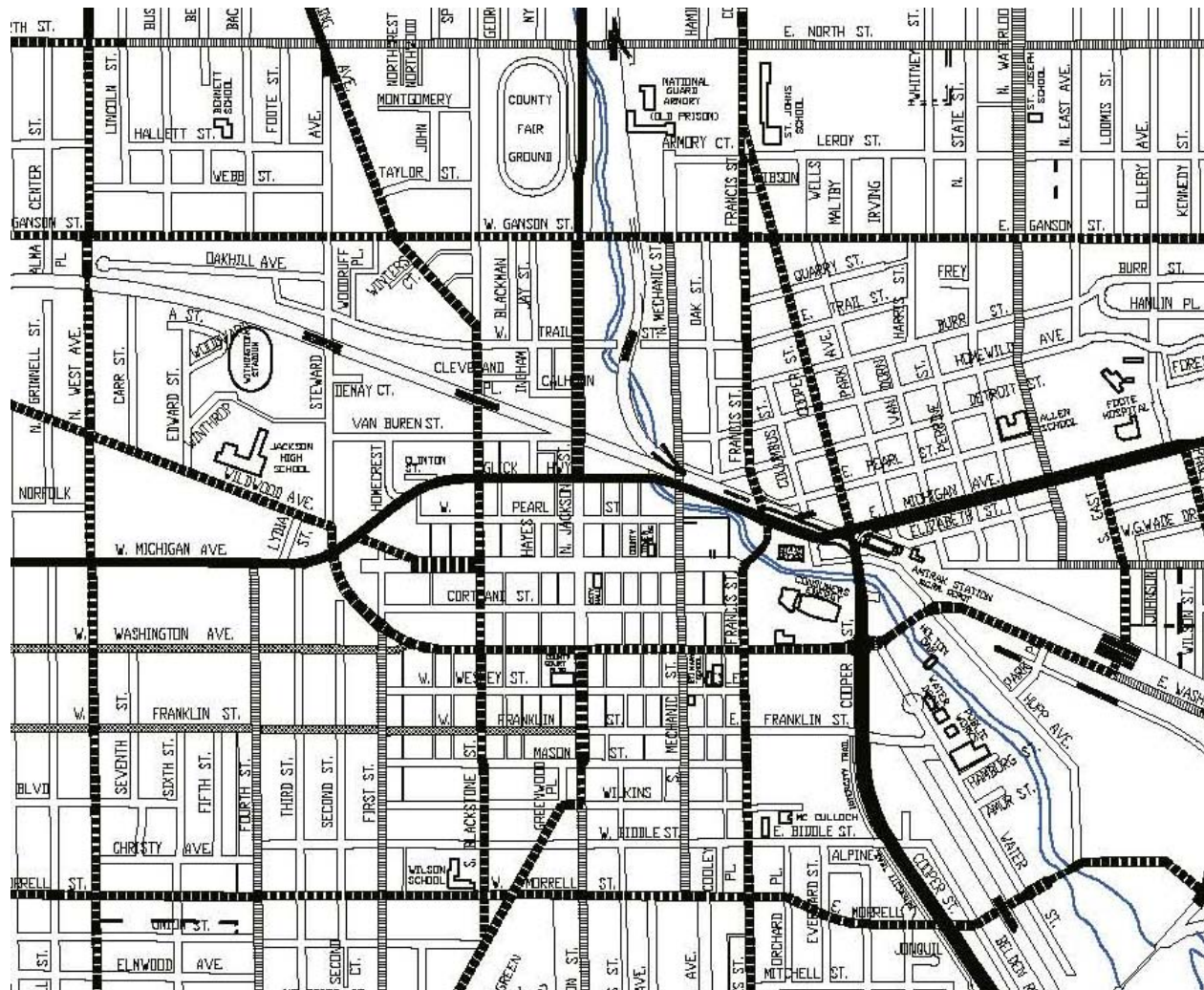
- Three lane cross sections of:
  - Prospect Street from Fourth Street to Francis Street
  - High Street from Executive Drive to South Street
  - High Street from South Cooper Street to Losey Avenue
  - Brown Street from Randolph Street to Daniel Road
- Road extensions (same as in 1972 MSP)
  - Porter Street from Ellery Street to Elm Avenue
  - Blackstone Street from Morrell Street to Greenwood Avenue

## Goals, Objectives and Strategies

***Goal: Provide the residents of Jackson high quality community and cultural facilities and services.***

Jackson needs to both maintain existing community facilities and services and plan for future needs. The City must anticipate the needs of an aging population (i.e., baby boomers entering retirement) as well as for young people. The City must aggressively provide continued and additional services for all age and economic groups in response to a growing diversity of ages.





**Downtown Jackson and the Surrounding Area**

LOCAL STREET  
 ——— - 2 LANE

- MAJOR STREET
- - 2 LANE
  - - ONE WAY - 2 LANES
  - - 3 LANE
  - - 4 LANE
  - - 5 LANE
  - - COUNTY PRIMARY



MASTER STREET PLAN  
 CITY OF JACKSON, MICHIGAN



Proposed future developments must consider the availability and the capacity of community facilities, services and infrastructure. The existing infrastructure and facilities will need periodic repairs and updating, and must be expanded as necessary to accommodate growth.

***Objective 1: Update municipal infrastructure and facilities to meet the current and future needs of the entire community.***

- A. **Modernize City facilities and offices.** The City should [continue to] modernize its facilities and offices in order to attract and retain quality employees and reinforce a positive image to the public as well as potential developers.
- B. **Monitor the water, wastewater and storm water sewer systems.** The City should continue to monitor the efficiency, capacity and health aspects of the water and sewer systems and identify improvements through a Capital Improvement Program (CIP). Those improvements should be coordinated with related improvements, such as repaving streets, and the construction of new developments.
- C. **Develop a water and sewer extension policy.** The City should develop a policy for the future extension of water and sewer outside of the City. Water and sewer rates both outside and inside the City limits should be analyzed every two years to ensure that rates adequately cover operating costs and capital improvements.
- D. **Incorporate visual arts.** The City should incorporate visual arts into municipal streetscapes, parks and facilities. The City should recognize a neutral decision-making body such as a Public Art Advisory Board to select works of art for public spaces. This Board should include representatives from the arts and parks and recreation communities.
- E. **Maintain the existing infrastructure.** A well-maintained infrastructure is very important to perceived neighborhood quality. Cracked sidewalks, streets with potholes and broken curbing portray images of neighborhood instability, declining property values and ruin. It is therefore imperative that neighborhood infrastructure be regularly inspected and maintained.
- F. **Share infrastructure improvement costs with prospective developers.** The City should work with prospective developers to share the cost of infrastructure improvements when it is in the best interest of the City. For example, sidewalks are important for resident safety and mobility. Developers should be required to provide sidewalks in their developments. In addition, some neighborhoods have discontinuous sidewalks. The City and adjacent landowners should share the cost of bridging those gaps.
- G. **Develop a master plan for City cemeteries.** The City should develop a plan that establishes needed improvements/expansions to its cemeteries. The plan should include a comprehensive schedule as well as a capital improvement program.

***Objective 2: Continue to improve protective services***

- A. **Evaluate Police and Fire department needs.** The City should continue to evaluate Police and Fire department needs for adequate and updated facilities and equipment. A



well-trained staff is also needed in order to ensure a high level of protection and good response times throughout the City.

- B. **Develop a joint law enforcement facility.** The City should develop a joint law enforcement administrative facility with the Jackson County Sheriff's Department and the Michigan State Police if the opportunity arises. Doing so will increase coordination and reduce unnecessary facility costs.
- C. **Promote public participation.** The City should continue the significant effort made over the past several years by its protective services to increase the level of positive exposure and interaction with residents. Such endeavors help foster feelings of neighborhood safety and community stability. This should include:
  - Expanding neighborhood crime watch programs.
  - Expanding community policing programs.
  - Developing a Citizen's Police Academy.
  - Instituting additional, visible patrols for high-crime areas.
- D. **Reduce the influence of drugs.** The City should institute a strict program to eliminate drug-related crime from abandoned homes, street corners and front porches. Drugs threaten the safety of neighborhoods. Burglary, theft and violent crimes are higher in known drug areas. Property values begin to deteriorate in neighborhoods once the socioeconomic distress of their residents and urban blight become apparent. A police department criminal survey showed that a small number of people were responsible for a large number of crimes. Criminal arrests and drug rehabilitation programs are both necessary to prevent crime.

***Objective 3: Continue to provide an outstanding parks and recreation system.***

- A. **Implement the Joint Recreation Plan.** General development policies should be based on the City of Jackson and Jackson County Joint Recreation Plan. In turn, that plan should be updated every five years with the implementation of the Comprehensive Plan in mind.
- B. **Update recreational equipment.** The City should continue to update its recreational equipment in order to meet the changing recreational needs of residents, including changes in activities. Good examples are the skate-park located in Nixon Park and the Intercity Trail.
- C. **Reduce long-term maintenance costs.** The City should use quality materials and equipment when developing/improving recreation areas in order to reduce long-term maintenance and replacement costs. Whenever feasible, vandal resistant facilities should be built.
- D. **Use CPTED techniques.** The City should gradually redesign its parks and recreation facilities using Crime Prevention Through Environmental Design (CPTED) techniques.
- E. **Partner with other recreation providers.** The City should expand its recreation partnerships with private sources, non-profit organizations, clubs, schools, developers, the County and townships.



- F. **Connect Parks.** The City should improve the neighborhood park network throughout the City. Where feasible parks should be linked through a system of non-motorized pathways. The City should continue to work with the Region 2 Planning Commission, the Fitness Council of Jackson, the County and surrounding townships to implement the Jackson County Regional Trailway Study 2002 (an overall trail system throughout Jackson County). This strategy is also included in the Joint Recreation Plan.

#### ***Objective 4: Protect and Manage the City's natural resources***

The City's natural areas are continually threatened by development. Development converts natural areas to urban uses. Construction run-off can clog watershed drains, brownfield sites can spread contamination, pesticide and herbicide use can pollute the Grand River and non-native invasive plants can take over native species and disrupt the ecosystem. Several actions can be taken such as:

- A. **Inventory wildlife and habitat.** The City can enlist the help of volunteers to inventory plants, mammals, amphibians, breeding birds, butterflies and the like that inhabit the City in order to monitor the health of the natural areas. Non-native species can be identified and removed. In addition, the City should continue to work with the Upper Grand River Watershed Initiative to implement a long-term stream monitoring system in the City. Volunteers can take stream samples and track water quality and contaminants. This information can be used to help discover point and non-point sources of pollution.
- B. **Purchase sensitive areas.** The City should consider purchasing sensitive areas such as wetlands and forests for urban recreation, education and to protect wildlife habitat. Recreational trails should be sensitive to the surrounding environment and should include educational materials for users to increase public understanding and support for the natural environment. To safely move from habitat to habitat, wildlife need corridors that do not have paved surfaces and vehicular obstacles.
- C. **Implement strong stormwater management.** The City should continue to work with the Drain Commissioner, the Upper Grand River Watershed Initiative and other experts to develop best management practices for stormwater discharges. The resulting best management practices should be codified and used in the design review process for new developments. Informational material should be developed for businesses, developers and citizens to help build community-wide understanding of how normal practices contribute to environmental pollution.
- D. **Minimize impervious surfaces.** Impervious surfaces such as roads, parking lots and buildings collect oil and other contaminants that wash away during storms directly into the Grand River. Buildings and parking should be designed to maximize vegetation, take advantage of natural storm basins and manage runoff on-site. Trees, shrubs and groundcover should be planted on public property, required in new developments and encouraged in existing developments.
- E. **Use healthy lawn and garden practices.** The City is the largest property owner in Jackson and can set an example for the rest of the community on how to safely take care of





its lawns and gardens. The City can use its own property as demonstration sites for residents.

- Grass and leaves should be mowed over, left in place and recycled into the soil.
- Organic fertilizer and natural pest control measures should be used whenever possible instead of herbicides and pesticides.
- Diversify plants and trees to encourage beneficial insects and pest resistance.
- Native species should be used whenever possible.

F. **Purchase green fleets.** The City needs to stay abreast of the new legislation requiring municipal fleets to purchase alternative-fueled vehicles. Both the Federal and State government have grant programs for alternative-fuel municipal fleets. The City has the opportunity now to implement these new requirements and plan for future infrastructure such as alternative-fuel filling stations that will be necessary as the private market embraces these new technologies.

G. **Ensure environmental equity.** According to the US Environmental Protection Agency (EPA), lower-income communities and minority populations have historically been the recipients of many sources of pollution. Air pollution from industrial sites, toxic contamination from incinerators and brownfields, contamination of ground and source water, and lead exposure from aged housing structures are just a number of the environmental hazards low-income communities may face daily.

The entire City of Jackson is included in the City's Brownfield Plan because a large number of sites in a widespread area are likely contaminated. As noted previously, the City's residential and commercial/industrial areas are not always segregated. Neighborhood input and impact need to be considered when new industries are located here and when environmental response activities take place.

***Objective 5: Develop, enhance and encourage other public spaces.***

A. **Preserve open space.** The City should encourage the preservation of open spaces to provide places for people to gather throughout the daytime and evening hours. While this is particularly important in the Downtown, open spaces should also be developed in large commercial areas.

- Open spaces should be placed next to areas that generate pedestrian activity such as street corners, shops, restaurants and high-density residential areas.
- Outdoor dining/sidewalk cafes should be encouraged in the Downtown, but also in other locations where compatible with adjacent land uses.
- Open spaces can be enhanced with planter boxes, low walls, sculptures, fountains and park benches to provide seating options and focal points for visitors.

B. **Define streets with streetwalls or landscaping.** Streets can be important public spaces. They should be designed with pedestrians in mind. Landscaping and streetwalls are an important part of establishing vibrant spaces. Streetwalls should be incorporated into the landscape fronting parking lots in order to define public spaces and obscure parking areas.



***Objective 6: Facilitate continuing education and training opportunities for City residents.***

- A. **Community Cultural Plan.** The City should support the implementation of the Greater Jackson Community Cultural Plan, including continuing to fund the installation of public art throughout the City and supporting the efforts of the Arts and Cultural Alliance of Jackson County and other organizations to provide interactions between artists and the general public.
- B. **Employment and Housing.** The employment and housing goals and objectives listed in other chapters of the Plan will only be successful if City residents have the education and training necessary to obtain well-paying jobs that will enable them to purchase and maintain their own homes. The City should cooperate with various educational providers to provide continuing education and training opportunities to its residents.

***Objective 7: Implement the Comprehensive Plan.***

Responsibility for the implementation of the objectives and strategies of this document should be assigned to the pertinent City departments, agencies, commissions and other public bodies. This action plan should also establish a timeline for the implementation of each objective and strategy. The Planning Commission should work cooperatively with the other pertinent public bodies to develop the action plan.

***Goal: Provide a safe and efficient multi-modal transportation system.***

***Objective 1: Continuously improve traffic operations and safety (i.e., reduction in the number or severity of crashes) along arterial roadways***

- A. **Utilize signal technology.** Utilize new signal technology to improve traffic flow along major arterial roads and at intersections with long delays for greater movement at peak periods. The City's signal study recommended removal of 15 signals and an implementation strategy for coordinating signals to improve traffic flow. The City should conduct a periodic review of all traffic signals to ensure that they are still needed.
- B. **Rename City streets.** A few City streets should be renamed in order to provide consistent names which make it easier to navigate City roadways.
- C. **Reduce peak hour traffic volumes.** Work with major employers to reduce peak-hour traffic volumes through demand management (i.e., employee incentives for transit use or ridesharing, modifications to typical work shifts, etc.).
- D. **Require traffic impact studies.** Require new developments that are expected to generate over 100 peak-hour trips to have a traffic impact study. Such studies ascertain the roadway improvements needed to retain (or even improve) the level of service found along public streets before the proposed development is built.



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***Objective 2: Use transportation management tools to help the road system operate more efficiently***

- A. **Implement the thoroughfare plan.** Implement the findings of the thoroughfare plan. Ensure that the thoroughfare plan is coordinated with the Comprehensive Plan.
- B. **Implement the master street plan.** Implement the City's master street plan. Ensure that the thoroughfare plan is coordinated with the Comprehensive Plan.
- C. **Participate in JACTS.** Continue to work with other communities, transportation agencies and economic development organizations in the Jackson metropolitan area through the Jackson Area Comprehensive Transportation Study (JACTS), the state designated Metropolitan Planning Organization, to maintain an area-wide Long Range Transportation Plan. Annually identify projects and coordinate funding.
- D. **Coordinate with other infrastructure improvements.** Transportation improvements should be cost effective (i.e., long term consideration of life-cycle maintenance costs), coordinated with other infrastructure improvements and should protect the existing public investment.
- E. **Implement the Federal transportation management systems.** Continue the implementation of the federal transportation management systems for bridges, pavement conditions, congested corridors and alternative modes of travel. This process requires a thorough evaluation of road-widening projects.

***Objective 3: Improve key corridors to and in the Downtown.***

- A. **Improve directions.** Improve visitor movement through the City with clear signs directing them to key destinations from freeway interchanges. The directional signs to Downtown are a good example of a clearly identifiable route.
- B. **Upgrade the appearance along major connecting corridors.** Upgrade the appearance of the major connecting corridors in the City. This can be done with street trees, medians, entry features and other landscape elements. Residential and commercial code enforcement along corridors should be increased. Designate one interchange as the major entry to the Downtown, and upgrade its appearance (i.e. Cooper Street) or develop a new alternative parkway from I-94.
- C. **Evaluate traffic flow in the Downtown.** Implement the recommendations of the detailed evaluation of traffic flow in the Downtown. Emphasize the elimination of some or all of the one-way traffic system and reconstruction of the confusing circulation system at its eastern and western ends.

***Objective 4: Local streets should complement neighborhood character.***

- A. **Reevaluate one-way streets.** Jackson still has several one-way streets. Although one-way streets have benefits in certain situations, they typically produce increased speeds and are often confusing. The one-way system is well established but that does not mean



changes could not result in improvements. A conversion back to two-way streets should be evaluated on a case-by-case basis. Such evaluations should consider public comment; access needs; the effect of a possible shift in travel patterns; parking; current levels of service; circulation for school buses, emergency vehicles and trucks; potential increases in crash frequency; the cost of any reconstruction and signal changes before any changes are made.

- B. **Monitor traffic counts and operating speeds.** Monitor traffic counts and operating speeds along local streets. When counts or speeds appear to be abnormally high, City staff should work with neighborhood representatives to determine the cause of the problem and agree upon appropriate actions. Such actions may include select enforcement actions, reduction of speed limits, road reconstruction or traffic calming measures (e.g., lane narrowing, speed humps, small roundabouts, etc.).
- C. **New streets should complement the existing system.** Street systems in major new developments should complement the existing network, including street and pedestrian system connections. New residential streets should be designed similar to existing quality neighborhoods in the City (i.e., relatively narrow with sidewalks and curb lawns).
- D. **Segregate commercial traffic.** Segregate commercial (truck) traffic from neighborhoods as much as possible. Commercial traffic should stay on arterial roadways.

***Objective 5: Encourage alternative modes of travel to the automobile for both transportation and recreational purposes.***

Pedestrian and other non-motorized activity is often sacrificed in order to move vehicles through the City. Automobiles increase congestion, contribute to poor air quality, cause water and noise pollution, damage roads and have high end-of-life-cycle expenses. Any efforts the City makes to decrease dependency on the automobile will have a long-term environmental impact.

- A. **Allow for mixed land uses.** Mix land uses, where consistent with other policies, to make non-motorized travel convenient and practical and to reduce trip length. This includes supporting convenient neighborhood retail/services, high-density residential development Downtown and in the Arts Colony Area north of Downtown, including the continued development of the Armory Arts Village.
- B. **Improve the bicycling and walking environment within neighborhoods.** Work with the Walkable Communities Task Force to design a pedestrian- and bicycle-friendly City. The City's destination-based bike plan map that incorporates bike lanes into roadways that are designated for reconstruction or resurfacing should be maintained and implemented (the bike plan map may be found on page 83 of this Plan). In addition, the walking environment within neighborhoods can be improved through multiple non-motorized connections from residential areas to other neighborhoods, schools, parks and neighborhood commercial centers. Sidewalks should be required in all new residential developments.
- C. **Support and coordinate with the JTA.** Continue to support transit service and facility improvements for the Jackson Transportation Authority (JTA). Coordinate with the JTA to



ensure transit needs are considered with major new development or redevelopment projects (e.g., on-site drop-off locations) and non-motorized routes and trails (see section B above).

- D. **Support improved passenger rail service.** The City should support and work with other communities, AMTRAK, MDOT and transportation organizations to improve passenger rail service, including provisions for any future high-speed rail system between Detroit and Chicago. This includes reconstruction of inadequate crossings, maintenance of the rail lines, improvements to passenger facilities and retention of a Jackson stop.
- E. **Develop an intermodal transit center.** Many cities have combined rail, intercity bus, city bus, and taxi facilities in a single transit center to promote intermodal connectivity and encourage the use of public transportation. The City should support the development of an intermodal center. The existing underutilized Amtrak depot could be redeveloped for these uses. This would also preserve the 1873 depot and express buildings which are so deeply intertwined with Jackson's history.
- F. **Create an intermodal system.** Partner with the Jackson Area Comprehensive Transportation Study (JACTS) to explore the feasibility of creating an intermodal system.
- G. **Foster pedestrian friendly Downtown and commercial corridors.** Pedestrian circulation within the Downtown and along commercial corridors should be designed to:
- **Improve access to Downtown and community facilities.** Connect the Downtown and community facilities with existing and proposed pathways throughout Jackson, as well as emphasize main points of entry/exit for development parcels.
  - **Clearly identify crosswalks.** Use advance warning signs, variations in materials and/or pavement markings to clearly identify crosswalks.
  - **Link pedestrian routes.** Pedestrian routes should be linked to building entrances, through parking lots if needed. This connection should be provided via a sidewalk. However, in some applications, clearly delineated crosswalks may be more practical.
  - **Eliminate shortcuts.** Provide pedestrian connections in appropriate locations, closely space plant material, and employ other design methods in order to eliminate shortcuts through landscaped areas.
  - **Barrier-free access.** Upgrade existing non-motorized facilities to meet barrier free standards.
- H. **Foster bicycle friendly Downtown and commercial corridors.** Bicycle circulation within the Downtown and along commercial corridors should be designed to:
- **Eliminate conflicts between automobile traffic and non-motorized facilities.** Physically separate automotive and non-automotive lanes, where feasible, in order to eliminate conflicts between vehicles, pedestrians and bicyclists.
  - **Bike racks and benches.** Provide bike racks and benches where appropriate and encourage businesses to provide on-site bicycle racks.
  - **Provide facilities.** Promote and encourage active work-trip commuting through the provision of covered bicycle storage areas and lockers.



***Objective 6: Regulate the number and locations of access points to improve operations and safety.***

- A. **Evaluate proposed access points.** Each access point along an arterial road diminishes its ability to move traffic. Each access point also creates a conflict point that can contribute to crashes. Access to each proposed development must be carefully evaluated to ensure minimum disruption to traffic flow and to reduce or separate conflict points. To some degree, this can be accomplished through site plan and subdivision review.
- B. **Adopt access management standards.** More specific access management standards should also be considered. These standards would include a minimum separation between a driveway and other driveways or intersections on both sides of a roadway. The City should allow only one access point to a site, with additional access accepted only if spacing standards can be met. In some cases, shared access through joint driveways or service roads may be beneficial.

In locations where access is already poorly spaced, closure or redesign of access points should be addressed when uses change, expansions are proposed, or street improvement projects are undertaken. In other situations, existing lot frontage is limited and compliance may not be practical. The following list provides desired access spacing, as recommended by MDOT:

- 25 mph ..... 130 feet
- 30 mph ..... 185 feet
- 35 mph ..... 250 feet
- 40 mph+ .... 300 feet

Where this spacing cannot be achieved, the City should attempt to provide spacing within the next category. For example, if 250 feet spacing is not practical along a street posted at 35 mph, the spacing should be as close to that dimension as possible and not less than the 185 feet shown for a 30 mph street.

***Objective 7: Implement a traffic-calming program***

- A. **Adhere to traffic calming principles.** A primary goal of traffic engineering is to provide efficient, fast, and safe movement of traffic through the roadway network. However, sometimes traffic engineering goals conflict with neighborhood safety goals. In order to alleviate this conflict, traffic calming measures can be employed.

The Institute of Transportation Engineers defines traffic calming as "the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users." Traffic calming measures, which include regulatory features as well as the design of roadways, cause drivers to slow down and become more attentive. Traffic calming is a way to impede speeding in residential areas through visual and physical means. The physical change is in the road parameters and the psychological change is the "feel" of the driving environment and the corresponding reduction in the speed of vehicles. The reduction in speed reduces crashes,



air pollution, congestion levels and noise pollution and generally improves the environment of the roadway.

- B. Incorporate traffic calming measures into the design during the planning stages.** It is important to incorporate traffic calming measures during the planning and design phases of new residential areas. This greatly reduces future problems and will help maintain the value of the neighborhood. The cost of traffic calming measures when incorporated in the planning and design phases of the project is minimal. However retrofitting an existing intersection or residential roadway segment with traffic calming measures could be significantly expensive.

The following should be considered when implementing a traffic-calming program:

- **Approach from an area-wide perspective.** Traffic calming measures should be looked at from an area-wide traffic calming perspective.
- **Control speed, not volume.** Traffic calming measures should be used as speed controls rather than volume controls to prevent the diversion of through-traffic to parallel residential streets.
- **Use landscaping and street edge treatments to highlight the presence of traffic calming measures.** It is important to highlight the presence of traffic calming measures through landscaping and street edge treatments. These measures complement the engineering design by softening the appearance of speed humps and enhancing the appearance of more aesthetic measures such as chicanes and traffic circles. Also, landscaping measures can enhance engineering measures and make them more effective and safer by highlighting their presence.
- **Coordinate with emergency services.** Traffic calming devices should be designed in coordination with emergency services to ensure that safe emergency vehicle access is maintained to all areas. Details such as mountable curbs and gutters can often help resolve the problem.
- **Implement a risk management program.** A risk management program should be implemented to minimize liability issues through proper design, signage, and lighting of traffic calming devices.

***Objective 8: Assess and revise standards on the amount and location of parking.***

- A. Prevent excessive standards.** Standards should be based on the demands of specific use types. Ensure that requirements for parking are not excessive and do not unnecessarily cause the removal of homes, vegetation or other developments (e.g., historic districts).
- B. Determine an appropriate location.** The required location of on-site parking should be based on the character of the district within which the parking area will be located, as well as its impact on adjoining property and uses.
- C. Encourage shared parking.** Where possible, shared parking among multiple uses should be encouraged.
- D. Require internal landscaping.** Internal landscaping should be required for large parking areas.







# **Future Land Use Plan**

City of Jackson Comprehensive Plan



The future land use plan is an important component of the Comprehensive Plan. It provides the basis upon which future zoning decisions are made. The future land use plan is comprised of a map and descriptive text.

**The future land use plan is based on a number of factors including:**

- Existing land use
- Existing zoning
- Existing plans
- Infrastructure capacity
- Compatible uses
- Community facilities and parks
- Economic factors
- Demographic characteristics
- Environmental issues and features
- Traffic and circulation
- Community goals, objectives and strategies
- Citizen opinion and input
- Regional influences

## Factors Impacting Future Land Use

Recommendations shown on the Future Land Use Map and described in this and other chapters of the Comprehensive Plan are based on the following factors:

- A. **Existing development.** The condition and evolution of residential, commercial/office and industrial development, which are described in the "Neighborhood and Housing" and "The Economy" chapters of the Plan, must be taken into account when planning for future development.
- B. **Existing Land Use Survey.** Surveys of the City's actual land use have been undertaken periodically over the last 30 years. The Region 2 Planning Commission completed the most recent inventory in 1992. The survey provides a snapshot in time of how land areas were used. While some changes have occurred since 1992, the general pattern has remained consistent.

Of the 6,957 acres of land within the City limits in 1992, 3,868 acres (56%) were developed. Most of the City's developed land was devoted to housing (46.5%), followed by parks (18.3%), industrial (13.2%), institutions (11.4%) and commercial establishments (8.0%). The rest of the land was used for streets, railroads and utilities (2.6%). Much of the underdeveloped land included areas with environmental constraints or single-family lots that had either never been built upon or had a home that was demolished.



**Table 9  
1992 Existing Land Use**

	Acreage	% of Developed Area
Single-family residential	1,598.9	41.3%
Two-family residential	88.8	2.3%
Multiple-family residential	110.3	2.9%
Mobile home	0.6	0.0%
<b>Residential total</b>	<b>1,798.6</b>	<b>46.5%</b>
Local commercial	107.2	2.8%
General commercial	202.0	5.2%
<b>Commercial total</b>	<b>309.2</b>	<b>8.0%</b>
<b>Parks</b>	<b>706.1</b>	<b>18.3%</b>
<b>Institutional</b>	<b>439.6</b>	<b>11.4%</b>
<b>Transportation and utilities</b>	<b>101.6</b>	<b>2.6%</b>
Light industrial	214.0	5.5%
Heavy industrial	298.6	7.7%
<b>Industrial total</b>	<b>512.6</b>	<b>13.3%</b>
<b>Total developed area</b>	<b>3,867.7</b>	

C. **Zoning District Patterns and Trends.** Reasonable land use control is necessary to guide community development, prevent the intermingling of incompatible land uses and to create a desirable living and working environment. Zoning is the legal device local governments utilize to implement their comprehensive plans and thereby achieve a compatible environment. Zoning should be based upon the future land use plan. A zoning ordinance establishes districts in which similar and compatible land uses are permitted and incompatible land uses are prohibited. Development densities are controlled through the establishment of minimum lot sizes and yard requirements within each district.

The City of Jackson’s first comprehensive zoning ordinance was adopted in 1962. A major revision occurred in 1988, and minor refinements have been made periodically. Currently, about 43.7% of the City is zoned for single-family residences. The One-family (R-1) Zoning District is predominant in the northeast and the southwest areas of the City. Substantial residential districts are located in the south-central and north-central sections of the City.

The second largest area (19.7%) is General Industrial (I-2). Most of the land in the I-2 District is located in the City’s southeast side. It is the most common zoning classification in that part of the City.

The amount of land within each zoning district has remained similar to the 1970 distribution. However, one change is worth noting. Between 1971 and 1995 (the date of the last zoning analysis) there was a shift from one- and two-family districts to multi-family districts. There was an 8.6% reduction (287.7 acres) in the number of acres zoned one-family (R-1) and a 26.1% reduction (220.6 acres) in the number of acres zoned one- and two-family (R-2).



The multiple-family (R-3), high-density apartment and office (R-4), mobile home park (R-5) and residential and low-intensity office (R-6) districts showed significant gains, increasing by a total of 459 acres. Individual requests to rezone one or two homes over time are not noteworthy. However, this incremental loss of single-family residential over a long period has been staggering. This aggregate loss should be remembered each time there is a request to rezone single-family residential lots to another land use.

Overall, the City's zoning pattern shifted between 1970 and 1995, reducing the area zoned for all residential use by 49.3 acres. Most of that land was converted to commercial uses. Industrial land showed little change with the exception of the 1985 annexation of 40 acres into the Micor Industrial Park. Zoning districts are not static nor are they an exact cookie-cutter delineation.

**Table 10  
City of Jackson Zoning: 1970 - 1995**

	Acres		Percent		Change	
	1970	1995	1970	1995	Net	%
1-family (R-1)	3,328.2	3,040.5	48.3%	43.7%	-287.7	-8.6%
1- and 2-family (R-2)	846.6	626.0	12.3%	9.0%	-220.6	-26.1%
Multiple-family (R-3)	294.8	428.5	4.3%	6.2%	133.7	45.4%
High density apartment and office (R-4)	188.9	460.5	2.7%	6.6%	271.6	143.8%
Mobile home park (R-5)	--	9.5	--	0.1%	9.5	--
Residential and low-intensity office (R-6)	1.0	45.2	0.0%	0.6%	44.2	4420.0%
<b>Total residential acreage</b>	<b>4,659.5</b>	<b>4,610.2</b>	<b>67.6%</b>	<b>66.3%</b>	<b>-49.3</b>	<b>-1.1%</b>
Neighborhood (C-1)	54.4	25.0	0.8%	0.4%	-29.4	-54.0%
Community (C-2)	124.8	180.4	1.8%	2.6%	55.6	44.6%
Central (C-3)	128.2	130.4	1.9%	1.9%	2.2	1.7%
General (C-4)	238.5	287.5	3.5%	4.1%	49.0	20.5%
Planned Building Group (PB)	54.4	65.1	0.8%	0.9%	10.7	19.7%
<b>Total commercial acreage</b>	<b>600.3</b>	<b>688.4</b>	<b>8.7%</b>	<b>9.9%</b>	<b>88.1</b>	<b>14.7%</b>
Light (I-1)		288.8		4.2%		
General (I-2)		1,368.6		19.7%		
<b>Total industrial acreage</b>	<b>1,634.7</b>	<b>1,657.4</b>	<b>23.7%</b>	<b>23.8%</b>	<b>22.7</b>	<b>1.4%</b>
<b>Total acreage</b>	<b>6,894.5</b>	<b>6,956.0</b>				

Zoning districts can be changed when there is evidence that the land should be zoned for a more appropriate use, and the future land use plan map supports the change. The appropriateness of a proposed change is determined by surveying surrounding land uses and determining the capacity of available public services and infrastructure. A request for a zoning district change does not automatically warrant a change, but often signals a need to reevaluate the land use. For example, rezonings approved by the City since the 2003 edition of the plan was adopted were also examined. Subsequently, various changes were made to the Future Land Use Map to reflect those changing land use patterns.



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## Vacant and Underutilized Properties

No database exists which identifies vacant property within the City of Jackson. However, the City Assessor's parcel database was utilized to identify properties that are likely to be vacant or underutilized. Identifying all of the non tax-exempt properties within the City with a state-equalized value (SEV) of \$1,000 or less did this. Over 1,100 parcels of varying sizes were identified. A windshield survey was then conducted to verify the data in some areas of the City, where it became obvious that some of the identified properties were absorbed into the yards of neighboring houses. Because of this factor, the parcels are referred to as *vacant and underutilized*. This information can be a useful economic development tool. Further refinement of the data may promote opportunities for new development within the City.

## Future Land Use Categories

The future land use map is a guide intended to assist decision-making. The future land use plan focuses on stabilizing, maintaining and enhancing community character and balancing the City's mixture of land uses. The proposed land use areas are described below.

- A. **Residential areas.** Residential areas can be classified as a single-family neighborhood, a one- and two-family neighborhood, a medium-density residential neighborhood, or a high-density residential complex:
  1. **Single-family neighborhoods.** These areas are comprised exclusively of single-family residences. Most neighborhoods are developed on a grid system of streets. The plan recommends maintaining the current well-balanced mixture of single-family residential neighborhoods.
  2. **One- and two-family neighborhoods.** One- and two-family residences comprise these neighborhoods, which are very similar in nature to their single-family counterparts. Owner-occupancy of homes and duplex units should be encouraged in order to ensure the upkeep of residences. One- and two-family neighborhoods can serve as a transitional area between single-family homes and other types of uses.
  3. **Medium-density neighborhoods.** These neighborhoods are comprised of medium-density complexes as well as the single-family homes and duplexes that predominate. Medium-density residential complexes contain 3 to 6 dwelling units (e.g., apartments, townhouses, etc.) Medium-density neighborhoods exist around the perimeter of the downtown commercial area. Additional land is available in the City for new medium-density residential complexes. The neighborhoods often serve as a transitional area between single-family homes and other types of uses.
  4. **High-density residential complexes.** High-density residential complexes are comprised of apartment blocks and condominiums with 7 or more units. The complexes are scattered throughout the City. Mobile-home parks are also included in this category.



Sites for new high-density residential complexes are recommended in the northwest corner of the City.

B. **Commercial areas.** Commercial uses are located in 4 distinct types of commercial areas: office transition areas, local commercial areas, a general commercial area and a downtown commercial area.

1. **Office transition areas.** Office transition areas have a commercial appearance and are often located adjacent to institutions and other commercial areas. Apartments should be encouraged on the upper floors of office buildings. Office transition areas can also be used to transition between residential neighborhoods and other more intensive uses.

2. **Local commercial areas.** These areas are comprised of low-intensity commercial and office uses intended to serve City residents and businesses. Most local commercial enterprises are located on small lots next to city major streets. They generate low volumes of traffic and require limited parking.

Since local commercial enterprises are often located close to residential neighborhoods, and many of them abut residential properties, they should include design elements that are compatible with residential uses. Second floor apartments should be allowed. Uses should not include outdoor storage or sales. Limited outdoor display areas should only be allowed where it is appropriate.

3. **General commercial area.** The Jackson Crossing Mall and several large multi-tenant strip shopping centers dominate the City's general commercial area. A wide variety of national franchise stores, fast food and sit-down restaurants and personal service establishments are located in the general commercial area, which is served by a network of busy city streets and adjacent to an Interstate 94 interchange (i.e., North West Avenue and I-94).

General commercial enterprises tend to be located on large sites, have larger buildings, provide more expansive off-street parking and include truck-unloading areas. Typically, at least some parking is located in front yards. They should be separated from surrounding residential areas through the use of larger setbacks, landscaping barriers and transitional land uses.

4. **Downtown commercial area.** This commercial area includes a wide range of uses typical of a traditional Downtown, which is situated in a compact and pedestrian-oriented environment. Buildings are typically built up to the street right-of-way, with parking provided on the street, to the rear of buildings and in nearby municipal parking lots.

The downtown commercial area should continue to move towards an office, governmental, retail and entertainment center. Retail stores and restaurants should be encouraged to locate on the first floor of buildings with offices, apartments and



residential condominiums located on the upper floors. First-floor commercial uses will help to stimulate sidewalk-level activity. Upper-floor residences will create a 24-hour population within the Downtown. Office and governmental institutions increase daytime activity.

C. **Mixed-use areas.** Several mixed-use areas should be encouraged to continue to evolve in the City:

1. **Arts colony area.** The proposed arts colony will allow for a combination of studios, residential lofts, galleries, retail shops and entertainment venues within a compact area. The proposed colony is located in the vicinity of the Armory Arts Village—the mixed-use arts-related development located within the grounds of the old state prison/national guard armory—and the Jackson County Fairgrounds. Its close proximity to the downtown commercial area should create a symbiotic relationship between the two entertainment districts. Existing industrial buildings will be utilized to house the diverse uses proposed for this area.
2. **Healthcare area.** The establishment of this area allows for the growth of Allegiance Health and the other medical care facilities that augment those institutions. The area is designed to direct that growth to the south, helping to stabilize the neighborhood around Loomis Park. New clinics and other ancillary medical facilities should be encouraged to locate in the area. The residential buildings within the area will be allowed to remain as conforming uses.
3. **Historic office area.** This area is comprised of properties adjacent to West Michigan Avenue and between that thoroughfare and Wildwood Avenue. Offices, bed and breakfast establishments, apartments, and single-family homes should be allowed in the area. Uses must be housed within existing residential structures or new structures built to complement them (e.g., peaked roofs, varying building lines, etc.). Front entrances should be linked to the public sidewalk and no front yard parking should be allowed

D. **Industrial areas.** Industrial land uses are located in 2 distinct areas:

1. **Industrial commercial areas.** These areas include a hybrid of uses sharing the characteristics of both low-intensity “light” industrial and “heavy” commercial uses. Businesses often include a retail component that desires visibility along busy city streets as a principal or accessory use. Common characteristics include outdoor storage or display areas and overhead doors. Representative uses include automobile repair and body shops, car dealerships, lumberyards, landscaping and lawn services and contractor yards.
2. **General industrial areas.** These areas include more intensive “heavy” industrial uses in terms of external impacts. Typical uses include outdoor storage, large lots for parking/loading and higher amounts of truck traffic than most uses in other industrial categories. Noise, odors and long hours of operation are also typical characteristics of such uses. Most of the land planned for general industrial uses are located in the



southeast section of the City. Significant general industrial districts, however, are also located in the east-central and west-central sections of the City.

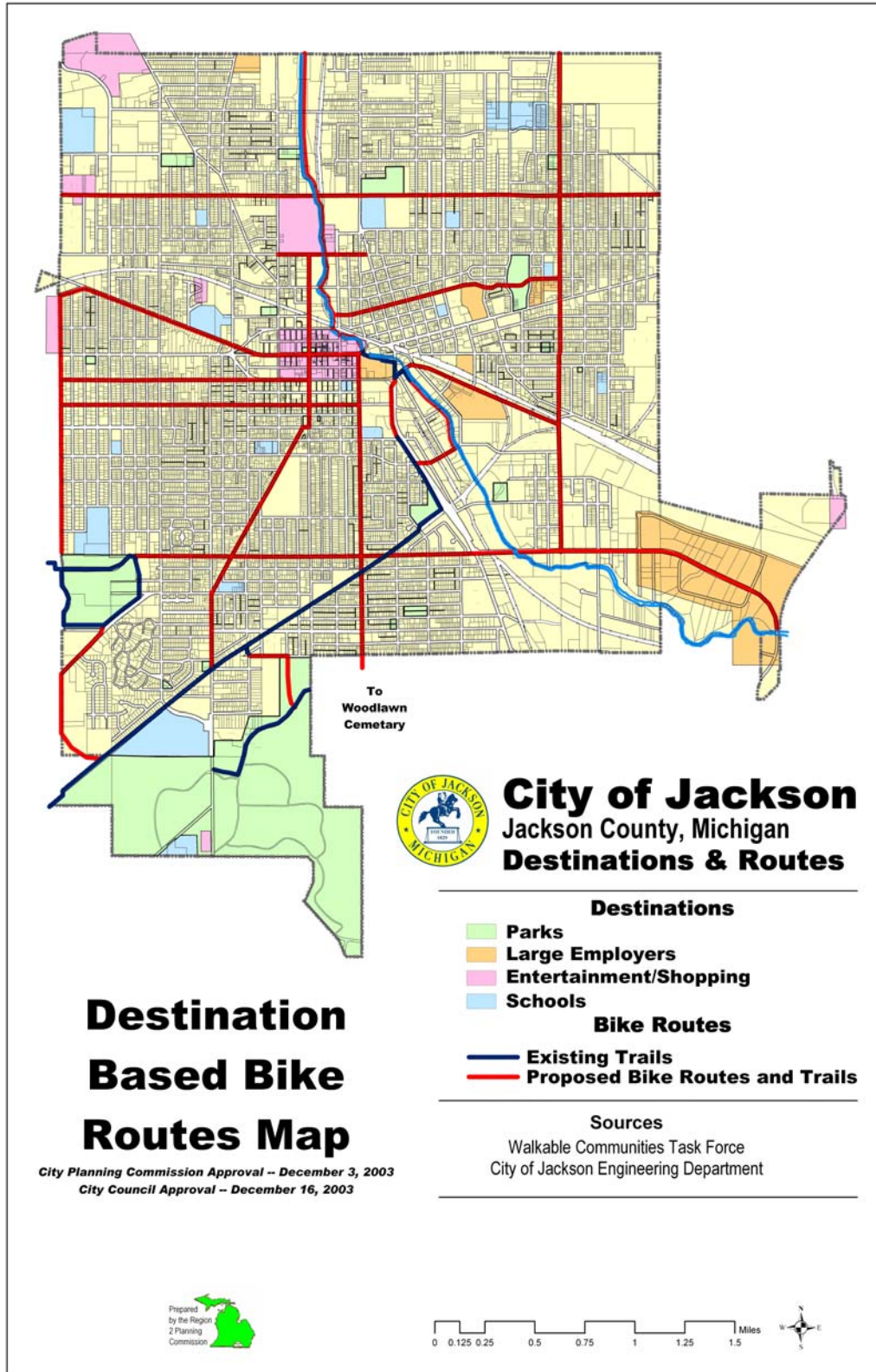
E. **Public/quasi-public areas.** Public and quasi-public land uses are located in two types of areas:

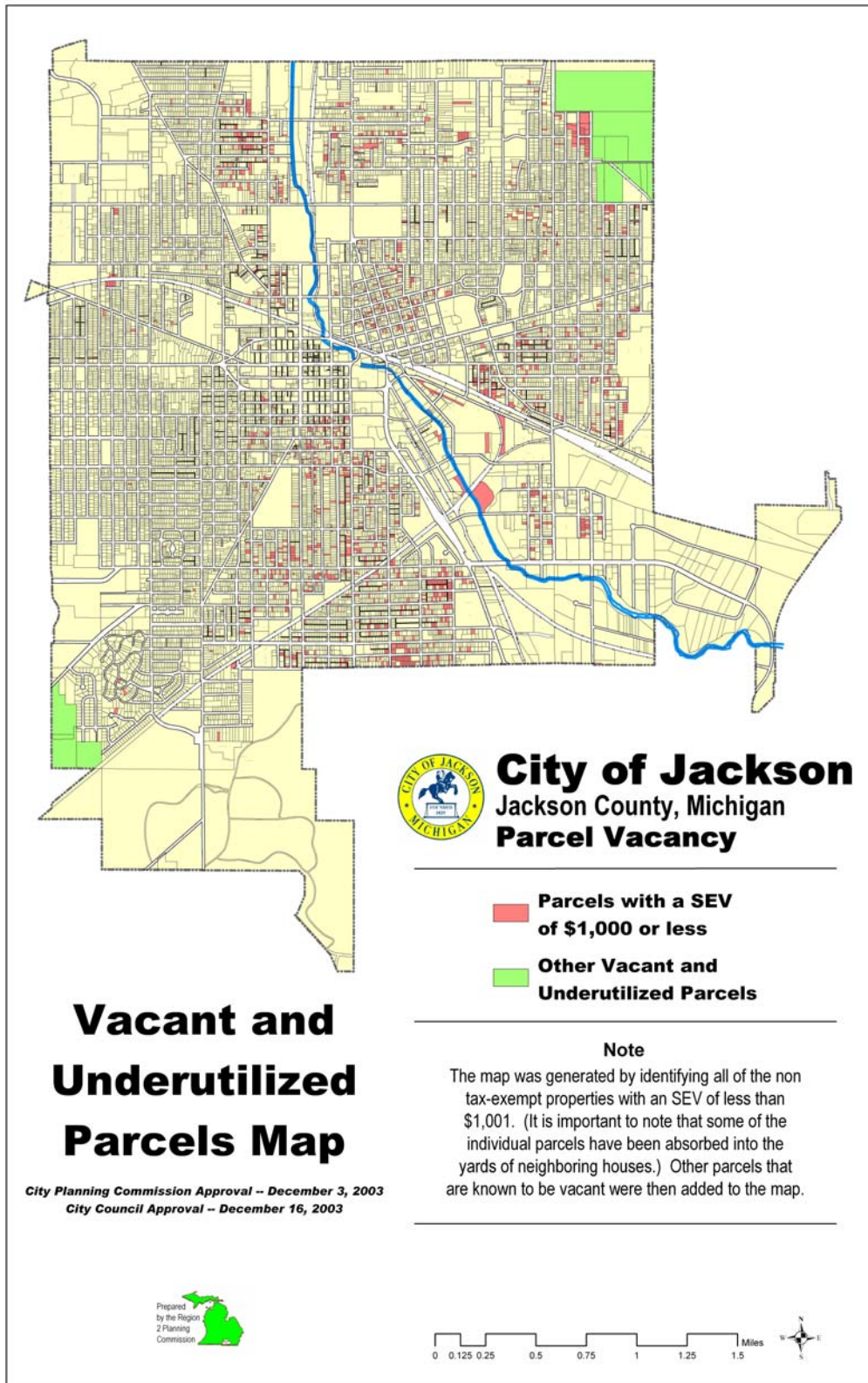
1. **Parks.** The City and Jackson County provide the majority of the parkland found in the community. Local service clubs donated/funded several of the parks. Schools, which are included under the institutional category, also provide additional parkland. The Inter-City Trail is also included within this category.
2. **Institutions.** Institutions include governmental and nonprofit office buildings, schools, churches (and other faith-based organizations/facilities) and cemeteries. However, only institutions with a large physical presence are shown on the future land use map. The downtown commercial area is set aside for office, governmental, retail and entertainment center. Because of this factor, no institutions or parks are shown within the area.

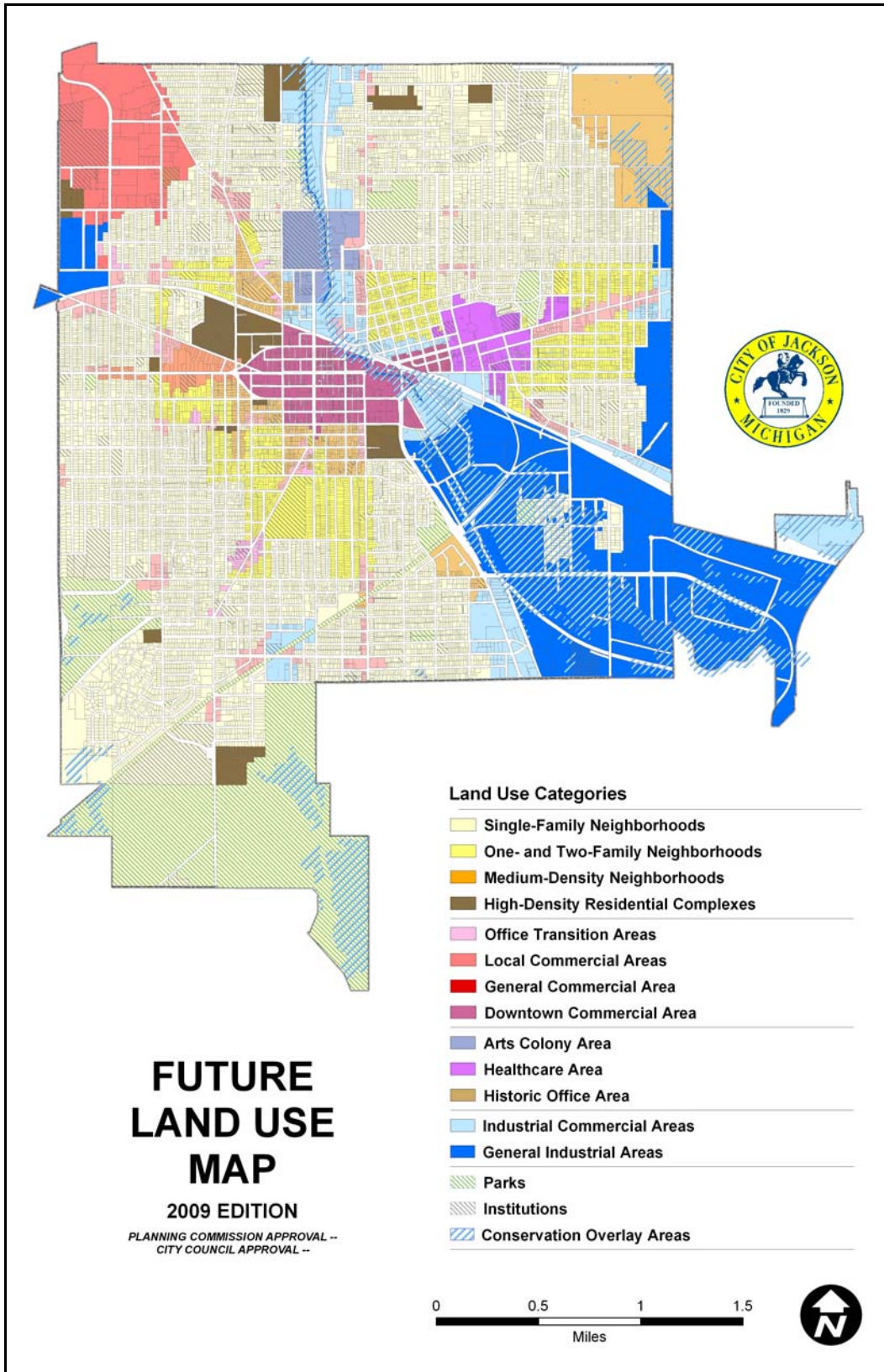
F. **Conservation overlay areas.** Properties within the conservation overlay must be treated in an environmentally sensitive manner. Restrictions in addition to those advocated for the underlying future land use categories should be developed and implemented in conjunction with the zoning ordinance. Conservation areas are divided into the following categories:

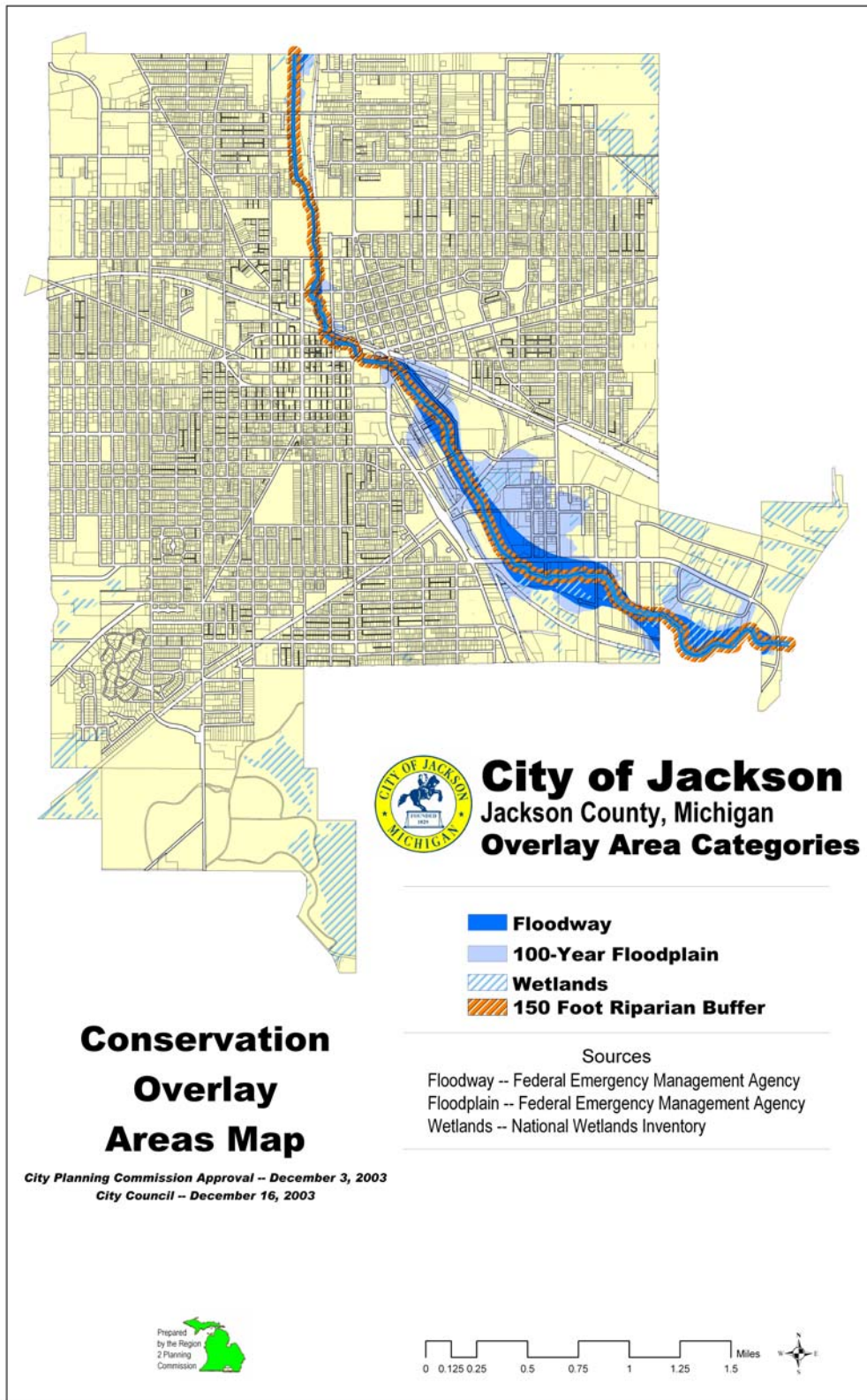
1. **Floodway.** The floodway, as defined by the Federal Emergency Management Agency (FEMA), is where the water is likely to be deepest and fastest in the event of a flood. It is the area of the floodplain that should be reserved (kept free of obstructions) to allow floodwaters to move downstream.
2. **100-year floodplain.** The 100-year floodplain, according to FEMA, is where the flood elevation has a 1% chance of being equaled or exceeded each year. It is the standard used by the National Flood Insurance Program (NFIP) for floodplain management and to determine the need for flood insurance.
3. **Wetlands.** Wetlands have certain soil, vegetative and hydrological characteristics and are protected from development by federal and state laws. They can store large volumes of water during times of flooding. Wetlands also filter storm-water runoff as it returns to streams, other surface bodies of water, and/or aquifers.
4. **150 foot riparian buffer.** A riparian buffer is a strip of land kept free of development and planted in native species. It helps to filter and slow the speed of storm-water runoff, increasing the quality of surface waters. The City of Jackson and other landowners along the Grand River should be encouraged to establish the proposed buffer when opportunities arise.













## Goals, Objectives and Strategies

***Goal: Accommodate a variety of land uses and development densities that are compatible with the character of the surrounding land uses; enhance the appearance of the community; can be supported by City infrastructure, facilities and services; enhance the tax base and respect the abundance of natural features.***

### ***Objective 1: Modernize the City's zoning ordinance.***

- A. **Create new zoning districts.** Create new zoning districts that reflect the actual built character, needs and goals in certain sections of the City such as the Healthcare and Arts Colony areas identified on the future land use plan map.
- B. **Revise the zoning map.** Revise the zoning map to bring it into greater compliance with the future land use plan map.
- C. **Protect concentrations of homes.** Concentrations of single-family homes in industrial zones (e.g., "Frogtown") should be rezoned residential. Conversely, scattered homes in industrial areas should be removed or relocated to accommodate industrial expansion in the future.
- D. **Preserve historic character.** Add standards to help ensure that new building architecture complements and respects the historic structures in Jackson, such as the Historic Office area identified on the future land use plan map. Revise dimensional standards to ensure redevelopment is compatible with the best elements of the existing character. Use the Historic District Commission as a resource to develop design standards and policies.
- E. **Improve aesthetics.** Increase the types and amounts of landscaping required for commercial and industrial projects. Revise standards on the amount and location of parking. Provide more specific standards for signage and lighting. Tighten home business regulations to prevent the continued erosion of neighborhoods and help direct businesses to underutilized commercial areas.

### ***Objective 2: Recruit qualified developers for desired projects.***

Jackson is not considered a high-growth area, and as a result does not attract much new development. The City should actively develop programs to recruit developers with experience and good reputations for urban infill residential, mixed-use, and other projects. A marketing study will help to demonstrate project viability. A Request for Proposal (RFP) package should be prepared with some general concepts for sites selected for development or redevelopment



along with information on programs the City has available to support the development. Some key sites to consider for this program are: the former Hayes Hotel, the previous Downtown headquarters for Consumers Energy, the Jackson Drop Forge site, the remaining portion of the former Goodyear plant and remaining sites in the Micor Industrial Park.

### ***Objective 3: Improve the image of the City.***

- A. **River Corridor Improvements.** Improve views to the Grand River throughout the City through the establishment of a 150-foot riparian buffer, part of a comprehensive effort to improve water quality in Jackson County. The buffer can contain non-motorized paths and destination points along the riverfront. This vision can be realized through the acquisition of land and/or easements along the Grand River, as well as cooperative agreements with owners of riverfront property.
- B. **Pursue expansion of a “Downtown Campus” to complement the new Consumers Energy headquarters.** The City should explore the creation of a high-tech education and communications business campus as a complement to the new Consumers Energy corporate office facilities. The campus could be comprised of satellite campuses of Jackson Community College, Spring Arbor University and one or more of the State’s major universities; a corporate retreat center; and, other business and institutional facilities. A multi-faceted facility of this type would be advantageous to Downtown Jackson, as it continues to evolve into the office, retail, governmental and entertainment center advocated in this Plan.

It is recognized that this development option is likely to involve substantial public sector investment. Partial funding for the project could be generated through capital or operational costs associated with a corporate retreat center, rental of office space, and/or other revenue generating opportunities. Unfortunately, this option may take many years to develop or reach complete fruition. However the long-term benefits to the City and Jackson County could be substantial.

### **C. Preserve and enhance the City’s scenic quality**

- **Acquire additional open space.** Acquire additional open space for active and passive recreation opportunities, for creation of an overall county pathway system, including the proposed riparian buffer and to provide parks for new developments.
- **Create zoning incentives.** Create zoning incentives to provide open space and preserve natural and other unique features, such as cluster options or overlay zoning.
- **Seek out grants.** The City should leverage its financial and technical resources with outside funding to maximize opportunities. For example, the City should seek out Michigan Department of Natural Resources (MDNR) and Clean Michigan Initiative (CMI) grants for land acquisition and park improvements. However, grant seeking is time consuming. The City should consider designating a staff person to find and write grants.



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***Objective 4: Work cooperatively with adjacent communities, the school district and other agencies and groups to evaluate and respond to issues of regional significance, coordinate decisions and share resources.***

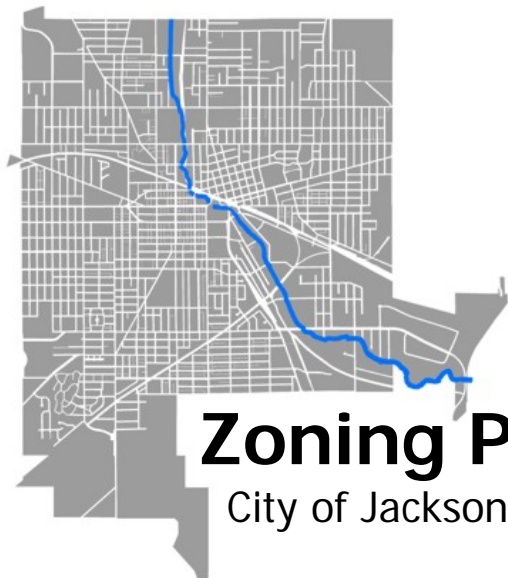
- A. **Participate in planning and funding.** Participate in planning and funding for areas that impact more than one community, such as roadway corridors, greenways, the river corridor, image enhancements along I-94, recreation, the airport area, master plan for wireless communication towers, etc.
- B. **Expand participation.** Expand participation in multi-jurisdictional committees to include business and community service representatives, where appropriate, to expand the communication forum to issues such as healthcare and parks and recreation.
- C. **Develop a desired blue print or vision.** Develop a desired blue print or vision for the metropolitan area and then work toward realization of that vision, including the publication of a summary of the City and county comprehensive plans as one document. This effort may also include programs that improve the image of the Jackson area as a quality community in which to live and to retain and attract businesses.
- D. **Share resources.** Share resources to improve communication technology and maximize funding levels through standard agreements for franchises, cable television, wireless communication towers, Internet services, etc.
- E. **Encourage educational and training programs.** Encourage educational and training programs for local officials and City staff. City officials and staff must keep abreast of the latest laws, technologies and funding opportunities to provide high quality services to the community and to avoid legal problems.
- F. **Pursue Act 425 of 1984 agreements.** The City needs to grow its tax base. Most of the recommendations in this Plan are targeted at growth within the City's boundaries. Growth through annexation is highly political and can have long-term negative impacts on the City's relationship with adjoining townships. The City should explore joint economic development projects with the townships using PA 425 to share additional tax revenue and foster cooperation.

***Objective 5: Improve proposed zoning and sign ordinance notification and coordination efforts.***

- A. **Notify and coordinate with the ZBA:** Notify the City's zoning board of appeals (ZBA) about proposed amendments to the zoning and sign ordinances. ZBA members should also be invited to participate in the public hearings held on proposed amendments.
- B. **Notify and coordinate with adjacent communities:** Notify an adjacent community about potential district changes (rezonings) and other zoning functions when they occur along a common boundary with the City.







# Zoning Plan

City of Jackson Comprehensive Plan



## What is the Zoning Plan?

The Comprehensive Plan provides the legal basis for zoning in the City of Jackson. Accordingly, the Plan is required to contain a special plan element known commonly as the zoning plan by Michigan's planning and zoning enabling acts. As noted in the Michigan Planning Guidebook (May 2008), "special plan elements are often prepared to establish a legal basis for a local regulation, such as a zoning plan to serve as the basis for zoning regulations."

The MPEA —the Michigan Planning Enabling Act (PA 33 of 2008), as amended— requires "a zoning plan for the various zoning districts controlling area, bulk, location, and use of buildings and premises" because the City has an adopted zoning ordinance (Sec. 33 (2) (d)). The MZEA —the Michigan Zoning Enabling Act (PA 110 of 2006), as amended— requires the Planning Commission to adopt and file with the City Council "a zoning plan for the areas subject to zoning" in Jackson (Sec. 305 (a)). Finally, the MPEA also requires the zoning plan to "include an explanation of how the land use categories on the future land use map relate to the districts on the zoning map" (Sec. 33 (2) (d)).

Zoning is a tool to implement the goals and policies of the comprehensive plan and it is the intent of the zoning plan to promote rezonings which are consistent with the comprehensive plan. However, it is important to note that timing is an important factor. The zoning ordinance has a short-term focus of up to 5 years while the comprehensive plan has a long-range focus of 20 or more years in the future. Accordingly, not all areas on the future land use map should be rezoned until the infrastructure is in place to service the new development.

## Zoning Districts

Article 2 of the zoning ordinance —Chapter 28 of Jackson's Code of Ordinances— divides the City into the following zoning districts.

- A. **One-family residential district (R-1).** The R-1 district "is established for low to medium density single-family residential neighborhoods. The regulations are intended to stabilize, protect and encourage the residential character of the district and prohibit all activities of a commercial nature." Development is limited to single unit dwellings and home occupations as well as certain conditional uses that are compatible and convenient to the residents in the district (Sec. 28-36).
- B. **One- and two-family residential district (R-2).** The R-2 district allows for "a compatible commingling of one- and two-family dwellings. The regulations are intended to stabilize and encourage the residential character of the district and to prohibit all activities of a commercial nature." Development is limited to one- and two-family dwelling units and home occupations as well as certain conditional uses that are compatible and convenient to the residents in the district (Sec. 28-37).
- C. **Multiple-family residential district (R-3).** The R-3 district "is established for multiple-family residential use. The regulations are designed to protect and promote a more intensive residential character than the R-1 and R-2 districts and to prohibit all commercial



activities. All types of residential structures are permitted, but the predominant type will be multiple-family dwellings, including apartments, townhouses and conversions of single-family dwellings into multiple units" (Sec. 28-38).

- D. **High density apartment and office district (R-4).** The R-4 district is intended to be a transitional area allowing "for high density residential uses located close to the central business district. The district permits all types of residential use [as well as] limited professional and business development." Uses permitted in the district include apartments, clinics, offices, clubs and headquarters for group organizations (Sec. 28-39).
- E. **Mobile home park district (R-5).** The R-5 district is "limited to the prefabricated types of single-family mobile dwelling units and other uses characteristic of a residential area. This district is not intended to exclude mobile home subdivisions or individually sited mobile homes from locating in other residential districts. Rather it is designed to allow for a greater density and flexibility in design that is otherwise allowed in residential districts by setting standards for a mobile home park development. Mobile home park regulations are approved by the state mobile home commission and are found in the supplemental provisions section of this chapter" (Sec. 28-40).
- F. **Residential and low-intensity office district (R-6).** The R-6 district is another transitional area "designed to maintain low intensity uses in those areas of the city where changing traffic volumes and patterns can generate more intensive land uses. This district encourages a mixture of low intensity residential uses and administrative or professional office uses that generate little pedestrian or automobile traffic. It is specifically intended to prohibit commercial establishments of a retail nature that are involved with the sale or repair of goods, wares or merchandise" (Sec. 28-41).
- G. **Neighborhood commercial district (C-1).** The C-1 district is "established to service the daily and weekly household or personal needs of abutting residential neighborhoods. It permits the retailing of commodities classed by merchants as "convenience goods," such as groceries and drugs, and the furnishing of certain personal services such as beauty and barber shops. This district is small, located at the intersection of two streets, and is usually surrounded by residential districts. The regulations of this district are designed to encourage development of designated uses and services needed for the neighborhood without creating a strong commercial atmosphere" (Sec. 28-42).
- H. **Community commercial district (C-2).** The C-2 district is "composed of certain land and structures used primarily to provide all types of 'convenience goods,' as described in the C-1 district, and limited types of 'durable shoppers goods,' such as household furnishings, hardware, and apparel. The district also permits services such as gasoline stations and branch banks. The district usually occupies more area than a C-1 district, is located on or near arterial streets, and is designed to serve more than one neighborhood" (Sec. 28-43).
- I. **Central commercial district (C-3).** The C-3 district "represents the focal point of the city's commercial, office and civic activity. It is designed to provide retailing, personal services, parking and business services for the entire urban area. The district also supports



mixed use developments that include residences as well as commercial and office space. Residential use is encouraged on the upper level floors of structures. The district, located at the area of convergence of arterial streets and highways, is surrounded on all sides by districts which are given over to general business, light industrial, office and high density residential uses or some combination. Recognized as the 'central business district' of the metropolitan area, the regulations are designed to (Sec. 28-44):

- Encourage a strong, compact central core.
  - Realize and enhance the existing character of certain areas.
  - Encourage primary parking areas in proximity to the uses they serve and to discourage auto and pedestrian interaction.
  - Provide and maintain green spaces that can act as activity areas for employees and shoppers."
- J. **General commercial district (C-4).** The C-4 district is "composed of certain land and structures used to provide all types of retail goods and services for the residents of the city and surrounding communities. The district also provides wholesale supply services, warehousing facilities, intracity truck transfer services and limited types of fabrication in support of the central business district and industrial districts. The regulations are intended to encourage development of the district in a manner compatible with its best uses and to protect any abutting residential districts" (Sec. 28-45).
- K. **Light industrial district (I-1).** The I-1 district "is designed to provide suitable space for industrial uses that operate in a safe, nonobjectionable and efficient manner, and so require a minimum of buffering measures from adjoining nonindustrial zoning districts. These uses generate a minimum of noise, glare, odor, dust, vibration, air pollutants, water pollutants, fire, explosive or radioactive hazards, or other harmful or obnoxious matter. Any use allowed as a permitted or conditional use in the C-4 district, except the planned building group shopping center and the work release (halfway) house, shall be considered a valid permitted or conditional use in this district" (Sec. 28-46).
- L. **General industrial district (I-2).** The I-2 district is "designed to provide suitable space for industrial operations of all types and adult entertainment enterprises that can comply with all provisions of this chapter and can assure protection of the public interest and surrounding property and persons. The City of Jackson, in adopting this section, recognizes, the secondary blighting effects caused by concentration of adult entertainment uses proven in other areas of the state and nation. Any use allowed as a permitted or conditional use in the I-1 district, except those expressly listed in the C-4 district, shall be considered a valid permitted or conditional use in this district" (Sec. 28-47).
- M. **Planned unit development district (PUDD).** The PUDD district is "designed to offer an alternative to the fixed provisions typical to traditional zoning districts by creating a separate district. The PUDD regulations offer flexibility in development design by using performance criteria to regulate development. Where these criteria are deemed appropriate, a PUDD approval process, as the basis for land use control, can replace the dimensional and use



specifications of traditional districts” (Section 28-48). An approved PUDD results in the rezoning of the property.

N. **Other Planned Development Districts.** Article 3 of the zoning ordinance also contains two other types of planned unit developments:

1. **Planned unit residential development (PURD)**

The PURD is an overlay district. Regulations “are intended to offer an alternative to the fixed provisions of the R-1, R-2, R-3, R-4, R-5 and R-6 zoning districts. The planned unit residential development regulations provide flexibility in development design by using performance criteria to regulate residential development. Where these techniques are deemed appropriate, the dimensional and use specifications of the R-1, R-2, R-3, R-4, R-5 and R-6 districts can be replaced by a planned unit residential development approval process as the basis for land use control” (Sec. 28-137).

2. **Planned building group shopping centers (PB)**

The PB is also an overlay district which allows for the development of a shopping center in any commercial zoning district subject to the following conditions (Sec. 28-154):

- a. “The need for the proposed center at the proposed location has been demonstrated by the applicant by means of market studies and such other evidence as the city planning commission may require.
- b. The proposed shopping center is adequate in size to provide shopping facilities for the population which reasonably may be expected to be served by such facilities.
- c. The proposed shopping center is at a location where traffic congestion can be reduced to a minimum by presently projected improvement of access thoroughfares, and the plan shows the location of entrances, exits and internal arrangement for driving lanes and parking.
- d. The plan provides for a shopping center consisting of one (1) or more groups of buildings of integrated and harmonious design with adequate and properly arranged traffic and parking facilities and landscaping, which will be an attractive and efficient shopping center, convenient and safe to use, and which will fit harmoniously into, and will have no adverse effects upon the adjoining or surrounding development.
- e. The uses permitted in the proposed shopping center shall be those of retail business and service uses and no residential or industrial uses shall be permitted.”

## Dimensional Standards

Bulk, height, and setbacks for each district are included in the Zoning Ordinance. Table 11 summarizes the requirements for residential properties located in Sec. 28-73. The requirements



for commercial properties located in Sec. 28-74 are summarized in Table 12. The industrial property requirements located in Sec. 28-75 are summarized in Table 13.

**Table 11  
Residential Bulk, Height, and Setback Requirements**

	R-1	R-2	R-3	R-4	R-6
Min. lot area					
1-Family	7,500 sq. ft.	7,500 sq. ft.	7,500 sq. ft.	7,500 sq. ft.	7,500 sq. ft.
2-Family	NA	12,000 sq. ft.	8,000 sq. ft.	5,000 sq. ft.	7,500 sq. ft.
3-Family	NA	NA	10,000 sq. ft.	For each dwelling over 2 in 1 building, additional area is required	NA
4-Family	NA	NA	12,000 sq. ft.		NA
Over 4-Family	NA	NA	For each dwelling over 2 in 1 building, additional area is required		
Office	NA	NA	NA	NA	7,500 sq. ft.
Min lot width					
1-Family	60 ft.	60 ft.	60 ft.	NA	60 ft.
2-Family	NA	60 ft.	65 ft.	NA	60 ft.
3-Family	NA	NA	80 ft.	NA	NA
4-Family	NA	NA	100 ft.	NA	NA
Over 4-Family	NA	NA	NA	NA	NA
Office	NA	NA	NA	NA	60 ft.
Max. principal bldg. lot coverage	NA	NA	NA	35% of interior lot 45% of corner lot	NA
Front yard	35 ft.	35 ft.	25 ft.	25 ft.	35 ft.
Side yard**					
1-Family	8/20 ft.	8/20 ft.	10/25 ft.	The setbacks are determined by the number of stories:	8/20 ft.
2-Family	NA	8/20 ft.	12/28 ft.	1-1.5 = 5/12 ft.	9/20 ft.
3-Family	NA	NA	12/28 ft.	2-2.5 = 6/14 ft.	
4-Family	NA	NA	10/22 ft.	3 = 8/18 ft.	NA
Over 4-Family	NA	NA	10/22 ft.		NA
Office	NA	NA	NA		8/20 ft.
Min. rear yard					
1-Family	50 ft.	50 ft.	40 ft.	The setback = building height.	50 ft.
2-Family				The min. setback is 25 ft. and the max. is 80 ft. max.	NA
3-Family					NA
4-Family					NA
Over 4-Family					NA
Office	NA	NA	NA		50 ft.
Max. height	30	30	45 ft.	45 ft.	25 ft.

\*Side yard requirements are expressed by two (2) numbers (x/xx ft.) The first number is the minimum width of one yard and the second number is the minimum total widths of both side yards required.

R-5 districts--All permitted uses, except mobile home parks, shall conform to the provisions in the R-1 district of this chapter.



**Table 12  
Commercial Bulk, Height, and Setback Requirements**

	<b>C-1</b>	<b>C-2</b>	<b>C-3</b>	<b>C-4</b>
Min. lot area	NA	NA	NA	NA
Min. lot width	NA	NA	NA	NA
Max. principal bldg. lot coverage.	NA	NA	NA	NA
Min. front yard	25 ft.	20 ft.	None	15 ft.
Min side yard (only required when the lot adjoins any R district or abuts a street)	15 ft.	10 ft.	1/2 the height of the building but not < 20 ft.	1/2 the height of the building but not < 20 ft.
Min. rear yard	10 feet except when abutting any R district, then 20 feet	10 feet except when abutting any R district, then 20 feet	10 ft. for buildings not exceeding 3 stories. If more than 3 stories, 10 feet plus 2 1/2 feet for each additional story	10 feet except when abutting any R district, then 20 feet
Height (max.)	25 ft.	25 ft.	3 times the horizontal distance from the centerline of the street to the structure	40 ft.

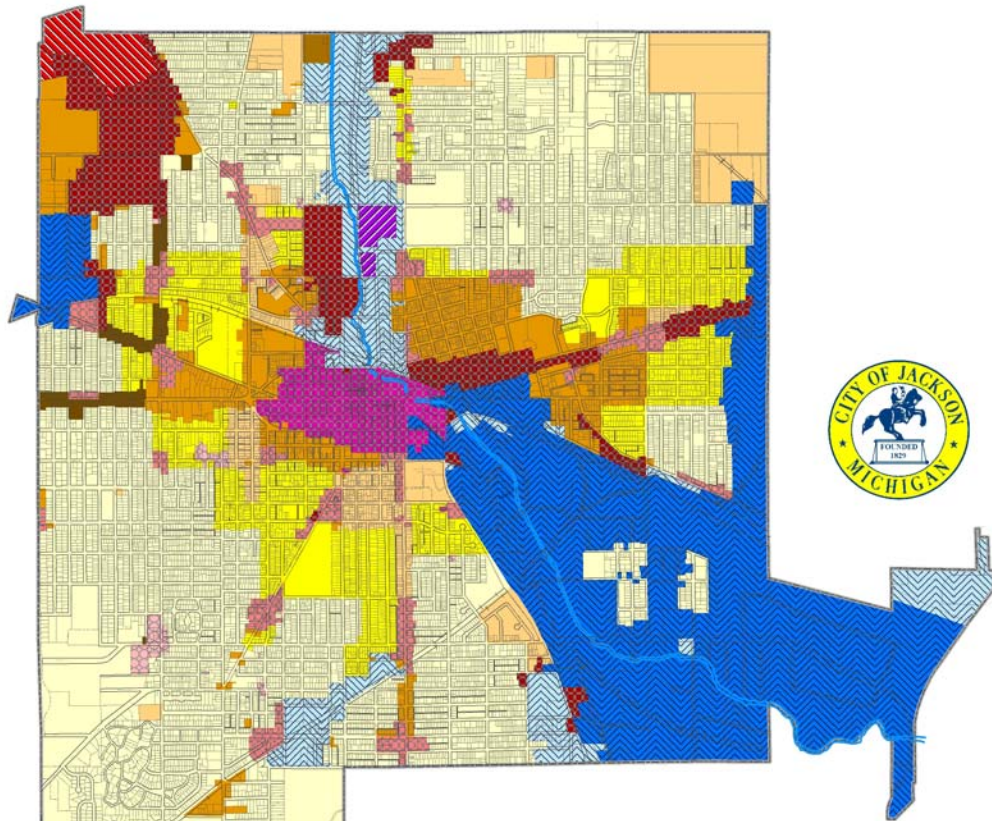
**Table 13  
Industrial Bulk, Height, and Setback Requirements**

	<b>I-1</b>	<b>I-2</b>
Lot area (min.)	NA	NA
Lot width (min.)	NA	NA
Lot coverage of principal building (max.)	NA	NA
Front yard	25 ft.	40 ft.
Side yard	10 ft.	10 ft.
Rear yard	20 ft.	30 ft.
Building height	35 ft.	90 ft.

**Rezoning Criteria**

The most common zoning application of the land use plan is during the rezoning process. Accordingly, a rezoning should be required to meet set criteria in order to be considered consistent with the land use plan. The following standards satisfy this requirement:

- A. Is the proposed rezoning consistent with the policies and uses proposed for that area in the City's Comprehensive Plan?



- R-1 One-Family Residential
- R-2 One- & Two-Family Residential
- R-3 Multiple-Family Residential
- R-4 High-Density Apartment & Office
- R-5 Mobile Home Park
- R-6 Residential & Low-Density Office
- C-1 Neighborhood Commercial
- C-2 Community Commercial
- C-3 Central Commercial
- C-4 General Commercial
- PB Planned Building Group Shopping Center
- I-1 Light Industrial
- I-2 General Industrial
- PUD Planned Unit Development District

## City of Jackson Jackson County, Michigan **Zoning Map**

Date of Last Zoning Revision: April 21, 2009  
Date of Map Revision: August 27, 2009



This is to certify that this is the Official Zoning Map referred to in the Zoning Ordinance of \_\_\_\_\_ adopted on \_\_\_\_\_

signature \_\_\_\_\_ Mayor date \_\_\_\_/\_\_\_\_/\_\_\_\_  
signature \_\_\_\_\_ Clerk date \_\_\_\_/\_\_\_\_/\_\_\_\_





- B. Will all of the uses allowed under the proposed rezoning be compatible with other zones and uses in the surrounding area?
- C. Will any public services and facilities be significantly adversely impacted by a development or use allowed under the requested rezoning?
- D. Will the uses allowed under the proposed rezoning be equally or better suited to the area than uses allowed under the current zoning of the land?

## Relationship to the Future Land Use Map

The remainder of this chapter equates the various zoning districts included on the zoning map with the various categories included on the future land use (FLUP) map.

- A. **Residential areas.** The following residential areas are included on the FLUP map:
  - 1. **Single-family neighborhoods.** Single-family neighborhoods are addressed generally on the future land use map. The following zoning districts equate to those areas:
    - One family residential (R-1)
    - Planned unit residential development (PURD)
  - 2. **One- and two-family neighborhoods.** One- and two-family neighborhoods are addressed generally on the future land use map. The following zoning districts equate to those areas:
    - One- and two-family residential (R-2)
    - Planned unit residential development (PURD)
  - 3. **Medium-density neighborhoods.** Medium-density neighborhoods are addressed generally on the future land use map. The following zoning districts equate to those areas:
    - Multiple-family residential (R-3)
    - Mobile home park (R-5)
    - Planned unit residential development (PURD)
  - 4. **High-density residential complexes.** High-density neighborhoods are addressed generally on the future land use map. The following zoning districts equate to those areas:
    - Multiple-family residential (R-3)
    - Mobile home park (R-5)
    - Planned unit residential development (PURD)



**B. Commercial areas.** The following commercial areas are included on the FLUP map:

1. **Office transition areas.** Office transition areas are addressed generally on the future land use map. The following zoning districts equate to those areas:
  - High-density apartment and office (R-4)
  - Residential and low-density office (R-6)
  - Neighborhood commercial (C-1)
  - Community commercial (C-2)
  - Planned unit development district (PUDD)
2. **Local commercial areas.** Local commercial areas are addressed generally on the future land use map. The following zoning districts equate to those areas:
  - Neighborhood commercial (C-1)
  - Community commercial (C-2)
  - Planned building group shopping center (PB)
  - Planned unit development district (PUDD)
3. **Downtown commercial area.** Downtown commercial areas are addressed generally on the future land use map. The following zoning districts equate to those areas:
  - Central commercial (C-3)
  - Planned building group shopping center (PB)
  - Planned unit development district (PUDD)
4. **General commercial area.** General commercial areas are addressed generally on the future land use map. The following zoning districts equate to those areas:
  - General commercial (C-4)
  - Planned building group shopping center (PB)
  - Planned unit development district (PUDD)

**C. Mixed-use areas.** The following mixed use areas are included on the FLUP map:

1. **Arts colony area.** The arts colony area is addressed generally on the future land use map. The following zoning districts equate to those areas:
  - High-Density Apartment and Office (R-4)
  - Planned unit development district (PUDD)
2. **Healthcare area.** The arts colony area is addressed generally on the future land use map. The following zoning districts equate to those areas:
  - High-Density Apartment and Office (R-4)
  - Planned unit development district (PUDD)



3. **Historic office area.** The historic office area is addressed generally on the future land use map. The following zoning districts equate to those areas:

- High-Density Apartment and Office (R-4)
- Planned unit development district (PUDD)

D. **Industrial areas.** The following mixed use areas are included on the FLUP map:

1. **Industrial commercial areas.** The historic office area is addressed generally on the future land use map. The following zoning districts equate to those areas:

- General commercial (C-4)
- Light industrial (I-1)
- Planned unit development district (PUDD)

2. **General industrial areas.** The historic office area is addressed generally on the future land use map. The following zoning districts equate to those areas:

- General industrial (I-2)
- Planned unit development district (PUDD)

E. **Public, quasi-public, and conservation overlay areas.** The following public and quasi-public areas are included on the FLUP map:

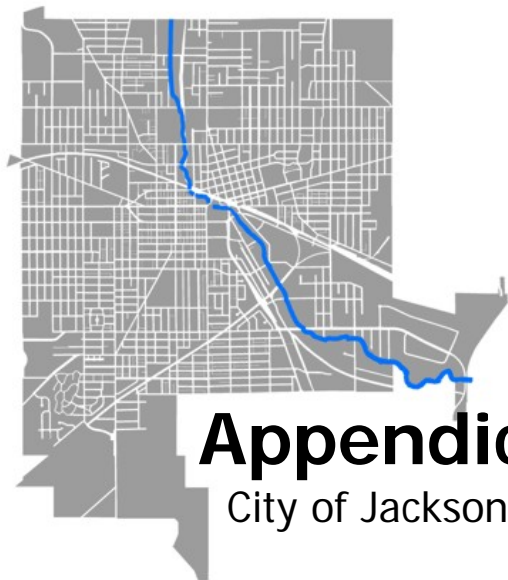
1. **Parks.** Although addressed generally on the future land use map, no zoning districts equate to parks. They refer to existing parks in most cases.

2. **Institutions.** Although addressed generally on the future land use map, no zoning districts equate to institutions. They refer to existing institutions in most cases.

3. **Conservation overlay areas.** Although addressed generally on the future land use map, no zoning districts equate to conservation overlay areas. They refer to the following development limitations:

- Floodway
- 100-year floodplain
- Wetlands
- Wellhead protection area
- 150-foot riparian buffer





# Appendices

City of Jackson Comprehensive Plan





**Appendix A-1**  
**Demographic Comparison**  
*City of Jackson, Jackson County and State of Michigan*





**Demographic Comparison**  
*City of Jackson, Jackson County and State of Michigan*

**Population**

	City	County	State
Population	<b>36,316</b>	158,422	9,938,444

**Age of the Population**

	City	County	State
Total	<b>36,316</b>	158,422	9,938,444
Under 5 Years	<b>3,289</b>	10,397	672,005
5 to 9 Years	<b>3,212</b>	11,656	745,181
10 to 14 Years	<b>2,764</b>	11,889	747,012
15 to 19 Years	<b>2,548</b>	10,611	719,867
20 to 24 Years	<b>2,509</b>	8,863	643,839
25 to 34 Years	<b>5,748</b>	21,497	1,362,171
35 to 44 Years	<b>5,293</b>	26,639	1,598,373
45 to 54 Years	<b>4,148</b>	22,487	1,367,939
55 to 59 Years	<b>1,368</b>	7,899	485,895
60 to 64 Years	<b>1,104</b>	6,104	377,144
65 to 74 Years	<b>2,026</b>	10,534	642,880
75 to 84 Years	<b>1,655</b>	7,367	433,678
85 Years and Older	<b>652</b>	2,479	142,460

5 Years and Older	<b>33,019</b>	147,975	9,268,782
16 Years and Older	<b>26,546</b>	122,154	7,630,645
18 Years and Older	<b>25,544</b>	117,825	7,324,677
25 Years and Older	<b>21,942</b>	104,880	6,415,941
65 Years and Older	<b>4,333</b>	20,380	1,219,018

Median Age	<b>31.3</b>	36.6	35.5
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**Race & Ethnicity of the Population**

	City	County	State
Total	<b>36,316</b>	158,422	9,938,444
White	<b>26,825</b>	140,267	7,966,053
African American	<b>7,154</b>	12,543	1,412,742
Native American*	<b>217</b>	703	61,171
Asian	<b>186</b>	840	176,510
Other	<b>601</b>	1,315	129,552
2+ races	<b>1,333</b>	2,754	192,416

Hispanic"	<b>1,469</b>	3,493	323,877
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\* Native Americans include American Indians, Alaska Natives, Native Hawaiians, and other Pacific Islanders

" Hispanic is an ethnic, not a racial, description. Each Hispanic person is also a member of one or more races.

**Demographic Comparison**  
*City of Jackson, Jackson County and State of Michigan*

<b>Households</b>			
	<b>City</b>	County	State
Total	<b>14,210</b>	58,168	3,785,661
Family Households*	<b>8,666</b>	40,840	2,575,699
Nonfamily Households	<b>5,544</b>	17,328	1,209,962
1-Person Households"	<b>4,545</b>	21,314	993,607
Avg. Household Size	<b>2.48</b>	2.55	2.56
Avg. Family Size	<b>3.12</b>	3.03	3.10

\* Family households are comprised of families

" 1-person households are a sub-set of nonfamily households

<b>Housing Unit Occupancy</b>			
	<b>City</b>	County	State
Total	<b>15,241</b>	62,906	4,234,279
Occupied	<b>14,210</b>	58,168	3,785,661
Vacant	<b>1,031</b>	4,738	448,618

<b>Vacancy Rate of Housing Units</b>			
	<b>City</b>	County	State
Homeowner	<b>1.5%</b>	1.4%	1.6%
Rental	<b>7.9%</b>	6.4%	6.8%

<b>Occupied Housing Units</b>			
	<b>City</b>	County	State
Total	<b>14,210</b>	58,168	3,785,661
Owner	<b>8,181</b>	44,503	2,793,124
Renter	<b>6,029</b>	13,665	992,537

<b>Household Size</b>			
	<b>City</b>	County	State
Owner	<b>2.55</b>	2.64	2.67
Renter	<b>2.38</b>	2.27	2.24

<b>Disabled Population 5 Years of Age and Older</b>			
	<b>City</b>	County	State
Total disabled	<b>7,440</b>	27,464	1,711,231
5 to 20 years	<b>929</b>	2,967	197,611
21 to 64 years	<b>4,531</b>	16,147	1,017,943
65 years and over	<b>1,980</b>	8,350	495,677

**Demographic Comparison**  
*City of Jackson, Jackson County and State of Michigan*

**Educational Attainment of the Population**  
*25 years of Age and Older*

	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>21,942</b>	104,880	6,415,941
Less than 9th grade	<b>1,250</b>	3,665	299,014
9th to 12th - no diploma	<b>3,735</b>	12,880	765,119
High school graduate	<b>6,772</b>	34,477	2,010,861
Some college - no degree	<b>5,707</b>	28,385	1,496,576
Associate degree	<b>1,613</b>	8,421	448,112
Bachelor's degree	<b>2,026</b>	11,704	878,680
Graduate/prof. degree	<b>839</b>	5,348	517,579

**Residency of the Population in 1995**  
*5 Years of Age & Over*

	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>33,019</b>	147,975	9,268,782
Same House	<b>16,768</b>	87,254	5,307,228
Same County	<b>11,581</b>	39,049	2,324,137
Different County	<b>4,318</b>	20,645	1,477,755
Outside of US	<b>352</b>	1,027	159,662

**Language the Population Speaks at Home**  
*5 Years of Age & Over*

	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>33,019</b>	147,975	9,268,782
English only	<b>31,143</b>	141,475	8,487,401
Other than English	<b>1,876</b>	6,500	781,381

**Employment of the Population**  
*16 Years of Age & Over*

	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>26,546</b>	122,154	7,630,645
Employed	<b>15,601</b>	71,695	4,637,461
Unemployed	<b>1,371</b>	4,155	284,992
Armed Forces	<b>30</b>	67	4,010
Not in Labor Force	<b>9,544</b>	46,237	2,704,182

**Demographic Comparison**  
*City of Jackson, Jackson County and State of Michigan*

**Employment of the Population by Occupation**  
**16 Years of Age & Over**

	<b>City</b>	County	State
Total	<b>15,601</b>	71,695	4,637,461
Management, professional & related	<b>3,591</b>	19,701	1,459,767
Service	<b>3,476</b>	11,829	687,336
Sales & office	<b>3,475</b>	17,613	1,187,015
Farming, fishing & forestry	<b>0</b>	281	21,120
Construction, extraction & maintenance	<b>1,162</b>	6,741	425,291
Production, transportation & material moving	<b>3,897</b>	15,530	856,932

**Employment of the Population by Industry**  
**16 Years of Age & Over**

	<b>City</b>	County	State
Total	<b>15,601</b>	71,695	4,637,461
Agriculture, forestry, fishing, hunting & mining	<b>27</b>	777	49,496
Construction	<b>698</b>	4,072	278,079
Manufacturing	<b>3,703</b>	16,887	1,045,651
Wholesale Trade	<b>487</b>	2,454	151,656
Retail Trade	<b>1,854</b>	8,665	550,918
Transp. & warehousing & utilities information	<b>622</b>	4,199	191,799
Information	<b>285</b>	1,399	98,887
Finance, insurance, real estate & rental & leasing	<b>572</b>	2,831	246,633
Prof., scientific, mngt., administrative & waste management services	<b>921</b>	4,057	371,119
Educational, health & social services	<b>3,173</b>	14,261	921,395
Arts, entertainment, recreation, accomodation & food services	<b>1,643</b>	5,024	351,229
Other services (except public administration)	<b>886</b>	3,419	212,868
Public administration	<b>730</b>	3,650	167,731

**Demographic Comparison**  
*City of Jackson, Jackson County and State of Michigan*

<b>Household Income in 1999</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>14,215</b>	58,318	3,788,780
less than \$10,000	<b>2,107</b>	4,293	313,905
\$10,000, \$14,999	<b>1,293</b>	3,736	219,133
\$15,000 to \$24,999	<b>2,433</b>	7,399	469,100
\$25,000 to \$34,999	<b>1,877</b>	7,457	470,419
\$35,000 to \$49,999	<b>2,622</b>	10,620	624,326
\$50,000 to \$74,999	<b>2,407</b>	13,050	778,755
\$75,000 to \$99,999	<b>910</b>	6,585	432,681
\$100,000 to \$149,999	<b>436</b>	3,696	324,966
\$150,000 to \$199,999	<b>75</b>	662	79,291
\$200,000 or more	<b>55</b>	820	76,204
Median income	<b>\$31,294</b>	\$43,171	\$44,667

<b>Per Capita Income</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Per capita income	<b>\$15,230</b>	\$20,171	\$22,168

<b>Poverty of the Population</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Families	<b>1,318</b>	2,675	192,376
Individuals	<b>6,944</b>	13,417	1,021,605
Individuals 18+	<b>4,047</b>	8,280	668,670
Individuals 65+	<b>449</b>	1,167	96,116

<b>Number of Units in Housing Structures</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>15,241</b>	62,906	4,234,279
1 unit - detached	<b>9,946</b>	47,246	2,988,818
1 unit - attached	<b>286</b>	857	164,910
2 units	<b>1,755</b>	2,597	146,414
3 or 4 units	<b>1,070</b>	2,030	118,067
5 to 9 units	<b>694</b>	1,445	169,946
10 to 19 units	<b>241</b>	1,261	144,848
20 or more units	<b>1,182</b>	2,380	216,573
Mobile homes	<b>61</b>	4,846	277,158
Boat, RV, van, etc.	<b>6</b>	244	7,545

**Demographic Comparison**  
*City of Jackson, Jackson County and State of Michigan*

<b>Year Housing Structures were Built</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>15,241</b>	62,906	4,234,279
1999 to 3/2000	<b>27</b>	1,241	91,872
1995 to 1998	<b>85</b>	3,604	272,594
1990 to 1994	<b>251</b>	3,497	259,389
1980 to 1989	<b>513</b>	5,138	446,197
1970 to 1979	<b>1,257</b>	10,238	722,799
1960 to 1969	<b>1,406</b>	8,562	602,670
1940 to 1959	<b>3,919</b>	14,395	1,123,299
1939 or earlier	<b>7,783</b>	16,231	715,459

<b>Median Rooms in a Housing Unit</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Median rooms	<b>5.5</b>	5.7	5.5

<b>Vehicles Available per Housing Unit</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>14,210</b>	58,168	3,785,661
none	<b>2,220</b>	4,362	290,240
1	<b>6,032</b>	18,510	1,277,655
2	<b>4,504</b>	24,031	1,541,576
3 or more	<b>1,454</b>	11,265	676,190

<b>Housing Units Lacking Complete Facilities &amp; Services</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Plumbing facilities	<b>53</b>	193	16,971
Kitchen facilities	<b>94</b>	291	17,844
Telephone service	<b>975</b>	1,684	99,747

<b>Occupants per Room in a Housing Unit</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>14,210</b>	58,168	3,785,661
1 or less	<b>13,744</b>	56,945	3,670,947
1.01 to 1.5	<b>335</b>	950	75,755
1.51 or more	<b>131</b>	273	38,959

**Demographic Comparison**  
*City of Jackson, Jackson County and State of Michigan*

Home Values			
	City	County	State
Total	7,609	34,639	2,269,211
less than \$50,000	2,289	4,107	224,603
\$50,000 to \$99,999	4,288	14,295	711,684
\$100,000 to \$149,999	667	8,893	603,454
\$150,000 to \$199,999	235	4,464	339,716
\$200,000 to \$299,999	114	2,134	252,044
\$300,000 to \$499,999	13	548	104,079
\$500,000 to \$999,999	3	184	27,642
\$1,000,000 or more	0	14	5,989
Median home value	<b>\$64,300</b>	\$96,900	\$115,600

Mortgage Status & Selected Monthly Costs for Home Owners			
	City	County	State
Total	7,609	34,639	2,269,175
Mortgaged	4,814	22,656	1,580,828
less than \$300	85	237	9,917
\$300 to \$499	887	2,075	106,879
\$500 to \$699	1,557	5,018	254,041
\$700 to \$999	1,545	7,780	460,678
\$1,000 to \$1,499	606	5,648	459,859
\$1,500 to \$1,999	102	1,365	176,098
\$2,000 or more	32	533	113,356
Median Monthly Costs	<b>\$684</b>	\$846	\$972
Not Mortgaged	2,795	11,983	688,347
Median Monthly Costs	<b>\$232</b>	\$251	\$288

Selected Monthly Owner Costs as a % of Household Income			
	City	County	State
Total	7,609	34,639	2,269,175
less than 15.0 %	3,422	15,875	947,804
15.0% to 19.9%	1,437	6,501	416,803
20.0% to 24.9%	953	4,572	297,909
25.0% to 29.9%	464	2,617	188,161
30.0% to 34.9%	317	1,421	112,427
35.0% or more	947	3,469	288,961
not computed	69	184	17,110

**Demographic Comparison**  
*City of Jackson, Jackson County and State of Michigan*

<b>Gross Rent for a Rental Housing Unit</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>5,981</b>	13,361	976,313
less than \$200	<b>655</b>	1,067	53,844
\$200 to \$299	<b>565</b>	919	52,030
\$300 to \$499	<b>2,117</b>	4,217	275,832
\$500 to \$749	<b>1,946</b>	4,838	373,820
\$750 to \$999	<b>421</b>	1,370	122,289
\$1,000 to \$1,499	<b>50</b>	216	42,865
\$1,500 or more	<b>0</b>	67	12,867
no cash rent	<b>227</b>	667	42,766
median rent	<b>\$462</b>	\$505	\$546

<b>Gross Rent as a % of Household Income</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>5,981</b>	13,361	976,313
less than 15.0 %	<b>1,068</b>	2,848	203,605
15.0% to 19.9%	<b>817</b>	1,972	144,994
20.0% to 24.9%	<b>718</b>	1,674	120,980
25.0% to 29.9%	<b>609</b>	1,342	97,918
30.0% to 34.9%	<b>527</b>	920	66,101
35.0% or more	<b>1,918</b>	3,766	277,644
not computed	<b>324</b>	839	65,071





**Appendix A-2**  
**Demographic Comparison – Percentages**  
*City of Jackson, Jackson County and State of Michigan*



**Demographic Comparison - Percentages**  
*City of Jackson, Jackson County and State of Michigan*

**Population**

	<b>City</b>	<b>County</b>	<b>State</b>
Population	<b>36,316</b>	158,422	9,938,444

**Age of the Population**

	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>36,316</b>	158,422	9,938,444
Under 5 Years	<b>9.1%</b>	6.6%	6.8%
5 to 9 Years	<b>8.8%</b>	7.4%	7.5%
10 to 14 Years	<b>7.6%</b>	7.5%	7.5%
15 to 19 Years	<b>7.0%</b>	6.7%	7.2%
20 to 24 Years	<b>6.9%</b>	5.6%	6.5%
25 to 34 Years	<b>15.8%</b>	13.6%	13.7%
35 to 44 Years	<b>14.6%</b>	16.8%	16.1%
45 to 54 Years	<b>11.4%</b>	14.2%	13.8%
55 to 59 Years	<b>3.8%</b>	5.0%	4.9%
60 to 64 Years	<b>3.0%</b>	3.9%	3.8%
65 to 74 Years	<b>5.6%</b>	6.6%	6.5%
75 to 84 Years	<b>4.6%</b>	4.7%	4.4%
85 Years and Older	<b>1.8%</b>	1.6%	1.4%
<hr/>			
5 Years and Older	<b>90.9%</b>	93.4%	93.3%
16 Years and Older	<b>73.1%</b>	77.1%	76.8%
18 Years and Older	<b>70.3%</b>	74.4%	73.7%
25 Years and Older	<b>60.4%</b>	66.2%	64.6%
65 Years and Older	<b>11.9%</b>	12.9%	12.3%

**Race & Ethnicity of the Population**

	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>36,316</b>	158,422	9,938,444
White	<b>73.9%</b>	88.5%	80.2%
African American	<b>19.7%</b>	7.9%	14.2%
Native American*	<b>0.6%</b>	0.4%	0.6%
Asian	<b>0.5%</b>	0.5%	1.8%
Other	<b>1.7%</b>	0.8%	1.3%
2+ races	<b>3.7%</b>	1.7%	1.9%
<hr/>			
Hispanic"	<b>4.0%</b>	2.2%	3.3%

\* Native Americans include American Indians, Alaska Natives, Native Hawaiians, and other Pacific Islanders

" Hispanic is an ethnic, not a racial, description. Each Hispanic person is also a member of one or more races.

**Demographic Comparison - Percentages**  
*City of Jackson, Jackson County and State of Michigan*

<b>Households</b>			
	<b>City</b>	County	State
Total	<b>14,210</b>	58,168	3,785,661
Family Households*	<b>61.0%</b>	70.2%	68.0%
Nonfamily Households	<b>39.0%</b>	29.8%	32.0%
1-Person Households"	<b>32.0%</b>	36.6%	26.2%

\* Family households are comprised of families

" 1-person households are a sub-set of nonfamily households

<b>Housing Unit Occupancy</b>			
	<b>City</b>	County	State
Total	<b>15,241</b>	62,906	4,234,279
Occupied	<b>93.2%</b>	92.5%	89.4%
Vacant	<b>6.8%</b>	7.5%	10.6%

<b>Occupied Housing Units</b>			
	<b>City</b>	County	State
Total	<b>14,210</b>	58,168	3,785,661
Owner	<b>57.6%</b>	76.5%	73.8%
Renter	<b>42.4%</b>	23.5%	26.2%

<b>Disabled Population</b> <i>5 Years of Age and Older</i>			
	<b>City</b>	County	State
% of Pop	<b>20.5%</b>	17.3%	17.2%
Total disabled	<b>7,440</b>	27,464	1,711,231
5 to 20 years	<b>12.5%</b>	10.8%	11.5%
21 to 64 years	<b>60.9%</b>	58.8%	59.5%
65 years and over	<b>26.6%</b>	30.4%	29.0%

<b>Educational Attainment of the Population</b> <i>25 years of Age and Older</i>			
	<b>City</b>	County	State
Total	<b>21,942</b>	104,880	6,415,941
Less than 9th grade	<b>6%</b>	3%	4.7%
9th to 12th - no diploma	<b>17%</b>	12%	11.9%
High school graduate	<b>31%</b>	33%	31.3%
Some college - no degree	<b>26%</b>	27%	23.3%
Associate degree	<b>7%</b>	8%	7.0%
Bachelor's degree	<b>9%</b>	11%	13.7%
Graduate/prof. degree	<b>4%</b>	5%	8.1%

**Demographic Comparison - Percentages**  
*City of Jackson, Jackson County and State of Michigan*

**Residency of the Population in 1995**  
**5 Years of Age & Over**

	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>33,019</b>	147,975	9,268,782
Same House	<b>50.8%</b>	59.0%	57.3%
Same County	<b>35.1%</b>	26.4%	25.1%
Different County	<b>13.1%</b>	14.0%	15.9%
Outside of US	<b>1.1%</b>	0.7%	1.7%

**Language the Population Speaks at Home**  
**5 Years of Age & Over**

	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>33,019</b>	147,975	9,268,782
English only	<b>94.3%</b>	95.6%	91.6%
Other than English	<b>5.7%</b>	4.4%	8.4%

**Employment of the Population**  
**16 Years of Age & Over**

	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>26,546</b>	122,154	7,630,645
Employed	<b>58.8%</b>	58.7%	60.8%
Unemployed	<b>5.2%</b>	3.4%	3.7%
Armed Forces	<b>0.1%</b>	0.1%	0.1%
Not in Labor Force	<b>36.0%</b>	37.9%	35.4%

**Employment of the Population by Occupation**  
**16 Years of Age & Over**

	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>15,601</b>	71,695	4,637,461
Management, professional & related	<b>23.0%</b>	27.5%	31.5%
Service	<b>22.3%</b>	16.5%	14.8%
Sales & office	<b>22.3%</b>	24.6%	25.6%
Farming, fishing & forestry	<b>0.0%</b>	0.4%	0.5%
Construction, extraction & maintenance	<b>7.4%</b>	9.4%	9.2%
Production, transportation & material moving	<b>25.0%</b>	21.7%	18.5%

**Demographic Comparison - Percentages**  
*City of Jackson, Jackson County and State of Michigan*

<b>Employment of the Population by Industry</b>				
<b>16 Years of Age &amp; Over</b>				
	<b>City</b>	<b>County</b>	<b>State</b>	
Total	<b>15,601</b>	71,695	4,637,461	
Agriculture, forestry, fishing, hunting & mining	<b>0.2%</b>	1.1%	1.1%	
Construction	<b>4.5%</b>	5.7%	6.0%	
Manufacturing	<b>23.7%</b>	23.6%	22.5%	
Wholesale Trade	<b>3.1%</b>	3.4%	3.3%	
Retail Trade	<b>11.9%</b>	12.1%	11.9%	
Transp. & warehousing & utilities information	<b>4.0%</b>	5.9%	4.1%	
Information	<b>1.8%</b>	2.0%	2.1%	
Finance, insurance, real estate & rental & leasing	<b>3.7%</b>	3.9%	5.3%	
Prof., scientific, mngt., administrative & waste management services	<b>5.9%</b>	5.7%	8.0%	
Educational, health & social services	<b>20.3%</b>	19.9%	19.9%	
Arts, entertainment, rec- reation, accomodation & food services	<b>10.5%</b>	7.0%	7.6%	
Other services (except public administration)	<b>5.7%</b>	4.8%	4.6%	
Public administration	<b>4.7%</b>	5.1%	3.6%	

<b>Household Income in 1999</b>				
	<b>City</b>	<b>County</b>	<b>State</b>	
Total	<b>14,215</b>	58,318	3,788,780	
less than \$10,000	<b>14.8%</b>	7.4%	8.3%	
\$10,000, \$14,999	<b>9.1%</b>	6.4%	5.8%	
\$15,000 to \$24,999	<b>17.1%</b>	12.7%	12.4%	
\$25,000 to \$34,999	<b>13.2%</b>	12.8%	12.4%	
\$35,000 to \$49,999	<b>18.4%</b>	18.2%	16.5%	
\$50,000 to \$74,999	<b>16.9%</b>	22.4%	20.6%	
\$75,000 to \$99,999	<b>6.4%</b>	11.3%	11.4%	
\$100,000 to \$149,999	<b>3.1%</b>	6.3%	8.6%	
\$150,000 to \$199,999	<b>0.5%</b>	1.1%	2.1%	
\$200,000 or more	<b>0.4%</b>	1.4%	2.0%	

**Demographic Comparison - Percentages**  
*City of Jackson, Jackson County and State of Michigan*

<b>Poverty of the Population</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Families	<b>15.2%</b>	6.5%	7.5%
Individuals	<b>19.1%</b>	8.5%	10.3%
<hr/>			
Individuals	<b>6,944</b>	13,417	1,021,605
Individuals 18+	<b>58.3%</b>	61.7%	65.5%
Individuals 65+	<b>6.5%</b>	8.7%	9.4%

<b>Number of Units in Housing Structures</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>15,241</b>	62,906	4,234,279
1 unit - detached	<b>65.3%</b>	75.1%	70.6%
1 unit - attached	<b>1.9%</b>	1.4%	3.9%
2 units	<b>11.5%</b>	4.1%	3.5%
3 or 4 units	<b>7.0%</b>	3.2%	2.8%
5 to 9 units	<b>4.6%</b>	2.3%	4.0%
10 to 19 units	<b>1.6%</b>	2.0%	3.4%
20 or more units	<b>7.8%</b>	3.8%	5.1%
Mobile homes	<b>0.4%</b>	7.7%	6.5%
Boat, RV, van, etc.	<b>0.0%</b>	0.4%	0.2%

<b>Year Housing Structures were Built</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>15,241</b>	62,906	4,234,279
1999 to 3/2000	<b>0.2%</b>	<b>2.0%</b>	<b>2.2%</b>
1995 to 1998	<b>0.6%</b>	<b>5.7%</b>	<b>6.4%</b>
1990 to 1994	<b>1.6%</b>	<b>5.6%</b>	<b>6.1%</b>
1980 to 1989	<b>3.4%</b>	<b>8.2%</b>	<b>10.5%</b>
1970 to 1979	<b>8.2%</b>	<b>16.3%</b>	<b>17.1%</b>
1960 to 1969	<b>9.2%</b>	<b>13.6%</b>	<b>14.2%</b>
1940 to 1959	<b>25.7%</b>	<b>22.9%</b>	<b>26.5%</b>
1939 or earlier	<b>51.1%</b>	<b>25.8%</b>	<b>16.9%</b>

<b>Vehicles Available per Housing Unit</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>14,210</b>	58,168	3,785,661
none	<b>15.6%</b>	7.5%	7.7%
1	<b>42.4%</b>	31.8%	33.7%
2	<b>31.7%</b>	41.3%	40.7%
3 or more	<b>10.2%</b>	19.4%	17.9%

<b>Housing Units Lacking Complete Facilities &amp; Services</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Plumbing facilities	<b>0.3%</b>	0.3%	0.4%
Kitchen facilities	<b>0.6%</b>	0.5%	0.4%
Telephone service	<b>6.4%</b>	2.7%	2.4%

**Demographic Comparison - Percentages**  
*City of Jackson, Jackson County and State of Michigan*

<b>Occupants per Room in a Housing Unit</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>14,210</b>	58,168	3,785,661
1 or less	<b>96.7%</b>	97.9%	97.0%
1.01 to 1.5	<b>2.4%</b>	1.6%	2.0%
1.51 or more	<b>0.9%</b>	0.5%	1.0%

<b>Home Values</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>7,609</b>	34,639	2,269,211
less than \$50,000	<b>30.1%</b>	11.9%	9.9%
\$50,000 to \$99,999	<b>56.4%</b>	41.3%	31.4%
\$100,000 to \$149,999	<b>8.8%</b>	25.7%	26.6%
\$150,000 to \$199,999	<b>3.1%</b>	12.9%	15.0%
\$200,000 to \$299,999	<b>1.5%</b>	6.2%	11.1%
\$300,000 to \$499,999	<b>0.2%</b>	1.6%	4.6%
\$500,000 to \$999,999	<b>0.0%</b>	0.5%	1.2%
\$1,000,000 or more	<b>0.0%</b>	0.0%	0.3%

<b>Mortgage Status &amp; Selected Monthly Costs for Home Owners</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>7,609</b>	34,639	2,269,175
Mortgaged	<b>63.3%</b>	65.4%	69.7%
Not Mortgaged	<b>36.7%</b>	34.6%	30.3%
Mortgaged	<b>4,814</b>	22,656	1,580,828
less than \$300	<b>1.8%</b>	1.0%	0.6%
\$300 to \$499	<b>18.4%</b>	9.2%	6.8%
\$500 to \$699	<b>32.3%</b>	22.1%	16.1%
\$700 to \$999	<b>32.1%</b>	34.3%	29.1%
\$1,000 to \$1,499	<b>12.6%</b>	24.9%	29.1%
\$1,500 to \$1,999	<b>2.1%</b>	6.0%	11.1%
\$2,000 or more	<b>0.7%</b>	2.4%	7.2%

<b>Selected Monthly Owner Costs as a % of Household Income</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>7,609</b>	34,639	2,269,175
less than 15.0 %	<b>45.0%</b>	45.8%	41.8%
15.0% to 19.9%	<b>18.9%</b>	18.8%	18.4%
20.0% to 24.9%	<b>12.5%</b>	13.2%	13.1%
25.0% to 29.9%	<b>6.1%</b>	7.6%	8.3%
30.0% to 34.9%	<b>4.2%</b>	4.1%	5.0%
35.0% or more	<b>12.4%</b>	10.0%	12.7%
not computed	<b>0.9%</b>	0.5%	0.8%



**Demographic Comparison - Percentages**  
*City of Jackson, Jackson County and State of Michigan*

<b>Gross Rent for a Rental Housing Unit</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>5,981</b>	13,361	976,313
less than \$200	<b>11.0%</b>	8.0%	5.5%
\$200 to \$299	<b>9.4%</b>	6.9%	5.3%
\$300 to \$499	<b>35.4%</b>	31.6%	28.3%
\$500 to \$749	<b>32.5%</b>	36.2%	38.3%
\$750 to \$999	<b>7.0%</b>	10.3%	12.5%
\$1,000 to \$1,499	<b>0.8%</b>	1.6%	4.4%
\$1,500 or more	<b>0.0%</b>	0.5%	1.3%
no cash rent	<b>3.8%</b>	5.0%	4.4%

<b>Gross Rent as a % of Household Income</b>			
	<b>City</b>	<b>County</b>	<b>State</b>
Total	<b>5,981</b>	13,361	976,313
less than 15.0 %	<b>17.9%</b>	21.3%	20.9%
15.0% to 19.9%	<b>13.7%</b>	14.8%	14.9%
20.0% to 24.9%	<b>12.0%</b>	12.5%	12.4%
25.0% to 29.9%	<b>10.2%</b>	10.0%	10.0%
30.0% to 34.9%	<b>8.8%</b>	6.9%	6.8%
35.0% or more	<b>32.1%</b>	28.2%	28.4%
not computed	<b>5.4%</b>	6.3%	6.7%





**Appendix B-1**  
**Demographic Comparison**  
*City of Jackson and Similar Michigan Central Cities*



**Demographic Comparison**  
*City of Jackson and Similar Michigan Central Cities*

Population							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Population	22,076	32,338	35,048	<b>36,316</b>	36,817	53,564	77,145

Age of the Population							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	22,076	32,338	35,048	<b>36,316</b>	36,817	53,364	77,145
Under 5 Years	1,664	2,513	2,790	<b>3,289</b>	2,566	3,892	4,786
5 to 9 Years	1,668	2,445	2,512	<b>3,212</b>	2,690	4,235	4,530
10 to 14 Years	1,666	2,347	2,432	<b>2,764</b>	2,599	4,046	4,121
15 to 19 Years	1,488	2,327	3,327	<b>2,548</b>	2,543	3,678	9,315
20 to 24 Years	1,380	2,239	4,218	<b>2,509</b>	2,439	3,338	14,179
25 to 34 Years	3,108	4,775	5,047	<b>5,748</b>	5,465	7,719	11,585
35 to 44 Years	3,366	4,805	4,540	<b>5,293</b>	5,747	8,005	9,095
45 to 54 Years	2,788	3,916	3,469	<b>4,148</b>	4,674	6,976	7,434
55 to 59 Years	885	1,365	1,090	<b>1,368</b>	1,582	2,401	2,458
60 to 64 Years	756	1,066	883	<b>1,104</b>	1,305	1,852	1,845
65 to 74 Years	1,492	2,095	1,876	<b>2,026</b>	2,407	3,556	3,505
75 to 84 Years	1,213	1,696	1,896	<b>1,655</b>	2,089	2,727	2,919
85 Years and Older	602	749	968	<b>652</b>	711	939	1,373
5 Years and Older	20,712	29,765	32,481	<b>33,019</b>	34,262	49,388	72,358
16 Years and Older	16,901	24,633	26,999	<b>26,546</b>	28,445	40,478	62,928
18 Years and Older	16,135	23,609	25,886	<b>25,544</b>	27,429	38,829	61,490
25 Years and Older	14,325	20,476	20,094	<b>21,942</b>	23,993	34,274	39,884
65 Years and Older	3,307	4,540	4,740	<b>4,333</b>	5,207	7,222	7,797
Median Age	35.2	34.0	29.2	<b>31.3</b>	35.2	34.7	26.1

Race & Ethnicity of the Population							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	22,076	32,338	35,048	<b>36,316</b>	36,817	53,364	77,145
White	20,060	28,034	27,399	<b>26,825</b>	33,575	39,838	54,593
African American	1,120	2,504	888	<b>7,154</b>	1,003	9,501	15,924
Native American*	57	285	212	<b>217</b>	275	417	495
Asian	186	179	1,247	<b>186</b>	195	1,033	1,847
Other	199	428	4,348	<b>601</b>	910	1,126	1,836
2+ races	454	908	954	<b>1,333</b>	859	1,449	2,450
Hispanic"	610	1,383	7,783	<b>1,469</b>	2,473	2,475	3,304

\* Native Americans include American Indians, Alaska Natives, Native Hawaiians, and other Pacific Islanders

" Hispanic is an ethnic, not a racial, description. Each Hispanic person is also a member of one or more races.

**Demographic Comparison**  
*City of Jackson and Similar Michigan Central Cities*

<b>Households</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Households	8,594	12,961	11,971	<b>14,210</b>	15,208	21,348	29,413
Family Households*	5,586	8,044	7,928	<b>8,666</b>	9,316	13,360	14,358
Nonfamily Households	3,008	4,917	4,043	<b>5,544</b>	5,892	7,988	15,055
1-Person Households"	2,635	4,131	3,214	<b>4,545</b>	3,895	6,745	10,232
Avg. Household Size	2.47	2.43	2.67	<b>2.48</b>	2.38	2.43	2.30
Avg. Family Size	3.10	3.04	3.24	<b>3.12</b>	3.04	3.04	2.99

\* Family households are comprised of families

" 1-person households are a sub-set of nonfamily households

<b>Housing Unit Occupancy</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	9,107	14,003	12,533	<b>15,241</b>	16,259	23,525	31,798
Occupied	8,594	12,961	11,971	<b>14,210</b>	15,208	21,348	29,413
Vacant	513	1,042	562	<b>1,031</b>	1,051	2,177	2,385

<b>Vacancy Rate of Housing Units</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Homeowner	1.5%	2.0%	1.4%	<b>1.5%</b>	1.7%	2.5%	2.1%
Rental	6.2%	7.9%	3.3%	<b>7.9%</b>	7.4%	12.1%	6.9%

<b>Occupied Housing Units</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	8,594	12,961	11,971	<b>14,210</b>	15,208	21,348	29,413
Owner	5,323	7,409	8,034	<b>8,181</b>	10,574	14,044	14,027
Renter	3,271	5,552	3,937	<b>6,029</b>	4,634	7,304	15,386

<b>Household Size</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Owner	2.65	2.54	2.73	<b>2.55</b>	2.51	2.52	2.43
Renter	2.18	2.29	2.55	<b>2.38</b>	2.09	2.25	2.18

**Demographic Comparison**  
*City of Jackson and Similar Michigan Central Cities*

**Educational Attainment of the Population**  
**25 years of Age and Older**

	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Total	14,325	20,476	20,094	<b>21,942</b>	23,993	34,274	39,884
Less than 9th grade	994	1,109	2,091	<b>1,250</b>	1,254	1,395	2,055
9th to 12th - no diploma	1,966	3,637	2,224	<b>3,735</b>	3,349	4,637	4,263
High school graduate	4,853	7,321	5,594	<b>6,772</b>	9,019	11,239	9,391
Some college - no degree	3,202	4,598	3,895	<b>5,707</b>	5,522	8,353	8,732
Associate degree	913	1,492	890	<b>1,613</b>	1,784	2,751	2,392
Bachelor's degree	1,467	1,438	3,598	<b>2,026</b>	2,097	3,931	7,314
Graduate/prof. degree	930	881	1,802	<b>839</b>	968	1,968	5,737

**Disabled Population**  
**5 Years of Age and Older**

	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Total disabled	4,021	6,807	4,973	<b>7,440</b>	7,251	11,015	13,219
5 to 20 years	431	925	709	<b>929</b>	754	1,341	2,224
21 to 64 years	2,141	3,981	2,466	<b>4,531</b>	4,110	6,523	7,633
65 years and over	1,449	1,901	1,798	<b>1,980</b>	2,387	3,151	3,362

**Residency of the Population in 1995**  
**5 Years of Age & Over**

	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Total	20,712	29,765	32,481	<b>33,019</b>	34,262	49,388	72,358
Same House	12,013	14,614	15,507	<b>16,768</b>	21,059	26,047	28,997
Same County	6,156	11,655	6,825	<b>11,581</b>	9,308	15,332	19,201
Different County	2,362	3,208	9,389	<b>4,318</b>	3,824	7,320	22,212
Outside of US	181	288	760	<b>352</b>	71	689	1,948

**Language the Population Speaks at Home**  
**5 Years of Age & Over**

	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Total	20,712	29,765	32,481	<b>33,019</b>	34,262	49,388	72,358
English only	19,618	28,551	25,159	<b>31,143</b>	32,094	46,274	65,850
Other than English	1,094	1,214	7,322	<b>1,876</b>	2,168	3,114	6,508

**Employment of the Population**  
**16 Years of Age & Over**

	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Total	16,901	24,633	26,999	<b>26,546</b>	28,445	40,478	62,928
Employed	9,938	14,518	17,226	<b>15,601</b>	16,481	23,052	37,141
Unemployed	355	1,218	901	<b>1,371</b>	1,196	1,623	5,287
Armed Forces	5	26	0	<b>30</b>	22	52	45
Not in Labor Force	6,603	8,871	8,872	<b>9,544</b>	10,746	15,751	20,455

**Demographic Comparison**  
*City of Jackson and Similar Michigan Central Cities*

**Employment of the Population by Occupation**  
**16 Years of Age & Over**

	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Total	9,938	14,518	17,226	<b>15,601</b>	16,481	23,052	37,141
Management, professional & related	2,623	2,986	4,997	<b>3,591</b>	4,097	6,156	11,972
Service	1,820	2,703	2,539	<b>3,476</b>	3,102	4,233	7,775
Sales & office	2,343	3,648	4,112	<b>3,475</b>	4,530	5,873	9,440
Farming, fishing & forestry	28	4	119	<b>0</b>	68	24	300
Construction, extraction & maintenance	892	1,182	888	<b>1,162</b>	1,594	1,517	2,199
Production, transportation & material moving	2,232	3,995	4,571	<b>3,897</b>	3,090	5,249	5,455

**Employment of the Population by Industry**  
**16 Years of Age & Over**

	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Total	9,938	14,518	17,226	<b>15,601</b>	16,481	23,052	37,141
Agriculture, forestry, fishing, hunting & mining	15	9	134	<b>27</b>	85	27	245
Construction	503	710	662	<b>698</b>	1,020	902	1,506
Manufacturing	2,215	3,960	5,723	<b>3,703</b>	2,670	5,656	5,788
Wholesale Trade	208	198	510	<b>487</b>	610	526	840
Retail Trade	1,319	2,071	1,876	<b>1,854</b>	2,656	2,598	4,416
Transp. & warehousing & utilities information	699	717	392	<b>622</b>	783	1,074	1,032
Information	185	430	392	<b>285</b>	358	326	858
Finance, insurance, real estate & rental & leasing	478	475	562	<b>572</b>	862	1,009	2,062
Prof., scientific, mngt., administrative & waste management services	638	770	832	<b>921</b>	894	1,326	2,756
Educational, health & social services	1,961	2,647	3,655	<b>3,173</b>	3,425	4,733	10,334
Arts, entertainment, recreation, accomodation & food services	882	1,312	1,393	<b>1,643</b>	1,803	2,172	4,841
Other services (except public administration)	534	715	736	<b>886</b>	834	1,294	1,710
Public administration	301	504	359	<b>730</b>	481	1,409	753



**Demographic Comparison**  
*City of Jackson and Similar Michigan Central Cities*

<b>Household Income in 1999</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Total	8,666	12,938	12,044	<b>14,215</b>	15,252	21,372	29,415
less than \$10,000	931	1,898	818	<b>2,107</b>	2,018	2,494	4,527
\$10,000, \$14,999	605	1,060	599	<b>1,293</b>	1,418	1,658	2,757
\$15,000 to \$24,999	1,204	2,260	1,473	<b>2,433</b>	2,744	3,212	4,932
\$25,000 to \$34,999	990	1,829	1,705	<b>1,877</b>	2,443	3,174	3,790
\$35,000 to \$49,999	1,362	2,140	2,546	<b>2,622</b>	2,387	3,517	4,801
\$50,000 to \$74,999	1,854	2,137	2,670	<b>2,407</b>	2,412	3,996	4,733
\$75,000 to \$99,999	891	896	1,203	<b>910</b>	1,026	1,806	1,880
\$100,000 to \$149,999	603	478	645	<b>436</b>	594	1,150	1,305
\$150,000 to \$199,999	156	112	172	<b>75</b>	98	180	316
\$200,000 or more	70	128	213	<b>55</b>	112	185	374
Median income	\$41,810	\$31,327	\$42,231	<b>\$31,294</b>	\$30,425	\$35,491	\$31,189

<b>Per Capita Income</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Per capita income	\$19,948	\$17,100	\$18,823	<b>\$15,230</b>	\$16,550	\$18,424	\$16,897

<b>Poverty of the Population</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Families	509	1,077	535	<b>1,318</b>	972	1,434	1,957
Individuals	2,753	5,342	3,430	<b>6,944</b>	5,336	7,446	16,641
Individuals 18+	1,845	3,469	2,481	<b>4,047</b>	3,545	4,875	12,574
Individuals 65+	498	624	246	<b>449</b>	548	823	823

<b>Number of Units in Housing Structures</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Total	9,163	13,995	12,558	<b>15,241</b>	16,259	23,552	31,782
1 unit - detached	5,858	8,774	7,601	<b>9,946</b>	11,553	16,155	15,938
1 unit - attached	291	491	876	<b>286</b>	283	449	933
2 units	800	1,438	986	<b>1,755</b>	1,448	1,135	2,198
3 or 4 units	476	1,096	716	<b>1,070</b>	1,278	1,424	2,291
5 to 9 units	528	977	642	<b>694</b>	350	1,144	2,306
10 to 19 units	495	264	466	<b>241</b>	152	1,132	2,800
20 or more units	693	886	900	<b>1,182</b>	959	1,754	4,524
Mobile homes	22	69	371	<b>61</b>	236	359	781
Boat, RV, van, etc.	0	0	0	<b>6</b>	0	0	11

**Demographic Comparison**  
*City of Jackson and Similar Michigan Central Cities*

<b>Year Housing Structures were Built</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	9,163	13,995	12,558	<b>15,241</b>	16,259	23,552	31,782
1999 to 3/2000	51	274	109	<b>27</b>	80	457	198
1995 to 1998	104	366	522	<b>85</b>	168	916	814
1990 to 1994	378	413	1,146	<b>251</b>	103	711	965
1980 to 1989	469	870	2,170	<b>513</b>	497	1,420	2,931
1970 to 1979	967	1,382	1,373	<b>1,257</b>	1,005	2,251	4,874
1960 to 1969	1,076	1,651	1,317	<b>1,406</b>	1,255	3,053	4,345
1940 to 1959	2,631	3,940	3,097	<b>3,919</b>	4,991	8,177	8,473
1939 or earlier	3,487	5,099	2,824	<b>7,783</b>	8,160	6,567	9,182

<b>Median Rooms in a Housing Unit</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Median rooms	5.5	5.3	5.4	<b>5.5</b>	5.6	5.4	5.0

<b>Vehicles Available per Housing Unit</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	8,643	12,957	11,995	<b>14,210</b>	15,208	21,348	29,411
none	1,017	1,798	898	<b>2,220</b>	1,711	2,534	3,690
1	3,174	5,334	4,424	<b>6,032</b>	6,076	8,811	12,553
2	3,265	4,307	4,912	<b>4,504</b>	5,503	7,482	9,528
3 or more	1,187	1,518	1,761	<b>1,454</b>	1,918	2,521	3,640

<b>Housing Units Lacking Complete Facilities &amp; Services</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Plumbing facilities	35	42	65	<b>53</b>	17	72	96
Kitchen facilities	83	115	51	<b>94</b>	35	35	110
Telephone service	372	800	348	<b>975</b>	441	890	1,106

<b>Occupants per Room in a Housing Unit</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	8,697	12,957	11,995	<b>14,210</b>	15,208	21,348	29,411
1 or less	8,493	12,654	11,438	<b>13,744</b>	14,875	20,736	28,318
1.01 to 1.5	142	242	312	<b>335</b>	228	355	648
1.51 or more	62	61	245	<b>131</b>	105	257	445

**Demographic Comparison**  
*City of Jackson and Similar Michigan Central Cities*

<b>Home Values</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	4,971	6,653	6,882	<b>7,609</b>	9,613	12,962	12,241
less than \$50,000	191	700	142	<b>2,289</b>	2,410	3,438	2,166
\$50,000 to \$99,999	1,438	3,908	2,809	<b>4,288</b>	6,053	5,770	5,832
\$100,000 to \$149,999	2,253	1,330	2,442	<b>667</b>	800	2,232	2,703
\$150,000 to \$199,999	682	368	959	<b>235</b>	200	829	902
\$200,000 to \$299,999	277	215	356	<b>114</b>	93	476	423
\$300,000 to \$499,999	124	100	112	<b>13</b>	52	187	170
\$500,000 to \$999,999	6	27	36	<b>3</b>	5	30	33
\$1,000,000 or more	0	5	26	<b>0</b>	0	0	12
Median home value	\$115,500	\$84,400	\$107,900	<b>\$64,300</b>	\$65,700	\$71,000	\$83,000

<b>Mortgage Status &amp; Selected Monthly Costs for Home Owners</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	4,971	6,653	6,882	<b>7,609</b>	9,613	12,962	12,241
Mortgaged	3,244	4,288	4,688	<b>4,814</b>	5,539	8,507	8,391
less than \$300	39	26	13	<b>85</b>	24	79	116
\$300 to \$499	150	382	140	<b>887</b>	747	1,232	929
\$500 to \$699	415	1,000	865	<b>1,557</b>	2,008	2,451	2,227
\$700 to \$999	1,062	1,584	1,834	<b>1,545</b>	1,893	2,350	2,753
\$1,000 to \$1,499	1,148	1,044	1,407	<b>606</b>	688	1,608	1,691
\$1,500 to \$1,999	285	180	276	<b>102</b>	112	581	469
\$2,000 or more	145	72	153	<b>32</b>	67	206	206
Median Monthly Costs	\$988	\$835	\$915	<b>\$684</b>	\$699	\$749	\$782
Not Mortgaged	1,727	2,365	2,194	<b>2,795</b>	4,074	4,455	3,850
Median Monthly Costs	\$279	\$274	\$296	<b>\$232</b>	\$271	\$265	\$303

<b>Selected Monthly Owner Costs as a % of Household Income</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	4,971	6,653	6,882	<b>7,609</b>	9,613	12,962	12,241
less than 15.0 %	1,937	2,700	2,875	<b>3,422</b>	4,158	5,752	5,351
15.0% to 19.9%	1,062	1,124	1,315	<b>1,437</b>	1,709	2,142	2,204
20.0% to 24.9%	707	870	948	<b>953</b>	1,099	1,524	1,612
25.0% to 29.9%	416	525	621	<b>464</b>	789	1,059	969
30.0% to 34.9%	186	376	373	<b>317</b>	455	570	567
35.0% or more	619	1,008	738	<b>947</b>	1,331	1,735	1,437
not computed	44	50	12	<b>69</b>	72	180	101

**Demographic Comparison**  
*City of Jackson and Similar Michigan Central Cities*

Gross Rent for a Rental Housing Unit							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Total	3,317	5,560	3,937	<b>5,981</b>	4,631	7,253	15,340
less than \$200	223	528	213	<b>655</b>	609	484	1,308
\$200 to \$299	185	397	144	<b>565</b>	501	575	648
\$300 to \$499	1,048	1,622	883	<b>2,117</b>	2,118	2,621	4,933
\$500 to \$749	1,290	2,255	1,895	<b>1,946</b>	973	2,775	5,667
\$750 to \$999	339	551	494	<b>421</b>	201	354	1,582
\$1,000 to \$1,499	45	83	99	<b>50</b>	15	99	597
\$1,500 or more	14	0	40	<b>0</b>	4	61	265
no cash rent	173	124	169	<b>227</b>	210	284	340
median rent	\$518	\$515	\$551	<b>\$462</b>	\$395	\$488	\$520

Gross Rent as a % of Household Income							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Total	3,317	5,560	3,937	<b>5,981</b>	4,631	7,253	15,340
less than 15.0 %	652	1,031	904	<b>1,068</b>	845	1,430	2,450
15.0% to 19.9%	484	717	751	<b>817</b>	698	1,061	1,963
20.0% to 24.9%	409	652	464	<b>718</b>	506	850	1,815
25.0% to 29.9%	318	571	415	<b>609</b>	631	825	1,375
30.0% to 34.9%	217	447	256	<b>527</b>	359	503	1,179
35.0% or more	1,019	1,892	938	<b>1,918</b>	1,275	2,148	5,840
not computed	218	250	209	<b>324</b>	317	436	718



**Appendix B-2**  
**Demographic Comparison – Percentages**  
*City of Jackson and Similar Michigan Central Cities*



**Demographic Comparison - Percentage**  
*City of Jackson and Select Michigan Central Cities*

<b>Population</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Population	22,076	32,338	35,048	<b>36,316</b>	36,817	53,564	77,145
<b>Age of the Population</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	22,076	32,338	35,048	<b>36,316</b>	36,817	53,364	77,145
Under 5 Years	7.5%	7.8%	8.0%	<b>9.1%</b>	7.0%	7.3%	6.2%
5 to 9 Years	7.6%	7.6%	7.2%	<b>8.8%</b>	7.3%	7.9%	5.9%
10 to 14 Years	7.5%	7.3%	6.9%	<b>7.6%</b>	7.1%	7.6%	5.3%
15 to 19 Years	6.7%	7.2%	9.5%	<b>7.0%</b>	6.9%	6.9%	12.1%
20 to 24 Years	6.3%	6.9%	12.0%	<b>6.9%</b>	6.6%	6.3%	18.4%
25 to 34 Years	14.1%	14.8%	14.4%	<b>15.8%</b>	14.8%	14.5%	15.0%
35 to 44 Years	15.2%	14.9%	13.0%	<b>14.6%</b>	15.6%	15.0%	11.8%
45 to 54 Years	12.6%	12.1%	9.9%	<b>11.4%</b>	12.7%	13.1%	9.6%
55 to 59 Years	4.0%	4.2%	3.1%	<b>3.8%</b>	4.3%	4.5%	3.2%
60 to 64 Years	3.4%	3.3%	2.5%	<b>3.0%</b>	3.5%	3.5%	2.4%
65 to 74 Years	6.8%	6.5%	5.4%	<b>5.6%</b>	6.5%	6.7%	4.5%
75 to 84 Years	5.5%	5.2%	5.4%	<b>4.6%</b>	5.7%	5.1%	3.8%
85 Years and Older	2.7%	2.3%	2.8%	<b>1.8%</b>	1.9%	1.8%	1.8%
5 Years and Older	93.8%	92.0%	92.7%	<b>90.9%</b>	93.1%	92.2%	93.8%
16 Years and Older	76.6%	76.2%	77.0%	<b>73.1%</b>	77.3%	75.6%	81.6%
18 Years and Older	73.1%	73.0%	73.9%	<b>70.3%</b>	74.5%	72.5%	79.7%
25 Years and Older	64.9%	63.3%	57.3%	<b>60.4%</b>	65.2%	64.0%	51.7%
65 Years and Older	15.0%	14.0%	13.5%	<b>11.9%</b>	14.1%	13.5%	10.1%
<b>Race &amp; Ethnicity of the Population</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	22,076	32,338	35,048	<b>36,316</b>	36,817	53,364	77,145
White	90.9%	86.7%	78.2%	<b>73.9%</b>	91.2%	74.4%	70.8%
African American	5.1%	7.7%	2.5%	<b>19.7%</b>	2.7%	17.7%	20.6%
Native American*	0.3%	0.9%	0.6%	<b>0.6%</b>	0.7%	0.8%	0.6%
Asian	0.8%	0.6%	3.6%	<b>0.5%</b>	0.5%	1.9%	2.4%
Other	0.9%	1.3%	12.4%	<b>1.7%</b>	2.5%	2.1%	2.4%
2+ races	2.1%	2.8%	2.7%	<b>3.7%</b>	2.3%	2.7%	3.2%
Hispanic"	9.1%	13.3%	21.8%	<b>26.1%</b>	8.8%	25.3%	29.2%

\* Native Americans include American Indians, Alaska Natives, Native Hawaiians, and other Pacific Islanders

" Hispanic is an ethnic, not a racial, description. Each Hispanic person is also a member of one or more races.

**Demographic Comparison - Percentage**  
*City of Jackson and Select Michigan Central Cities*

<b>Households</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Households	8,594	12,961	11,971	<b>14,210</b>	15,208	21,348	29,413
Family Households*	65.0%	62.1%	66.2%	<b>61.0%</b>	61.3%	62.6%	48.8%
Nonfamily Households	35.0%	37.9%	33.8%	<b>39.0%</b>	38.7%	37.4%	51.2%
1-Person Households"	30.7%	31.9%	26.8%	<b>32.0%</b>	25.6%	31.6%	34.8%

\* Family households are comprised of families

" 1-person households are a sub-set of nonfamily households

<b>Housing Unit Occupancy</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	9,107	14,003	12,533	<b>15,241</b>	16,259	23,525	31,798
Occupied	94.4%	92.6%	95.5%	<b>93.2%</b>	93.5%	90.7%	92.5%
Vacant	5.6%	7.4%	4.5%	<b>6.8%</b>	6.5%	9.3%	7.5%

<b>Occupied Housing Units</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	8,594	12,961	11,971	<b>14,210</b>	15,208	21,348	29,413
Owner	61.9%	57.2%	67.1%	<b>57.6%</b>	69.5%	65.8%	47.7%
Renter	38.1%	42.8%	32.9%	<b>42.4%</b>	30.5%	34.2%	52.3%

<b>Educational Attainment of the Population 25 years of Age and Older</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	14,325	20,476	20,094	<b>21,942</b>	23,993	34,274	39,884
Less than 9th grade	6.9%	5.4%	10.4%	<b>5.7%</b>	5.2%	4.1%	5.2%
9th to 12th - no diploma	13.7%	17.8%	11.1%	<b>17.0%</b>	14.0%	13.5%	10.7%
High school graduate	33.9%	35.8%	27.8%	<b>30.9%</b>	37.6%	32.8%	23.5%
Some college - no degree	22.4%	22.5%	19.4%	<b>26.0%</b>	23.0%	24.4%	21.9%
Associate degree	6.4%	7.3%	4.4%	<b>7.4%</b>	7.4%	8.0%	6.0%
Bachelor's degree	10.2%	7.0%	17.9%	<b>9.2%</b>	8.7%	11.5%	18.3%
Graduate/prof. degree	6.5%	4.3%	9.0%	<b>3.8%</b>	4.0%	5.7%	14.4%

<b>Disabled Population 5 Years of Age and Older</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
% of Pop	18.2%	21.0%	14.2%	<b>20.5%</b>	19.7%	20.6%	17.1%
Total	4,021	6,807	4,973	<b>7,440</b>	7,251	11,015	13,219
5 to 20 years	10.7%	13.6%	14.3%	<b>12.5%</b>	10.4%	12.2%	16.8%
21 to 64 years	53.2%	58.5%	49.6%	<b>60.9%</b>	56.7%	59.2%	57.7%
65 years and over	36.0%	27.9%	36.2%	<b>26.6%</b>	32.9%	28.6%	25.4%



**Demographic Comparison - Percentage**  
*City of Jackson and Select Michigan Central Cities*

**Residency of the Population in 1995**  
**5 Years of Age & Over**

	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Total	20,712	29,765	32,481	<b>33,019</b>	34,262	49,388	72,358
Same House	58.0%	49.1%	47.7%	<b>50.8%</b>	61.5%	52.7%	40.1%
Same County	29.7%	39.2%	21.0%	<b>35.1%</b>	27.2%	31.0%	26.5%
Different County	11.4%	10.8%	28.9%	<b>13.1%</b>	11.2%	14.8%	30.7%
Outside of US	0.9%	1.0%	2.3%	<b>1.1%</b>	0.2%	1.4%	2.7%

**Language the Population Speaks at Home**  
**5 Years of Age & Over**

	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Total	20,712	29,765	32,481	<b>33,019</b>	34,262	49,388	72,358
English only	94.7%	95.9%	77.5%	<b>94.3%</b>	93.7%	93.7%	91.0%
Other than English	5.3%	4.1%	22.5%	<b>5.7%</b>	6.3%	6.3%	9.0%

**Employment of the Population**  
**16 Years of Age & Over**

	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Total	16,901	24,633	26,999	<b>26,546</b>	28,445	40,478	62,928
Employed	58.8%	58.9%	63.8%	<b>58.8%</b>	57.9%	56.9%	59.0%
Unemployed	2.1%	4.9%	3.3%	<b>5.2%</b>	4.2%	4.0%	8.4%
Armed Forces	0.0%	0.1%	0.0%	<b>0.1%</b>	0.1%	0.1%	0.1%
Not in Labor Force	39.1%	36.0%	32.9%	<b>36.0%</b>	37.8%	38.9%	32.5%

**Employment of the Population by Occupation**  
**16 Years of Age & Over**

	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Total	9,938	14,518	17,226	<b>15,601</b>	16,481	23,052	37,141
Management, professional & related	26.4%	20.6%	29.0%	<b>23.0%</b>	24.9%	26.7%	32.2%
Service	18.3%	18.6%	14.7%	<b>22.3%</b>	18.8%	18.4%	20.9%
Sales & office	23.6%	25.1%	23.9%	<b>22.3%</b>	27.5%	25.5%	25.4%
Farming, fishing & forestry	0.3%	0.0%	0.7%	<b>0.0%</b>	0.4%	0.1%	0.8%
Construction, extraction & maintenance	9.0%	8.1%	5.2%	<b>7.4%</b>	9.7%	6.6%	5.9%
Production, transportation & material moving	22.5%	27.5%	26.5%	<b>25.0%</b>	18.7%	22.8%	14.7%

**Demographic Comparison - Percentage**  
*City of Jackson and Select Michigan Central Cities*

<b>Employment of the Population by Industry 16 Years of Age &amp; Over</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Total	9,938	14,518	17,226	<b>15,601</b>	16,481	23,052	37,141
Agriculture, forestry, fishing, hunting & mining	0.2%	0.1%	0.8%	<b>0.2%</b>	0.5%	0.1%	0.7%
Construction	5.1%	4.9%	3.8%	<b>4.5%</b>	6.2%	3.9%	4.1%
Manufacturing	22.3%	27.3%	33.2%	<b>23.7%</b>	16.2%	24.5%	15.6%
Wholesale Trade	2.1%	1.4%	3.0%	<b>3.1%</b>	3.7%	2.3%	2.3%
Retail Trade	13.3%	14.3%	10.9%	<b>11.9%</b>	16.1%	11.3%	11.9%
Transp. & warehousing & utilities information	7.0%	4.9%	2.3%	<b>4.0%</b>	4.8%	4.7%	2.8%
Information	1.9%	3.0%	2.3%	<b>1.8%</b>	2.2%	1.4%	2.3%
Finance, insurance, real estate & rental & leasing	4.8%	3.3%	3.3%	<b>3.7%</b>	5.2%	4.4%	5.6%
Prof., scientific, mngt., administrative & waste management services	6.4%	5.3%	4.8%	<b>5.9%</b>	5.4%	5.8%	7.4%
Educational, health & social services	19.7%	18.2%	21.2%	<b>20.3%</b>	20.8%	20.5%	27.8%
Arts, entertainment, rec- reation, accomodation & food services	8.9%	9.0%	8.1%	<b>10.5%</b>	10.9%	9.4%	13.0%
Other services (except public administration)	5.4%	4.9%	4.3%	<b>5.7%</b>	5.1%	5.6%	4.6%
Public administration	3.0%	3.5%	2.1%	<b>4.7%</b>	2.9%	6.1%	2.0%

<b>Household Income in 1999</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Total	8,666	12,938	12,044	<b>14,215</b>	15,252	21,372	29,415
less than \$10,000	10.7%	14.7%	6.8%	<b>14.8%</b>	13.2%	11.7%	15.4%
\$10,000, \$14,999	7.0%	8.2%	5.0%	<b>9.1%</b>	9.3%	7.8%	9.4%
\$15,000 to \$24,999	13.9%	17.5%	12.2%	<b>17.1%</b>	18.0%	15.0%	16.8%
\$25,000 to \$34,999	11.4%	14.1%	14.2%	<b>13.2%</b>	16.0%	14.9%	12.9%
\$35,000 to \$49,999	15.7%	16.5%	21.1%	<b>18.4%</b>	15.7%	16.5%	16.3%
\$50,000 to \$74,999	21.4%	16.5%	22.2%	<b>16.9%</b>	15.8%	18.7%	16.1%
\$75,000 to \$99,999	10.3%	6.9%	10.0%	<b>6.4%</b>	6.7%	8.5%	6.4%
\$100,000 to \$149,999	7.0%	3.7%	5.4%	<b>3.1%</b>	3.9%	5.4%	4.4%
\$150,000 to \$199,999	1.8%	0.9%	1.4%	<b>0.5%</b>	0.6%	0.8%	1.1%
\$200,000 or more	0.8%	1.0%	1.8%	<b>0.4%</b>	0.7%	0.9%	1.3%

**Demographic Comparison - Percentage**  
*City of Jackson and Select Michigan Central Cities*

<b>Poverty of the Population</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Families	9.1%	13.4%	6.7%	<b>15.2%</b>	10.4%	10.7%	13.6%
Individuals	12.5%	16.5%	9.8%	<b>19.1%</b>	14.5%	13.9%	21.6%
Individuals	2,753	5,342	3,430	<b>6,944</b>	5,336	7,446	16,641
Individuals 18+	67.0%	64.9%	72.3%	<b>58.3%</b>	66.4%	65.5%	75.6%
Individuals 65+	18.1%	11.7%	7.2%	<b>6.5%</b>	10.3%	11.1%	4.9%

<b>Number of Units in Housing Structures</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	9,163	13,995	12,558	<b>15,241</b>	16,259	23,552	31,782
1 unit - detached	63.9%	62.7%	60.5%	<b>65.3%</b>	71.1%	68.6%	50.1%
1 unit - attached	3.2%	3.5%	7.0%	<b>1.9%</b>	1.7%	1.9%	2.9%
2 units	8.7%	10.3%	7.9%	<b>11.5%</b>	8.9%	4.8%	6.9%
3 or 4 units	5.2%	7.8%	5.7%	<b>7.0%</b>	7.9%	6.0%	7.2%
5 to 9 units	5.8%	7.0%	5.1%	<b>4.6%</b>	2.2%	4.9%	7.3%
10 to 19 units	5.4%	1.9%	3.7%	<b>1.6%</b>	0.9%	4.8%	8.8%
20 or more units	7.6%	6.3%	7.2%	<b>7.8%</b>	5.9%	7.4%	14.2%
Mobile homes	0.2%	0.5%	3.0%	<b>0.4%</b>	1.5%	1.5%	2.5%
Boat, RV, van, etc.	0.0%	0.0%	0.0%	<b>0.0%</b>	0.0%	0.0%	0.0%

<b>Year Housing Structures were Built</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	9,163	13,995	12,558	<b>15,241</b>	16,259	23,552	31,782
1999 to 3/2000	0.6%	2.0%	0.9%	<b>0.2%</b>	0.5%	1.9%	0.6%
1995 to 1998	1.1%	2.6%	4.2%	<b>0.6%</b>	1.0%	3.9%	2.6%
1990 to 1994	4.1%	3.0%	9.1%	<b>1.6%</b>	0.6%	3.0%	3.0%
1980 to 1989	5.1%	6.2%	17.3%	<b>3.4%</b>	3.1%	6.0%	9.2%
1970 to 1979	10.6%	9.9%	10.9%	<b>8.2%</b>	6.2%	9.6%	15.3%
1960 to 1969	11.7%	11.8%	10.5%	<b>9.2%</b>	7.7%	13.0%	13.7%
1940 to 1959	28.7%	28.2%	24.7%	<b>25.7%</b>	30.7%	34.7%	26.7%
1939 or earlier	38.1%	36.4%	22.5%	<b>51.1%</b>	50.2%	27.9%	28.9%

<b>Vehicles Available per Housing Unit</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	8,643	12,957	11,995	<b>14,210</b>	15,208	21,348	29,411
none	11.8%	13.9%	7.5%	<b>15.6%</b>	11.3%	11.9%	12.5%
1	36.7%	41.2%	36.9%	<b>42.4%</b>	40.0%	41.3%	42.7%
2	37.8%	33.2%	41.0%	<b>31.7%</b>	36.2%	35.0%	32.4%
3 or more	13.7%	11.7%	14.7%	<b>10.2%</b>	12.6%	11.8%	12.4%

**Demographic Comparison - Percentage**  
*City of Jackson and Select Michigan Central Cities*

<b>Housing Units Lacking Complete Facilities &amp; Services</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Plumbing facilities	0.4%	0.3%	0.5%	<b>0.3%</b>	0.1%	0.3%	0.3%
Kitchen facilities	0.9%	0.8%	0.4%	<b>0.6%</b>	0.2%	0.1%	0.3%
Telephone service	4.1%	5.7%	2.8%	<b>6.4%</b>	2.7%	3.8%	3.5%

<b>Occupants per Room in a Housing Unit</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	8,697	12,957	11,995	<b>14,210</b>	15,208	21,348	29,411
1 or less	97.7%	97.7%	95.4%	<b>96.7%</b>	97.8%	97.1%	96.3%
1.01 to 1.5	1.6%	1.9%	2.6%	<b>2.4%</b>	1.5%	1.7%	2.2%
1.51 or more	0.7%	0.5%	2.0%	<b>0.9%</b>	0.7%	1.2%	1.5%

<b>Home Values</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	4,971	6,653	6,882	<b>7,609</b>	9,613	12,962	12,241
less than \$50,000	3.8%	10.5%	2.1%	<b>30.1%</b>	25.1%	26.5%	17.7%
\$50,000 to \$99,999	28.9%	58.7%	40.8%	<b>56.4%</b>	63.0%	44.5%	47.6%
\$100,000 to \$149,999	45.3%	20.0%	35.5%	<b>8.8%</b>	8.3%	17.2%	22.1%
\$150,000 to \$199,999	13.7%	5.5%	13.9%	<b>3.1%</b>	2.1%	6.4%	7.4%
\$200,000 to \$299,999	5.6%	3.2%	5.2%	<b>1.5%</b>	1.0%	3.7%	3.5%
\$300,000 to \$499,999	2.5%	1.5%	1.6%	<b>0.2%</b>	0.5%	1.4%	1.4%
\$500,000 to \$999,999	0.1%	0.4%	0.5%	<b>0.0%</b>	0.1%	0.2%	0.3%
\$1,000,000 or more	0.0%	0.1%	0.4%	<b>0.0%</b>	0.0%	0.0%	0.1%

<b>Mortgage Status &amp; Selected Monthly Costs for Home Owners</b>							
	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kalamazoo
Total	4,971	6,653	6,882	<b>7,609</b>	9,613	12,962	12,241
Mortgaged	65.3%	64.5%	68.1%	<b>63.3%</b>	57.6%	65.6%	68.5%
Not Mortgaged	34.7%	35.5%	31.9%	<b>36.7%</b>	42.4%	34.4%	31.5%

Mortgaged	3,244	4,288	4,688	<b>4,814</b>	5,539	8,507	8,391
less than \$300	1.2%	0.6%	0.3%	<b>1.8%</b>	0.4%	0.9%	1.4%
\$300 to \$499	4.6%	8.9%	3.0%	<b>18.4%</b>	13.5%	14.5%	11.1%
\$500 to \$699	12.8%	23.3%	18.5%	<b>32.3%</b>	36.3%	28.8%	26.5%
\$700 to \$999	32.7%	36.9%	39.1%	<b>32.1%</b>	34.2%	27.6%	32.8%
\$1,000 to \$1,499	35.4%	24.3%	30.0%	<b>12.6%</b>	12.4%	18.9%	20.2%
\$1,500 to \$1,999	8.8%	4.2%	5.9%	<b>2.1%</b>	2.0%	6.8%	5.6%
\$2,000 or more	4.5%	1.7%	3.3%	<b>0.7%</b>	1.2%	2.4%	2.5%

**Demographic Comparison - Percentage**  
*City of Jackson and Select Michigan Central Cities*

**Selected Monthly Owner Costs  
as a % of Household Income**

	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Total	4,971	6,653	6,882	<b>7,609</b>	9,613	12,962	12,241
less than 15.0 %	39.0%	40.6%	41.8%	<b>45.0%</b>	43.3%	44.4%	43.7%
15.0% to 19.9%	21.4%	16.9%	19.1%	<b>18.9%</b>	17.8%	16.5%	18.0%
20.0% to 24.9%	14.2%	13.1%	13.8%	<b>12.5%</b>	11.4%	11.8%	13.2%
25.0% to 29.9%	8.4%	7.9%	9.0%	<b>6.1%</b>	8.2%	8.2%	7.9%
30.0% to 34.9%	3.7%	5.7%	5.4%	<b>4.2%</b>	4.7%	4.4%	4.6%
35.0% or more	12.5%	15.2%	10.7%	<b>12.4%</b>	13.8%	13.4%	11.7%
not computed	0.9%	0.8%	0.2%	<b>0.9%</b>	0.7%	1.4%	0.8%

**Gross Rent for a Rental Housing Unit**

	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Total	3,317	5,560	3,937	<b>5,981</b>	4,631	7,253	15,340
less than \$200	6.7%	9.5%	5.4%	<b>11.0%</b>	13.2%	6.7%	8.5%
\$200 to \$299	5.6%	7.1%	3.7%	<b>9.4%</b>	10.8%	7.9%	4.2%
\$300 to \$499	31.6%	29.2%	22.4%	<b>35.4%</b>	45.7%	36.1%	32.2%
\$500 to \$749	38.9%	40.6%	48.1%	<b>32.5%</b>	21.0%	38.3%	36.9%
\$750 to \$999	10.2%	9.9%	12.5%	<b>7.0%</b>	4.3%	4.9%	10.3%
\$1,000 to \$1,499	1.4%	1.5%	2.5%	<b>0.8%</b>	0.3%	1.4%	3.9%
\$1,500 or more	0.4%	0.0%	1.0%	<b>0.0%</b>	0.1%	0.8%	1.7%
no cash rent	5.2%	2.2%	4.3%	<b>3.8%</b>	4.5%	3.9%	2.2%

**Gross Rent as a % of Household Income**

	Monroe	Port Huron	Holland	<b>Jackson</b>	Bay City	Battle Creek	Kala- mazoo
Total	3,317	5,560	3,937	<b>5,981</b>	4,631	7,253	15,340
less than 15.0 %	19.7%	18.5%	23.0%	<b>17.9%</b>	18.2%	19.7%	16.0%
15.0% to 19.9%	14.6%	12.9%	19.1%	<b>13.7%</b>	15.1%	14.6%	12.8%
20.0% to 24.9%	12.3%	11.7%	11.8%	<b>12.0%</b>	10.9%	11.7%	11.8%
25.0% to 29.9%	9.6%	10.3%	10.5%	<b>10.2%</b>	13.6%	11.4%	9.0%
30.0% to 34.9%	6.5%	8.0%	6.5%	<b>8.8%</b>	7.8%	6.9%	7.7%
35.0% or more	30.7%	34.0%	23.8%	<b>32.1%</b>	27.5%	29.6%	38.1%
not computed	6.6%	4.5%	5.3%	<b>5.4%</b>	6.8%	6.0%	4.7%





**Appendix C  
Capital Improvement Program**



## **What is a Capital Improvements Program?**

"Capital improvements are those physical facilities which involve a substantial investment and last a long time . . . as opposed to the operating expenses that occur during the same year they are budgeted." Examples of capital improvements include: municipal buildings (e.g., City Hall, fire stations, etc.), parks and recreation facilities, streets and alleys, and utilities (e.g., water and sewer lines). A capital improvements program (CIP) is a six-year prioritized listing of those projects along with the following information: location, date of construction, cost, means of financing, sponsor, and relationship to other facilities (if pertinent). The CIP "is updated annually with the first year being a current year capital budget" according to the Michigan Planning Guidebook (May 2008).

## **Why Prepare a Capital Improvements Program?**

Section 65 of the MPEA —the Michigan Planning Enabling Act (PA 33 of 2008), as amended—requires the Planning Commission to "annually prepare a capital improvements program of public structures and improvements," upon the adoption of this comprehensive plan unless exempted by the City Council. If the Planning Commission is exempted, the City Council "shall prepare and adopt a capital improvements program [(CIP)], separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the" Mayor, the City Manager, or a designee "subject to final approval by the" City Council. The CIP shows "those public structures and improvements, in the general order of their priority, that in the Planning Commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period . . . [and] shall be based upon the requirements of the [City] for all types of public structures and improvements. Consequently, each agency or department of the [City] with authority for public structures or improvements shall upon request furnish the Planning Commission with lists, plans, and estimates of time and cost of those public structures and improvements."

Of course, there are also benefits to developing and maintaining a CIP. Chief among those benefits is the coordination of seemingly disparate projects. For example, water and sewer projects can be coordinated with street paving projects eliminating the potential for streets to be repaved, only to be torn up for a water or sewer project two or three years later. It is also important to note that "plans for new public works that are identified in the [Plan can] actually come to fruition through the CIP" and to ensure that "new public facilities are built in locations and consistent with the public policy for development in particular areas or neighborhoods as spelled out in the" Plan, according to the Michigan Planning Guidebook.

## **Developing a Capital Improvements Program**

The following information should be used to develop the capital improvements program (CIP) upon the completion of the comprehensive plan:





## A. Establishing Objective Criteria

"Without objective criteria, the [capital improvements process (CIP)] can quickly break down into a strictly political process where those agencies or neighborhoods with more political or fiscal resources (or both) will run roughshod over smaller agencies or weaker neighborhoods," according to the Michigan Planning Guidebook, and simply ranking proposed projects as 'urgent,' important,' or 'desirable' "leave room for disagreement in determining priority. More robust criteria are often used first to examine each project:"

- Does the proposed facility address a risk to public safety or health?
- Is the current facility deteriorated or unsafe?
- Is the proposed facility part of a systematic replacement program?
- Will the proposed facility result in improvement of operating efficiency?
- Is the proposed facility necessary to:
  - Meet a state or federal statutory or administrative requirement?
  - Is the proposed facility part of a systematic replacement program?
  - A court order?
  - A major public goal of City Council?
- Will the proposed facility result in the equitable provision of services or facilities to a part of the population with special needs?
- Will the proposed facility protect or conserve sensitive natural features or natural resources or the air or water quality of the City?
- Will the proposed facility protect the investment in existing infrastructure from becoming over capacity?
- Will the proposed facility result in a new or substantially expanded facility to provide a new service or new level of service in the City?

Those answers can then be used to place proposed facilities into groups based upon the following criteria:

- The proposed facility is urgent and fills a high priority need that should be met.
- The proposed facility is a high priority that should be done as funding becomes available.



- The proposed facility is worthwhile if funding is available (but may be deferred).
- The proposed facility is a low priority that is desirable but not essential.

## B. Establishing a Process

The Michigan Planning Guidebook recommends that a community the size of Jackson create a special committee to advise the City Planning Commission on the capital improvements program (CIP). The committee should be comprised of the city manager and representatives from the city planning commission, city council, and pertinent departments (e.g., engineering; finance; fire; parks, recreation and grounds; public works; purchasing; and water). A total of eight steps are recommended for the development of a CIP:

- Prepare and inventory of all capital facilities.
- Rate the existing level of service for each infrastructure element.
- Identify the structure needs.
- Identify options to meet needs and cost estimates to all projects over the next six years.
- Prepare a draft CIP that includes a review of each project against the master plan and CIP prioritization criteria:
  - Establish financial capacity for financing public works proposals over the next six years.
  - Develop a project schedule for the next six years based on the ranking of selected projects and the availability of funding.
  - Select projects to be undertaken during the coming year which become the capital budget. The remaining projects become part of the capital improvements program for the subsequent five years.
  - Develop a project schedule for the next six years based on the ranking of selected projects and the availability of funding.
- After public review and hearing, the proposed CIP is adopted by the city planning commission with any agreed upon amendments. The CIP is then forwarded as a recommendation to the legislative body for final development.
- Implement current year of the CIP.
- Monitor projects and update the CIP annually.

## **JACKSON CITY COUNCIL MEETING**

### **MINUTES**

**APRIL 13, 2010**

#### **CALL TO ORDER.**

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

#### **PLEDGE OF ALLEGIANCE – INVOCATION.**

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

#### **ROLL CALL.**

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

Also Present: Interim City Manager Christopher W. Lewis, City Attorney Julius A. Giglio and City Clerk Lynn Fessel.

#### **AGENDA.**

Motion was made by Councilmember Breeding and seconded by Councilmember Greer to amend the agenda, by adding the following two items under Other Business: (1) *Consideration of the continuation of the services of the Education Associates, the search for a city manager and other related matters to the Manager and* (2) *Receipt of and consideration of a letter from Frank L. Walsh offering assistance to the City with no charge.* The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

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

#### **CITIZEN COMMENTS.**

Tom Mijal, Benjamin Kriesch and Dan Siefken all spoke in support of the City providing compost to encourage organizations to adopt vacant City lots for the development of community gardens.

John Wilson spoke in opposition to the proposed 2010 Building Inspection Division Fee Adjustment Schedule.

Eric Miller spoke in opposition to the costs for the Summer Planting Day.

Scott TenBrink spoke in support of the City providing compost for the development of community gardens and the construction of a new non-motorized railroad crossing and repair to the bridge sidewalk on Trail St.

Cheryl Pezon, on behalf of the Jackson Chamber of Commerce Legislative Committee, reminded Council that if there is anything they can do to help the City Council make Jackson a better place in which to live and do business, they are here to help.

Jason Kildea, on behalf of the Gillespie Group, stated he is available to answer any questions regarding the Carnegie Place, LLC agreements on tonight's agenda. He also praised the community gardens project.

Bryant Ramsey, RTD Manufacturing President, presented the Council with a \$100,000.00 check, representing payment in full of their CDBG Jobs Creation Loan, two and one-half months earlier than required. He reported on the success of RTD's contract to manufacture integration brackets and expressed his appreciation to the City Council, Community Development Director Carol Konieczki and Interim City Manager Chris Lewis.

### **PRESENTATIONS/PROCLAMATIONS.**

None.

### **CONSENT CALENDAR.**

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

#### Consent Calendar

- A. Approval of the minutes of the regular City Council meeting of March 23, 2010, and the special City Council meeting of March 31, 2010.
- B. Approval of the request from the Family Service & Children's Aid to hold their 8<sup>th</sup> annual 5K Run for Fun on City streets on Saturday, April 24, 2010, from 8:30 a.m. until 11:00 a.m., beginning and ending at 330 W. Michigan Avenue, with police assistance at major intersections, and closure of Michigan Avenue between Blackstone and First Streets from 7:00 a.m. until 11:30 a.m. (Recommended approval received from the Police, Fire, Traffic Engineering, and Public Services Departments, and the Downtown Development Authority. Proper insurance coverage received.)
- C. Approval of the request from the Jackson Police Department to hold their annual Police Memorial Service at Bucky Harris Park on Wednesday, May 5, 2010, at 12:00 p.m., to honor

Jackson County police officers who have lost their lives in the line of duty. (Recommended approval received from the Police, Fire, Traffic Engineering, and Parks/Forestry Departments and the Downtown Development Authority. Insurance coverage is in place.)

- D. *Removed for separate consideration.*
- E. Approval of the request from the Downtown Development Authority to hold Cruise In on Friday, May 28<sup>th</sup>, June 25<sup>th</sup>, July 23<sup>rd</sup> and August 27, 2010, and to close streets from 5:15 p.m. until 9:30 p.m., and on Saturday, September 25<sup>th</sup>, from 12:00 p.m. until 4:30 p.m., closing the following streets:
  - Michigan Avenue from Blackstone Street to Francis Street
  - Jackson Street from Cortland Street to Louis Glick Hwy.
  - Mechanic Street from Washington Avenue to Pearl Street
 (Recommended approval received from the Police – police officers are not available; Fire, Traffic Engineering, Parks/Forestry and Public Services Departments, and the Downtown Development Authority. Insurance coverage is in place.)
- F. Approval of Traffic Control Order (TCO) No. 2043, requiring traffic traveling east and westbound in the 200 block of West Wesley Street between Jackson and Blackstone Streets to stop for pedestrians, and installation of a crosswalk in the same location.
- G. Approval of Traffic Control Order (TCO) Nos. 2051-2060, reinstating two-hour parking on downtown streets with appropriate short-time zones.
- H. Receipt of the City of Jackson’s summary of revenue and expenditures for eight (8) months ended, February 28, 2010.

#### **CONSENT CALENDAR ITEM D.**

*Approval of the request from the Downtown Development Authority to conduct their Summer Planting Day on Saturday, May 22, 2010, from 9:00 a.m. until 11:00 a.m. in downtown Jackson and Bucky Harris Park. (Recommended approval received from the Traffic Engineering and Parks/Forestry Departments, and the Downtown Development Authority. Insurance coverage is in place).*

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to approve the request as presented and, hopefully, make it come in under budget. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

#### **COMMITTEE REPORTS.**

None.

#### **APPOINTMENTS.**

None.

#### **PUBLIC HEARINGS.**

None.

#### **RESOLUTIONS.**

- A. **CONSIDERATION OF A RESOLUTION HONORING POLICE OFFICER JAMES D. BONNEAU FOR GIVING THE ULTIMATE SACRIFICE IN SERVICE TO THE**

**CITIZENS OF THE CITY OF JACKSON. (TO BE PRESENTED AT POLICE MEMORIAL EVENT, MAY 5, 2010.)**

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

**B. CONSIDERATION OF A RESOLUTION SUPPORTING HOUSE BILLS 5550-5554, ALLOWING ISSUERS OF EXISTING TAX INCREMENT FINANCING SECURITIES TO REFINANCE ALL OR ANY PART OF ITS OUTSTANDING SECURITIES BEFORE DECEMBER 31, 2012, AND AUTHORIZATION FOR THE MAYOR TO WRITE LETTERS OF SUPPORT TO THE LOCAL STATE REPRESENTATIVE.**

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

Motion was made by Councilmember Breeding and seconded by Councilmember Polaczyk to amend the motion by adding the names of our Representative, Senator and encourage the Governor to sign if it reaches her desk. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

The main motion, as amended, was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

**C. CONSIDERATION OF A RESOLUTION ESTABLISHING A NEW RATE SCHEDULE INCREASING THE CHARGES FOR REGULAR USERS OF CEMETERY SERVICES EFFECTIVE MAY 15, 2010, IN ACCORDANCE WITH THE RECOMMENDATION OF THE SUPERINTENDENT OF CEMETERIES, FORESTRY AND PARKS.**

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

**D. CONSIDERATION OF A RESOLUTION ESTABLISHING MAY 11, 2010, AT THE CITY COUNCIL MEETING AS THE TIME AND PLACE TO HOLD A PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4189 FOR DELINQUENT MISCELLANEOUS GENERAL FUND ACCOUNTS RECEIVABLE AND DIRECTING THE CITY ASSESSOR TO PREPARE THE ROLL, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY CLERK.**

**E. CONSIDERATION OF A RESOLUTION ESTABLISHING MAY 11, 2010, AT THE CITY COUNCIL MEETING AS THE TIME AND PLACE TO HOLD A PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4190 FOR DELINQUENT MISCELLANEOUS BUILDING DEPARTMENT FUND ACCOUNTS RECEIVABLE**

**AND DIRECTING THE CITY ASSESSOR TO PREPARE THE ROLL, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY CLERK.**

- F. CONSIDERATION OF A RESOLUTION ESTABLISHING MAY 11, 2010, AT THE CITY COUNCIL MEETING AS THE TIME AND PLACE TO HOLD A PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4191 FOR DELINQUENT MISCELLANEOUS COMMUNITY DEVELOPMENT BLOCK GRANT FUND ACCOUNTS RECEIVABLE AND DIRECTING THE CITY ASSESSOR TO PREPARE THE ROLL, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY CLERK.**
- G. CONSIDERATION OF A RESOLUTION ESTABLISHING MAY 11, 2010, AT THE CITY COUNCIL MEETING AS THE TIME AND PLACE TO HOLD A PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4192 FOR DELINQUENT MISCELLANEOUS WASTEWATER FUND ACCOUNTS RECEIVABLE AND DIRECTING THE CITY ASSESSOR TO PREPARE THE ROLL, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY CLERK.**
- H. CONSIDERATION OF A RESOLUTION ESTABLISHING MAY 11, 2010, AT THE CITY COUNCIL MEETING AS THE TIME AND PLACE TO HOLD A PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4193 FOR DELINQUENT MISCELLANEOUS WATER FUND ACCOUNTS RECEIVABLE AND DIRECTING THE CITY ASSESSOR TO PREPARE THE ROLL, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY CLERK.**
- I. CONSIDERATION OF A RESOLUTION ESTABLISHING MAY 11, 2010, AT THE CITY COUNCIL MEETING AS THE TIME AND PLACE TO HOLD A PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4194 FOR DELINQUENT MISCELLANEOUS PUBLIC WORKS FUND ACCOUNTS RECEIVABLE AND DIRECTING THE CITY ASSESSOR TO PREPARE THE ROLL, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY CLERK.**

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

- J. CONSIDERATION OF A RESOLUTION APPROVING THE CONSTRUCTION OF A NEW NON-MOTORIZED RAILROAD CROSSING, AND TO REPAIR THE BRIDGE SIDEWALK ON TRAIL STREET, AT A TOTAL ESTIMATED COST OF \$62,500.00, WITH \$50,000.00 FROM THE FEDERAL LOCAL SAFETY PROGRAM, AND \$12,500.00 FROM CITY FUNDING, AND AUTHORIZATION FOR THE CITY ENGINEER TO APPLY TO THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) FOR A FISCAL YEAR 2012 FEDERAL LOCAL SAFETY PROGRAM GRANT.**

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

**K. CONSIDERATION OF THE FOLLOWING RESOLUTIONS TO AMEND THE CITY CHARTER, AND ESTABLISHMENT OF AN ELECTION DATE TO BE SUBMITTED TO THE CITY ELECTORATE:**

**5. RESOLUTION AMENDING SECTION 13.8 OF THE CITY CHARTER, TO PROVIDE THAT NO PERSON OR FIRM SHALL CONDUCT THE AUDIT OF THE CITY'S FUNDS FOR MORE THAN FOUR YEARS IN SUCCESSION.**

Motion was made by Mayor Dunigan and seconded by Councilmember Frounfelker to postpone consideration of this matter until the next Council meeting after the next Finance Committee meeting. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: Councilmember Breeding--1. Absent: 0.

*Please note that K. 5 was considered prior to K. 1.*

**1. RESOLUTION AMENDING SECTION 8.8 OF THE CITY CHARTER, TO PROVIDE THAT THE MAJORITY OF COUNCILMEMBERS SERVING SHALL BE A QUORUM FOR MEETINGS.**

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt the resolution, establish August 3, 2010, as the date for the amendment to be submitted to the City electorate and to establish that election as a special election in conjunction with the primary election. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: Councilmember Howe—1. Absent: 0.

**2. RESOLUTION AMENDING SECTION 11.1 OF THE CITY CHARTER, TO PROVIDE THAT THE EXISTING POLICE AND FIRE DEPARTMENT SHALL NOT BE COMBINED INTO A PUBLIC SAFETY DEPARTMENT UNLESS SPECIFICALLY AUTHORIZED BY A VOTE OF A MAJORITY OF THE CITY ELECTORS AT A REGULAR OR SPECIAL CITY ELECTION.**

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt the resolution, establish August 3, 2010, as the date for the amendment to be submitted to the City electorate and to establish that election as a special election in conjunction with the primary election. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: Councilmember Breeding—1. Absent: 0.

**3. RESOLUTION CREATING SECTION 11.1.5 OF THE CITY CHARTER, TO ACKNOWLEDGE THAT THE CITY COUNCIL MAY ENTER INTO AGREEMENTS WITH NEIGHBORING JURISDICTIONS FOR ESTABLISHMENT OF METROPOLITAN DEPARTMENTS TO PROVIDE MUNICIPAL SERVICES AS REQUIRED BY CHARTER AND/OR STATE LAW.**

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt the resolution, establish August 3, 2010, as the date for the amendment to be submitted to the City electorate and to establish that election as a special election in conjunction with the primary election. The motion was adopted by the



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

- 4. RESOLUTION AMENDING SECTION 11.4 OF THE CITY CHARTER, TO INDICATE THAT THE CITY CLERK SHALL BE SWORN INTO OFFICE BY THE MAYOR OF THE CITY, AND THAT THE CITY CLERK SHALL KEEP A RECORD OF ALL OATHS OF OFFICE FOR ALL APPOINTED AND ELECTED CITY OFFICIALS.**

Motion was made by Councilmember Greer and seconded by Councilmember Gaiser to adopt the resolution, establish August 3, 2010, as the date for the amendment to be submitted to the City electorate and to establish that election as a special election in conjunction with the primary election. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

#### **ORDINANCES.**

- A. FINAL ADOPTION OF ORDINANCE NO. 2010.05, AMENDING CHAPTER 5, CITY CODE, ADDING ARTICLE VIII TO DESIGNATE THE BUILDING OFFICIAL AS THE ENFORCING AGENCY TO DISCHARGE THE FLOODPLAIN MANAGEMENT RESPONSIBILITY OF THE CITY OF JACKSON, JACKSON COUNTY, MICHIGAN.**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Gaiser to adopt Ordinance No. 2010.05. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

- 1. CONSIDERATION OF A RESOLUTION TO MANAGE FLOODPLAIN DEVELOPMENT FOR THE NATIONAL FLOOD INSURANCE PROGRAM.**

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

#### **OTHER BUSINESS.**

- A. CONSIDERATION OF THE 2010 BUILDING INSPECTION DIVISION FEE ADJUSTMENT SCHEDULE, (FINANCE COMMITTEE RECOMMENDS APPROVAL.) (ITEM POSTPONED AT THE MARCH 23, 2010, COUNCIL MEETING.)**

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to adopt the Building Inspection Division fee adjustment schedule, in concurrence with the Finance Committee recommendation. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Howe, Greer and Polaczyk—4. Nays: Councilmembers Breeding, Gaiser and Frounfelker—3. Absent: 0.

**B. RECEIPT OF AND CONSIDERATION OF A LETTER FROM FRANK L. WALSH OFFERING ASSISTANCE TO THE CITY WITH NO CHARGE.**

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

Motion was made by Councilmember Greer and seconded by Councilmember Howe to accept his offer of assistance and schedule a meeting with him as soon as possible. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

**C. CONSIDERATION OF THE CONTINUATION OF THE SERVICES OF THE EDUCATION ASSOCIATES, THE SEARCH FOR A CITY MANAGER AND OTHER RELATED MATTERS TO THE MANAGER.**

Motion was made by Councilmember Greer and seconded by Councilmember Howe to postpone consideration of this matter until the next regular City Council meeting. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer—4. Nays: Councilmembers Gaiser, Frounfelker and Polaczyk—3. Absent: 0.

**NEW BUSINESS.**

**A. CONSIDERATION OF THE REQUEST TO APPROVE THE AMENDED OPTION, PURCHASE, AND DEVELOPMENT AGREEMENTS BETWEEN CARNEGIE PLACE, LLC, AND THE CITY REGARDING CITY OWNED VACANT PROPERTY LOCATED NORTH OF THE HAYES HOTEL AND WEST OF THE JACKSON DISTRICT LIBRARY, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), AND FOR STAFF TO MAKE MINOR MODIFICATIONS AND TAKE ALL OTHER ACTION NECESSARY TO EFFECTUATE A CLOSING ON THE PROPERTY.**

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

**B. CONSIDERATION OF THE PROPOSED DATES FOR FISCAL YEAR 2010-2011, FOR THE CLOSURE OF CITY HALL FOR EMPLOYEE FURLOUGH DAYS, IN ACCORDANCE WITH THE RECOMMENDATION OF THE INTERIM CITY MANAGER.**

Motion was made by Councilmember Breeding and seconded by Councilmember Gaiser to postpone consideration of this matter until the union has had an opportunity to meet with the Interim City Manager or the next regular Council meeting, whichever comes first. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

**C. CONSIDERATION OF THE REQUEST TO APPROVE THE AUTHORIZATION FOR THE FIRE DEPARTMENT TO ACCEPT THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) GRANT, ASSISTANCE TO FIRE FIGHTERS GRANT, IN THE AMOUNT OF \$140,778.00 (\$14,077.00 MATCH FROM THE CITY) FOR THE PURCHASE OF NEW SELF-CONTAINED BREATHING APPARATUS' (SCBA).**

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

**D. CONSIDERATION OF THE REQUEST TO PROVIDE, AT NO CHARGE, AN ADEQUATE AMOUNT OF CITY COMPOST TO ENCOURAGE ORGANIZATIONS TO ADOPT VACANT CITY LOTS FOR THE DEVELOPMENT OF COMMUNITY GARDENS, ADOPTION OF THE COMMUNITY/URBAN GARDENING PROGRAM GUIDELINES FOR VACANT CITY-OWNED LOTS TO BE USED BY CITY RESIDENTS, AND AUTHORIZATION FOR THE CITY ATTORNEY TO MAKE MINOR MODIFICATIONS TO PROGRAM DOCUMENTS IF NECESSARY, IN ACCORDANCE WITH THE RECOMMENDATION OF THE COMMUNITY DEVELOPMENT DIRECTOR AND THE SUPERINTENDENT OF FORESTRY AND GROUNDS.**

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

**ADDITION TO NEW BUSINESS:**

Motion was made by Councilmember Gaiser and seconded by Councilmember Greer to offer a one-year contract to Warren Renando to provide the services of Interim City Manager with the same conditions ironed out approximately three weeks ago.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Frounfelker to postpone consideration of this matter until after the Council has an opportunity to talk with Mr. Walsh. The motion was adopted by the following vote. Yeas: Councilmembers Howe, Greer, Frounfelker and Polaczyk—4. Nays: Mayor Dunigan and Councilmembers Breeding and Gaiser—3. Absent: 0.

**CITY COUNCILMEMBERS' COMMENTS.**

Councilmember Breeding would like to see agendas prepared that fit each meeting by deleting any items that have no actions. He also asked about the City's website, since we have changed vendors. He noted problems with downloading Council meeting packets and the availability of Council meeting minutes and agendas.

Councilmember Gaiser asked for clarification on how Councilmembers submit agenda items. Interim City Manager Lewis stated that agenda items should be sent to the Manager's office and he announced a deadline of the Friday before the Tuesday meeting at noon(ish). He also inquired about the decision to contract Jackson County Fair protection with the Sheriff. Mr. Lewis responded the City was

not consulted in this matter. He also requested a copy of the information concerning a plan for improvement regarding the ISO reduction. In closing, he reported on his attendance at the Michigan Municipal League Conference where he learned about a possible increase in the gasoline tax to offset a reduction in gasoline usage.

Councilmember Frounfelker reported that the Gillespie Group wishes to give presentations on the Carnegie Place project to the Council and other groups. Community Development Director Konieczki will coordinate dates and times for these presentations. He also reported that he will conduct a Fifth Ward Neighborhood Meeting on April 29 at 7:00 p.m. in the Council Chambers to update residents on what is happening in the City and in the Fifth Ward.

Councilmember Polaczyk stated he is pleased that RTD Manufacturing presented the Council with their check tonight. He thanked them for choosing Jackson and keeping some jobs here.

**MANAGER'S COMMENTS.**

None.

**ADJOURNMENT.**

No further business being presented, a motion was made by Councilmember Howe and seconded by Councilmember Polaczyk to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 8:16 p.m.

Lynn Fessel  
City Clerk

**JACKSON CITY COUNCIL  
SPECIAL MEETING MINUTES  
APRIL 20, 2010**

**CALL TO ORDER.**

The Jackson City Council met in special session in the Council Chambers and was called to order at 6:32 p.m. by Mayor Karen F. Dunigan.

**ROLL CALL.**

Present: Mayor Karen F. Dunigan and Councilmembers Carl L. Breeding, Robert B. Howe, Daniel P. Greer, Andrew R. Frounfelker and John R. Polaczyk—6. Absent at Roll Call: Councilmember Kenneth E. Gaiser--1.

Also present: Interim City Manager Christopher W. Lewis, City Attorney Julius A. Giglio and City Clerk Lynn Fessel.

**AGENDA.**

Motion was made by Councilmember Howe and seconded by Councilmember Greer to adopt the agenda. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Howe, Greer, Frounfelker and Polaczyk—5. Nays: Councilmember Breeding--1. Absent: Councilmember Gaiser--1.

**CITIZEN COMMENTS.**

None.

**DISCUSSION WITH FRANK WALSH**

Councilmember Gaiser arrived at 6:34 p.m.

Mr. Walsh, St. Joseph City Manager, distributed a hand-out and discussed his education, experience, assistance to other Michigan communities and goals for the Jackson City Council.

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to request the assistance of Frank Walsh in our search for a new City Manager with the final selection to be made by July 27, 2010, and notify Education Associates that we appreciate their services and, if Mr. Walsh would like to consult with them once or twice, hopefully they would

allow that. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: Councilmember Breeding—1. Absent: 0.

**DEPARTMENT BUDGET REVIEWS.**

After a brief overview of the proposed 2010-2011 budget by Interim City Manager Lewis, the following department budgets were reviewed and discussed: Treasurer, Attorney, Police, Fire, City Council, City Manager, Administrative Hearings Bureau, Human Relations Commission, Planning and Historic District Commission.

**ADJOURNMENT.**

No further business being presented, a motion was made by Councilmember Greer and seconded by Councilmember Howe to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 8:30 p.m.

Lynn Fessel  
City Clerk

**JACKSON CITY COUNCIL  
SPECIAL MEETING MINUTES  
APRIL 21, 2010**

**CALL TO ORDER.**

The Jackson City Council met in special session in the Council Chambers and was called to order at 6:31 p.m. by Mayor Karen F. Dunigan.

**ROLL CALL.**

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

Also present: Interim City Manager Christopher W. Lewis and City Clerk Lynn Fessel.

**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 Dunigan and Councilmembers Howe, Greer, Gaiser and Polaczyk—5. Nays: Councilmember Breeding--1. Absent: Councilmember Frounfelker--1.

**CITIZEN COMMENTS.**

None.

**DEPARTMENT BUDGET REVIEWS.**

The following department budgets were reviewed and discussed: Engineering and Department of Public Works, Assessor, Inspection, Parks and Recreation, Water and Wastewater, Personnel, Clerk, Purchasing, City Hall and Grounds, Finance and Management Information Services. *Councilmember Greer left the meeting at 8:32 p.m.*

**ADJOURNMENT.**

No further business being presented, a motion was made by Councilmember Howe and seconded by Councilmember Polaczyk to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 9:15 p.m.

Lynn Fessel  
City Clerk

# Region 2 Planning Commission



INVOICE NO. 3076

DATE: April 7, 2010

Christopher Lewis, Interim City Manager  
 City of Jackson ( 364 J)  
 161 W. Michigan Avenue  
 Jackson, MI 49201

cc: Phil Hones, CPA

DESCRIPTION		
Planning Services for March 2010		
Historic District		\$ (5.46)
Zoning Administration		2,291.23
Zoning Ordinance Rec/Information		204.64
Zoning Appeals/Variances		1,248.02
Metro Parks Study		(40.30)
Metro Parks Plan		(93.24)
Balance Due Region 2 Planning Commission.		\$ 3,604.89



# **MEMORANDUM**

**Lynn Fessel, City Clerk**

April 21, 2010

**TO:** Honorable Mayor and City Councilmembers

**SUBJECT:** City License Approvals for the Year Expiring April 30, 2011

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

Dry Cleaners  
Exterminators  
Gasoline Pumps

Laundromats  
Taxicab Companies

The listing below represents the companies that returned renewal applications for the above types of businesses. I am requesting City Council approve these licenses at the April 27 meeting. All appropriate department approvals, insurance certificates and fees have been received.

## **Dry Cleaners**

Libra Industries  
1435 N. Blackstone

## **Exterminators**

JaXson Pest Control  
1220 E. South

Swain's Pest Control  
3130 McCain

Terminex  
Lansing MI

## **Laundromat**

Sud-Z Coin Laundry  
2108 E. Michigan

## **Taxicab Companies**

City Cab  
706 Francis

D & M Cab  
3505 E. Michigan

Starlite Cab  
310 E. Ganson

## **Gasoline Pumps**

Heat Controller  
1900 Wellworth

Jackson Public Transit  
2350 E. High

P S Food Mart  
918 N. Wisner/1301 S. West

Miller Truck & Storage  
1800 Mitchell

Alsaedi Oil  
1403 Francis

Convenience King Group  
815 Lansing/1502 Cooper

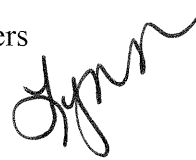
# MEMORANDUM

Lynn Fessel, City Clerk

April 21, 2010

**TO:** Honorable Mayor and City Councilmembers

**SUBJECT:** Approval to Conduct a Farmers' Market



Following is a letter from Bree D. Thurlby, Marcoux Allen, representing Allegiance Health Systems. It is a request to hold a farmers' market in a parking lot at the corner of State Street and Michigan Avenue owned by Allegiance. The market will be managed by Barb Thayer of No Bad Days Farm and will be open every Wednesday from 2:30 p.m. until 6:00 p.m., from April 28 or May 5, 2010, ending the last week of October, 2010.

City Code, Chapter 16, Section 16-388 (5) Exemptions states: *Any person selling vegetables, fruits or perishable farm products at any farmers' market approved by the city.*

Requested action is Council approval to conduct the farmers' market as outlined above.

Thank you.

C: City Manager  
Deputy City Attorney  
Region 2 Planning Commission

LAW OFFICES  
**MARCOUX ALLEN**

MARCOUX, ALLEN, SCHOMER, BOWER, NICHOLS & KENDALL, P.C.

145 SOUTH JACKSON STREET  
POST OFFICE BOX 787

JACKSON, MICHIGAN 49204-0787

TELEPHONE (517) 787-4100

FAX (517) 787-9455

**RECEIVED**  
CITY of JACKSON

APR 21 2010

**CLERK'S OFFICE**

OF COUNSEL

BY LAWRENCE L. BULLEN, P.C.  
PHILIP M. MOICANEN, P.C.  
TERRY J. KLAASEN, P.C.

WILLIAM O. ALLEN (RET.)  
HON. CHARLES A. NELSON, (RET.)

WILLIAM J. MARCOUX  
JOHN H. SCHOMER  
DIANE Y. BOWER  
WILLIAM B. NICHOLS, JR.  
ROBERT T. KENDALL III  
THOMAS L. THOMPSON  
BREE D. THURLBY  
STEVEN D. RICK\*

\*ALSO ADMITTED IN CALIFORNIA

April 20, 2010

Jackson City Council  
City Hall  
161 W. Michigan  
Jackson, MI 49201

Re: Permit

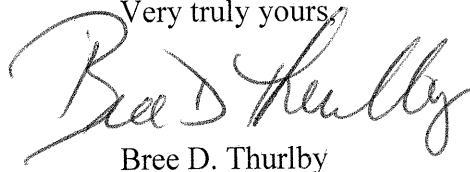
Dear Council Members:

This firm represents Allegiance Health Systems. In connection with its Wellness Programs, Allegiance Health Systems would like to establish a farmer's market under Section 16-388(5) of the City Zoning Ordinance. The farmer's market would be held in a parking lot at the corner of State Street and Michigan Avenue owned by Allegiance. Allegiance would offer spaces to local farmers at minimal or no cost, so that the farmers may sell locally grown fruit, vegetables and produce.

The market would be managed by Barb Thayer, of No Bad Days Farm, and would be open every Wednesday from 2:30 p.m. until 6:00 p.m. Allegiance would like to begin the farmer's market as soon as possible, with a start date of April 28, 2010 or May 5, 2010, continuing each Wednesday through the summer months and ending the last week of October.

Allegiance Health Systems respectfully requests that the Council approve Allegiance's request to establish the farmer's market, as described herein. Thank you in advance for your consideration.

Very truly yours,



Bree D. Thurlby

BDT:me

cc: Mr. Hendrik Shuur



## Zoning Administration

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Staffed by the Region 2 Planning Commission (R2PC)  
120 W. Michigan Avenue • Jackson, MI 49201  
Phone (517) 788-4426 • Fax (517) 788-4635

**To:** Lynn Fessel, City Clerk  
Susan Murphy, Deputy City Attorney

**From:** Grant E. Bauman, AICP  
R2PC Principal Planner

**Date:** April 21, 2010

**Subject: Proposed Farmers Market**

Region 2 staff was asked to investigate the most appropriate use designation for a farmers market. A review of the table of permitted and conditional uses located in the zoning ordinance revealed that the best fit for a farmers market is a "fruit, vegetable, fish and poultry market" (Sec. 28-71 (60)). That use designation is permitted in the C-4 (general commercial) and I-1 (light industrial) zoning districts.

The property proposed for the farmers market is located at 901 E. Michigan Avenue, the southeast corner of Michigan Avenue and State Street. The property is zoned C-4 (general commercial). Accordingly, the zoning is appropriate for a farmers market. However, the proposed use will also need to conform to the other sections of the zoning ordinance.

Please let me know if you need additional information.



City Clerk

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

April 21, 2010

**TO:** Honorable Mayor & City Councilmembers  
**FROM:** Angela Arnold, Deputy City Clerk *Angela*  
**RE:** Jackson Community College Multicultural Relations - Juneteenth

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The JCC Multicultural Relations is requesting to conduct their annual Juneteenth Celebration at the Amphitheater on June 19, 2010 from 6:00 p.m. until 9:00p.m.

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

Please place this request on the Council's April 27th consent calendar for consideration.

Thank you.

Attachments

C: Christopher Lewis, Interim City Manager

or 3/23/10

**DIRECTIONS:** Complete this application in accordance with the City of Jackson Amphitheater Events Policy, and return it to the Downtown Development Authority's office at least 21 calendar days before the starting date of the event.

Sponsoring Organization's  
Legal Name JCC Multicultural Relations Phone 517-796-8470

Organization Address 2111 Emmons Rd., Jackson, MI 49201

Organization's Agent Lee Hampton Phone 517-796-8470

Contact Phone during event (prefer mobile) 517-812-2019

Agent's Title Director

Agent's Address 2111 Emmons Rd., Jackson, MI 49201

Event Name Juneteenth

Event Date(s) June 19, 2010 Alternative Date(s) None

Event Time 6 PM - 9 PM Set-up Time 4 PM - 6 PM

Event Purpose/ Brief Description:

National celebration to commemorate the Emancipation  
Proclamation -- a celebration of freedom!

1. TYPE OF EVENT: This event is:

- City Operated Event                       City Co-sponsored Event
- Other Non-Profit Event                       Other For-Profit Event

2. ANNUAL EVENT: Is this event expected to occur next year? Yes  No

If Yes, you can reserve a date for next year with this application. To reserve dates for next year, please provide the following information:

Normal Event Schedule the Saturday closest to June 19th  
(e.g., third weekend in July):

Next year's specific dates June 18, 2011

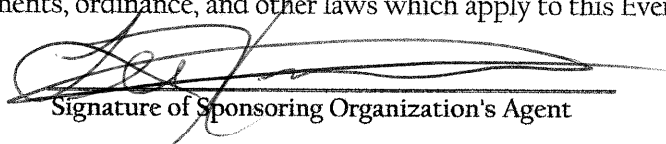
3. EVENT MAP: Please complete the attached map showing the location of vendors, tables, and temporary fencing.

4. **VENDORS:** Food Concessions? Yes \_\_\_ No \_\_\_ Other Vendors? Yes \_\_\_ No \_\_\_  
If Yes, verify steps taken to obtain license and insurance requirements:  
Not finalized yet
5. **ALCOHOL:** Do you plan to have alcohol served at this event? Yes \_\_\_ No X  
If yes, have you obtained the necessary extension of the Liquor Control License and City Permit? \_\_\_\_\_
6. **EVENT SIGNS:** Will this event include the use of signs? Yes X No \_\_\_
7. **SOUND AMPLIFICATION:** Will you be using a sound system? Yes X No \_\_\_  
If yes, please identify who will be connecting the sound equipment to the City's sound system and specify what assistance they will need:  
Audio One (tentatively)
8. **CLEAN UP:** The entire site must be clean up within two hours of the ending of the event. Garbage cans can be provided by the City, but event organizer will be required to empty them during the event.  
Do you need the City to provide extra garbage cans? Yes \_\_\_ No X
9. **SECURITY:** Adequate security is required and will be reviewed by the City Police Department.  
Expected Attendance \_\_\_\_\_  
Do you have special requirements for security (fire, ambulance, etc.)? \_\_\_\_\_  
Will rely on the City of Jackson
10. **APPLICATION FEE:** Attach your application fee in the amount of \$25.00 made payable to the Downtown Development Authority.
11. **COSTS:** Costs for unusual services will be billed directly to the organization.
12. **OTHER REQUESTS:** None at this time.
- If needed, please attach a letter indicating all requests for City Services.

13. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that
- a. a Certificate of Insurance must be provided which names the City of Jackson and CMS Energy as an additional named insured party on the policy.
  - b. event sponsors and participants will be required to sign Indemnification Agreement forms.
  - c. all food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.
  - d. the approval of this event may include additional requirements or limitations, based on the City's review of this application, in accordance with the City's Amphitheater Event Policy. The event will be operated in conformance with the Written Confirmation of Approval.
  - e. the sponsoring organization will pay for the estimated fees as may be required by the City, and will promptly pay any final billing for City services, which may be rendered.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the Written Confirmation of Approval, all other City requirements, ordinance, and other laws which apply to this Event.

03/10/10  
Date



Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION**  
**at least twenty (21) days before the first day of the event to:**  
 Deborah Weid, Director, Downtown Development Authority  
 161 W. Michigan Avenue, 14th Floor  
 Jackson, MI 49201

For office use only:

Date	By	
_____	_____	Approval of Amphitheater Committee
_____	_____	License for alcohol
_____	_____	Insurance Certificates Provided
_____	_____	Approval of City Departments
_____	_____	Forwarded to City Clerk with Memo for Council Approval
_____	_____	Approval of City Council



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

Event Title: **JCC Multicultural Relations – Juneteenth, Saturday, June 19, 2010**

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

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

Police Dept: <u>C. Simpson</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
Fire Dept.: <u>M. Beyerstedt</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>-0-</u>
Public Serv. Dept.: <u>N/A</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
Parks/Forestry: <u>T. Steiger</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
DDA: <u>J. Greene</u>	Recommend Approval: <u>YES</u> 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 expected to monitor and be responsible for removal and clean up of trash, garbage and debris.  
No Public Works services requested at time of application.

Insurance/Indemnification Received: 04/21/10

Insurance Approved: 04/21/10

City Council Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Approval/Denial Mailed: \_\_\_\_\_



City Clerk

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

April 19, 2010

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Angela Arnold, Deputy City Clerk *Angela*

**RE:** Daryl Hoskins, dba Daryl's Downtown, LLC

Daryl's Downtown Restaurant is requesting authorization for a temporary outdoor service and add bar permit on May 28, June 4, June 11, June 18, June 25, July 2, July 9, July 16, July 23, July 30, August 27, and September 25, 2010, for a series of events.

Recommended approvals have been received from the Police and Fire Departments and the Downtown Development Authority. Proper insurance coverage has been received.

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

Please consider this request for Council's April 27<sup>th</sup> meeting.

Thank you.

Attachments



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

**RECEIVED**  
CITY of JACKSON  
MAR 11 2010  
CLERK'S OFFICE

**APPLICATION FOR TEMPORARY AUTHORIZATION**

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

**PART 1. APPLICANT INFORMATION**

1. Name of License (Corporation, Individual, Limited Liability Company, Limited Partnership):

DAVE ANTONIO FERRELLI'S P.B.A. DAVE'S DOWNTOWN LLC

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

151 W. Michigan Ave Jackson MI 49201

3. Type of License and Number: GLRES 105098-200353 SP17 W/098-2003

4. Business Telephone Number: 517-782-1895 Fax Number: 517-789-7210

5. Email Address: DAVE@DAVE'SDOWNTOWN.COM

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

CAR SHOWS, NASCAR RACES, DOWNTOWN JACKSON EVENTS

**PART 3. TYPE OF AUTHORIZATION REQUESTED**

Check only the types of authorization needed and answer the questions required for the authorization requested:

TEMPORARY OUTDOOR SERVICE OR  TEMPORARY ADDED SPACE

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

1. Dates requested: 5/28 6/4 6/11 6/18 6/25 7/2 7/9 7/16 7/23 7/30 8/27 9/25

2. What is the size of the proposed outdoor service area or added space area? 100 feet X 40 feet

3. Describe the barrier that will be used to enclose the outdoor service or added space area. (Include the type of barrier and the height of the barrier. Ropes, tape, and banners are NOT acceptable barriers.)  
8 FT FENCE AT EA. END

4. Does your license currently include an existing Additional Bar?  Yes  No If NO, Temporary Additional Bar will be needed unless there will only be table service of alcoholic beverages. See General Instruction 9 for more information

6. Describe the type of security that will be used for the event.  
BOTH ENDS OF PARK FRONT AND SIDE DOOR

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

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

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

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

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

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

1. Dates requested: 5/28 6/4 6/11 6/18 6/25 7/2 7/9 7/16 7/23 7/30 8/6 7/25

2. Type of Activity:

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

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

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

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

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

Other Special Event Act/Mty Please describe and explain the type of event.

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

Weekdays 11:00 A.M. to 2:30 A.M. Sundays [ ] A.M. to [ ] A.M./P.M.

TEMPORARY ADDITIONAL BAR\* Fee is \$350.00

\* A Temporary Additional Bar is not needed if there will be table service only or a currently issued Additional Bar will be utilized.

Dates requested:

TEMPORARY DANCE

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

Dates requested:

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

TEMPORARY ENTERTAINMENT OR  TEMPORARY TOPLESS ACTIVITY

1. Dates requested:

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

2. Describe the type of entertainment to be provided.

LIVE CLASSIC ROCK, BLUES, 170 TOWN

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

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

N/A

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

N/A

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

N/A

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

IMPORTANT: No alcoholic beverages may be used as part of any contest or as a prize for a contest.

No licensee may receive anything of value from another licensee without prior MLCC approval.

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

**PART 4. WARNING, AUTHORIZED SIGNATURES, AND LAW ENFORCEMENT/LOCAL APPROVALS**

**WARNING:** Section 1003 of the Liquor Control Code of 1998, being MCL 438.2003, provides in part as follows: "A person who makes a false or fraudulent statement to the commission, orally or in writing, for the purpose of inducing the commission to act or refrain from taking action, or for the purpose of enabling or assisting a person to evade the provisions of this act is guilty of a violation of this act and is punishable in the manner provided for in section 909. . ."

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

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

*[Handwritten Signature]*  
Licensee Signature

*Daryl A. Hoskins* OWNER  
Print Name and Title

*Daryl Hoskins*  
Print Contact Name

*517-206-3139*  
Area Code and Phone Number

Date of Application \_\_\_\_\_

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

\_\_\_\_\_  
Date of Application

*Matthew R. Heins*  
Police Chief or Sheriff Signature

*MATTHEW R HEINS*  
Print Name

Print Name of Police Agency *Jackson city Police*

*216 E Washington*  
Street Address

*Jackson, MI 49203*  
City and Zip Code

Area Code and Telephone Number *517 788-4100*

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

This request was approved by the \_\_\_\_\_ On \_\_\_\_\_  
Print Name of City, Village Council or Township Board Date

\_\_\_\_\_  
City, Village, Township Clerk Signature Print Name of City, Village, Township Clerk

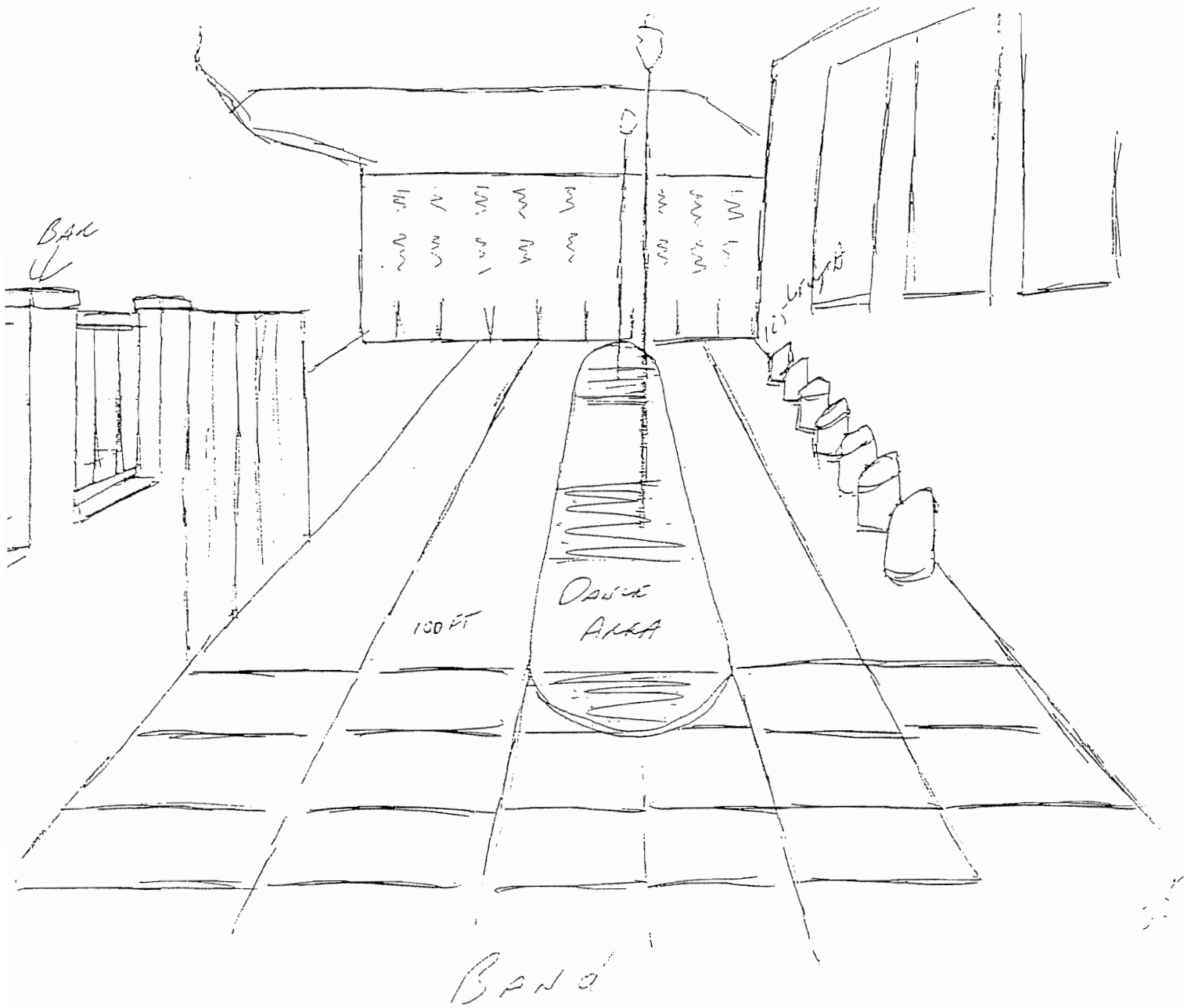
\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City and Zip Code

\_\_\_\_\_  
Area Code and Telephone Number

L.C-148 (Rev. 07/2009)  
Authority: MAC R 438.1023; R 438.1403, R 438.1407; R 438.1419  
Completion: Mandatory  
Penalty: No Temporary Authorization

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



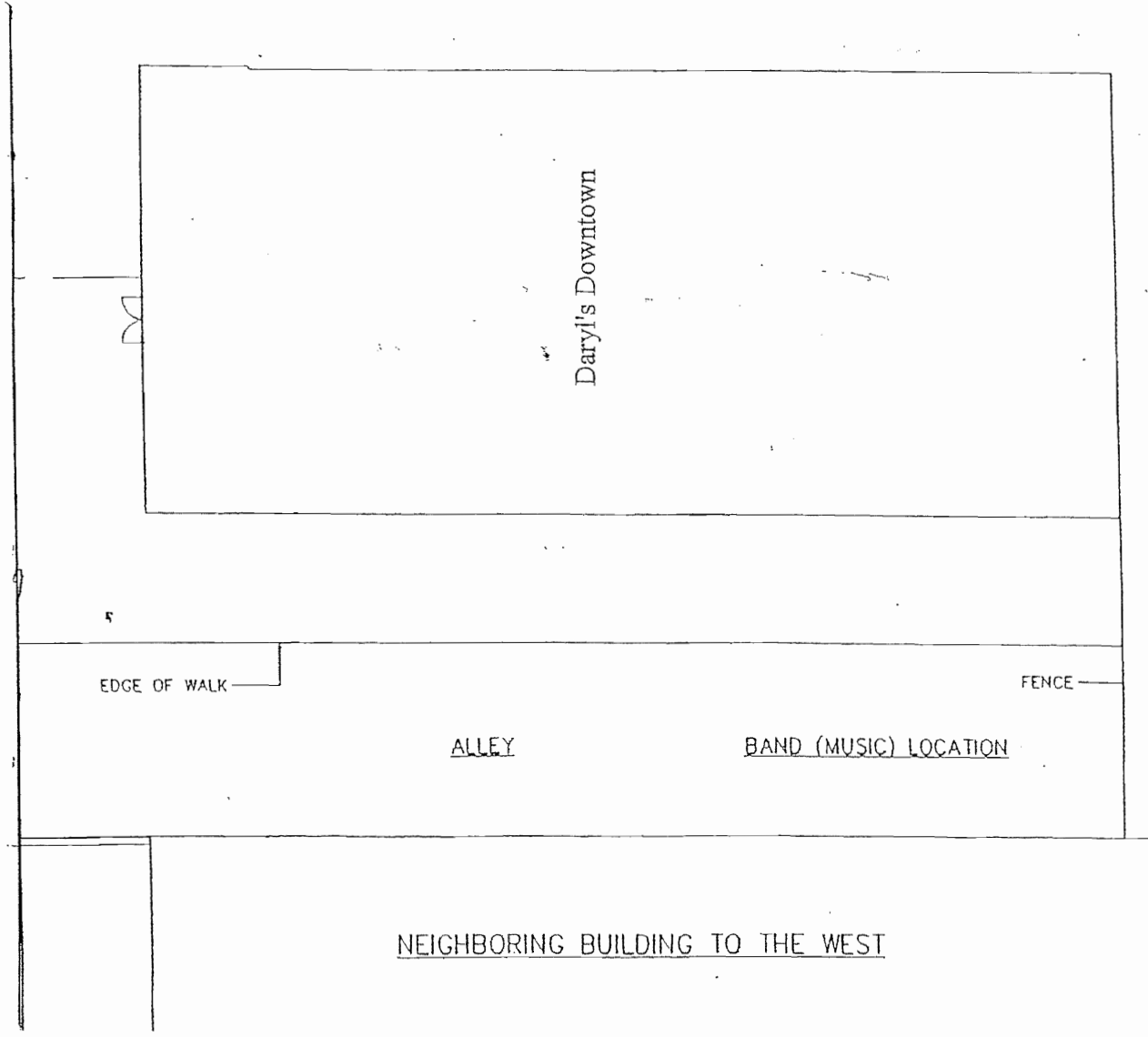
BANK

100 FT

Dance Area

BAND

CENTERLINE of MICHIGAN AVE.



Daryl's Downtown

EDGE OF WALK

FENCE

ALLEY

BAND (MUSIC) LOCATION

NEIGHBORING BUILDING TO THE WEST



SITE LAYOUT PLAN

1/8" = 1'-0"

12/23

PROJECT: COUNDTOWN DINING PROJECT SHEET TITLE



## Department of Community Development

161 W. Michigan Avenue • Jackson, MI 49201-1303 •  
Facsimile (517) 780-4781

Administrative Services  
(517) 788-4060

Building Inspection  
(517) 788-4012

Rehabilitation Services & Information  
(517) 788-4070

To: Christopher W. Lewis, Interim City Manager  
DATE: April 20, 2010  
FROM: Carol Konieczki, Community Development Director  
SUBJECT: Sale of Vacant Lot at 905 Orchard, Assessor's Stencil 5-0539.1

---

The City has received an offer of \$2,000 for the vacant lot located at 905 Orchard. The lot is .21 acres. The purchaser plans to use it to increase the size of his mother's current yard at 907 Orchard.

This lot has been classified under the City's Disposition of Property Policy as Class B:

- Class B: (Vacant lots with development potential). Minimum offer will be set at current market value (generally defined as 2 times the assessed value) as established by the City Assessor.
- Class B Residential Properties: Preference will be given to offers for the purpose of residential development. A Development Agreement will be a condition of the sale of Class B properties sold for development.
- Class B Commercial Properties: Preference will be given to offers for the purpose of commercial development, with emphasis on job creation and retention as well as overall property investment. A Development Agreement will be a condition of the sale of Class B Commercial Properties.

Sale of this Class B lot deviates from current policy requiring a development agreement, as the purchaser will be required to combine this lot with his mother's adjacent parcel.

Action requested is to approve the Offer to Purchase City-Owned Property for the stated sum of \$2,000, and to waive the requirement for a development agreement, conditioned upon the homeowner's combining this parcel with their current property, with a closing date on or before June 1, 2010. Further, approval is requested to authorize the Mayor and City Clerk sign all documents necessary to close the sale, subject to approval and minor modifications by the City Attorney. Please add this item to the April 27, 2010 City Council agenda.





Offer to Purchase City Owned Property

RECEIVED

APR 14 2010

Department of Community Development  
161 W Michigan Avenue  
Jackson, Michigan 49201

Date 4/14/10

I, Bruce Poole  
(Name or Names as desired on deed),  
3628 Ford Ave Jackson mi 517-945-6058  
Address, City State Telephone Number

am submitting an offer to purchase City-owned property located at:

905 ORCHARD PLACE 5-0539-1000, hereinafter "Property"  
(Address) (Assessor's Stencil Number)

for the sum of \$ 2,000<sup>00</sup> cash.

If purchased, I would use the Property for the following purpose:

~~rent~~ ~~sell~~ ~~other~~  
give to my mother at 907 to extend yard

**Disclaimers and Limitations.** Notwithstanding anything to the contrary herein contained, Purchaser expressly understands, acknowledges and agrees that the conveyance of the Property shall be made by Seller to Purchaser on an "as is, where is" basis, and with all faults, including fire damage, the environmental condition of the Property, and Purchaser acknowledges that Purchaser has agreed to buy the Property in its present condition and that Purchaser is relying solely on its own examination and inspections of the Property and not on any statements or representations made by Seller or any agents or representatives of Seller. Additionally, Purchaser hereby acknowledges that Seller makes no warranty or representation, express or implied, or arising by operation of law, including, but in no way limited to, any warranty of condition, habitability, merchantability, or fitness for a particular purpose of the Property or any portion thereof, or with respect to the economical, functional, environmental or physical condition, or any other aspect, of the Property, including Seller's title to the Property. Seller hereby specifically disclaims any warranty, guaranty or representation, oral or written, past, present or future, of, as to, or concerning: (i) the nature and condition of the Property or any part thereof, including, but not limited to, its water, soil, or geology, or the suitability thereof for any and all activities and uses which Purchaser may elect to conduct thereon, or any improvements Purchaser may elect to construct thereon, or any income to be derived therefrom, or any expenses to be incurred with respect thereto, or any obligations or any other matter or thing relating to or affecting the same; (ii) the absence of asbestos or any environmentally hazardous substances on, in or under the Property or on, in or under any property adjacent to or abutting the Property; (iii) the manner of construction or condition or state of repair or lack of repair of any improvements; (iv) the nature or extent of any easement, restrictive covenant, right-of-way, lease, possession, lien, encumbrance, license, reservation, condition or other similar matter pertaining to the Property, or portion thereof; and (v) the compliance of the Property or the operation of the Property or portion thereof with any laws, rules, ordinances or regulations of any government or other body. Purchaser hereby absolutely waives any right, claim or cause of action which Purchaser may have against Seller with respect to the environmental conditions existing at the Property on the date of closing. By way of example only and not by way of limitation of the foregoing, Seller does not warrant either clear title to the Property, or that Purchaser will be able to obtain title insurance to the Property. Nor shall Purchaser be allowed to return Property because of defect in title. Purchaser shall indemnify, defend and save Seller harmless from and against any and all claims, liability, costs, damages or losses from personal injury, including death, or property damage of any nature, resulting or arising from the sale of the Property. The provisions of this paragraph shall survive the execution and delivery of the deed by Seller and the closing of the transaction contemplated by this agreement.

Bruce Poole  
(Purchaser Signature)

\_\_\_\_\_  
(Purchaser Signature)

Acceptance of Offer to Purchase  
For the City: \_\_\_\_\_  
Its: \_\_\_\_\_

Date: \_\_\_\_\_



## Finance Department

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

April 27, 2010

**TO:** Christopher W. Lewis, Interim City Manager  
**FROM:** Philip J. Hones, Finance Director  
**RE:** Consideration and Approval of Pension System Funding Letters

---

I am requesting the following items to be placed on the April 27, 2010 City Council Agenda for their consideration and approval:

1. Letter of Funding requested for the City of Jackson Employees Retirement System for FY2010-2011, and a copy of the latest Actuary Report.
2. Letter of Funding requested for the City of Jackson's Policemen's and Firemen's Pension System for FY2010-2011, and a copy of the latest Actuary Report.
3. Letter of Funding requested for the City of Jackson Act 345 Retirement System for FY2010-2011, and a copy of the latest Actuary Report.

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

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

Philip J. Hones  
Finance Director

PJH/ss



City of Jackson  
Employees Retirement System

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

April 27, 2010

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

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

The actuarial valuation of June 30, 2009 recommends that the 2010/11 contribution be as follows:

<b>Employer (City) Contribution at 8.27 %</b>	<b>\$945,179</b>
---	------------------

The actuarially recommended City contribution of \$ 945,179 for fiscal year 2010/11 is an increase of \$81,402 over the recommended contributions for the current fiscal year.

Actuarial experience was less favorable than expected for the year ended June 30, 2009 as indicated by the experience loss (shown on page A-11 in the report). The loss was primarily attributable to unfavorable investment return (please refer to page C-7 in the report) on both a market and a funding value basis. Liability experience was on target in aggregate, with gains due to lower than expected salary increases and higher retiree mortality rate than expected.

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

Sincerely,

---

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

PH/ss

Attachments



## Act 345 Retirement System

### City of Jackson, Michigan

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

April 27, 2010

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

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

The actuarial valuation of June 30, 2009 recommends the fiscal year 2010/2011 City contribution should be in the amount of \$2,772,800, or 37.70% of total gross payrolls of the Police and Fire Department employees who are members of the Act 345 Retirement System. The City contribution currently is \$3,256,531, or 46.53% of payroll. The decrease in contribution is primarily due to a change in amortization period from 10 years to 15 years.

Net actual experience of the Retirement System was less favorable than assumed during the year ending June 30, 2009, resulting in a loss of \$3,750,011. The overall experience loss was primarily due to recognized investment income which was less than the long-term assumption on a funding basis. Note, that on a market basis the return was (21.68%) and was (0.42%) on a funding basis compared to the assumed rate of 7.75%. Other sources of losses were unexpected salary increases for continuing actives, more retirements than expected, and elections of annuity withdrawals in a low-interest environment. These losses were offset by gains due to higher retiree mortality than expected. The Retirement System is reporting a funded ratio of 58.0% compared to 60.8% last fiscal year.

The City is presently levying 5.40 mills to finance the Act 345 Retirement System.

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

Sincerely,

David Wooden, Chairman  
City of Jackson Act 345 Retirement System

DW/ss  
Attachment



## **Policemens and Firemens Retirement System**

### **City of Jackson, Michigan**

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

---

April 27, 2010

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

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

Net actual experience for the Pension Fund was unfavorable during the year ending June 30, 2009. COLAs granted during the year were lower than anticipated: 3.0% vs. 3.5%. Asset losses of \$1,123,000 were partially offset by higher than expected mortality experience and lower COLAs than anticipated.

The employer contribution will decline from \$722,537 for the 2010 fiscal year to \$717,329 for the 2011 fiscal year, a slight decrease of \$5,208.

The actuary currently lists the funded ratio of accrued liabilities at 43.5% funded by Pension Fund assets.

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

Sincerely,

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

MRC/ss

**CITY OF JACKSON EMPLOYEES RETIREMENT SYSTEM**  
**64<sup>TH</sup> ACTUARIAL VALUATION REPORT**  
**AS OF JUNE 30, 2009**

# OUTLINE OF CONTENTS

## REPORT OF JUNE 30, 2009 ACTUARIAL VALUATION

---

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

February 5, 2010

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

*Submitted in this report* are the results of the 64<sup>th</sup> Annual Actuarial Valuation of the assets, actuarial values, and contribution requirements associated with benefits provided by the City of Jackson Employees Retirement System. *The date of the valuation* was June 30, 2009.

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

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

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

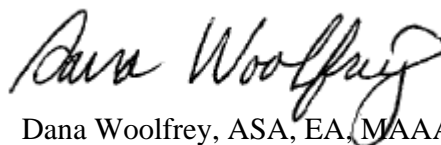
*Information needed to comply with* Statement No. 25 of the Governmental Accounting Standards Board is contained in Section D.

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

Respectfully submitted,



David T. Kausch, FSA, EA, MAAA



Dana Woolfrey, ASA, EA, MAAA

DK/DW:bd



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## **EXECUTIVE SUMMARY**

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## EXECUTIVE SUMMARY

Valuation Date:	June 30, 2008	June 30, 2009
Fiscal Year Ending:	June 30, 2010	June 30, 2011
Recommended Employer Contributions:		
Annual Amount	\$863,777	\$945,179
Percentage of Covered Payroll (Disregarding the Contribution Stabilization Reserve)	7.72%	8.54%
Membership		
Number of		
Active Members	212	203
Retirees and Beneficiaries	148	155
Inactive, Non-retired Members	14	16
Total	374	374
Total Pensions Being Paid	\$1,891,132	\$2,075,963
Assets		
Market Value*	\$33,238,969	\$27,109,331
Actuarial Value*	35,618,029	34,970,792
Return on Market Value	(5.1%)	(16.5%)
Return on Actuarial Value	5.6%	0.1%
Ratio - Actuarial Value to Market Value	107.2%	129.0%
Actuarial Information		
Normal Cost %	11.26%	11.27%
Actuarial Accrued Liability (AAL)	\$40,906,566	\$42,854,575
Unfunded Actuarial Accrued Liability (UAAL)	5,288,537	7,883,783
Funded Ratio	87.1%	81.6%
Amortization Period	30 years	30 years

\* Net of Contribution Stabilization Reserve.

### Highlights/Changes

No changes to benefit provisions.

No changes in actuarial assumptions.

Contribution increase primarily due to investment losses.

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

# EXECUTIVE SUMMARY

## **Actuarial Valuation**

This is the actuarial valuation of the City of Jackson Employees Retirement System, prepared as of June 30, 2009. Valuations are prepared annually, as of July 1 of each year, the first day of plan year.

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

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

## **Financing Objectives**

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

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

## **Contribution Requirement**

The computed employer contribution for the fiscal year ending June 30, 2011 is \$945,179, 8.54% of covered payroll. This compares with an employer contribution for the fiscal year ending June 30, 2010 of \$863,777, 7.72% of covered payroll.

## EXECUTIVE SUMMARY

### **Funded Status**

As of the valuation date, the Unfunded Actuarial Accrued Liability (UAAL) is \$7,883,783, and the funded ratio (the ratio of the Actuarial Value of Assets to the Actuarial Accrued Liability) is 81.6%. At the time of last year's valuation, the UAAL was \$5,288,537, and the funded ratio was 87.1%. See page A-9 for the development of the actuarial gain or loss over the last year and page A-5 for a history of the funded ratios.

The plan experienced a loss of \$2,484,769.

### **Variability of Future Contribution Rates**

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

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

The Actuarial Value of Assets is greater than the Market Value of Assets by \$7,861,461 as of the valuation date (see page A-6). This difference will be gradually recognized over the next four years in the absence of offsetting losses/gains.

## EXECUTIVE SUMMARY

### **Relationship to Market Value**

If Market Value had been the basis for the valuation, the employer contribution rate would have been 10.7% of payroll and the funded ratio would have been 63.3%. Market experience in the last year has been the worst in recent memory. See the “Looking Ahead” comment on page A-11 for a discussion on future contribution rates.

### **Benefit Provisions**

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

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

### **Actuarial Assumptions and Methods**

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

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

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

## EXECUTIVE SUMMARY

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

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

### **Assets**

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

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

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

## EXECUTIVE SUMMARY

The Actuarial Value is currently 129.0% of the Market Value. Over any short time period, a disparity between Actuarial Value and Market Value may appear, but in the long-run, we would expect the Actuarial Value and the Market Value to continue to track each other fairly closely.

The investment return rate for the plan year ending June 30, 2009 on Market Value was (16.54%), while it was 0.12% on Actuarial Value. These figures differ because of the asset valuation procedure described above.

### **GASB Statement No. 25 Disclosure**

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

For the System, the ARC is defined to the sum of (a) the employer normal cost, and (b) the amount needed to amortize the DROP as a level percentage of payroll over 13 years and the remaining UAAL as a level percentage of payroll over 30 years.

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## **SECTION A**

### **VALUATION RESULTS, COMMENTS AND RECOMMENDATIONS**

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## FUNDING OBJECTIVE

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

## CONTRIBUTION RATES

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

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

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

*Computed contribution rates* for the fiscal year beginning July 1, 2010 are shown on page A-2.

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

Contributions for	July 1, 2009			July 1, 2010		
	General Members	Water & Sewage Members	Total Weighted Averages	General Members	Water & Sewage Members	Total Weighted Averages
Normal Cost						
Age and Service Allowances	9.30 %	9.26 %	9.29 %	9.30 %	9.23 %	9.29 %
Disability and Survivor	0.96	1.02	0.98	0.97	1.06	0.99
Refunds of Member Contributions	<u>0.99</u>	<u>1.00</u>	<u>0.99</u>	<u>0.99</u>	<u>0.99</u>	<u>0.99</u>
Total Normal Cost	11.25	11.28	11.26	11.26	11.28	11.27
Unfunded Actuarial Accrued Liability#			3.03 %			4.66 %
Total Computed Contribution			14.29			15.93
Contribution for DROP			1.15			1.15
Contribution Excluding DROP			13.14			14.78
<b>Total Contribution Requirement*</b>						
<b>Member Portion</b>			6.57 %			7.39 %
<b>Employer Portion*</b>						
- DROP !			1.15			1.15
- Remaining			<u>6.57</u>			<u>7.39</u>
- Total Computed Rate			7.72 %			8.54 %
- Total Dollar Contribution !			\$ 863,777			\$ 945,179

# Amortized over 30 years.

\* The Members and Employer split the contribution requirement. The contribution requirement can be no less than 2.5% for the Members and 2.5% for the Employer. Refer to the "Contribution Stabilization" comment on page A-10 for important information on actual contributions to be made for the fiscal year beginning July 1, 2009 and July 1, 2010 for members and the employer.

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

*In financing the actuarial accrued liability*, the valuation assets of \$34,970,792 were distributed as shown below. Please see page A-6 for information concerning the derivation of valuation assets.

<b>Reserves</b>	<b>Present Valuation Assets Applied to</b>			<b>Totals</b>
	<b>Member Actuarial Accrued Liability</b>	<b>Retired Life Actuarial Liability</b>	<b>Contingency Reserve</b>	
Employees' Contributions	\$ 6,067,318			\$ 6,067,318
Employer Contributions	10,606,495	\$ 1,781,625		12,388,120
Retired Benefit Payments		16,515,354	\$ none	16,515,354
<b>Totals</b>	<b>\$16,673,813</b>	<b>\$18,296,979</b>	<b>\$ none</b>	<b>\$34,970,792</b>

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

	<b>Retired Lives</b>	<b>Active Members</b>	<b>Totals</b>
Computed Actuarial Accrued Liability	\$18,296,979	\$24,557,596	\$42,854,575
Applied Assets	18,296,979	16,673,813	34,970,792
Unfunded Actuarial Accrued Liability	\$ none	\$ 7,883,783	\$ 7,883,783

## FUNDING PROGRESS INDICATORS

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

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

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

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

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

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

<b>Valuation Date</b>	<b>Valuation Assets</b>	<b>AAL</b>	<b>Funded Ratio</b>	<b>UAAL</b>	<b>Member Payroll</b>	<b>Ratio to Payroll</b>	<b>Gain (Loss)</b>
6/30/85	\$ 8,989	\$ 8,255	108.9 %	\$ (734)	\$ 4,411	- %	\$ 244
6/30/86	10,553	8,636	122.2	(1,917)	4,202	-	1,183
6/30/87	12,562	8,770	143.2	(3,792)	4,713	-	1,910
6/30/88	13,867	9,369	148.0	(4,498)	5,376	-	796
6/30/89	14,420	10,060	143.3	(4,360)	5,826	-	(2)
6/30/90(a)	15,353	11,486	133.7	(3,867)	5,968	-	763
6/30/91(a)	16,485	12,451	132.4	(4,035)	6,190	-	657
6/30/92(a)	17,640	14,576	121.0	(3,064)	6,469	-	538
6/30/93	19,588	15,995	122.5	(3,593)	6,978	-	1,064
6/30/94(a)	20,157	18,847	107.0	(1,310)	6,285	-	(847)
6/30/95	21,270	19,578	109.0	(1,692)	6,609	-	279
6/30/96	22,960	21,016	109.0	(1,944)	7,022	-	399
6/30/97	24,810	22,781	108.9	(2,029)	7,340	-	988
6/30/98(a)	27,965	22,927	122.0	(5,038)	7,339	-	2,299
6/30/99	31,654	24,367	129.9	(7,287)	7,784	-	2,040
6/30/00	34,960	25,787	135.6	(9,173)	8,338	-	1,645
6/30/01(a)	36,120	27,705	130.4	(8,415)	8,532	-	(209)
6/30/02	35,151	29,372	119.7	(5,779)	9,257	-	(2,937)
6/30/03(a)	33,229	29,902	111.1	(3,327)	9,691	-	(3,368)
6/30/04(a)	32,919	31,417	104.8	(1,502)	9,600	-	(1,788)
6/30/05	32,395	33,016	98.1	621	9,600	6.5	(1,899)
6/30/06	31,867	35,019	91.0	3,152	10,091	31.2	(2,449)
6/30/07(a)	34,236	38,091	89.9	3,855	10,119	38.1	381
6/30/08(a)	35,618	40,907	87.1	5,289	10,295	51.4	(469)
6/30/09	34,971	42,855	81.6	7,884	10,184	77.4	(2,485)

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

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

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

UAAL - Unfunded actuarial accrued liability.

## DEVELOPMENT OF FUNDING VALUE OF RETIREMENT SYSTEM ASSETS

Year Ended June 30:	2007	2008	2009
A. Funding Value Beginning of Year	\$31,867,085	\$34,235,883	\$35,618,029
B. Market Value End of Year	35,534,528	33,238,969	27,109,331
C. Market Value Beginning of Year	31,133,973	35,534,528	33,238,969
D. Non-Investment Net Cash Flow	(487,895)	(504,860)	(689,600)
E. Investment Income			
E1. Market Total: B - C - D	4,888,450	(1,790,699)	(5,440,038)
E2. Amount for Immediate Recognition	2,529,851	2,718,676	2,821,858
E3. Amount for Phased-In Recognition: E1-E2	2,358,599	(4,509,375)	(8,261,896)
F. Phased-In Recognition of Investment Income			
F1. Current Year: 0.25 x E3	589,650	(1,127,344)	(2,065,474)
F2. First Prior Year	(176,329)	589,650	(1,127,344)
F3. Second Prior Year	(117,647)	(176,329)	589,650
F4. Third Prior Year	31,168	(117,647)	(176,327)
F5. Total Recognized Investment Gain: F1 + F2 + F3 + F4	326,842	(831,670)	(2,779,495)
G. Funding Value End of Year: A + D + E2 + F5	34,235,883	35,618,029	34,970,792
H. Difference Between Market & Funding Value	1,298,645	(2,379,060)	(7,861,461)
I. Recognized Rate of Return	9.0%	5.6%	0.1%
J. Market Rate of Return	15.8%	(5.1)%	(16.5)%

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

**RECOMMENDED AND ACTUAL CONTRIBUTIONS  
COMPARATIVE STATEMENT**

Fiscal Year	Valuation Date	Dollar Contributions		% of Payroll Contributions*		Weighted Average
		Recommended	Actual	General	Water & Sewage	
81/82 (a)	6-30-80	\$317,591	\$318,647	6.68 %	7.54 %	6.86 %
82/83	6-30-81	292,490	292,553	6.10	6.83	6.26
83/84	6-30-82	287,300	287,300	6.17	6.39	6.22
84/85	6-30-83	260,997	260,997	5.56	5.90	5.64
85/86 (a)	6-30-84	188,421	188,421	3.80	4.71	4.02
86/87	6-30-85	150,464	173,539	3.05	5.14	3.56
87/88	6-30-86	40,113	40,113	0.07	3.31	0.88
88/89	6-30-87	8,514	8,514	0.00	0.67	0.17
89/90	6-30-88	0	0	0.00	0.00	0.00
90/91	6-30-89	0	60,342	0.00	0.00	0.00
91/92 (a)	6-30-90	54,206	112,931	0.00	3.58	0.84
92/93	6-30-91	166,494	172,391	2.50	2.50	2.50
93/94 (a)	6-30-92	173,992	235,460	2.50	2.50	2.50
94/95	6-30-93	187,710	244,504	2.50	2.50	2.50
95/96 (a)	6-30-94	256,928	260,662	3.80	3.80	3.80
96/97	6-30-95	270,136	270,731	3.80	3.80	3.80
97/98	6-30-96	275,762	299,660	3.65	3.65	3.65
98/99 (a)	6-30-97	366,672	363,951	4.61	4.61	4.61
99/00 (a)	6-30-98	312,550	320,315	3.93	3.93	3.93
00/01	6-30-99	329,142	335,840	3.93	3.93	3.93
01/02	6/30/00	352,578	354,918	3.93	3.93	3.93
02/03	6/30/01	360,777	378,931	3.93	3.93	3.93
03/04	6/30/02	391,420	383,883	3.93	3.93	3.93
04/05 (a)	6/30/03	413,924	388,706	3.93	3.93	3.93
05/06 (a)	6/30/04	584,257	572,520	5.60	5.60	5.60
06/07	6/30/05	721,955	722,422	6.92	6.92	6.92
07/08	6/30/06	832,376	803,042	7.59	7.59	7.59
08/09 (a)	6/30/07	841,320	793,649	7.65	7.65	7.65
09/10 (a)	6/30/08	863,777		7.72	7.72	7.72
10/11	6/30/09	945,179		8.54	8.54	8.54

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

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

\* Minimum employer contributions of 2.5% of payroll pursuant to Ordinance amendments effective July 1, 1990, 1991, and 2007 plus a contribution for Early Retirement Window and for DROP.

# SUMMARY STATEMENT OF SYSTEM RESOURCES AND OBLIGATIONS

## Present Resources and Expected Future Resources

	June 30, 2008			June 30, 2009		
	Water &		Totals	Water &		Totals
	General	Sewage		General	Sewage	
A. Present value of System assets						
1. Net assets from financial statements	\$25,843,435	\$7,576,166	\$33,419,601	\$20,762,673	\$ 6,403,401	\$27,166,074
2. Reduction for contribution stabilization	(139,683)	\$ (40,949)	(180,632)	(43,368)	(13,375)	(56,743)
3. Market value adjustment	1,839,731	539,329	2,379,060	6,008,411	1,853,050	7,861,461
4. Valuation assets	27,543,483	8,074,546	35,618,029	26,727,716	8,243,076	34,970,792
B. Present value of expected future employer contributions						
1. For normal costs	2,921,903	806,243	3,728,145	2,865,177	758,412	3,623,590
2. For unfunded actuarial accrued liability	3,162,185	2,126,352	5,288,537	5,339,253	2,544,530	7,883,783
3. Total	6,084,088	2,932,595	9,016,682	8,204,430	3,302,942	11,507,373
C. Actuarial present value of expected future member contributions	4,988,310	1,392,981	6,381,291	4,890,689	1,310,545	6,201,234
D. Total	\$38,615,881	\$12,400,122	<u><u>\$51,016,002</u></u>	\$39,822,835	\$12,856,563	<u><u>\$52,679,399</u></u>

## Actuarial Present Value of Expected Future Benefit Payments

	June 30, 2008			June 30, 2009		
	Water &		Totals	Water &		Totals
	General	Sewage		General	Sewage	
A. To retirants and beneficiaries	\$12,498,980	\$ 4,110,104	\$16,609,084	\$13,181,268	\$ 5,115,711	\$18,296,979
B. To vested terminated members	760,166	119,295	879,461	839,278	226,845	1,066,123
C. To present active members						
1. Allocated to service rendered prior to valuation date	17,446,522	5,971,499	23,418,021	18,046,423	5,445,050	23,491,473
2. Allocated to service likely to be rendered after valuation date	7,910,213	2,199,224	10,109,436	7,755,866	2,068,957	9,824,824
3. Total	25,356,735	8,170,723	33,527,457	25,802,289	7,514,007	33,316,297
D. Total	\$38,615,881	\$12,400,122	<u><u>\$51,016,002</u></u>	\$39,822,835	\$12,856,563	<u><u>\$52,679,399</u></u>



**ACTIVE MEMBER EXPERIENCE GAIN (LOSS)**  
**YEAR ENDED JUNE 30, 2009**

**Derivation**

(1) UAAL* at start of year	\$5,288,537
(2) Normal cost from last valuation	1,159,232
(3) Actual contributions	1,459,815
(4) Interest accrual	411,060
(5) Expected UAAL before changes	5,399,014
(6) Increase due to plan amendment	0
(7) Increase due to revised assumptions	0
(8) Expected UAAL after changes	5,399,014
(9) Actual UAAL at end of year	7,883,783
(10) Gain (loss)	(2,484,769)

\* *Unfunded actuarial accrued liability.*

## COMMENTS AND RECOMMENDATIONS

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

<b>Member Contributions</b>			
<b>Fiscal Year Ended June 30,</b>	<b>Board Adopted Contribution Rate</b>	<b>Required from Page A-2</b>	<b>Excess for (Withdrawal from) Stabilization Reserve</b>
2005	3.50%	2.50%	1.00%
2006	4.50	4.17	0.33
2007	5.50	5.49	0.01
2008	5.50	6.16	(0.66)
2009	6.00	6.50	(0.50)
2010	6.57	6.57	0.00

<b>Employer Contributions</b>			
<b>Fiscal Year Ended June 30,</b>	<b>Board Adopted Contribution Rate</b>	<b>Required from Page A-2</b>	<b>Excess for (Withdrawal from) Stabilization Reserve</b>
2005	4.93%	3.93%	1.00%
2006	5.93	5.60	0.33
2007	6.93	6.92	0.01
2008	6.93	7.59	(0.66)
2009	7.15	7.65	(0.50)
2010	7.72	7.72	0.00

As of the June 30, 2009 valuation, the Contribution Stabilization Reserve was \$56,743.

**CONTRIBUTION STABILIZATION (CONTINUED):** In conjunction with the June 30, 2008 valuation, the Board elected not to withdraw from the Contribution Stabilization Reserve. Assuming a rate of return of 8.0 percent, consistent with the actuarial investment return assumption, the Contribution Stabilization Reserve is expected to be approximately \$60,000 at June 30, 2010. Based on this, the maximum expected contribution rate reduction for the fiscal year ending June 30, 2011 is 0.27% of payroll for member contributions and 0.27% of payroll for employer contributions. Our understanding is that asset experience after the valuation date has been better than expected. Given the favorable asset experience, it would not be unreasonable to use the remaining contribution stabilization reserve to lower the FY2011 rates from 7.39%/8.54% of pay (Member/City) to 7.12%/8.27% of pay (Member/City).

**PLAN EXPERIENCE:** Actuarial experience was less favorable than expected for the year ended June 30, 2009 as indicated by the experience loss shown on page A-9. The loss was primarily attributable to unfavorable investment return (please refer to page C-7) on both a market and a funding value basis. Liability experience was on target in aggregate, with gains due to lower than expected salary increases and higher retiree mortality than expected.

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

**PLAN ASSUMPTIONS AND METHODS:** Plan assumptions and methods remain unchanged since the last valuation.

**LOOKING AHEAD:** There is currently \$7.8 million in outstanding investment losses that need to be phased in to the actuarial value of assets over the next three years. Based on the current payroll and amortization method, this corresponds to an increase of the total contribution rate of roughly 4.2% of payroll which would correspond to contribution rates of 9.5%/10.7% of pay (Member/City). If investment returns are consistent with the actuarial assumption of 8.0%, both the employer and employee portions of the contribution rate are expected to increase between 0.5% and 0.9% per year over the next three years as the asset losses are phased in. More favorable asset experience will mitigate some of these increases. If the economic recovery gains momentum, strategic use of the contribution stabilization reserve may be able to keep the contribution rate below 9.0% of payroll for members and 10.2% for the City.

**AMORTIZATION PERIODS:** Actuarial accrued liabilities now exceed accrued assets by \$7,883,783. The related amortization period of this amount is 30 years.

**RESERVE TRANSFERS:** The June 30, 2009 actuarial present value of retirement allowances exceeded the balance in the Reserve for Retired Benefit Payments. In order to maintain a balance between the assets and the liabilities allocated to retired lives, we recommend a transfer **to** the Reserve for Retired Benefit Payments **from** the Reserve for Employer Contributions as follows:

	<u>General</u>	<u>Water and Sewage</u>
Non-Union	\$927,085	\$ 854,540
Union	<u>0</u>	<u>0</u>
Total	\$927,085	\$ 854,540

The above transfer amounts were based on retirement activity by division and were assumed to have been made as of June 30, 2009 for purposes of this valuation.

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## **SECTION B**

### **SUMMARY OF BENEFIT PROVISIONS AND VALUATION DATA**

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## **SUMMARY OF BENEFIT PROVISIONS EVALUATED OR CONSIDERED (JUNE 30, 2009)**

### **VOLUNTARY RETIREMENT (no reduction for age)**

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

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

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

### **DEFERRED RETIREMENT (vested benefit)**

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

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

### **DEFERRED RETIREMENT OPTION PLAN (DROP)**

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

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

### **DUTY DISABILITY RETIREMENT**

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

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

# **SUMMARY OF BENEFIT PROVISIONS EVALUATED OR CONSIDERED (JUNE 30, 2009)**

## **NON-DUTY DISABILITY RETIREMENT**

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

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

## **DUTY DEATH BEFORE RETIREMENT**

*Eligibility* - Death in line of duty with the City.

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

## **NON-DUTY DEATH BEFORE RETIREMENT**

*Eligibility* - 10 or more years of credited service.

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

## **MEMBER CONTRIBUTIONS**

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

**SUMMARY OF BENEFIT PROVISIONS EVALUATED OR CONSIDERED  
(JUNE 30, 2009)**

**OTHER BENEFITS**

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

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

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



# **SUMMARY OF DROP PROVISIONS**

## **Effective Date**

July 1, 2008 through June 30, 2012.

## **Eligibility**

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

## **Election of DROP**

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

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

## **DROP Credits**

The account of a participating member is credited with:

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

## **Retirement from DROP**

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

## **SUMMARY OF DROP PROVISIONS (CONCLUDED)**

### **Death during DROP Participation**

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

### **Disability during DROP Participation**

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

### **Covered Payroll**

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

## RETIRANTS AND BENEFICIARIES COMPARATIVE SCHEDULE

Year Ended June 30	Added to Rolls		Removed from Rolls		Rolls End of Year		Active Per Retired	Average Allowances	Discounted Value of Allowances	
	No.	Annual Allowances	No.	Annual Allowances	No.	Annual Allowances			Total	Average
1984	8	\$ 52,417	2	\$ 9,160	125	\$ 396,937	1.8	\$ 3,176	\$ 3,280,959	\$ 26,248
1985	5	47,230	4	12,693	126	431,474	1.8	3,424	3,647,910	28,952
1986	10	73,365	9	13,022	127	491,817	1.7	3,873	4,251,562	33,477
1987	12	75,119	4	21,551	135	545,385	1.7	4,040	4,575,365	33,892
1988	4	15,721	7	15,490	132	545,616	1.9	4,133	4,466,775	33,839
1989	8	64,390	6	26,587	134	583,419	1.9	4,354	4,782,315	35,689
1990	6	43,249	7	29,220	133	597,448	1.9	4,492	4,825,459	36,282
1991	6	28,222	6	51,790	133	573,880	2.0	4,315	4,737,760	35,622
1992	5	70,834	10	41,222	128	603,492	2.0	4,715	5,067,629	39,591
1993	5	27,007	10	38,419	123	592,080	2.0	4,814	5,202,433	42,296
1994	29 *	489,759	4	16,800	148	1,065,039	1.5	7,196	9,323,792	62,999
1995	2	4,384	7	55,124	143	1,014,299	1.5	7,093	9,018,556	63,067
1996	2	39,867	3	9,003	142	1,045,163	1.5	7,360	9,189,315	64,713
1997	2	6,616	4	49,203	140	1,002,576	1.6	7,161	8,856,225	63,259
1998	8 *	94,502	8	47,606	140	1,049,472	1.6	7,496	8,759,984	62,571
1999	9	132,738	5	51,966	144	1,130,244	1.6	7,849	9,645,640	66,984
2000	8	89,189	9	72,390	143	1,147,043	1.6	8,021	9,985,860	69,831
2001	10	315,129	4	34,351	149	1,427,821	1.5	9,583	11,663,240	78,277
2002	3	25,078	6	72,356	146	1,380,543	1.6	9,456	11,250,485	77,058
2003	8	151,848	9	122,197	145	1,410,194	1.6	9,725	11,543,221	79,608
2004	5	137,576	10	55,440	140	1,492,330	1.6	10,660	12,546,008	89,614
2005	10	160,093	6	62,364	144	1,590,059	1.5	11,042	13,296,443	92,336
2006	3	47,969	4	19,433	143	1,618,595	1.5	11,319	13,411,809	93,789
2007	12	237,858	5	90,787	150	1,765,666	1.4	11,771	15,258,928	101,726
2008	13	237,891	15	112,425	148	1,891,132	1.4	12,778	16,609,084	112,224
2009	12	252,745	5	67,914	155	2,075,963	1.3	13,393	18,296,979	118,045

\* Reflects retirements due to Early Retirement Window provision.

**RETIRANTS AND BENEFICIARIES JUNE 30, 2009**  
**TABULATED BY TYPE OF ALLOWANCES BEING PAID**

<b>Type of Allowances Being Paid</b>	<b>No.</b>	<b>Annual Retirement Allowances</b>
<b>Age and Service Allowances</b>		
Regular allowances - benefit terminating at death of retiree	45	\$ 587,284
Option I allowance - cash refund annuity plus pension terminating at death of retiree	4	61,862
Option II allowance - joint and survivor benefit	32	377,064
Option III allowance - modified joint and survivor benefit	46	804,432
Allowance to survivor beneficiary of deceased retiree	<u>17</u>	<u>137,673</u>
Total age and service allowances	144	\$1,968,315
<b>Casualty Allowances</b>		
<b>Disability</b>		
Regular	2	\$ 24,131
Option I	1	6,234
Option II	2	35,251
Option III	1	5,868
Disability allowance		
Survivor beneficiary	2	7,566
Allowance to survivor beneficiary of deceased member	<u>3</u>	<u>28,598</u>
Total casualty allowances	<u>11</u>	<u>107,648</u>
Total Allowances Being Paid	155	\$2,075,963

**RETIRANTS AND BENEFICIARIES JUNE 30, 2009**  
**TABULATED BY ATTAINED AGE**

Attained Age	Age & Service		Casualty		Totals	
	No.	Annual Allowances	No.	Annual Allowances	No.	Annual Allowances
40 - 44			1	\$ 12,498	1	\$ 12,498
45 - 49			1	14,906	1	14,906
50 - 54	3	\$ 70,724	2	31,563	5	102,287
55 - 59	9	251,546	1	12,914	10	264,461
60 - 64	22	527,991	1	4,792	23	532,784
65 - 69	24	270,357	2	12,101	26	282,458
70 - 74	29	360,196	1	2,774	30	362,970
75 - 79	21	210,720			21	210,720
80	4	23,094			4	23,094
81	7	45,556			7	45,556
82	5	51,648			5	51,648
83	2	8,235			2	8,235
84	2	9,152	1	4,711	3	13,863
85	2	14,203			2	14,203
86						
87	1	15,399			1	15,399
88	2	15,655			2	15,655
89	1	3,823			1	3,823
90						
91	2	29,192			2	29,192
92	1	12,226	1	11,389	2	23,615
93	1	630			1	630
94	1	7,402			1	7,402
95						
96	3	27,192			3	27,192
97						
98						
99						
Over 100	2	13,376			2	13,376
<b>Totals</b>	<b>144</b>	<b>\$1,968,315</b>	<b>11</b>	<b>\$107,648</b>	<b>155</b>	<b>\$2,075,963</b>

Average Age at Retirement: 60.0 years

Average Age Now: 72.3 years

**INACTIVE MEMBERS JUNE 30, 2009**  
**TABULATED BY ATTAINED AGE**

Included in the valuation were 16 inactive members. An inactive member is a member who has left City employment with entitlement to a retirement allowance after attaining eligible retirement age.

<b>Attained Age</b>	<b>No.</b>	<b>Annual Estimated Allowances</b>
36	1	\$ 14,068
40	1	20,905
46	1	9,678
47	2	13,906
48	1	10,373
52	2	39,908
53	2	18,616
54	2	33,703
57	2	28,232
58	1	8,340
62	1	610
<b>Totals</b>	<b>16</b>	<b>\$198,339</b>

Average Age at Deferment: 44.0 years

Average Age Now: 51.5 years

**ACTIVE MEMBERS JUNE 30, 2009**  
**TABULATED BY VALUATION DIVISIONS**

Valuation Divisions	No.	Annual Payroll
General members*	156	\$ 7,887,722
Water and Sewage members	47	2,295,941
<b>Total Active members</b>	<b>203</b>	<b>\$10,183,663</b>

\* Three DROP participants are included in the Active demographic data.

**NUMBER ADDED TO AND REMOVED FROM ACTIVE MEMBERSHIP**

Year Ended June 30	Number Added During Year		Terminations During Year								Active Members End of Year
			Normal Retirement		Disability Retirement		Died-in-Service		Other Withdrawal		
			A	E	A	E	A	E	A	E	
1995	15	16	1	0.5	0	0.7	0	0.5	15	13.2	219
1996	8	8	2	1.3	0	0.8	0	0.6	6	11.8	219
1997	12	11	0	1.6	0	0.8	0	0.7	11	10.0	220
1998	26	27	4 *	2.0	2	0.8	1	0.7	20	9.7	219
1999	24	19	7	3.0	1	0.5	0	0.3	11	14.3	224
2000	22	22	3	1.7	1	0.5	0	0.3	18	16.1	224
2001	12	12	5	3.1	0	0.5	0	0.3	7	15.7	224
2002	21	11	1	2.9	0	0.6	0	0.3	10	13.5	234
2003	11	12	4	1.8	0	0.6	1	0.4	7	13.8	233
2004	3	10	4	2.8	0	0.6	0	0.4	6	12.3	226
2005	10	16	8	3.2	1	0.6	0	0.4	7	9.3	220
2006	12	12	1	3.2	2	0.6	0	0.4	9	9.1	220
2007	6	13	9	4.1	0	0.6	0	0.5	4	9.1	213
2008^	15	16	8	4.7	0	0.6	1	0.4	7	7.3	212
<b>2009^</b>	<b>8</b>	<b>17</b>	<b>10</b>	<b>5.3</b>	<b>0</b>	<b>0.6</b>	<b>0</b>	<b>0.4</b>	<b>7</b>	<b>8.0</b>	<b>203</b>
15 yr total	205	222	67	41.2	7	9.4	3	6.6	145	173.2	

\* Early Retirement Window provision in effect.

A Represents actual number.

E Represents expected number.

^ DROP participants are included in the Active demographic data.

## COMPARATIVE SCHEDULE

Valuation Date June 30	Active Members			Valuation Payroll	Age	Average			
	Gen.	Water & Sewage	Totals			Service	Pay		
1975	218	46	264	\$ 3,036,422	40.3	yrs.	7.6	yrs.	\$ 11,502
1976	206	47	253	3,294,624	40.9		7.9		13,022
1977	218	50	268	3,542,128	40.0		7.8		13,216
1978	238	51	289	4,055,323	39.7		7.5		14,032
1979	212	52	264	4,004,099	40.5		7.9		15,167
1980	217	54	271	4,451,749	40.2		7.9		16,427
1981	207	52	259	4,493,263	40.1		8.3		17,348
1982	177	49	226	4,351,707	42.0		9.3		19,255
1983	173	50	223	4,360,458	41.7		9.2		19,554
1984	177	51	228	4,354,598	41.4		9.0		19,099
1985	177	53	230	4,410,736	41.9		8.8		19,177
1986	159	51	210	4,202,038	42.1		8.9		20,010
1987	174	56	230	4,712,739	40.9		7.8		20,490
1988	190	55	245	5,375,660	40.5		7.8		21,941
1989	200	53	253	5,825,891	40.0		7.7		23,027
1990	199	56	255	5,968,351	40.1		7.8		23,405
1991	203	57	260	6,189,771	40.6		8.3		23,807
1992	196	58	254	6,468,519	41.7		8.9		25,467
1993	194	53	247	6,978,480	42.5		9.7		28,253
1994	170	50	220	6,285,127	41.3		8.5		28,569
1995	169	50	219	6,608,549	42.3		9.1		30,176
1996	169	50	219	7,021,952	42.3		9.9		32,064
1997	168	52	220	7,340,045	43.7		10.5		33,364
1998	169	50	219	7,339,189	43.7		10.2		33,512
1999	175	49	224	7,784,073	43.8		10.0		34,750
2000	175	49	224	8,338,326	43.9		10.2		37,225
2001	177	47	224	8,532,237	44.6		10.5		38,090
2002	181	53	234	9,256,930	45.1		10.8		39,560
2003	182	51	233	9,691,157	45.7		11.3		41,593
2004	174	52	226	9,599,830	46.4		12.0		42,477
2005	169	51	220	9,599,573	46.7		12.4		43,634
2006	169	51	220	10,090,797	47.5		12.8		45,867
2007	163	50	213	10,119,228	47.8		13.1		47,508
2008*	160	52	212	10,295,133	47.6		13.0		48,562
2009*	156	47	203	10,183,663	47.9		13.2		50,166

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



**GENERAL ACTIVE MEMBERS AS OF JUNE 30, 2009**  
**BY ATTAINED AGE AND YEARS OF SERVICE**

Attained Age	Years of Service to Valuation Date							Totals	
	0-4	5-9	10-14	15-19	20-24	25-29	30 Plus	No.	Valuation Payroll
25-29	4	2						6	\$ 225,807
30-34	6	3	4					13	526,444
35-39	7	5	5					17	759,107
40-44	4	3	6	1	9			23	1,127,545
45-49	3	9	5	3	5	2	1	28	1,324,315
50-54	6	3	3	6	5		1	24	1,316,665
55-59	3	5	5	4	9	3	1	30	1,796,354
60		1	2					3	115,362
61			1	2	1	1	1	6	371,525
62			1					1	57,361
63			1	1	1			3	144,020
64							1	1	74,097
71					1			1	49,120
<b>Totals</b>	<b>33</b>	<b>31</b>	<b>33</b>	<b>17</b>	<b>31</b>	<b>6</b>	<b>5</b>	<b>156</b>	<b>\$7,887,722</b>

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

Age: 47.5 years

Service: 13.1 years

Annual Pay: \$50,562

**WATER AND SEWAGE ACTIVE MEMBERS AS OF JUNE 30, 2009  
BY ATTAINED AGE AND YEARS OF SERVICE**

Attained Age	Years of Service to Valuation Date							Totals	
	0-4	5-9	10-14	15-19	20-24	25-29	30 Plus	No.	Valuation Payroll
20-24	1							1	\$ 37,827
25-29	1	1						2	72,957
30-34	2							2	75,510
35-39			1	1				2	82,145
40-44	2	2	2	1				7	313,541
45-49	3	1	2	3	2			11	541,416
50-54					1			1	61,265
55-59		3	1	6	3	2	1	16	825,148
60				1	1			2	146,674
62		2			1			3	139,458
<b>Totals</b>	<b>9</b>	<b>9</b>	<b>6</b>	<b>12</b>	<b>8</b>	<b>2</b>	<b>1</b>	<b>47</b>	<b>\$2,295,941</b>

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

Age: 49.0 years

Service: 13.5 years

Annual Pay: \$48,850

**ASSET INFORMATION  
SUBMITTED FOR VALUATION**

<b>Reported Assets - Market Value</b>	<b>Reserve for</b>		
Cash & Equivalents	\$ 837,977	Employees' Contributions	
Receivables & Accruals	849	General	\$ 4,616,633
Stocks	13,037,911	Water & Sewage	<u>1,450,685</u>
Bonds	9,534,552	Total Employee Contributions	6,067,318
International Securities	3,766,806		
Accounts Payable	<u>(12,021)</u>	Employer Contributions	
Total Current Assets	<u><u>\$27,166,074</u></u>	General	3,891,857
		Water & Sewage	<u>691,545</u>
		Total Employer Contributions	4,583,402
		Retired Benefit Payments	16,515,354
		Undistributed Investment Income	<u>none</u>
		Total Reserve Accounts	<u><u>\$27,166,074</u></u>

**REVENUES AND EXPENDITURES**

	<b>Net Available for Pension</b>	<b>Contribution Stabilization Reserve</b>	<b>Total System</b>
Balance - July 1, 2008	\$33,238,969	\$180,632	\$33,419,601
Revenues			
Employees' Contributions	666,166	(51,244)	614,922
Employer Contributions	793,649	(51,244)	742,405
Investment Income	(5,281,992)	(21,401)	(5,303,393)
Expenditures			
Benefit Payments	2,120,480		2,120,480
Refund of Member Contributions	28,935		28,935
Expenses	<u>158,046</u>		<u>158,046</u>
Balance - June 30, 2009	\$27,109,331	\$56,743	\$27,166,074

These amounts do not reflect the funding value adjustment of \$7,861,461. The derivation of this adjustment is on page A-6.

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## **SECTION C**

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

---

## **BASIC FUNDING OBJECTIVE AND OPERATION OF THE RETIREMENT SYSTEM**

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

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

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

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

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

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

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

. . . plus . . .

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

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

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

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

**Contributions** received on behalf of the group

. . . plus . . .

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

. . . minus . . .

**Expenses** incurred in operating the System.

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

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

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

## THE ACTUARIAL VALUATION PROCESS

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

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

- A.     ***Covered person information about:***
    - each person receiving pension payments
    - each former participant with a vested pension not yet payable
    - each former participant who is not vested and has not claimed a member contribution refund
    - each active participant
  
  - B.   + ***Financial Information*** (assets, revenues, and expenditures)
  
  - C.   + ***Benefit Provisions*** (Retirement Ordinance)
  
  - D.   + ***Experience Estimates*** about the volume and incidence of future activities
  
  - E.   + ***Actuarial Cost Method*** for allocating costs to time periods
  
  - F.   + ***Mathematically combining the person information, financial information, benefit provisions, experience estimates and actuarial cost method***
  
  - G.   = Determination of:
    - contribution rate for the plan year
    - current funded condition
- 

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

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

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

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

---

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

*Retired members* now receiving monthly payments;

*Vested terminated members* not yet at retirement age;

*Active members.*

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



## ACTUARIAL COST METHOD

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

At this stage determination has been made of:

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

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

---

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

The contribution rate is determined in two basic components:

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

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

## ACTUARIAL ASSUMPTIONS USED FOR THE VALUATION

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

The principal areas of activity which require estimates are:

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

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

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

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

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

	<b>Year Ended June 30</b>				
	<b>2009</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>
Nominal rate	0.1 %	5.6 %	9.0 %	1.3 %	2.0 %
Inflation rate	(1.4)	5.0	2.7	4.3	2.5
Real rate	1.5	0.6	6.3	(3.0)	(0.5)

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

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

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

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

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

	<b>Year Ending</b>					<b>5 Year Average</b>
	<b>2009</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>	
Average pay	3.3%	2.2%	3.6%	5.1%	2.7%	3.4%
Total payroll	(1.1)%	1.7%	0.3%	5.1%	0.0%	1.2%

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

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

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

Post-Disabled mortality is set forward 10 years.

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

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

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

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

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

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

## MISCELLANEOUS AND TECHNICAL ASSUMPTIONS

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

## GLOSSARY

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

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

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

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

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

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



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

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

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

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

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

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## **SECTION D**

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

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

## GASB STATEMENT NO. 25 REQUIRED SUPPLEMENTARY INFORMATION

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

Valuation date	June 30, 2009
Actuarial Cost Method	Entry-Age
Amortization Method	Level percent
DROP amortization period	13 years closed
Remaining UAAL amortization period	30 years open
Asset valuation method	4 year smoothed market
Actuarial assumption:	
Investment rate of return	8.00%
Projected salary increases	4.25% - 8.25%
Includes inflation at	4.25%
Cost-of-living adjustments	none

Membership of the plan consisted of the following at June 30, 2009, the date of the latest actuarial valuation:

Retirees and Beneficiaries receiving benefits	155
Terminated plan members entitled to but not yet receiving benefits	16
Active plan members	<u>203</u>
Total	374

**GASB STATEMENT NO. 25**  
**REQUIRED SUPPLEMENTARY INFORMATION**

**Schedule of Funding Progress**

<b>Actuarial Valuation Date June 30</b>	<b>Actuarial Value of Assets</b>	<b>Actuarial Accrued Liability (AAL) Entry-Age</b>	<b>Unfunded AAL (UAAL)</b>	<b>Funded Ratio</b>	<b>Covered Payroll</b>	<b>UAAL as a % of Covered Payroll</b>
2000	\$34,960,280	\$25,786,869	\$ (9,173,411)	135.6%	\$ 8,338,326	(110.0)%
2001	36,120,358	27,705,157	(8,415,201)	130.4%	8,532,237	(98.6)%
2002	35,151,095	29,371,921	(5,779,174)	119.7%	9,256,930	(62.4)%
2003	33,229,256	29,901,897	(3,327,359)	111.1%	9,691,157	(34.3)%
2004	32,918,856	31,416,866	(1,501,990)	104.8%	9,599,830	(15.6)%
2005	32,394,793	33,015,690	620,897	98.1%	9,599,573	6.5%
2006	31,867,085	35,019,132	3,152,047	91.0%	10,090,797	31.2%
2007	34,235,883	38,091,410	3,855,527	89.9%	10,119,228	38.1%
2008	35,618,029	40,906,566	5,288,537	87.1%	10,295,133	51.4%
2009	34,970,792	42,854,575	7,883,783	81.6%	10,183,663	77.4%

**Schedule of Employer Contributions**

<b>Fiscal Year Ended June 30</b>	<b>Contribution Rates as Percents of Valuation Payroll</b>	<b>Computed Dollar Contribution Based on Projected Payroll</b>	<b>Actual Annual Contributions</b>
2002	3.93%	\$352,578	\$354,918
2003	3.93%	360,777	378,931
2004	3.93%	391,420	383,883
2005	3.93%	413,924	388,706
2006	5.60%	584,257	572,520
2007	6.92%	721,955	722,422
2008	7.59%	832,376	803,042
2009!	7.65%	841,320	793,649
2010	7.72%	863,777	
2011	8.54%	945,179	

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

February 5, 2010

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

Dear Ms. Sykes:

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

Sincerely,



David T. Kausch

DK:bd  
Enclosures

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

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

**35<sup>TH</sup> ACTUARIAL VALUATION REPORT  
AS OF JUNE 30, 2009**

# OUTLINE OF CONTENTS

## REPORT OF JUNE 30, 2009 ACTUARIAL VALUATION

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Pages	Items
- -	Cover Letter
1-6	<b><i>Executive Summary</i></b>
	<b><i>Valuation Results, Comments, Comparative Information</i></b>
A-1	Funding Objective, Contribution Rates
A-2/3	Contributions to Fund Benefits, Employer Dollar Contributions
A-4	Funding Progress Indicators
A-5	Funding Indicator - Comparative Schedule
A-6	Experience Gain (Loss)
A-7	Development of Funding Value of Retirement System Assets
A-8	Valuation Results, Comparative Schedule
A-9	Summary Statement of System Resources and Obligations
A-10/11	Comments
	<b><i>Summary of Benefit Provisions and Valuation Data</i></b>
B-1/2	Summary of Act 345 Benefit Conditions
B-3/5	Retired Life Data
B-6/7	Active Member Data
B-8	Asset Information Submitted for Valuation
	<b><i>Funding Objective, Summary of Valuation Process, Methods and Assumptions</i></b>
C-1/2	Basic Funding Objective and Operation of the Retirement System
C-3/4	Actuarial Valuation Process
C-5/6	Actuarial Cost Method
C-7/11	Actuarial Assumptions
C-12	Miscellaneous and Technical Assumptions
C-13/14	Glossary
	<b><i>Disclosures Required by Statement No. 25 of the Governmental Accounting Standards Board</i></b>
D-1/2	Required Supplementary Information

February 17, 2010

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

Submitted in this report are the results of the **35<sup>th</sup> Annual Actuarial Valuation** of the assets, actuarial values, and contribution requirements associated with benefits provided by the City of Jackson Act 345 Policemen and Firemen Retirement System. The date of the valuation was June 30, 2009.

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

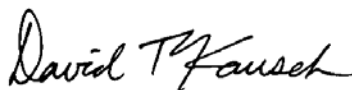
The valuation was based upon information, furnished by your secretary, concerning Pension Fund benefits, financial transactions, and individual members, terminated members, retirees and beneficiaries. Data was checked for internal and year-to-year consistency, but was not otherwise audited. This information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

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

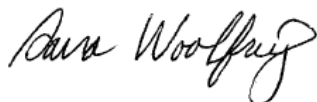
Statement of Governmental Accounting Standards Statement No. 25 information is contained in Section D.

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

Respectfully submitted,



David T. Kausch, FSA, EA, MAAA



Dana Woolfrey, ASA, EA, MAAA

DTK/DW:sac



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## **EXECUTIVE SUMMARY**

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## EXECUTIVE SUMMARY (\$ IN MILLIONS)

Valuation Date:	June 30, 2009	June 30, 2008
Fiscal Year Ending:	June 30, 2011	June 30, 2010
Recommended Employer Contributions:		
Annual Amount	\$ 2,772,800	\$ 3,256,531
Percentage of Covered Payroll	37.70%	46.53%
Membership		
Number of		
Active Members	101	105
Retirees and Beneficiaries	144	141
Inactive, Non-retired Members	4	3
Total	249	249
Total Pensions Being Paid	\$ 3,263,874	\$ 3,084,057
Assets		
Market Value	\$26,718,964	\$34,048,756
Actuarial Value	35,907,494	36,002,509
Return on Market Value	(21.7%)	(4.7%)
Return on Actuarial Value	(0.4%)	5.7%
Ratio - Actuarial Value to Market Value	134.4%	105.7%
Actuarial Information		
Normal Cost %	20.35%	20.06%
Actuarial Accrued Liability (AAL)	61,904,907	59,227,859
Unfunded Actuarial Accrued Liability (UAAL)	25,997,413	23,225,350
Funded Ratio	58.0%	60.8%
Amortization Period	15 years	10 years

### Highlights/Changes

Changes to benefit provisions.

Amortization period increased to 15 years.

Contribution rate decrease is primarily due to a change in amortization period.

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

# EXECUTIVE SUMMARY

## **Actuarial Valuation**

This is the actuarial valuation of the City of Jackson Act 345 Policemen and Firemen Retirement System prepared as of June 30, 2009. Valuations are prepared annually, as of July 1 of each year, the first day of City of Jackson Act 345 Policemen and Firemen Retirement System plan and fiscal year.

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

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

## **Financing Objectives**

The City of Jackson Act 345 Policemen and Firemen Retirement System is supported by member contributions, employer contributions, and net earnings on the investments of the fund. The member contribution rate is set at 12.99% of pay for firefighters, 11.24% for police officers, and 10.95% for police command, while the employer contribution is determined by the actuarial valuation.

The combined member and employer contributions are intended to be sufficient to pay the normal cost and to amortize the Unfunded Actuarial Accrued Liability (UAAL) over a period of 15 years (changed this year). The prior amortization policy was a 10-year open amortization of active UAAL and a closed 10-year amortization (8 remaining) of retiree UAAL. Increasing the amortization period decreases the employer contribution. Decreasing employer contributions in an underfunded plan may lead to large increases in future contributions.

## EXECUTIVE SUMMARY

### **Contribution Requirement**

The computed employer contribution for the fiscal year ending June 30, 2011 is \$2,772,800, or 37.7 % of covered payroll.

### **Funded Status**

As of the valuation date, the Unfunded Actuarial Accrued Liability (UAAL) was \$25,965,092, and the funded ratio (the ratio of the Actuarial Value of Assets to the Actuarial Accrued Liability) was 58.0%. At the time of last year's valuation, the UAAL was \$23,225,350, and the funded ratio was 60.8%. See page A-6 for an analysis of the actuarial gains and losses over the last year and page A-5 for a history of the funded ratios.

### **Variability of Future Contribution Rates**

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

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

The Actuarial Value of Assets is more than the Market Value of Assets by \$9,188,530 as of the valuation date (see page A-7). This difference will be gradually recognized over the next three years in the absence of offsetting gains, leading to increased contributions in the short-run.

# EXECUTIVE SUMMARY

## **Benefit Provisions**

This valuation reflects benefits promised to members as reported to us by the system's administrator. There have been changes in benefit provisions for Fire members since the prior valuation. A description of the new benefit provisions can be found on page A-10. A complete list of plan provisions included in the valuation can be found in Section B.

## **Actuarial Assumptions and Methods**

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

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

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

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

## EXECUTIVE SUMMARY

### Assets

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

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

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

The Actuarial Value is currently 134.4% of the Market Value. Over any short time period, a disparity between Actuarial Value and Market Value may appear, but in the long-run, we would expect the Actuarial Value and the Market Value to continue to track each other fairly closely.

The investment return rate for FY 08/09 on Market Value was (21.68%), while it was (0.42%) on Actuarial Value. These figures differ because of the asset valuation procedure described above.

The Board may choose to implement a "corridor" restricting the Actuarial Value of Assets to be between 80% and 120% (or some other range) of the Market Value of Assets. In the current environment, restricting the Actuarial Value to 120% of Market will decrease the Actuarial Value of Assets, increase the reported Unfunded Actuarial Accrued Liability, and increase the current year's Annual Required Contribution.

## **EXECUTIVE SUMMARY**

### **Member Data**

Among the retired members there were five new retirees, two new beneficiaries, and four deaths bringing the total for this valuation to 144. Active membership had five members retire, one withdrew and was refunded, one deferred, and three members were new, for a total of 101. One deferred member was new for a total of four deferred members.

### **GASB Statement No. 25 Disclosure**

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

For the City of Jackson Act 345, the ARC is defined as the sum of (a) the employer normal cost, and (b) the amount needed to amortize the UAAL as a level percentage of payroll over 15 years.

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## **SECTION A**

VALUATION RESULTS, COMMENTS, COMPARATIVE  
INFORMATION

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## FUNDING OBJECTIVE

*The funding objective of the Retirement System is to establish and receive contributions throughout the working lifetime of the members which when combined with investment earnings, are sufficient to provide benefits during retirement.*

## CONTRIBUTION RATES

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

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

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

*Computed contribution rates* for the fiscal year beginning July 1, 2010 are shown on page A-2.

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

<u>Contributions for</u>	<u>2010</u>	<u>2009</u>
<b>Normal Cost</b>		
Age & service	17.20 %	16.92 %
Casualty	2.13	2.07
Refunds	1.02	1.07
Total	<u>20.35</u>	<u>20.06</u>
Member contributions	11.65	11.40
<b>Employer Normal Cost</b>	8.70	8.66
<b>Unfunded Actuarial Accrued Liability*</b>		
Retirants and beneficiaries	5.87	4.98
Active members	23.13	32.89
Total	<u>29.00</u>	<u>37.87</u>
<b>Computed Employer Rate</b>	<b>37.70 %</b>	<b>46.53 %</b>
<b>Employer Dollar Contribution</b>	<b>\$2,772,800</b>	<b>\$3,256,531</b>

\* Amortized as a level percent-of-payroll over a period of 15 years for retirants, beneficiaries, and active members.

**DETERMINING EMPLOYER DOLLAR CONTRIBUTIONS**

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

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

The total active member payroll used for this valuation was \$6,767,459. Applying the computed employer contribution rate of 37.7 % to this payroll and adjusting for the time lag between June 30, 2009 and the assumed contribution date produces a recommended employer contribution of \$2,772,800 for FY 10/11.

*Actual employer contributions* made to the trust for the last completed fiscal year were \$3,191,716.

*In financing the actuarial accrued liability*, the valuation assets of \$35,907,494 were distributed as shown below. Please see page A-7 for information concerning the derivation of valuation assets.

<b>Reserves for</b>	<b>Present Valuation Assets Applied to</b>			<b>Totals</b>
	<b>Member Actuarial Accrued Liability</b>	<b>Retired Life Actuarial Liability</b>	<b>Contingency Reserve</b>	
Employees' Contributions	\$7,541,398			\$ 7,541,398
Employer Contributions		\$35,875,717		35,875,717
Retired Benefit Payments		(7,509,621)		(7,509,621)
<b>Totals</b>	<b>\$7,541,398</b>	<b>\$28,366,096</b>	<b>\$none</b>	<b>\$35,907,494</b>

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

	<b>Retired Lives</b>	<b>Active Members</b>	<b>Total</b>
Computed Actuarial Accrued Liability	\$33,631,944	\$28,272,963	\$61,904,907
Applied Assets	28,366,096	7,541,398	35,907,494
Unfunded Actuarial Accrued Liability	\$ 5,265,848	\$20,731,565	\$25,997,413

## FUNDING PROGRESS INDICATORS

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

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

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

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

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

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

Valuation Date June 30	Valuation Assets	AAL	Funded Ratio	UAAL	Member Payroll	Ratio to Payroll	Gain (Loss)
1986	\$ 4,291	\$ 13,147	32.6 %	\$ 8,856	\$1,907	464.5 %	\$ 282
1987 (a)	5,493	14,468	38.0	8,975	2,038	440.3	183
1988	6,165	16,097	38.3	9,932	2,381	417.1	(719)
1989	6,724	19,391	34.7	12,668	2,660	476.3	(2,473)
1990 (c)	7,794	26,223	29.7	18,429	3,801	484.8	(2,341)
1991 (a)	8,335	27,727	30.1	19,392	4,049	478.9	(127)
1992	9,670	29,800	32.4	20,130	4,299	468.3	(329)
1993	10,424	31,447	33.1	21,023	4,502	466.9	(502)
1994 (a)	11,429	33,668	33.9	22,239	4,778	465.4	(1,084)
1995	13,099	35,642	36.8	22,543	5,119	440.4	(87)
1996	15,137	37,030	40.9	21,893	5,381	406.9	810
1997	17,657	38,022	46.4	20,365	5,498	370.4	1,566
1998 (a)	21,277	39,553	53.8	18,276	5,697	320.8	2,062
1999	24,372	40,911	59.6	16,539	5,598	295.5	1,359
2000	27,748	42,660	65.0	14,912	5,773	258.3	1,336
2001	29,555	44,126	67.0	14,571	5,942	245.2	24
2002 (a)	28,906	45,681	63.3	16,775	6,071	276.3	(2,313)
2003 (a)	27,837	47,131	59.1	19,294	6,213	310.5	(2,486)
2004 (a)	27,218	49,060	55.5	21,842	6,138	355.8	(2,386)
2005 (a)	27,761	51,434	54.0	23,673	6,321	374.5	(806)
2006	29,893	53,569	55.8	23,676	6,598	358.8	(72)
2007 (a)	33,250	56,554	58.8	23,304	6,421	362.9	812
2008 (a)	36,003	59,228	60.8	23,225	6,655	349.0	(904)
2009 (b)	35,907	61,903	58.0	25,996	6,767	384.2	(3,750)
2009 (a)	35,907	61,905	58.0	25,998	6,767	384.2	(3,750)

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

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

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

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

UAAL - Unfunded actuarial accrued liability.

**EXPERIENCE GAIN (LOSS)**  
**JUNE 30, 2009**

**DERIVATION**

(1) UAAL* at start of year	\$23,225,350
(2) Normal cost from last valuation	1,335,047
(3) Actual contributions	4,011,382
(4) Interest accrual	1,696,257
(5) Expected UAAL before changes	22,245,272
(6) Increase due to plan amendment	2,130
(7) Increase due to revised assumptions	0
(8) Expected UAAL after changes	22,247,402
(9) Actual UAAL at end of year	25,997,413
(10) Gain (loss)	(3,750,011)

\* *Unfunded actuarial accrued liability.*

## DEVELOPMENT OF FUNDING VALUE OF RETIREMENT SYSTEM ASSETS

Year Ended June 30:	2007	2008	2009
A. Funding Value Beginning of Year	\$29,893,085	\$33,249,631	\$36,002,509
B. Market Value End of Year	34,898,491	34,048,756	26,718,964
C. Market Value Beginning of Year	30,052,733	34,898,491	34,048,756
D. Non-Investment Net Cash Flow	253,567	819,995	57,167
D1. Projected Rate of Return	7.50%	7.75%	7.75%
E. Investment Income			
E1. Market Total: B – C – D	4,592,191	(1,669,730)	(7,386,959)
E2. Amount for Immediate Recognition			
D1 * (A + D / 2)	2,251,490	2,608,621	2,792,410
E3. Amount for Phased-In Recognition: E1-E2	2,340,701	(4,278,351)	(10,179,369)
F. Phased-In Recognition of Investment Income			
F1. Current Year: 0.25 x E3	585,175	(1,069,588)	(2,544,842)
F2. First Prior Year	84,663	585,175	(1,069,588)
F3. Second Prior Year	(275,988)	84,663	585,175
F4. Third Prior Year	457,639	(275,988)	84,663
F5. Total Recognized Investment Gain:			
F1 + F2 + F3 + F4	851,489	\$ (675,738)	\$ (2,944,592)
G. Funding Value End of Year: A + D + E2 + F5	33,249,631	36,002,509	35,907,494
H. Difference Between Market & Funding Value	1,648,860	(1,953,753)	(9,188,530)
I. Ratio of Funding to Market Value of Assets	95.3%	105.7%	134.4%
J. Recognized Rate of Return	10.34%	5.74%	(0.42%)
K. Market Rate of Return	15.22%	(4.73%)	(21.68%)

The Funding Value of Assets recognizes assumed investment income (line E2) fully each year. Differences between actual and assumed investment income (line E3) are phased-in over a closed 4 year period. During periods when investment performance exceeds the assumed rate, Funding Value of Assets will tend to be less than market value. During periods when investment performance is less than the assumed rate, Funding Value of Assets will tend to be greater than market value. The Funding Value of Assets is unbiased with respect to market Value.

## VALUATION RESULTS COMPARATIVE SCHEDULE

Valuation Date June 30	FY	Actuarial Accrued Liability			Amortization			Computed Employer Contribution	
		Computed Total	Assets	Unfunded	Active	Retired	%	Recommended	Actual
1978	79/80	\$ 3,608,983	\$ 618,378	\$ 2,990,605	38 yrs.	yrs.	28.46 %	\$ 266,119	\$ 269,436
1979	80/81	3,964,236	821,997	3,142,239	37		29.04	276,950	291,477
1980	81/82	5,567,154	1,213,503	4,353,651	36		31.03	373,440	382,484
1981	82/83	7,022,697	1,361,912	5,660,785	35		31.39	493,292	508,834
1982 (a)	83/84	7,270,797	2,083,777	5,187,020	34		28.26	431,694	436,413
1983	84/85	9,161,606	2,706,736	6,454,870	33		30.02	522,466	520,938
1984	85/86	9,762,564	3,080,431	6,682,133	32		29.66	558,630	565,609
1985	86/87	11,952,650	3,651,133	8,301,517	31		31.80	664,265	671,002
1986	87/88	13,147,141	4,291,075	8,856,066	30		33.62	694,603	701,708
1987 (a)	88/89	14,468,307	5,493,437	8,974,870	29		33.50	739,880	739,880
1988	89/90	16,096,433	6,164,578	9,931,855	28		33.07	853,381	853,381
1989	90/91	19,379,056	6,723,554	12,655,502	27		36.18	1,042,702	1,042,702
1990 (b)	91/92	26,202,014	7,793,748	18,408,266	26		38.43	1,582,581	1,582,581
1991 (a)	92/93	27,711,002	8,334,922	19,376,080	25		39.18	1,719,200	1,719,200
1992	93/94	29,780,358	9,670,249	20,110,109	24		39.28	1,829,821	1,829,821
1993	94/95	31,421,808	10,423,845	20,997,963	23		40.05	1,953,923	1,953,923
1994 (a)	95/96	34,594,939	11,429,000	23,165,939	22		40.81	2,097,978	2,097,978
1995	96/97	36,641,978	13,099,449	23,542,529	21		40.39	2,224,513	2,224,513
1996	97/98	38,080,137	15,136,941	22,943,196	20		39.46	2,284,381	2,284,381
1997	98/99	39,109,052	17,657,404	21,451,648	19		38.38	2,270,386	2,270,386
1998 (a)	99/00	39,553,492	21,277,144	18,276,348	18		33.63	2,051,490	2,051,490
1999	00/01	40,911,155	24,372,290	16,538,865	17		32.72	1,970,575	1,970,575
2000	01/02	42,660,487	27,747,780	14,912,707	16		30.88	1,882,139	1,882,139
2001	02/03	44,125,761	29,554,922	14,570,839	15		29.86	1,895,548	1,895,548
2002 (a)	03/04	45,681,002	28,905,621	16,775,381	14		33.81	2,192,507	2,192,507
2003 (a)	04/05	47,131,125	27,836,691	19,294,434	13		37.16	2,466,634	2,466,634
2004 (a)	05/06	49,059,955	27,218,077	21,841,878	12		41.89	2,807,991	2,327,991*
2005 (a)	06/07	51,434,111	27,760,835	23,673,276	11		44.89	3,098,776	3,098,776
2006	07/08	53,569,342	29,893,085	23,676,257	10		45.66	3,289,972	3,289,972
2007 (a)	08/09	56,554,037	33,249,631	23,304,406	10	10	45.74	3,191,716	3,191,716
2008 (a)	09/10	59,227,859	36,002,509	23,225,350	10	9	46.53	3,256,531	
2009 (c)	10/11	61,902,777	35,907,494	25,995,283	10	8	50.63	3,723,607	
2009 (a)	10/11	61,904,907	35,907,494	25,997,413	15	15	37.70	2,772,800	

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

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

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

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



# SUMMARY STATEMENT OF SYSTEM RESOURCES AND OBLIGATIONS

## Present Resources and Expected Future Resources

	<u>June 30, 2009</u>	<u>June 30, 2008</u>
A. Present valuation assets		
1. Net assets from System financial statements	\$26,718,964	\$34,048,756
2. Transfer from old plan	0	0
3. Market value adjustment	9,188,530	1,953,753
4. Valuation assets	<u>\$35,907,494</u>	<u>\$36,002,509</u>
B. Actuarial present value of expected future employer contributions		
1. For normal costs	5,147,186	5,169,074
2. For unfunded actuarial accrued liability	25,997,413	23,225,350
3. Total	<u>\$31,144,598</u>	<u>\$28,394,424</u>
C. Actuarial present value of expected future member contributions	<u>\$ 6,819,894</u>	<u>\$ 6,647,763</u>
D. Total present and expected future resources	<u><u>\$73,871,986</u></u>	<u><u>\$71,044,696</u></u>

## Actuarial Present Value of Expected Future Benefit Payments

A. To retirants and beneficiaries		
1. Annual pensions	\$33,631,944	\$31,791,641
2. Reserve	none	none
3. Total	<u>\$33,631,944</u>	<u>\$31,791,641</u>
B. To vested terminated members	753,728	571,151
C. To present active members		
1. Allocated to service rendered prior to valuation date - actuarial accrued liability	27,519,235	26,865,067
2. Allocated to service likely to be rendered after valuation date	11,967,079	11,816,837
3. Transfer from old plan	none	none
4. Total	<u>\$39,486,314</u>	<u>\$38,681,904</u>
D. Total actuarial present value of expected future benefit payments	<u><u>\$73,871,986</u></u>	<u><u>\$71,044,696</u></u>

## COMMENTS

**Actuarial Experience:** Net actual experience of the Retirement System was less favorable than assumed during the year ending June 30, 2009, resulting in a loss of \$3,750,011. The overall experience loss was primarily due to recognized investment income which was less than the long-term assumption on a funding basis. Note, that on a market basis the return was (21.68%) and was (0.42%) on a funding basis compared to the assumed rate of 7.75%. Other sources of losses were salary increases over assumed for continuing actives, more retirements than expected, and elections of annuity withdrawals in a low-interest environment. These losses were offset by gains due to higher retiree mortality than expected.

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

- Members of the Fire bargaining unit who retire under service retirement will have a 2.75% pension multiplier used for service accrued through June 30, 2009, and a 2.9% multiplier used for service accrued on and after July 1, 2009.
- Members of the Fire bargaining unit who retire as non-duty disability retirees on or after January 1, 2009 will have a 2.75% pension multiplier used for service accrued through June 30, 2009, and a 2.9% multiplier used for service accrued on and after July 1, 2009 to age 55. Pension benefits at age 55 remain the same as service pension.
- Effective July 1, 2009, contributions for members of the Fire bargaining unit will be increased to 12.99% from 12.05%

All other provisions remain unchanged from the prior valuation.

**Plan Assumptions and Methods:** The amortization period was changed to 15 years for all members. The prior amortization policy was 10-year open for unfunded active liabilities and 10-year closed (8 remaining) for retirees. This change was requested by the Board in October 2009 in recognition that the short closed amortization period for retirees would effectively require current asset losses to be fully amortized in the short-term resulting in a sharp increase in contribution rates over the next few years. A 15-year amortization on all the unfunded actuarial accrued liability is expected to relieve some contribution pressure on the City while maintaining the integrity of the fund. With this new amortization policy, the fund may switch from having positive net annual cash flows to having negative net cash flows in the next few years. We recommend keeping an eye on the net cash flows as a percent of assets each year and reviewing the amortization policy from time to time accordingly.

Increasing the amortization period decreases the employer contribution. Decreasing employer contributions in an underfunded plan may lead to large increases in future contributions.

## COMMENTS (CONCLUDED)

The Actuarial Value of Assets is 134.4% of the Market Value of Assets. The Board may choose to implement a “corridor” restricting the Actuarial Value of Assets to be between 80% and 120% (or some other range) of the Market Value of Assets. In the current environment, restricting the Actuarial Value to 120% of Market will decrease the Actuarial Value of Assets, increase the reported Unfunded Actuarial Accrued Liability, and increase the current year’s Annual Required Contribution.

There have been no changes in assumptions since the prior valuation.

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## **SECTION B**

### **SUMMARY OF BENEFIT PROVISIONS AND VALUATION DATA**

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# **BRIEF SUMMARY OF ACT 345 BENEFIT CONDITIONS (JUNE 30, 2009)**

## **SERVICE RETIREMENT**

**Eligibility:** Any age with 25 or more years of service or age 60 regardless of service.

**Amount:** **Police Officers:** 2.9% of 3 year average final compensation (AFC) times first 25 years of service plus 1% of AFC times years of service in excess of 25 years. **Police Command:** 3 year AFC times 2.9% for service accrued on or after July 1, 2007 and 2.5% for service accrued through June 30, 2007 for the first 25 years of service and 1.0% for service in excess of 25 years. **Fire Fighters:** 3 year AFC times 2.9% for service accrued on or after July 1, 2009 and 2.75% for service accrued through June 30, 2009 for the first 25 years of service and 1.0% for service in excess of 25 years.

## **DEFERRED RETIREMENT**

**Eligibility:** 10 or more years of service.

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

## **DEATH AFTER RETIREMENT SURVIVOR'S PENSION**

**Eligibility:** Payable to a surviving spouse, if any, upon the death of a retired member who was receiving a straight life pension which was effective July 1, 1975 or later (effective July 1, 1991 or later for a disability retirant).

**Amount:** Spouse's pension equals 60% of the straight life pension the deceased retirant was receiving. (50% of a regular service retirement pension for the spouse of a disability retirant who dies prior to age 55).

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

**Eligibility:** Payable to a surviving spouse, if any, upon the death of a member with 20 (10 for Fire Fighters) or more years of service.

**Amount:** Accrued straight life pension actuarially reduced in accordance with an Option I election.

## **DUTY DEATH-IN-SERVICE SURVIVOR'S PENSION**

**Eligibility:** Payable upon the expiration of worker's compensation to the survivors of a member who died in the line of duty.

**Amount:** Same amount that was paid by worker's compensation.

## **BRIEF SUMMARY OF ACT 345 BENEFIT CONDITIONS (JUNE 30, 2009)**

### **NON-DUTY DISABILITY**

- Eligibility:** Payable upon the total and permanent disability of a member with 5 or more years of service.
- Amount:** To Age 55: 2.5% of AFC times years of service. For IAFF: 2.75% of AFC times years of service earned on or before June 30, 2009, and 2.9% of AFC times years of service earned on or after July 1, 2009.  
At Age 55: Same as Service Pension.

### **DUTY DISABILITY**

- Eligibility:** Payable upon the total and permanent disability of a member in the line of duty.
- Amount:** To Age 55: 66-2/3% of AFC.  
At Age 55: Same as Service Retirement Pension with service credit from date of disability to age 55.

### **MEMBER CONTRIBUTIONS**

- Amount:** Fire: 12.05% of pay. Effective July 1, 2009, members contribute 12.99% of pay. Effective July 1, 2018, members will contribute 10.05% of pay. Effective July 1, 2024, members will contribute 10.04% of pay.  
Police Officers: 11.24% of pay.  
Police Command: 10.95% of pay.

## RETIRANT AND BENEFICIARY COMPARATIVE SCHEDULE

Year Ended June 30	No. Trans. During Year	Added to Rolls		Removed from Rolls		Rolls End of Year		% Incr. in Annual Pensions	Average Pension	Discounted Value of Pensions	
		No.	Annual Pensions*	No.	Annual Pensions	No.	Annual Pensions			Total	Average
1985	5	7	\$ 137,192			43	\$ 700,784	24.3 %	\$16,297	\$ 8,407,943	\$195,534
1986	2	6	126,921	1	\$ 9,662	48	818,043	16.7	17,043	9,789,590	203,950
1987	2	3	57,331			51	875,374	7.0	17,164	10,361,511	203,167
1988	2	2	41,158			53	916,532	4.7	17,293	10,745,220	202,740
1989	7	13	207,885			66	1,124,417	22.7	17,037	13,269,638	201,055
1990	2	7	137,437			73	1,261,854	12.2	17,286	14,850,811	203,436
1991	2	8	121,524	3	30,531	78	1,352,847	7.2	17,344	16,093,858	206,332
1992		8	186,123			86	1,538,970	13.8	17,895	18,343,442	213,296
1993		9	184,615	2	35,264	93	1,688,321	9.7	18,154	19,950,952	214,526
1994		3	74,096			96	1,762,417	4.4	18,359	20,634,637	214,944
1995		3	50,303			99	1,812,720	2.9	18,310	21,041,881	212,544
1996		4	111,178			103	1,923,898	6.1	18,679	22,163,299	215,178
1997		9	210,599			112	2,134,497	10.9	19,058	24,125,086	215,403
1998		2	55,252	1	38,556	113	2,151,193	0.8	19,037	24,045,700	212,794
1999	3	13	311,785	2	33,488	124	2,429,489	12.9	19,592	27,262,964	219,863
2000		3	147,992	1	16,233	126	2,561,248	5.4	20,327	28,281,473	224,456
2001		3	80,305	3	71,841	126	2,569,712	0.3	20,395	28,325,844	224,808
2002		4	124,746	1	9,347	129	2,685,111	4.5	20,815	29,398,266	227,894
2003		5	128,515	2	36,009	132	2,777,617	3.4	21,043	30,196,106	228,758
2004		5	100,650	1	11,293	136	2,866,974	3.2	21,081	30,921,701	227,365
2005		2	26,569	3	58,835	135	2,834,708	(1.1)	20,998	30,138,240	223,246
2006		1	10,994	2	36,346	134	2,809,356	(0.9)	20,965	29,461,802	219,864
2007		6	211,110	2	31,343	138	2,989,123	6.4	21,660	31,120,638	225,512
2008		5	144,654	2	49,720	141	3,084,057	3.2	21,873	31,791,641	225,473
2009		7	248,242	4	68,425	144	3,263,874	5.8	22,666	33,631,944	233,555

\* Includes pension adjustments, when applicable.

**RETIRANTS AND BENEFICIARIES JUNE 30, 2009**  
**TABULATED BY TYPE OF PENSION BEING PAID**

<u>Type of Pensions Being Paid</u>	<u>No.</u>	<u>Annual Pensions</u>
Age and Service Pensions		
Regular-benefit terminating at death of retiree	11	\$ 191,800
Regular-automatic benefit to spouse of deceased retiree	111	2,760,880
Survivor beneficiary	<u>18</u>	<u>205,456</u>
Total age and service pensions	140	\$3,158,136
Casualty Pensions		
Non-duty disability pension	1	\$ 21,374
Duty disability pension	<u>3</u>	<u>84,364</u>
Total casualty pensions	<u>4</u>	<u>105,738</u>
<b>Total Pensions Being Paid</b>	<b>144</b>	<b>\$3,263,874</b>



**RETIRANTS AND BENEFICIARIES JUNE 30, 2009**  
**TABULATED BY ATTAINED AGE**

Attained Age	Age & Service		Disability and Death-in-Service		Totals	
	No.	Annual Pensions	No.	Annual Pensions	No.	Annual Pensions
40 - 44			1	\$ 33,513	1	\$ 33,513
45 - 49	4	\$ 182,532			4	182,532
50 - 54	9	241,866	2	50,851	11	292,717
55 - 59	20	617,230			20	617,230
60 - 64	35	885,889			35	885,889
65 - 69	25	461,050	1	21,374	26	482,424
70 - 74	19	367,147			19	367,147
75 - 79	20	285,725			20	285,725
80	1	10,612			1	10,612
82	1	18,824			1	18,824
83	2	37,571			2	37,571
84	2	22,843			2	22,843
85	1	18,619			1	18,619
86	1	8,228			1	8,228
<b>Totals</b>	<b>140</b>	<b>\$3,158,136</b>	<b>4</b>	<b>\$105,738</b>	<b>144</b>	<b>\$3,263,874</b>

Average Age at Retirement: 49.0 years

Average Age Now: 66.1 years

Four vested terminated members are currently being valued with deferred service pensions.

**ACTIVE MEMBERS IN VALUATION  
COMPARATIVE SCHEDULE**

Valuation Date June 30	No.	No. of Transfers Incl.	Valuation Payroll	Average			
				Pay	% Incr.	Age	Service
1980	51	2	\$ 1,134,720	\$22,249	3.9 %	32.7 yrs.	8.6 yrs.
1981	59	7	1,481,707	25,114	12.9	32.9	8.6
1982	53	2	1,419,778	26,788	6.7	35.1	9.3
1983	57	1	1,606,087	28,177	5.2	34.3	8.7
1984	67	0	1,738,099	25,942	7.9	33.6	7.7
1985	74	3	1,927,682	26,050	(0.4)	34.1	8.0
1986	71	0	1,906,602	26,854	3.1	33.6	7.6
1987	72	0	2,038,166	28,308	5.4	34.2	8.6
1988	76	3	2,381,388	31,334	10.7 *	34.9	9.3
1989	80	4	2,659,581	33,245	6.1	35.3	9.5
1990	99	3	3,289,912	33,231	0.0	35.1	9.2
1990 #	113	18	3,800,291	33,631	0.0	36.5	10.8
1991	112	0	4,049,332	36,155	8.8	36.4	10.6
1992	117	10	4,298,912	36,743	1.6	35.5	9.8
1993	113	0	4,502,216	39,843	8.4	35.2	9.6
1994	113	3	4,778,047	42,284	6.1	36.3	10.7
1995	112	0	5,118,907	45,705	8.1	36.7	11.0
1996	119	0	5,380,560	45,215	1.1	36.1	10.6
1997	120	0	5,498,077	45,817	(1.3)	36.2	10.1
1998	119	0	5,697,163	47,875	4.5	36.6	10.7
1999	117	0	5,597,521	47,842	0.1	36.4	9.9
2000	115	0	5,772,726	50,198	(4.9)	37.0	10.2
2001	114	0	5,942,253	52,125	3.8	37.9	11.0
2002	115	0	6,071,301	52,794	1.3	37.8	10.9
2003	115	0	6,213,210	54,028	2.3	38.1	11.1
2004	110	0	6,138,055	55,801	3.3	38.9	12.2
2005	110	0	6,321,086	57,464	3.0	39.9	13.1
2006	109	0	6,598,038	60,532	5.3	41.1	14.1
2007	104	0	6,420,709	61,738	2.0	41.0	14.0
2008	105	0	6,655,270	63,384	2.7	40.9	14.1
2009	101	0	6,767,459	67,005	5.7	41.1	14.2

\* Reflects overtime pay.

# Includes transfers from Old Plan through March, 1991.

**ACTIVE MEMBERS JUNE 30, 2009**  
**BY ATTAINED AGE AND YEARS OF SERVICE**

Attained Age	Years of Service to Valuation Date							No.	Valuation Payroll
	0-4	5-9	10-14	15-19	20-24	25-29	30 Plus		
20-24									
25-29	10							10	\$ 528,131
30-34	5	10	3					18	1,074,339
35-39	1	3	12	3				19	1,247,370
40-44		3	3	11				17	1,205,183
45-49	1			5	8			14	974,049
50-54			1	4	6	6		17	1,279,582
55-59				2	1	1		4	284,551
61					1			1	76,508
67		1						1	97,746
<b>Totals</b>	<b>17</b>	<b>17</b>	<b>19</b>	<b>25</b>	<b>16</b>	<b>7</b>	<b>0</b>	<b>101</b>	<b>\$6,767,459</b>

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

Age: 41.1 years

Service: 14.2 years

Annual Pay: \$67,005

**ASSET INFORMATION  
SUBMITTED FOR VALUATION**

<b>Valuation Assets - Market Value</b>		<b>Reserves for</b>	
Cash & equivalents	\$ 1,510,808	Employees' contributions	\$ 7,541,398
Receivables & accruals	(416,044)	Employer contributions	26,687,187
Stocks	16,569,327	Retired benefit payments	(7,509,621)
Bonds	9,054,873		
<b>Total Current Assets</b>	<b>\$26,718,964</b>	<b>Total Reserves</b>	<b>\$26,718,964</b>

**REVENUES AND EXPENDITURES**

Balance - July 1, 2008	\$34,048,756
Revenues	
Employees' contributions	819,666
Employer contributions	3,191,716
Investment income	(7,133,471)
Expenditures	
Benefit payments	3,926,131
Refund of member contributions	28,084
Expenses	253,488
Balance - June 30, 2009	\$26,718,964

These amounts do not reflect the funding value adjustment of \$9,188,530. The derivation of this adjustment is on page A-7.

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## **SECTION C**

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

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## **BASIC FUNDING OBJECTIVE AND OPERATION OF THE RETIREMENT SYSTEM**

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

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

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

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

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

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

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

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

. . . plus . . .

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

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

$$B = C + I - E$$

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

Contributions received on behalf of the group.

. . . plus . . .

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

. . . minus . . .

Expenses incurred in operating the system.

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

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

## THE ACTUARIAL VALUATION PROCESS

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

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

- A.     ***Covered person information about:***
  - each person receiving pension payments
  - each former participant with a vested pension not yet payable
  - each former participant who is not vested and has not claimed a member contribution refund
  - each active participant
  
- B.   + ***Financial Information*** (assets, revenues, and expenditures)
  
- C.   + ***Benefit Provisions***
  
- D.   + ***Experience Estimates*** about the volume and incidence of future activities
  
- E.   + ***Actuarial Cost Method*** for allocating costs to time periods
  
- F.   + ***Mathematically combining the person information, financial information, benefit provisions, experience estimates and actuarial cost method***
  
- G.   = Determination of:
  - contribution rate for the plan year
  - current funded condition

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



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

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

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

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

- Retired members* now receiving monthly payments;
- Vested terminated members* not yet at retirement age;
- Active members.*

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

## ACTUARIAL COST METHOD

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

At this stage determination has been made of:

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

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

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

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

The contribution rate is determined in two basic components:

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

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

## ACTUARIAL ASSUMPTIONS USED FOR THE VALUATION

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

The principal areas of activity which require estimates are:

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

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

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

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

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

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

	Year Ended June 30					5 Year Average*
	2009	2008	2007	2006	2005	
Nominal rate	(0.4%)	5.7%	10.3%	7.1%	2.1%	4.9 %

\* *Compound average annual rate of increase.*

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

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

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

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

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

	<b>Year Ended June 30</b>					<b>5 Year Average*</b>
	<b>2009</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>	
Total payroll	1.7 %	3.7 %	(2.7) %	4.4 %	3.0 %	2.0 %
Average pay	5.7	2.7	2.0	5.3	3.0	3.7

\* *Compound average annual rate of increase.*

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

<b>Sample Ages</b>	<b>Value at Retirement of \$1 Monthly for Life</b>		<b>Future Life Expectancy (Years)</b>	
	<b>Men</b>	<b>Women</b>	<b>Men</b>	<b>Women</b>
45	\$145.11	\$147.83	36.57	39.01
50	139.47	143.00	31.87	34.24
55	132.08	136.49	27.28	29.53
60	122.75	128.01	22.88	24.97
65	111.62	117.83	18.78	20.69
70	99.30	106.12	15.11	16.77
75	85.89	92.13	11.85	13.11
80	71.39	76.76	8.98	9.88

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

Post-Disabled mortality is set forward 10 years.

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

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

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

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

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

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

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

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

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

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

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



**SUMMARY OF ASSUMPTIONS USED**  
**JUNE 30, 2009**  
**MISCELLANEOUS AND TECHNICAL ASSUMPTIONS**

<b>Marriage Assumption:</b>	90% of all members are assumed to be married for purposes of death-in-service benefits and 80% for deaths after retirement.
<b>Pay Increase Timing:</b>	Beginning of (Fiscal) year. This is equivalent to assuming that reported pays represent amounts paid to members during the year ended on the valuation date.
<b>Decrement Timing:</b>	Decrements of all types are assumed to occur mid-year.
<b>Eligibility Testing:</b>	Eligibility for benefits is determined based upon the age nearest birthday and service nearest whole year on the date the decrement is assumed to occur.
<b>Benefit Service:</b>	Exact fractional service is used to determine the amount of benefit payable.
<b>Decrement Relativity:</b>	Decrement rates are used directly from the experience study, without adjustment for multiple decrement table effects.
<b>Decrement Operation:</b>	Disability and mortality decrements do not operate during the first 5 years of service. Disability and withdrawal do not operate during retirement eligibility.
<b>Normal Form of Benefit:</b>	The assumed normal form of benefit is the 60% joint and survivor for married members and straight life for non-married members.
<b>Liability Adjustments:</b>	Retirement Present Values were increased 5% for annuity withdrawals at retirement for active and deferred vested members.
<b>Service Adjustment:</b>	Active members are assumed to purchase one half year of service prior to retirement.
<b>Incidence of Contributions:</b>	Contributions are assumed to be received continuously throughout the year based upon the computed percent-of-payroll shown in this report, and the actual payroll payable at the time contributions are made. New entrant normal cost contributions are applied to the funding of new entrant benefits.
<b>Police Command Benefits:</b>	Benefits for new police command retirees were calculated as described on page B-1 with a minimum benefit calculated as 2.5% of 3 year AFC times first 25 years of service plus 1.0% for service in excess of 25 years.

## GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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## **SECTION D**

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

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

## GASB STATEMENT NO. 25 REQUIRED SUPPLEMENTARY INFORMATION

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

Valuation Date	June 30, 2009
Actuarial Cost Method	Entry-Age
Amortization Method	Level percent
Amortization Period	15 years open for actives 15 years open for retirees
Asset Valuation Method	4 year smoothed market
Actuarial Assumption:	
Investment rate of return	7.75%
Projected salary increases	4.25% - 10.25%
Includes wage inflation at	4.25%
Cost-of-living adjustments	none

Membership of the plan consisted of the following at June 30, 2009, the date of the latest actuarial valuation:

Retirees and Beneficiaries receiving benefits	144
Terminated plan members entitled to but not yet receiving benefits	4
Active plan members	<u>101</u>
Total	249

**GASB STATEMENT NO. 25**  
**REQUIRED SUPPLEMENTARY INFORMATION**

**Schedule of Funding Progress**

<b>Actuarial Valuation Date June 30</b>	<b>Actuarial Value of Assets</b>	<b>Actuarial Accrued Liability (AAL) -- Entry-Age</b>	<b>Unfunded AAL (UAAL)</b>	<b>Funded Ratio</b>	<b>Covered Payroll</b>	<b>UAAL as a % of Covered Payroll</b>
1999	\$24,372,290	\$40,911,155	\$16,538,865	59.6 %	\$5,597,521	295.5 %
2000	27,747,780	42,660,487	14,912,707	65.0	5,772,726	258.3
2001	29,554,922	44,125,761	14,570,839	67.0	5,942,253	245.2
2002	28,905,621	45,681,002	16,775,381	63.3	6,071,301	276.3
2003	27,836,691	47,131,125	19,294,434	59.1	6,213,210	310.5
2004	27,218,077	49,059,955	21,841,878	55.5	6,138,055	355.8
2005	27,760,835	51,434,111	23,673,276	54.0	6,321,086	374.5
2006	29,893,085	53,569,342	23,676,257	55.8	6,598,038	358.8
2007	33,249,631	56,554,037	23,304,406	58.8	6,420,709	363.0
2008	36,002,509	59,227,859	23,225,350	60.8	6,655,270	349.0
2009	35,907,494	61,904,907	25,997,413	58.0	6,767,459	384.2

**Schedule of Employer Contributions**

<b>Fiscal Year Ended June 30</b>	<b>Contribution Rates as Percents of Valuation Payroll</b>	<b>Computed Dollar Contribution Based on Projected Payroll</b>	<b>Actual Annual Contributions</b>	<b>Percent Contribution</b>
2001	32.7 %	\$1,970,575	\$1,970,575	100 %
2002	30.9	1,882,139	1,882,139	100
2003	29.9	1,895,548	1,895,548	100
2004	33.8	2,192,507	2,192,507	100
2005	37.2	2,466,634	2,466,634	100
2006	41.9	2,807,991	2,327,991	83 *
2007	44.9	3,098,776	3,098,776	100
2008	45.7	3,289,972	3,289,972	100
2009	45.7	3,191,716	3,191,716	100
2010	46.5	3,256,531		
2011	37.7	2,772,800		

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

February 17, 2010

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

Dear Sandy:

Enclosed are 15 copies of the Thirty-Fifth Annual Actuarial Valuation of the City of Jackson Act 345 Policemen and Firemen Retirement System.

Sincerely,



David T. Kausch

DTK:sac  
Enclosures

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

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

52<sup>ND</sup> ACTUARIAL VALUATION REPORT  
AS OF JUNE 30, 2009



# OUTLINE OF CONTENTS

## REPORT OF JUNE 30, 2009 ACTUARIAL VALUATION

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

February 17, 2010

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

Submitted in this report are the results of the **52<sup>nd</sup> Annual Actuarial Valuation** of the assets, actuarial values, and contribution requirements associated with benefits provided by the City of Jackson Policemen's and Firemen's Pension Fund. The date of the valuation was June 30, 2009.

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

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

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

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

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

Respectfully submitted,



David T. Kausch, FSA, EA, MAAA



Dana Woolfrey, ASA, EA, MAAA

DTK/DW:bd

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## **EXECUTIVE SUMMARY**

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**EXECUTIVE SUMMARY**  
**(\$ IN MILLIONS)**

	<b>Valuation Results</b>	<b>Valuation Results</b>
	<u>June 30, 2008</u>	<u>June 30, 2009</u>
Valuation Date:	June 30, 2008	June 30, 2009
Fiscal Year Ending:	June 30, 2010	June 30, 2011
Recommended Employer Contributions: Annual Amount	\$ 722,537	\$ 717,329
Membership:		
Number of		
Active Members	0	0
Retirees and Beneficiaries	42	36
Inactive, Nonretired Members	0	0
Total	<u>42</u>	<u>36</u>
Total Pensions Being Paid	\$1,196,339	\$1,078,249
Assets:		
Market Value	\$5,246,210	\$3,578,692
Actuarial Value	5,532,527	4,294,430
Return on Market Value	(5.4)%	(23.6)%
Return on Actuarial Value	5.6%	(14.2)%
Ratio - Actuarial Value to Market Value	105.5%	120.0%
Actuarial Information:		
Normal Cost %	0%	0%
Actuarial Accrued Liability (AAL)	11,055,950	9,866,752
Unfunded Actuarial Accrued Liability (UAAL)	5,523,423	5,572,322
Funded Ratio	50.0%	43.5%
Amortization Period	10 years	10 years

**Highlights/Changes**

No changes to benefit provisions.

Effect of asset losses offset by mortality gains.

COLA assumption changed to 3.0%.

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

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## **SECTION A**

### **VALUATION RESULTS, COMMENTS AND RECOMMENDATION**

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## **CONTRIBUTIONS NEEDED TO FINANCE BENEFITS OF THE PENSION FUND FOR THE FISCAL YEAR BEGINNING JULY 1, 2010**

The recommended employer contribution for the fiscal year beginning July 1, 2010 is \$717,329. This is a decrease of \$5,208 from the prior year's recommended contribution of \$722,537.

The contribution is solely to pay for unfunded actuarial accrued liability (UAAL). Currently the UAAL is \$5,572,322. The unfunded actuarial accrued liability was financed over a period of 10 years. The future employer contributions were assumed to be the level dollar amount needed to amortize the unfunded actuarial accrued liability the 10-year period. Contribution amounts were assumed to be paid midway through the fiscal year. Dollar amounts were adjusted for the time lag between June 30, 2009 and the assumed contribution date.

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

## COMPARATIVE SCHEDULE (\$ AMOUNTS IN THOUSANDS)

Valuation Date June 30	Actuarial Accrued Liability	Valuation Assets	Unfunded Actuarial Accrued Liability			
			Dollar Amount	Amortization Period (Yrs.)		Experience Gain (Loss)
				Actives	Retired Lives	
1983	\$31,714	\$ 5,230	\$26,484	50	50	\$(1,992)
1984	31,555	5,587	25,968	49	49	1,606
1985	30,115	5,903	24,212	48	48	2,813
1986	30,259	6,985	23,274	47	47	1,914
1987	30,051	8,303	21,748	46	46	2,453
1988	30,212	8,703	21,509	45	45	1,097
1989	28,943	8,727	20,216	44	44	2,131
1990	18,170	8,510	18,162	43	43	7,037
1991	19,990	8,607	11,382	42	25	3,052
1992	19,764	8,905	10,859	41	24	786
1993	19,620	8,511	11,109	40	23	(17)
1994	17,163	7,969	9,194	39	22	2,136
1995	16,712	7,445	9,267	38	21	72
1996	16,167	7,655	8,513	37	20	883
1997 @	16,176	7,891	8,285	36	19	110
1998 (a)	13,879	8,997	4,882	35	18	1,731
1999	13,537	9,845	3,692	34	17	1,005
2000 (a)	11,747	11,518	229	N/A	10	3,367
2001	11,428	10,845	583	N/A	9	(641)
2002	11,267	9,355	1,912	N/A	8	(1,286)
2003	10,901	7,745	3,156	N/A	7	(1,190)
2004	10,753	6,418	4,335	N/A	6	(1,256)
2005	10,172	5,622	4,550	N/A	5	(438)
2006 (a)	10,931	5,560	5,371	N/A	10	(413)
2007	10,682	5,848	4,834	N/A	10	(29)
2008 (a)	11,056	5,533	5,523	N/A	10	(88)
2009	9,867	4,294	5,573	N/A	10	(717)

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

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

## DEVELOPMENT OF FUNDING VALUE OF ASSETS

Year Ended June 30	2008	2009	2010	2011	2012
A. Funding Value Beginning of Year	\$5,848,461	\$5,532,527			
B. Market Value End of Year	5,246,210	3,578,692			
C. Market Value Beginning of Year	6,189,607	5,246,210			
D. Non-Investment Net Cash Flow	(626,301)	(485,796)			
E. Investment Income					
E1. Market Total: B - C - D	(317,096)	(1,181,722)			
E2. Amount for Immediate Recognition	415,148	370,274			
E3. Amount for Phased-In Recognition: E1-E2	(732,244)	(1,551,996)			
F. Phased-In Recognition of Investment Income					
F1. Current Year: 0.25 x E3	(183,061)	(387,999)			
F2. First Prior Year	112,895	(183,061)	\$(154,170)		
F3. Second Prior Year	37,079	112,895	(183,061)	\$(154,170)	
F4. Third Prior Year	(71,694)	37,077	112,894	(183,061)	\$(154,170)
F5. Total Recognized Investment Gain	(104,781)	(421,088)	(224,337)	(337,231)	(154,170)
G. Funding Value					
G1. Preliminary Funding Value End of Year: A + D + E2 + F5	5,532,527	4,995,917			
F2. Upper Corridor Limit: B x 1.2		4,294,430			
F3. Lower Corridor Limit: B x 0.8		2,862,954			
F4. Final Funding Value		4,294,430			
H. Difference Between Market & Funding Value	(286,317)	(715,738)			
I. Recognized Rate of Return - Funding Value	5.6%	(14.2)%			
J. Recognized Rate of Return - Market Value	(5.4)%	(23.6)%			
K. Ratio of Funding Value to Market Value	105.5%	120.0%			

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

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



## CITY'S COMPUTED CONTRIBUTIONS - COMPARATIVE SCHEDULE

Fiscal Year Ended June 30	Valuation Date June 30	As Percents of Valuation Payroll	Dollar Contributions	
			Computed	Actual
1976	1974	40.42 %	\$ 885,787	\$ 885,787
1977	1975	41.98	1,075,151	1,075,151
1978	1976	43.58	1,196,668	1,196,668
1979	1977	45.58	1,138,490	1,138,490
1980	1978	47.84	1,213,055	1,213,055
1981	1979	48.15	1,259,115	1,259,115
1982	1980	47.95	1,305,575	1,305,575
1983	1981	51.19	1,391,209	1,391,209
1984	1982	52.50	1,322,580	1,322,580
1985	1983	57.28	1,339,586	1,339,586
1986	1984	61.48	1,271,555	1,271,555
1987	1985	65.30	1,157,608	1,157,608
1988	1986	64.22	1,140,823	1,140,823
1989	1987	62.93	1,097,181	1,097,181
1990	1988	63.41	1,096,935	1,096,935
1991	1989	71.98	976,050	976,050
1992	1990	*	607,060 #	607,055
1993	1991	*	612,556	612,556
1994	1992	*	614,402	614,402
1995	1993	*	647,574	647,574
1996	1994	*	536,571	536,571
1997	1995	*	558,348	558,348
1998	1996	*	534,469	534,469
1999	1997	*	542,989	542,989
2000	1998	*	372,183	372,183
2001	1999	*	293,241	293,241
2002	2000	*	0	0
2003	2001	*	86,992	86,992
2004	2002	*	301,041	301,041
2005	2003	*	528,199	528,199
2006	2004	*	806,276	806,276
2007	2005	*	934,667	934,667
2008	2006	*	612,545	612,545
2009	2007	*	641,212	641,212
2010	2008	*	722,537 @	
2011	2009	*	717,329	

\* Not applicable.

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

@ After changes in assumptions and/or methods.

**CASH FLOW PROJECTION A**  
**CURRENT AMORTIZATION POLICY**  
**7.0% MARKET RETURN**

<b>Valuation Date June 30</b>	<b>Unfunded Accrued Liability</b>	<b>Beginning Valuation Assets</b>	<b>Projected Contributions</b>	<b>Expected Benefit Payments</b>	<b>7% Assumed Investment Return</b>	<b>Asset Gain/(Loss) Recognized</b>	<b>Ending Valuation Assets</b>
2009	\$ 5,572,322	\$ 4,294,430	\$ 722,537	\$ (1,067,688)	\$ 288,530	\$ (224,337)	\$ 4,013,471
2010	5,439,528	4,013,471	717,329	(1,052,037)	269,228	(337,231)	3,610,761
2011	5,415,713	3,610,761	698,525	(1,033,164)	241,041	(154,170)	3,362,992
2012	5,226,621	3,362,992	752,134	(1,011,334)	226,337	-	3,330,129
2013	4,814,026	3,330,129	713,901	(986,798)	223,558	-	3,280,790
2014	4,412,120	3,280,790	654,300	(959,767)	218,964	-	3,194,287
2015	4,043,768	3,194,287	654,300	(930,411)	213,936	-	3,132,113
2016	3,649,631	3,132,113	590,527	(898,853)	208,456	-	3,032,243
2017	3,293,909	3,032,243	532,970	(865,201)	200,629	-	2,900,641
2018	2,972,859	2,900,641	532,970	(829,549)	192,665	-	2,796,726
2019	2,629,336	2,796,726	471,383	(791,995)	184,549	-	2,660,663
2020	2,325,508	2,660,663	416,913	(752,655)	174,495	-	2,499,418
2021	2,056,788	2,499,418	416,913	(711,683)	164,642	-	2,369,290
2022	1,769,257	2,369,290	358,631	(669,286)	154,977	-	2,213,613
2023	1,521,923	2,213,613	308,496	(625,726)	143,850	-	2,040,232
2024	1,309,164	2,040,232	308,496	(581,338)	133,267	-	1,900,656
2025	1,081,513	1,900,656	254,851	(536,516)	123,188	-	1,742,179
2026	893,448	1,742,179	210,535	(491,692)	112,112	-	1,573,134
2027	738,086	1,573,134	173,925	(447,314)	100,551	-	1,400,296
2028	609,739	1,400,296	173,925	(403,798)	89,975	-	1,260,398
2029	472,409	1,260,398	134,752	(361,511)	80,291	-	1,113,930
2030	366,009	1,113,930	104,402	(320,782)	70,402	-	967,952
2031	283,574	967,952	80,888	(281,920)	60,721	-	827,640
2032	219,705	827,640	80,888	(245,231)	52,183	-	715,480
2033	151,365	715,480	55,728	(211,017)	44,648	-	604,839
2034	104,283	604,839	38,393	(179,537)	37,399	-	501,094
2035	71,846	501,094	26,451	(150,987)	30,718	-	407,276
2036	49,498	407,276	18,223	(125,478)	24,755	-	324,776
2037	34,101	324,776	12,555	(103,038)	19,567	-	253,861
2038	23,494	253,861	12,555	(83,610)	15,283	-	198,089
2039	12,144	198,089	6,490	(67,079)	11,746	-	149,245

**CASH FLOW PROJECTION B**  
**PROPOSED 10-YEAR CLOSED AMORTIZATION POLICY**  
**7.0% MARKET RETURN**

<b>Valuation Date June 30</b>	<b>Unfunded Accrued Liability</b>	<b>Beginning Valuation Assets</b>	<b>Projected Contributions</b>	<b>Expected Benefit Payments</b>	<b>7% Assumed Investment Return</b>	<b>Asset Gain/(Loss) Recognized</b>	<b>Ending Valuation Assets</b>
2009	\$ 5,572,322	\$ 4,294,430	\$ 722,537	\$ (1,067,688)	\$ 288,530	\$ (224,337)	\$ 4,013,471
2010	5,439,528	4,013,471	717,329	(1,052,037)	269,228	(337,231)	3,610,761
2011	5,415,713	3,610,761	753,027	(1,033,164)	242,948	(154,170)	3,419,402
2012	5,170,211	3,419,402	811,520	(1,011,334)	232,365	-	3,451,952
2013	4,692,203	3,451,952	841,211	(986,798)	236,541	-	3,542,906
2014	4,150,004	3,542,906	841,211	(959,767)	243,854	-	3,668,204
2015	3,569,851	3,668,204	841,211	(930,411)	253,652	-	3,832,656
2016	2,949,087	3,832,656	841,211	(898,853)	266,268	-	4,041,282
2017	2,284,870	4,041,282	841,211	(865,201)	282,050	-	4,299,343
2018	1,574,157	4,299,343	841,211	(829,549)	301,362	-	4,612,367
2019	813,695	4,612,367	841,211	(791,995)	324,588	-	4,986,171
2020	-	4,986,171	-	(752,655)	322,689	-	4,556,205
2021	-	4,556,205	-	(711,683)	294,025	-	4,138,548
2022	-	4,138,548	-	(669,286)	266,273	-	3,735,535
2023	-	3,735,535	-	(625,726)	239,587	-	3,349,396
2024	-	3,349,396	-	(581,338)	214,111	-	2,982,169
2025	-	2,982,169	-	(536,516)	189,974	-	2,635,627
2026	-	2,635,627	-	(491,692)	167,285	-	2,311,219
2027	-	2,311,219	-	(447,314)	146,129	-	2,010,035
2028	-	2,010,035	-	(403,798)	126,570	-	1,732,807
2029	-	1,732,807	-	(361,511)	108,644	-	1,479,939
2030	-	1,479,939	-	(320,782)	92,368	-	1,251,526
2031	-	1,251,526	-	(281,920)	77,740	-	1,047,345
2032	-	1,047,345	-	(245,231)	64,731	-	866,845
2033	-	866,845	-	(211,017)	53,294	-	709,122
2034	-	709,122	-	(179,537)	43,355	-	572,940
2035	-	572,940	-	(150,987)	34,821	-	456,773
2036	-	456,773	-	(125,478)	27,582	-	358,878
2037	-	358,878	-	(103,038)	21,515	-	277,354
2038	-	277,354	-	(83,610)	16,488	-	210,233
2039	-	210,233	-	(67,079)	12,369	-	155,522

## COMMENTS AND RECOMMENDATION

**Plan Experience:** Net actual experience for the Pension Fund was unfavorable during the year ending June 30, 2009. COLAs granted during the year were lower than anticipated: 3.0% vs. 3.5%. Asset losses of \$1,123,000 were partially offset by higher than expected mortality experience and lower COLAs than anticipated.

**Assumptions and Methods:** The Board adopted the recommended change to the amortization period based on the average life expectancy of remaining members at its meeting on March 29, 2007, effective as of June 30, 2006. The average remaining life expectancy is 10.84 years as of June 30, 2009, up from 10.39 years as of June 30, 2008. The life expectancy was rounded down for a 10-year amortization period in both years. Effective June 30, 2008 the investment return assumption was changed from 7.5% to 7.0% and the COLA assumption was changed from 3.0% to 3.5% (except for members receiving 3.0%). As of June 30, 2009, all members received a 3.0% COLA. This report incorporates a change in the COLA assumption to 3.0% for all years.

**Looking Ahead:** The current level of benefit payments, \$1,078,249, is large relative to the market value of assets of \$3,578,692 as of June 30, 2009. The amount of benefit payments, the value of funds in the trust, and the trust investment vehicles all should be monitored closely to avoid any short-term cash flow problems. Pages A-5 and A-6 show projections under the current and proposed assumption policies.

Due to the low funded status and short horizon, we recommend closing the amortization period which will accelerate the replenishment of the fund.

It is important to understand that these projections are not forecasts. These projections assume that the system earns 7.0% on the market value of assets. If market returns are not sufficient to yield 7.0% on the valuation assets, contributions will increase in the next few years.

**Recommendation:** Based on the average life expectancy of 10.84 years, we recommend that the amortization period remain at 10 years for the current year, but be changed to a closed amortization period no longer tied to the life expectancy. This change will not have any impact on the contribution determined by this valuation but will affect the timing and amount of contributions determined by future valuations. We recommend that the Board continue to monitor liquidity needs and asset allocation with the investment consultant.

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## **SECTION B**

### **SUMMARY OF BENEFIT PROVISIONS AND VALUATION DATA SUBMITTED BY PENSION FUND**

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# **SUMMARY OF BENEFIT PROVISIONS EVALUATED AND/OR CONSIDERED (JUNE 30, 2009)**

## **REGULAR RETIREMENT (NO REDUCTION FACTOR FOR AGE)**

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

*Mandatory Retirement Age* - Age 65.

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

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

## **DUTY DISABILITY RETIREMENT**

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

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

## **NON-DUTY DISABILITY RETIREMENT**

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

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

## **DUTY DEATH BEFORE RETIREMENT**

*Eligibility* - Death in line of duty with the City.

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

# **SUMMARY OF BENEFIT PROVISIONS EVALUATED AND/OR CONSIDERED (JUNE 30, 2009)**

## **NON-DUTY DEATH BEFORE RETIREMENT**

*Eligibility* - Death after 10 years of credited service.

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

## **AUTOMATIC DEATH BENEFIT AFTER RETIREMENT**

Same as non-duty death before retirement.

## **POST-RETIREMENT COST-OF-LIVING ADJUSTMENTS**

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

## **MEMBER CONTRIBUTIONS**

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

**SUMMARY OF ASSET INFORMATION  
SUBMITTED FOR VALUATION**

**Balance Sheet**

<b>Reported Assets - Market Value</b>		<b>Reserves for</b>	
Cash & equivalents	\$ 147,751	Members' contributions	\$ 0
Receivables & accruals	9,436	Employer contributions	18,625,771
Stocks	1,806,430	Retired benefit payments	(15,047,079)
Bonds	1,058,160		
International securities	556,915		
<b>Total Current Assets</b>	<b>\$3,578,692</b>	<b>Total Reserves</b>	<b>\$ 3,578,692</b>

**Revenues and Expenditures**

Reported Balance - 6/30/2008	\$5,246,210
<b>Revenues</b>	
Members' contributions	0
Employer contributions	641,212
Investment income	(1,140,878)
<b>Expenditures</b>	
Benefit payments	1,127,008
Refund of member contributions	none
Administrative expense	40,844
Transfer to Act 345 (member contributions)	none
<b>Reported Balance - 6/30/09</b>	<b>\$3,578,692</b>



**RETIRANT AND BENEFICIARY COMPARATIVE SCHEDULE**  
**(ANNUAL PENSIONS INCLUDE ESCALATION)**

Year Ended June 30	Added to Rolls		Removed from Rolls		Rolls End of Year		% Incr. in Annual Pensions	Average Pension	Discounted Value of Pensions		
	No.	Annual Pensions*		No.	Annual Pensions	No			Annual Pensions	Total	Average
		New	COLAs								
1985	2	\$ 48,158		7	\$ 50,910	110	\$1,403,219	(0.2) %	\$12,757	\$21,732,180	\$197,565
1986	2	62,124		4	38,798	108	1,426,545	1.7	13,209	21,449,256	198,604
1987	2	58,955		3	37,616	107	1,447,884	1.5	13,532	20,966,722	195,951
1988	3	124,036		5	79,474	105	1,492,446	3.0	14,214	20,785,947	197,961
1989	5	109,106		4	53,386	106	1,548,166	3.7	14,605	21,275,046	200,708
1990	5	97,241		10	152,014	101	1,493,393	(3.5)	14,786	18,062,914	178,841
1991	1	70,460		7	89,406	95	1,474,447	(1.3)	15,520	18,276,463	192,384
1992	1	63,725		2	30,114	94	1,508,058	2.3	16,043	18,168,944	193,287
1993	2	65,384		4	75,660	92	1,497,782	(0.7)	16,280	17,874,330	194,286
1994	1	3,323		5	73,126	88	1,427,979	(4.7)	16,227	16,794,575	190,847
1995	2	82,432		6	94,036	84	1,416,375	(0.8)	16,862	16,323,768	194,331
1996	1	51,246		4	73,871	81	1,393,749	(1.6)	17,207	15,749,311	194,436
1997		66,799		3	22,494	78	1,438,054	3.2	18,437	15,690,172	201,156
1998		42,629		6	83,160	72	1,397,523	(2.8)	19,410	13,478,231	187,198
1999	1	44,820		4	54,045	69	1,388,298	(0.7)	20,120	13,126,607	190,241
2000	1	69,894		5	107,373	65	1,350,819	(2.7)	20,782	11,747,323	180,728
2001		44,704		4	79,319	61	1,316,204	(2.6)	21,577	11,427,707	187,339
2002		38,818		2	24,168	59	1,330,854	1.1	22,557	11,267,420	190,973
2003	3	105,612		6	148,099	56	1,288,367	(3.2)	23,007	10,900,752	194,656
2004		0	\$ 41,628	2	18,616	54	1,311,379	1.8	24,285	10,753,134	199,132
2005		0	42,898	4	91,966	50	1,262,311	(3.7)	25,246	10,172,322	203,446
2006		0	47,031	4	30,670	46	1,278,672	1.3	27,797	10,930,809	237,626
2007		0	43,468	2	66,876	44	1,255,264	(1.8)	28,529	10,681,885	242,770
2008	3	22,947	39,671	5	121,543	42	1,196,339	(4.7)	28,484	11,055,950	@ 263,237
2009	1	31,172	30,500	7	179,762	36	1,078,249	(9.9)	29,951	9,866,752	274,076

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

@ After changes in assumptions and/or methods.

**RETIRANTS AND BENEFICIARIES ON ROLLS  
COMPARATIVE STATEMENT**

<b>Valuation Date June 30</b>	<b>No. on Rolls</b>	<b>Initial Pensions</b>	<b>Escalation Pensions</b>	<b>Total</b>	<b>Initial as Percent of Total</b>
1960	68			\$ 158,345	
1965	71	\$172,949	\$ 42,488	215,437	80.3 %
1970	104	278,557	199,921	478,478	58.2
1975	116	497,954	395,028	892,982	55.8
1980	112	567,501	567,214	1,134,715	50.0
1985	110	774,651	628,568	1,403,219	55.2
1986	108	775,153	651,392	1,426,545	54.3
1987	107	763,834	684,050	1,447,884	52.8
1988	105	752,901	739,545	1,492,446	50.4
1989	106	777,681	770,485	1,548,166	50.2
1990	101	751,155	742,238	1,493,393	50.3
1991	95	722,482	751,965	1,474,447	49.0
1992	94	722,387	785,671	1,508,058	47.9
1993	92	712,725	785,057	1,497,782	47.6
1994	88	683,521	744,458	1,427,979	47.9
1995	84	672,805	743,570	1,416,375	47.5
1996	81	655,743	738,006	1,393,749	47.0
1997	78	641,341	796,713	1,438,054	44.6
1998	72	625,412	772,111	1,397,523	44.8
1999	69	609,245	779,053	1,388,298	43.9
2000	65	610,280	740,539	1,350,819	45.2
2001	61	591,432	724,772	1,316,204	44.9
2002	59	583,398	747,456	1,330,854	43.8
2003	56	601,739	686,628	1,288,367	46.7
2004	54	590,490	720,889	1,311,379	45.0
2005	50	560,207	702,104	1,262,311	44.4
2006	46	541,856	736,816	1,278,672	42.4
2007	44	529,973	725,291	1,255,264	42.2
2008	42	514,630	681,709	1,196,339	43.0
2009	36	464,420	613,829	1,078,249	43.1

**RETIRANTS AND BENEFICIARIES JUNE 30, 2009  
TABULATED BY TYPE OF PENSIONS BEING PAID**

<b>Type of Pension Being Paid</b>	<b>No.</b>	<b>Escalator Pensions</b>	<b>Initial Pensions</b>	<b>Total Annual Pensions</b>
Present Plan (1957) Pensions				
Age & Service Pensions:				
- straight life	6	\$147,984	\$113,692	\$ 261,676
- survivor beneficiaries	10	71,442	66,680	138,122
- totals	16	219,426	180,372	399,798
Casualty Pensions:				
- disability	18	372,437	265,691	638,128
- death-in-service	2	21,966	18,357	40,323
- totals	20	394,403	284,048	678,451
<b>Total Pensions Being Paid</b>	<b>36</b>	<b>\$613,829</b>	<b>\$464,420</b>	<b>\$1,078,249</b>

**RETIRANTS AND BENEFICIARIES JUNE 30, 2009**  
**TABULATED BY ATTAINED AGE**

<b>Attained Age</b>	<b>Present Plan</b>	
	<b>No.</b>	<b>Annual Pensions</b>
60 - 64	1	\$ 37,154
65 - 69	6	246,895
70 - 74	7	247,666
75 - 79	6	165,224
80	3	140,215
82	3	53,232
85	1	10,203
87	1	19,373
88	2	41,311
89	1	20,879
90	2	51,502
91	3	44,595
<b>TOTALS</b>	<b>36</b>	<b>\$1,078,249</b>

Average Age at Retirement: 47.0 yrs.

Average Age Now: 78.4 yrs.

## ACTIVE MEMBERS \* COMPARATIVE SCHEDULE

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

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

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## **SECTION C**

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

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## ACTUARIAL COST METHODS USED FOR THE VALUATION

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

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

## ACTUARIAL ASSUMPTIONS USED FOR THE VALUATION

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

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

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

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

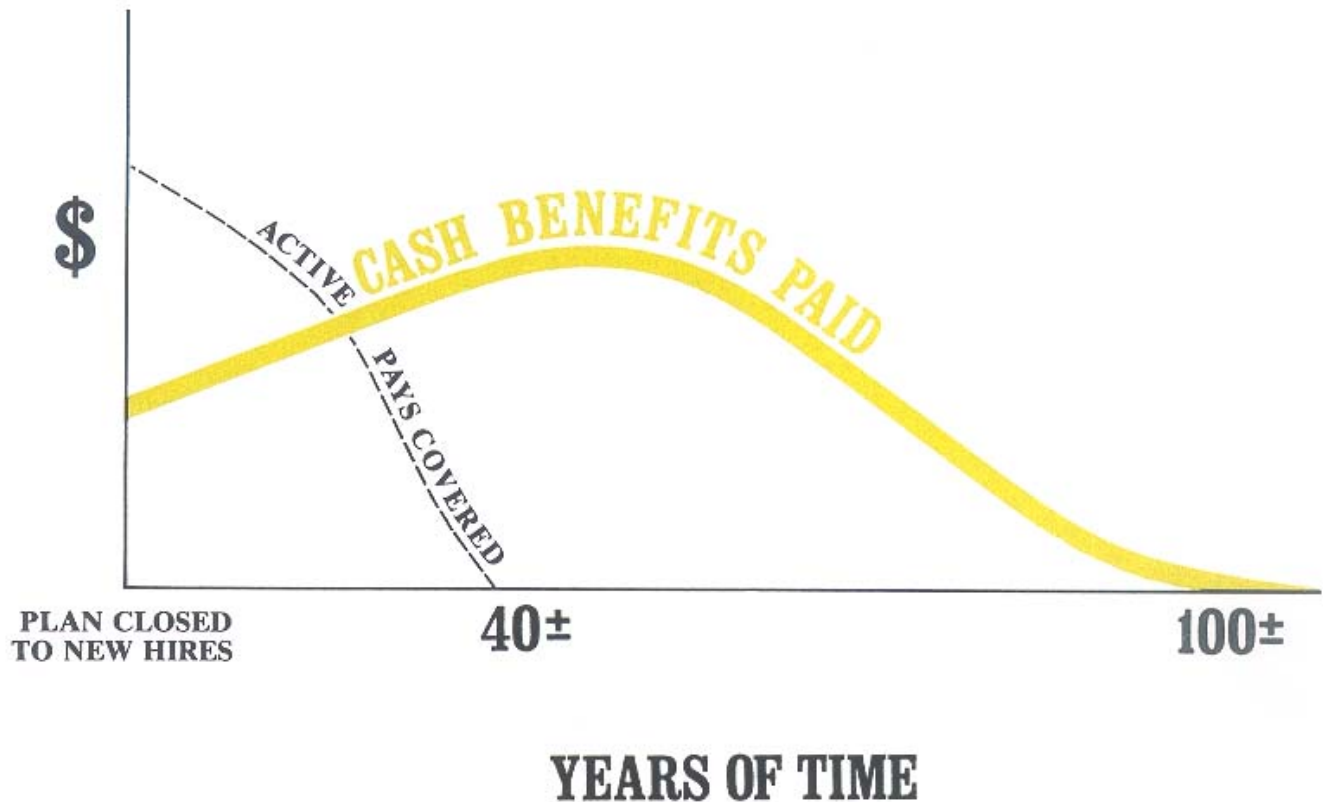
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Actual experience of the Fund will not coincide exactly with assumed experience, regardless of the wisdom of the assumptions. Each valuation provides a complete recalculation of assumed future experience and takes into account all past differences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

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



## A CLOSED PENSION PLAN



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

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

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

**The investment return rate** (net of administrative expenses) used for valuation calculations was 7.0% a year, compounded annually. This rate is not the assumed real rate of return. The real rate of return is the rate of investment return in excess of the rate of inflation. Considering other financial assumptions, the 7.0% investment return rate translates to an assumed real rate of return of 4.0 %.

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

	<b>Year Ended June 30</b>					<b>5 Year Average</b>
	<b>2009</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>	
Nominal rate	(14.2)%	5.6%	11.9%	7.9%	(0.6)%	1.7%

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

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

**Assumed rate of pension escalation:** 3.0% per annum, compounded annually.

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

<b>Sample Ages</b>	<b>Present Value of \$1 Monthly for Life</b>		<b>Future Life Expectancy (Years)</b>	
	<b>Men</b>	<b>Women</b>	<b>Men</b>	<b>Women</b>
55	\$132.64	\$140.64	26.15	30.17
60	122.40	132.01	21.83	25.59
65	110.53	121.65	17.84	21.28
70	97.62	109.73	14.29	17.30
75	83.48	95.52	11.12	13.60
80	68.62	79.89	8.37	10.31

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

## DEFINITIONS OF TECHNICAL TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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## **SECTION D**

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

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

## GASB STATEMENT NO. 25 REQUIRED SUPPLEMENTARY INFORMATION

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

Valuation Date	June 30, 2009
Actuarial Cost Method	Aggregate
Amortization Method	Level dollar
Remaining Amortization Period	10 years
Asset Valuation Method	4-year smoothed market
Actuarial Assumption:	
Investment rate of return	7.00%
Projected salary increases	N/A
Includes inflation at	N/A
Cost-of-living adjustments	3.0%

Membership of the plan consisted of the following at June 30, 2009, the date of the latest actuarial valuation:

Retirees and beneficiaries receiving benefits	36
Terminated plan members entitled to but not yet receiving benefits	0
Active plan members	<u>0</u>
Total	36

**GASB STATEMENT NO. 25**  
**REQUIRED SUPPLEMENTARY INFORMATION**

**Schedule of Funding Progress**

<b>Actuarial Valuation Date June 30</b>	<b>Actuarial Value of Assets</b>	<b>Actuarial Accrued Liability (AAL)</b>	<b>Unfunded AAL (UAAL)</b>	<b>Funded Ratio</b>	<b>Covered Payroll</b>
2000	\$11,518,324	\$11,747,323	\$ 228,999	98.1 %	N/A
2001	10,845,024	11,427,707	582,683	94.9	N/A
2002	9,354,735	11,267,420	1,912,685	83.0	N/A
2003	7,745,243	10,900,752	3,155,509	71.1	N/A
2004	6,417,621	10,753,134	4,335,513	59.7	N/A
2005	5,621,672	10,172,322	4,550,650	55.3	N/A
2006	5,559,966	10,930,809	5,370,843	50.9	N/A
2007	5,848,461	10,681,885	4,833,424	54.8	N/A
2008*	5,532,527	11,055,950	5,523,423	50.0	N/A
2009	4,294,430	9,866,752	5,572,322	43.5	N/A

\* After changes in assumptions and/or methods.

**Schedule of Employer Contributions**

<b>Fiscal Year Ended June 30</b>	<b>Contribution Rates as Percents of Valuation Payroll</b>	<b>Computed Dollar Contribution Based on Projected Payroll</b>	<b>Actual Annual Contribution</b>	<b>Percentage Contributed</b>
2002	N/A	\$ 0	\$ 0	100 %
2003	N/A	86,992	86,992	100
2004	N/A	301,041	301,041	100
2005	N/A	528,199	528,199	100
2006	N/A	806,276	806,276	100
2007	N/A	934,667	934,667	100
2008	N/A	612,545	612,545	100
2009	N/A	641,212	641,212	100
2010*	N/A	722,537	-	-
2011	N/A	717,329	-	-

\* After changes in assumptions and/or methods.

February 17, 2010

Ms. Sandy Sykes  
Pension Coordinator  
City of Jackson  
161 West Michigan Avenue  
Jackson, Michigan 49201

Dear Sandy:

Enclosed, please find 15 copies of the report of the 52<sup>nd</sup> Annual Actuarial Valuation of the City of Jackson Policemen's and Firemen's Pension Fund.

Sincerely,



David T. Kausch, FSA, EA, MAAA

DK:bd  
Enclosures

cc: The Rehman Group  
Attn: Mark Ketner





## Community Development

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

April 19, 2010

**TO:** Christopher Lewis, Interim City Manager  
**FROM:** **Carol L. Konieczki, Community Development Director**  
**RE:** CDBG Financial Summary through March 2010

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

Please place this item for consideration on the April 27, 2010 City Council agenda.

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

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

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
<b><u>Public Services</u></b>							
1 American Red Cross (FY 2008/2009)	2,000	1,899	-	101	2,000	-	100.0%
2 Center for Family Health	15,000	-	-	15,000	15,000	-	100.0%
3 Fair Housing Services (FY 2004/2005)	10,000	-	-	-	-	10,000 *	0.0%
4 Family Services & Children's Aid	10,000	-	-	3,714	3,714	6,286	37.1%
5 Human Relations Comm (Cool Cities Youth Council)							
FY 2007/2008	5,000	2,503	-	427	2,930	2,070 *	58.6%
FY 2008/2009	1,000	-	-	-	-	1,000 *	0.0%
6 JAHC - Homeownership Training	6,000	-	2,045	5,940	5,940	60	99.0%
7 JAHC - Foreclosure Prevention & Housing Counseling							
FY 2008/2009	27,273	11,381	-	8,306	19,687	7,586	72.2%
FY 2009/2010	12,500	-	-	-	-	12,500	0.0%
8 Legal Services of SE Michigan (FY 2007/2008)	1,500	919	-	281	1,200	300 *	80.0%
9 MLK Summer Program	40,000	-	-	40,000	40,000	-	100.0%
10 Neighborhood Resource Centers (FY 2008/2009)	13,187	13,177	-	10	13,187	-	100.0%
11 Partnership Park-After School Programs	5,000	-	-	-	-	5,000	0.0%
12 Salvation Army - Heating Assistance							
FY 2008/2009	63,000	18,001	-	44,999	63,000	-	100.0%
FY 2009/2010	52,000	-	35,517	35,517	35,517	16,483	68.3%
13 United Way - 211 Services							
FY 2008/2009	10,000	7,500	-	2,500	10,000	-	100.0%
FY 2009/2010	12,000	-	-	6,000	6,000	6,000	50.0%
<b><u>Administration</u></b>							
14 Administration & Planning							
FY 2008/2009	248,600	145,276	-	103,324	248,600	-	100.0%
FY 2009/2010	216,425	-	23,225	60,050	60,050	156,375	27.7%
<b><u>Code Enforcement</u></b>							
15 City Code Enforcement Division							

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
FY 2008/2009	500,000	368,816	-	131,184	500,000	-	100.0%
FY 2009/2010	450,000	-	39,931	247,282	247,282	202,718	55.0%
<b><u>Housing Rehabilitation Projects</u></b>							
16 Owner Occupied Housing Rehabilitation							
FY 2007/2008	259,035	47,053	(127)	102,755	149,808	109,227	57.8%
FY 2008/2009	58,980	-	-	-	-	58,980	0.0%
FY 2009/2010	88,000	-	-	-	-	88,000	0.0%
17 City Emergency Hazard Repair Program							
FY 2008/2009	175,000	99,867	-	75,133	175,000	-	100.0%
FY 2009/2010	125,000	-	23,493	66,865	66,865	58,135	53.5%
18 New Neighbor Program (FY 2005/2006)	80,000	64,082	-	65	64,147	15,853	80.2%
19 World Changers							
FY 2007/2008	45,000	35,980	-	100	36,080	8,920	80.2%
FY 2008/2009	38,250	-	-	-	-	38,250	0.0%
20 Spring Cleanup (FY 2007/2008)							
FY 2007/2008	5,000	4,428	-	572	5,000	-	100.0%
FY 2009/2010	8,329	-	-	8,329	8,329	-	100.0%
21 City Rehab Administration (Denied Loans)							
FY 2008/2009	3,000	851	450	67	918	2,082	30.6%
FY 2009/2010	1,000	-	-	-	-	1,000	0.0%
22 Downtown Development Authority - Façade Loans							
FY 2007/2008	15,000	12,820	2,180	2,180	15,000	-	100.0%
FY 2008/2009	18,000	-	5,026	5,026	5,026	12,974	27.9%
23 John George Home - building repairs	50,000	-	-	50,000	50,000	-	100.0%
24 Grace Haven - shelter repairs (2008/2009)	18,000	-	-	-	-	18,000	0.0%
<b><u>Street Projects</u></b>							
25 Mason - Jackson to Mechanic	91,000	-	9,087	9,087	9,087	81,913	10.0%
26 Mason - Mechanic to Francis	72,000	-	4,624	4,624	4,624	67,376	6.4%
27 Loomis - Leroy to North	90,000	-	9,486	9,486	9,486	80,514	10.5%
28 Loomis - North to Argyle	47,000	-	-	-	-	47,000	0.0%
29 Monroe Street Sidewalk	30,000	-	-	-	-	30,000	0.0%
30 Special Assessments	22,718	-	-	-	-	22,718	0.0%
<b><u>Other Projects</u></b>							

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
31 Public Works - curb ramps							
FY 2008/2009	40,000	11,347	-	11,223	22,570	17,430	56.4%
FY 2009/2010	67,523	-	-	-	-	67,523	0.0%
32 Tree Removal/Replacement							
FY 2008/2009	25,000	19,257	-	5,743	25,000	-	100.0%
FY 2009/2010	25,000	-	-	13,187	13,187	11,813	52.7%
<b><u>Economic Development</u></b>							
33 Job Creation Loans (FY 2006/2007)							
FY 2006/2007	30,000	-	-	30,000	30,000	-	100.0%
FY 2008/2009	34,000	-	-	34,000	34,000	-	100.0%
FY 2009/2010	36,000	-	-	36,000	36,000	-	100.0%
<b><u>Public Improvements</u></b>							
34 Riverwalk Project (FY 2005/2006)	35,429	30,781	-	4,648	35,429	-	100.0%
35 Grand River Arts Walk (FY 2008/2009)	328,906	199,878	-	63,310	263,188	65,718	80.0%

\* Denotes balance to be reallocated in early fiscal year 2010/2011

NOTE: All funds are FY 2009/2010 allocations unless otherwise indicated

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# Department of Community Development

161 W. Michigan Avenue • Jackson, MI 49201-1303 •  
Facsimile (517) 768-5832

Administrative Services  
(517) 788-4060

Building Inspection  
(517) 788-4012

Rehabilitation Services & Information  
(517) 788-4070

Date: April 21, 2010

To: Building Code Board of Examiners and Appeals Members

From: Frank Donovan, Chief Building Official

Subject: Dangerous Building Report

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The Dangerous Building Report summarizes the current status of dangerous or unsafe structures as referenced in Chapter 17 of the City Code of Ordinances.

Page 1	Dangerous Building Report Summary Sheet
Page 2 – 5	Condemned Properties (Dangerous and Unsafe) 2010
Page 6 – 17	Condemned Properties (Dangerous and Unsafe) 2009
Page 18 - 19	Condemned Properties (Dangerous and Unsafe) 2008
Page 20	Hazardous Properties (Secured and Released)
Page 21	Unfit for Human Habitation (Notice to Vacate)

If you have any comments or questions please contact Sheila Prater at (517) 788-4012.

FD/smp



**CITY OF JACKSON  
DANGEROUS BUILDING REPORT SUMMARY SHEET**

**CONDEMNED PROPERTIES (DANGEROUS AND UNSAFE) 2010**

Jan-10	Feb-10	March-10	April-10	May-10	June-10	July-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	YTD Total
1	5											6
<b>(13) CONDEMNED PROPERTIES (DANGEROUS AND UNSAFE) CARRIED OVER FROM 2009</b> (5 properties are scheduled to for BCBA hearings, 8 properties have been upheld and are awaiting demolition) <b>(2) CONDEMNED PROPERTIES (DANGEROUS AND UNSAFE) CARRIED OVER FROM 2008</b> (1 has a new owner who plans on repairing, 1 has been upheld and is awaiting demolition)												15

**This table reflects the number of properties that are condemned and posted as dangerous and unsafe**

**CONDEMNED PROPERTIES THAT HAVE BEEN REPAIRED**

Jan-10	Feb-10	March-10	April-10	May-10	June-10	July-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	YTD Total
0	0											0

**CONDEMNED PROPERTIES THAT HAVE BEEN DEMOLISHED**

Jan-10	Feb-10	March-10	April-10	May-10	June-10	July-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	YTD Total
0	4											4

**HAZARDOUS PROPERTIES (OPEN AND ACCESSIBLE)**

Jan-10	Feb-10	March-10	April-10	May-10	June-10	July-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	YTD Total
4	7											11

**This table reflects the number of properties that were posted open and accessible. Once secured they have been released.**

**UNFIT FOR HUMAN HABITATION (NOTICE TO VACATE)**

Jan-10	Feb-10	March-10	April-10	May-10	June-10	July-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	YTD Total
2	1											3

**This information reflects the number or properties that were posted unfit for human habitation and the occupants were ordered to vacate.**

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2010**

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
<b>618 N Blackstone St (1-0347)</b> James D Williams  Garage	<b>2/17/2010</b> Garage destroyed by fire. <b>New this month</b>	02/17/2010 Condemned garage. 02/18/2010 Notice and Order mailed to owner(s). Owner given 30 days to complete demolition. 03/19/2010 Reinspection scheduled. Permit Information: Demolition permit issued 02/23/2010; no inspections. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 04/29/2010 if the owner does not comply with the Notice and Order.
<b>1815 Chapin St (6-1034)</b> Brian Rockwell  House	01/25/2010 Fire damage throughout.	01/25/2010 Condemned house. 01/26/2010 Notice and Order mailed to owner(s). Owner given 6 weeks to complete demolition. 03/09/2010 Reinspection scheduled. Permit Information: Demolition permit issued 02/12/2010; finalized 03/05/2010. Current Status: Property has been demolished by owner, released from condemnation.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2010**

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
<b>915 Everhard St (5-0496)</b> Katrina Foster  House	<b>03/01/2010</b> House is deteriorated and decayed. Chimney collapsed, open and accessible, hole  in flooring, foundation crumbling. <b>New this month</b>	03/01/2010 Condemned house. 03/03/2010 Notice and Order mailed to owner(s). Owner given 45 days to complete repairs. 05/03/2010 Reinspection scheduled.  Permit Information: No permits issued to date.  Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 06/24/2010 if the owner does not comply with the Notice and Order.
<b>334 N Horton St (8-0163)</b> Kassie Elliott  Garage	<b>02/01/2010</b> Garage deteriorated and collapsing. <b>New this month</b>	02/01/2010 Condemned garage. 02/10/2010 Notice and Order mailed to owner(s). Owner given 1 month to complete repairs. 03/10/2010 Reinspection scheduled.  Permit Information: No permits issued to date.  Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 04/29/2010 if the owner does not comply with the Notice and Order.



**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2010**

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
<b>412 Third St (3-0196)</b> Hugh Hiller  House	<b>02/01/2010</b> Fire damage to house. <b>New this month</b>	02/01/2010 Condemned house. 02/10/2010 Notice and Order mailed to owner(s). Owner given 4 months to complete repairs. 06/10/2010 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 07/29/2010 if the owner does not comply with the Notice and Order.
<b>308-16 Van Buren St (2-0544.1)</b> Jackson 230 LLC  Apartment	<b>02/01/2010</b> Fire damage to apartment. <b>New this month</b>	02/01/2010 Condemned apartment. 02/10/2010 Notice and Order mailed to owner(s). Owner given 90 days to complete repairs. 05/10/2010 Reinspection scheduled. Permit Information: Electrical permit issued 02/17/2010; no inspections. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 06/24/2010 if the owner does not comply with the Notice and Order.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2010**

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
<b>110 E Wilkins St (5-0206)</b>	<b>02/10/2010</b> Fire and smoke damage throughout.	02/10/2010 Condemned house.
Anthony Gittens	<b>New this month</b>	02/10/2010 Notice and Order mailed to owner(s). Owner was given 90 days to complete
House		repairs. 05/10/2010 Reinspection scheduled.
		Permit Information: Building permit issued
		03/01/2010; no inspections.
		<b>Current Status: Property is being monitored by Inspection Division.</b> Will go before Building Code Board of Appeals on 06/24/2010 if the owner does not comply with the Notice and Order.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2010**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
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**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions	
<b>516 Blackman Ave (1-0300)</b> OSB Community Bank  House	12/3/09 Fire damage throughout structure.	12/03/09 Condemned house.	12/07/09 Notice and Order mailed to owner(s). Owner was given 30 days to complete demolition. 01/08/2010 Reinspection scheduled.  Permit Information: Demolition permit issued 12/16/09; finalized 3/12/2010.
		released from condemnation.	Current Status: House demolished by owner,
<b>527-29 N Blackstone St (1-0245)</b> Christopher Real Estate LLC  House	07/24/09 Fire damage throughout. Unsafe gas/mechanical systems.	07/24/09 Condemned house.	07/26/09 Notice and Order mailed to owner(s). Owner was given 4 months to complete repairs or demolish structure. 11/30/09 Reinspection conducted, no change in status of property.  12/18/09 Staff recommended continuing until January to allow owner time to get court papers signed dismissing the lawsuit.  12/18/09 Board UPEHLD Notice and Order, bids to be requested for demolition.
		issued 02/09/2010; no inspections.	Permit Information: Demolition permit
		awarded. Owner plans on demolishing.	Current Status: Demolition bids received, not

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<hr/> <hr/>		

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
<b>1501 S Jackson St (4-1559)</b> Kenneth Zaggy  Commercial	11/24/09 Fire damage throughout structure.	11/24/09 Condemned commercial building.  12/02/09 Notice and Order hand delivered to owner(s). Owner given 7 days to install a fence, provide a timeline for repairs/demolition and pull permit. 180 days from the date of permit to complete.  12/18/09 Staff recommended tabling until the January meeting. Owner looking at selling property to someone who will clean up and rehabilitate.  12/18/09 Board tabled until the January Board meeting.  01/28/2010 Staff recommended continuing until the June meeting. Owner has provided performance agreement and should be done by end of May.  01/28/2010 Board continued until the May Board meeting.  Permit Information: Demolition permit issued 01/27/2010; no inspections. Fence permit issued 12/23/2009; no inspections.  Current Status: Property scheduled for the 05/27/2010 Building Code Board of Appeals meeting.
<b>1111 Lansing Ave (1-0654)</b> Karen Lenardson  House	10/01/09 Fire damage throughout.	10/01/09 Condemned house.  10/23/09 Notice and Order mailed to owner(s). Owner was given 4 months to complete repairs or demolish structure.  02/26/2010 Reinspection scheduled.  01/28/2010 Staff recommended UPHOLDING Notice and Order. Owner should be receiving insurance funds within a couple of weeks and plans to demolish.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
=====	=====	=====
		01/28/2010 Board UPHELD Notice and Order, bids for demolition to be requested.
		Permit Information: Demolition permit issued 02/05/2010; finalized 03/03/2010.
		Current Status: House has been demolished by owner, released from condemnation.
<b>711 Leroy St (8-1454)</b>	05/08/09 South roof area has open voids in roof system. Rafter support system	05/06/09 Condemned garage.
Mark Zaborowski		05/19/09 Notice and Order mailed to owner(s). Owner given 60 days to complete repairs.
Garage	weather damaged and buckling.	07/20/09 Reinspection conducted, no change in condition/no work.
		08/21/09 Staff recommended UPHOLDING Notice and Order.
		08/21/09 Board UPHELD Notice and Order, bids to be requested for demolition.
		Permit Information: Demolition permit for garage issued to owner 09/03/09, has since expired. 11/23/09 demolition permit issued to Dunigan Brothers; finalized 03/01/2010.
		Current Status: Garage demolished per Building Board order, released from condemnation.
<b>1220 Loeser Ave (3-1880)</b>	09/21/09 Detached garage deteriorated and decayed.	09/21/09 Condemned garage.
Dale Bartell		09/23/09 Notice and Order mailed to owner(s). Owner was given 45 days to complete
Garage		repairs or demolition.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
		<p>11/09/09 Reinspection scheduled.  <b>County update – 2008 taxes are delinquent.</b></p>
		<p>11/20/09 Staff recommended continuing until December to allow time to contact the bank.            11/20/09 Board continued until the December meeting.</p>
		<p>12/18/09 Staff did not make a recommendation.            12/18/09 Board tabled until the January Board meeting to allow bank time to take possession.</p>
		<p>01/28/2010 Staff recommended UPHOLDING Notice and Order.            01/28/2010 Board UPHELD Notice and Order, bids to be requested for demolition.</p>
		<p>issued 02/01/2010, finalized 02/18/2010.            Permit Information: Demolition permit</p>
		<p>owner, released from condemnation.            Current Status: Garage demolished by</p>



**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
<b>902 Maple Ave (4-0857)</b> Anthony Gittens  House	10/05/09 Fire and smoke damage.	10/05/09 Condemned house.  10/28/09 Notice and Order mailed to owner(s). Owner given 4 months to complete repairs. 03/01/2010 Reinspection revealed temporary tarp and boarded up to north fire damaged roof. Recheck in 1 month and if no progress schedule for building board.  Permit Information: Building permit issued  02/04/2010; no inspections.  Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 03/25/2010 if the owner does not comply with the Notice and Order.
<b>1317 E Michigan Ave (6-0382)</b> Jose Delossantos  Stairs	07/09/09 South stairway and south 2 <sup>nd</sup> story guardrail is structurally unsafe.	07/09/09 Condemned stairs.  07/15/09 Notice and Order mailed to owner(s). Owner was given 30 days to complete repairs. 10/14/09 Reinspection conducted, no progress.  11/20/09 Staff recommended UPHOLDING Notice and Order. 11/20/09 Board UPHELD Notice and Order, bids to be requested for demolition.  Permit Information: No permits issued to date.  Current Status: Bids for demolition requested  February 8, 2010.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
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**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
<b>1421 E Michigan Ave (6-0566)</b> Hakim/Chaudhri Bashir LLC House	08/06/09 Open and accessible. Porch rotted with open holes through floor system.	08/06/09 Condemned house. 08/14/09 Notice and Order mailed to owner(s). Owner was given 45 days to complete repairs. 11/19/09 Reinspection conducted, no change in status of property. <b>County update – 2006, 2007 and                      2008 taxes are delinquent.</b> 12/18/09 Staff recommended UPHOLDING Notice and Order. 12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested. Permit Information: No permits issued to date. Current Status: Bids for demolition requested January 26, 2010.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
<b>416 Oak St (7-0175)</b> <b>Jamie Cox (new owner 9/2009)</b> Gary Cox Single Family Home	05/22/09 Foundation deteriorated and decayed and structure open and accessible.	05/22/09 Condemned house. 05/28/09 Notice and Order mailed to owner(s). Owner was given 90 days to complete repairs. 08/31/09 Reinspection conducted, owner making progress. 10/01/09 Administrative reinspection, still dangerous and unsafe. 10/16/09 Staff recommended tabling until the November meeting. Owner has started repairs but needs more time. 10/16/09 Board tabled until the November meeting. 11/20/09 Staff recommended tabling until the December meeting. Owner continues to make progress, nearing completion. 11/20/09 Board tabled until the December meeting. 12/18/09 Staff recommended UPHOLDING Notice and Order. 12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested. Permit Information: No permits issued to date. <b>Current Status: Bids for demolition requested</b> January 26, 2010.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions	
514 N Pleasant St (8-0365)	10/01/09 Fire damage throughout structure.	10/01/09 Condemned house.	11/5/09 Notice and Order mailed to owner(s).
Daryl Hoskins		Owner was given 90 days to complete	repairs.
House			02/08/2010 Reinspection scheduled.
			01/28/2010 Staff recommended continuing until the February meeting to allow owner time to work with his insurance company on a settlement.
		February 25, 2010, Board meeting.	01/28/2010 Board continued until the
			02/25/2010 Staff recommended tabling until March. Owner is awaiting insurance settlement to start repairs.
		Board meeting.	02/25/2010 Board tabled until the March
			Permit Information: No permits issued to
		date.	
			Current Status: Property scheduled for the
		03/25/2010 Building Code Board of Appeals meeting.	

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
<b>317-19 Union St (4-1208)</b> Dale Bartell	07/21/09 Rear lean too roof system of barn collapsing. Support structure collapsed	07211/09 Condemned garage. 07/08/09 Notice and Order mailed to owner(s). Owner was given 60 days to complete repairs or demolish. 09/25/09 Reinspection conducted, owner has started repairs. 10/16/09 Staff recommended tabling until December. Owner has pulled the permit and started repairs. 10/16/09 Board tabled until the December Board meeting. 12/18/09 Staff recommended UPHOLDING Notice and Order. 12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested. 02/25/2010 Staff recommended tabling until April. Owner to make repairs as soon as the weather breaks. 02/25/2010 Board tabled until the April Board meeting. Permit Information: Building permit issued 10/12/09, no inspections. Current Status: Property scheduled for the 04/29/2010 Building Code Board of Appeals meeting.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions	
322 W Wesley St (4-0298) Thomas Wilson	10/01/09 Fire damage throughout house.	10/01/09 Condemned house.	10/06/09 Notice and Order mailed to owner(s). Owner was given 4 months to complete repairs or demolish. 02/08/2010 Reinspection scheduled.
House		UPHOLDING Notice and Order. Order, bids for demolition to be requested.	02/25/2010 Staff recommended 02/25/2010 Board UPHELD Notice and
		date.	Permit Information: No permits issued to
			<b>Current Status: Building Board UPHELD</b>
			Notice and Order, bids for demolition to be requested 03/19/2010.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
<b>326 W Wesley St (4-0300)</b> <b>Wells Fargo Bank (new owner)</b>	06/23/09 Tree has fallen onto southwest corner of garage breaking hip rafters.	06/23/09 Condemned garage. 07/01/09 Notice and Order mailed to owner(s). Owner was given 90 days to complete repairs. 10/14/09 Reinspection conducted, no progress.
Garage	West side garage open with holes through roof and weather damaged rafters.	11/20/09 Staff recommended continuing until December to allow bank time to compare the cost of demolition vs. cost of repairing. 11/20/09 Board continued until the December meeting.
		12/18/09 Staff recommended UPHOLDING Notice and Order. 12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested.
		12/31/09 Received letter from owner requesting reconsideration. Placed on January agenda.
		01/28/2010 Staff recommended continuing until the February meeting. Bank attempted repairs but repairs are unacceptable. 01/28/2010 Board continued until the February BCBA meeting.
		02/25/2010 Staff made no recommendation.
		02/25/2010 Board denied request for reconsideration.
		Permit Information: No permits issued to date.
		Current Status: Bids for demolition to be requested 03/19/2010.



**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
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**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
<b>605 Williams St (4-0777)</b> Starting Point Financial Porch	08/06/09 Front porch system rotted. Second story stair system fire damaged and unsafe. Rotted floor landing (2 <sup>nd</sup> story).	08/06/09 Condemned porch. 08/13/09 Notice and Order mailed to owner(s). Owner was given 30 days to complete repairs. 10/14/09 Reinspection conducted, no progress. 11/20/09 Staff recommended UPHOLDING Notice and Order. 11/20/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: No permits issued to date. Current Status: Bids for demolition requested February 8, 2010.
<b>1013 Williams St (4-0903)</b> Enroy Tomlinson Garage	11/09/09 Fire damage to garage.	11/09/09 Condemned garage. 11/10/09 Notice and Order mailed to owner(s). Owner was given 30 days to demolish garage. 12/11/2010 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 03/25/2010 if the owner does not comply with the Notice and Order.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
<b>1228 Williams St (4-0998)</b> Christopher Lloyd-Bowser	02/20/09 Roof system is rotted and caving in; open holes throughout roof system.	02/20/09 Condemned garage. 02/27/09 Notice and Order mailed to owner(s). Owner was given 45 days to demolish. 04/17/09 Reinspection revealed owner has pulled permit and work has started.
Garage	Entry doors missing.	Permit Information: Building permit to repair roof issued 05/08/09, no inspections. Permit expired 11/4/09.  12/18/09 Staff recommended UPHOLDING Notice and Order. 12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested.  Permit Information: Building permit issued 05/08/09; expired 11/04/09.  Current Status: Bids for demolition requested  January 26, 2010.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
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**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2008**

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
<b>320 W Biddle St (4-0549)</b> <b>Teri Pedersen (new owner 1/2010)</b> County of Jackson (new owner 5/2009) MoHawk United LLC	10/17/08 Open front and back door and broken windows. Interior unfit for human habitation.	10/17/08 Condemned house. 10/24/08 Emergency Order signed. 10/27/08 Property secured by DPW. 10/29/08 Notice and Order mailed to owner(s). 12/08/08 Reinspection conducted; property is secured and roof is tarped. 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: Roofing permit issued 03/04/2010; no inspections. Current Status: Bid for demolition awarded 08/24/09. County sold property, awaiting deed. Demolition on hold, new owner plans to repair.

**CITY OF JACKSON**  
**CONDEMNED PROPERTIES 2008**  
(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions	
<b>800 S Mechanic St (4-0600)</b> Gregory Cole Multi Family Dwelling	08/06/08 Open doors and windows, damaged walls and floor in back bathroom on first floor.	08/06/08 Condemned house. 08/08/08 Emergency Order signed.	08/08/08 Property secured by DPW. 08/13/08 Notice and Order mailed to owner(s). 09/17/08 Reinspection conducted; no change in status. 02/20/09 Staff recommended continuing until March. 02/20/09 Board continued until the March Board meeting. 03/20/09 Staff recommended UPHOLDING Notice and Order. 03/20/09 Board UPHELD Notice and Order, bids to be requested for demolition. 06/19/09 Staff recommended UPHOLDING Notice and Order. 06/19/09 Board UPHELD Notice and Order, bids to be requested for demolition. 07/03/09 Owner filed Circuit Court action. 01/19/2010 Circuit Court action dismissed. Permit Information: Electrical permit issued 12/23/08; 01/14/09 rough approved. Building permit reinstated 04/22/09, no inspections. <b>Current Status: Bids for demolition requested  on January 26, 2010.</b>

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2008**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
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**CITY OF JACKSON**

**HAZARDOUS PROPERTIES**

(Secured and Released)

<b>Property Address (Stencil #)</b>	<b>Date of Compliant</b>	<b>Date Owner Notified</b>	<b>Date Referred to DPW or Contractor</b>	<b>Date Secured</b>
<b>1042 Chittock Ave (4-0813)</b> Geller Property Investment Proprietor House	02/19/2010	03/03/2010	Awaiting 72 hour follow up inspection	
<b>1220 E Ganson St (8-1296)</b> Gary Williams House	2/17/2010	02/18/2010	02/27/2010	
<b>1041 S Jackson St (4-0672)</b> DBO LLC House	03/01/2010	03/03/2010	Awaiting 72 hour follow up inspection	
<b>1010 Maple Ave (4-0902)</b> Scott/Melissa Hiller House	02/19/2010	03/03/2010	Awaiting 72 hour follow up inspection	
<b>332 W Wilkins St (4-0404)</b> Samuel Squires Apartment	01/25/2010	01/26/2010	02/01/2010	02/18/2010
<b>1013 Williams St (4-0903)</b> Enroy Tomlinson House	02/19/2010	03/03/2010	Awaiting 72 hour follow up inspection	
<b>113 Wren St (5-1030)</b> Bryce Peters Financial Corp House	02/16/2010	02/18/2010	02/25/2010	02/26/2010



**CITY OF JACKSON**

**UNFIT FOR HUMAN HABITATION**

(Notice to Vacate)

<b>Property Address (Stencil #)</b>	<b>Reason Vacated</b>	<b>Date of Complaint</b>	<b>Date Vacated</b>	<b>Reported by</b>	<b>Vacated by</b>	<b>Date Released</b>
<b>729 Lansing Ave (1-0408)</b> Leisa Stull House	Unsanitary living conditions	02/01/2010	02/01/2010	JPD	Brian Taylor	02/08/2010

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City Clerk

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

April 21, 2010

**TO: Honorable Mayor and City Councilmembers**

**FROM: Angela Arnold, Deputy City Clerk** *Angela*

**RE: Establishment of a Public Hearing on the Request filed by American Tooling Center, Inc., located at 1150 S. Elm Street, for an Application for an Industrial Facilities Exemption Certificate**

American Tooling Center, Inc., has submitted the attached application for an Industrial Facilities Exemption Certificate for personal property for their facility located at 1150 S. Elm Street.

Requested action is for the City Council to establish a public hearing on May 11, 2010, on the application. Notification letters will be sent to the applicant and the legislative body of taxing units, which levy ad valorem taxes within the City informing them of the public hearing.

Thank you.

Attachment

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

# Application for Industrial Facilities Tax Exemption Certificate

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

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

To be completed by Clerk of Local Government Unit	
Signature of Clerk <i>Gynn Fessel, City Clerk</i>	Date received by Local Unit <i>April 1, 2010</i>
STC Use Only	
Application Number	Date Received by STC

**APPLICANT INFORMATION**

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) <i>AMERICAN TOOLING CENTER, INC.</i>		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) <i>3544</i>	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) <i>1150 S. ELM ST.</i>		1d. City/Township/Village (indicate which) <i>JACKSON</i>	1e. County <i>JACKSON</i>
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(1)) <input type="checkbox"/> Research and Development (Sec. 2(9))		3a. School District where facility is located <i>JACKSON</i>	3b. School Code <i>38170</i>
		4. Amount of years requested for exemption (1-12 Years) <i>12 YEARS</i>	

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

SEE EXHIBIT A

6a. Cost of land and building improvements (excluding cost of land) .....	▶ <u>0</u>
* Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	
6b. Cost of machinery, equipment, furniture and fixtures .....	▶ <u>1,179,000</u>
* Attach itemized listing with month, day and year of beginning of installation, plus total	
6c. Total Project Costs .....	▶ <u>1,179,000</u>
* Round Costs to Nearest Dollar	
Real Property Costs	
Personal Property Costs	
Total of Real & Personal Costs	

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

	Begin Date (M/D/Y)	End Date (M/D/Y)		
Real Property Improvements	<u>N/A</u>	<u>N/A</u>	▶	<input type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements	<u>3/1/10</u>	<u>8/31/10</u>	▶	<input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

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

9. No. of existing jobs at this facility that will be retained as a result of this project. <i>20</i>	10. No. of new jobs at this facility expected to create within 2 years of completion. <i>20</i>
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11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land) .....	<u>N/A</u>
b. TV of Personal Property (excluding inventory) .....	<u>N/A</u>
c. Total TV .....	<u>N/A</u>

12a. Check the type of District the facility is located in:

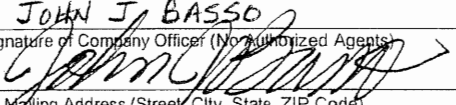
Industrial Development District #5       Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit) <i>April 19, 1977</i>	12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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**APPLICANT CERTIFICATION - complete all boxes.**

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

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

13a. Preparer Name <b>GARY A. GIZINSKI</b>	13b. Telephone Number <b>517 522-8411</b>	13c. Fax Number <b>517 522-8078</b>	13d. E-mail Address <b>GAG@DTG.US.COM</b>
14a. Name of Contact Person <b>GARY A. GIZINSKI</b>	14b. Telephone Number <b>517 522-8411</b>	14c. Fax Number <b>517 522-8078</b>	14d. E-mail Address <b>GAG@DTG.US.COM</b>
▶ 15a. Name of Company Officer (No Authorized Agents) <b>JOHN J. BASSO</b>			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number <b>517 522-8078</b>	15d. Date <b>3/23/10</b>
▶ 15e. Mailing Address (Street, City, State, ZIP Code) <b>4111 MT. HOPE GRASS LAKE MI 49240</b>		15f. Telephone Number <b>517 522-8411</b>	15g. E-mail Address <b>JBASSO@DTG.US.COM</b>

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

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

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

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

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

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

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

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

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

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

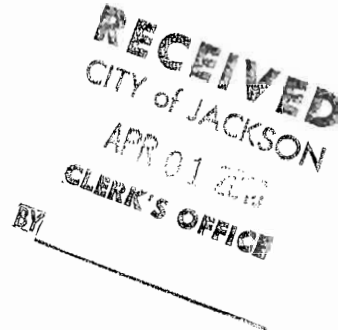


AMERICAN TOOLING CENTER INC.  
A Diversified Tooling Group Company

PHONE: 517-522-8411  
FAX: 517-522-8078

March 30, 2010

City Clerk  
City of Jackson  
161 W. Michigan Avenue, 1<sup>st</sup> Floor  
Jackson, MI 49201



To Whom It May Concern:

Enclosed please find the application for an Industrial Facilities Exemption Certificate on behalf of American Tooling Center, Inc. (ATC) as well as a check for \$157.00. I have included an original application as well as two (2) additional copies for your review. The package also contains:

- Exhibit A – General Description of the Proposal
- Company Brochure
- Exhibit B – Detailed List of Capital Expenditures
- Copy of Existing Building Lease
- Legal Description of the Property
- Affidavit of Fees

American Tooling Center has been operating in Grass Lake since 1993 and has recently expanded its operations to the RTD building on Elm Street, where we lease roughly 40,000 square feet. During 2010, ATC is fortunate that it has the opportunity to grow its operations and potentially add several new jobs over the next year or two. In order to do this however, a significant capital investment will be required. On behalf of ATC, we respectfully ask that you consider granting tax abatements for this new equipment, helping us to remain competitive in today's tough economic environment. I will look forward to attending the next city meeting and to further explain the details of our application. In the meantime, please contact me at 517 522-8411 should you have any questions or I can provide you additional information. Thank you.

Sincerely,

Gary A. Gizinski  
Vice President - Treasurer



AMERICAN TOOLING CENTER INC.  
A DIVERSIFIED TOOLING GROUP COMPANY

PHONE: 517-522-8411

FAX: 517-522-8078

**American Tooling Center, Inc.**  
**Application for Industrial Facilities Exemption Certificate**  
**Exhibit A**

**General Business Operations**

American Tooling Center, Inc. (ATC) has historically been a world-class manufacturer of sheet metal and aluminum production hard dies to the automotive industry. The Company's automotive customer base includes domestic and foreign automotive manufacturers, major Tier I suppliers and a variety of North American and Global tool and die stamping facilities. The tooling process, manufacturing of dies and plant operations are considered "highly skilled" and consist of the following:

- Design of Dies using computerized Solids Die Design Software.
- CNC Machining of the raw castings using high quality CNC Mills.
- Die Construction of the production dies using the many journeymen tool and die makers employed by American Tooling Center.
- Tryout of the dies using fourteen (14) major mechanical presses ranging in size from 800 – 3250 tons and bed sizes of 124" x 84" to 180" x 96"

American Tooling Center is recognized **globally** as a leader in the engineering, program management, manufacturing and buyoff of large, class 1 sheet metal and aluminum production dies for the auto industry.

With that said, recent economic conditions within Michigan and the domestic auto industry have pushed ATC to expand into other non-automotive markets. The Company has made significant inroads to these new industries and now offers machining, fabrication, cutting, welding and assembly for a variety of sheet metal, aluminum and heavy gage plating. These new customers are outside the automotive sector and include the military, alternative wind energy, foundry and aerospace industries. Major non-automotive customers include: Demmer Corporation, General Dynamics Land Systems, Columbus Steel, Northrup Grumman, AAER Wind, Bay Cast Foundry, Allied Gator and Odyssey.

The Company employs roughly 120 full time employees, the majority of which are highly skilled, with many years of tool and die work experience. Despite the large capital investments required at American Tooling Center, the basis for the successful delivery of our manufacturing processes to our diverse customer base is dependent upon a highly skilled labor force. The Company places a major emphasis on the training and cross training of its employees. We are one of the very few companies remaining that still has a federally approved Tool & Die Apprenticeship program in place. In addition, the company also pays for 100% tuition costs for all employees schooling and participates in various seminars, dependent upon the location and subject matter.



AMERICAN TOOLING CENTER INC.  
A Diversified Tooling Group Company

PHONE: 517-522-8411  
FAX: 517-522-8078

For your convenience and review, I have enclosed an abbreviated Company Brochure to aid in the understanding of the business operations.

### Description of Proposed Project

As American Tooling Center continues to strive to expand its customer base outside the auto industry, it has become essential to purchase equipment that increases our current capabilities. The proposed project will enable the company to seek manufacturing work that would have otherwise, not been available. It is the specific purpose of this project to accomplish this through:

- Capital investments, consisting of specialized equipment, which increases the capabilities and capacity of workflow through the manufacturing process. We have identified certain pieces of equipment that will enable American Tooling Center to expand its product and services into non-automotive industries.
- Addition of labor (both skilled and entry level) to meet the demands of the customer.

It is important to note that the new equipment purchases can also be used to support our existing automotive work as well.

The key part of the project includes the purchase and installation of a large, **HPR 260 amp High Definition Plasma Cutting Machine**. The cutting envelope for this plasma cutter is 120" x 720". We are now capable of plasma cutting a wide variety of thick gage aluminum and steel plating (up to 3" thick) in addition to heavy armor plating. This process is used for a variety of Military applications as well as in the fabrication for many of the components required in Alternative Energy Windmills. The additional equipment included in this proposal will supplement, expand and enhance the plasma cutting work. We are extremely excited about the future work and potential job opportunities this new equipment will bring.

# American Tooling Center, Inc.

*A Division of Diversified Tooling Group*



American Tooling Center, Inc. is a modern state-of-the-art Tool and Die facility. Our full service operation was designed and constructed in 1989 as a world class production die facility, which emphasizes a CAD/CAM/CNC utilization.

Our current facility includes a 125,000 sq. ft. building situated on thirty acres of property conveniently located on the I-94 corridor between Ann Arbor and Jackson.

The equipment located within our facility is of the very latest technology available and is fully complimented by our staff of 155 highly trained personnel. We supplement employees on the job training with a company sponsored two year associate college degree program and a federally approved Tool & Die apprenticeship program.

American Tooling Center, Inc. is associated with Superior Cam, Inc., Bespro Pattern, Inc. and Midland Design Service, Inc.

American Tooling Center provides a full service tool process from CAD product data to production die buyoff. We assign a qualified Project Manager to provide program management, engineering expertise, communication and assure quality and timing.

## **Awards:**

ISO-9002 Registration

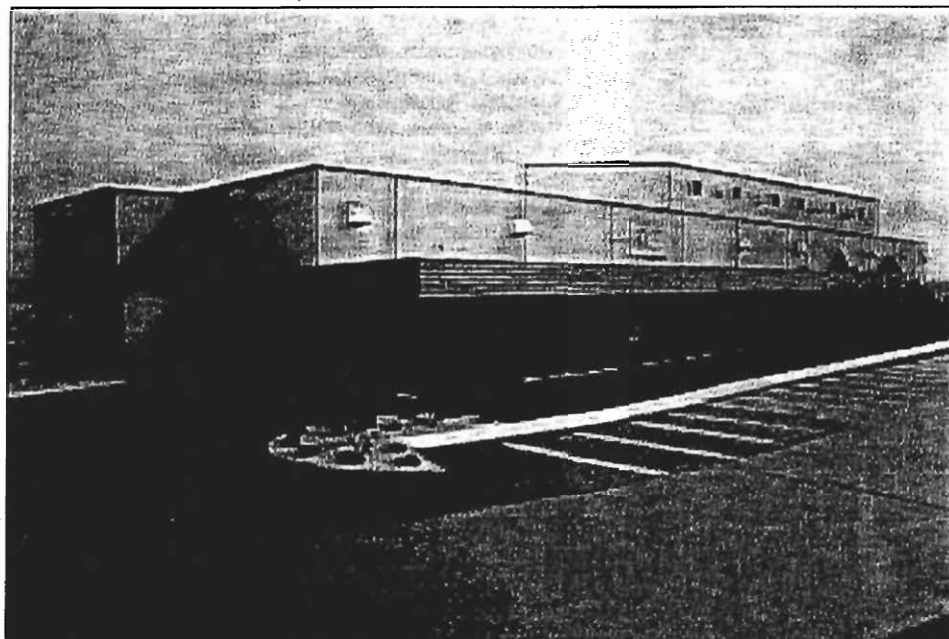
Ford Q1 Award

GM Truck Group Quality Award

Saturn Quality Achievement Award

Saturn Outstanding Performance Award

QS-9000-TE Registration



4111 Mt. Hope Road • Grass Lake, MI 49240  
Phone: (517) 522-8411 • Fax: (517) 522-8078  
[www.AmericanToolingCenter.com](http://www.AmericanToolingCenter.com)





## Customer List

Chrysler Corporation LLC  
 Ford Motor Company  
 General Motors Corporation  
 Magna / Cosma Corp.  
 Toyota Motor Mfg.  
 Freightliner Corporation  
 Honda  
 Mercedes  
 Demmer Corporation  
 Fuji Technica, Inc.  
 Ogihara America Corp.  
 AZ Automotive  
 International Truck & Eng.  
 Columbus Steel  
 BMW Manufacturing  
 IC Corporation  
 Odyssey, Inc.  
 General Dynamics  
 Bay Cast, Inc.  
 Martinrea  
 Pullman Industries  
 Hodge Foundry  
 Taylor Welded Blanks  
 Worthington Steel  
 Morris Bean  
 F & P America  
 Lapeer Industries  
 Massiv Die-Form  
 Amite Foundry

## Equipment List

### CAD Equipment

- 6-Unigraphics NXII, NX3 and V18 Workstations
- 6-Catia V5 Workstations
- 1-CAD Data Server
- 5-Solidworks CAD Packages
- 5-Sescoi (WorkNC) CAD/CAM Packages
- 4-INCAD CAD Packages
- 5-RTM (Lemoine, MTI) CAD/CAM Packages
- 5-Tebis CAD/CAM, V 3.3 R2, stations
- 25-Smirt Solid Design viewing stations, located on the shop floor, machine line & CAD room.
- 25-Smirt NC Linear machining stations at the machine line
- 1-Step Translator
- 1-36" H.P. 750c Plotter
- 1-36" H.P. 1050c Plotter
- 1-E-drawing publisher
- Shop wide Ethernet System – T1 Connection

### CNC Mills/Laser Equipment

- 1-Mecof boring mill, 118" x 330" x 65" (5 Axis)
- 1-Okuma bridge, 80 x 160 table with 58 in Z (5 Axis)
- 4-OKK, 30 x 60 table by 28 in Z
- 4-Pratts, 72 x 120 table by 60 in Z
- 2-Pratt finishers, 72 x 120 table by 60 in Z
- 1-G&L 8000 boring mill, 72 x 168 table, 110 vertical
- 1-Cincinnati boring mill, 96 x 204 table, 96 vertical
- 1-G&L manual boring mill, 60 x 120 table, 96 vertical
- 1-Parpas Horizontal Mill 60 x 120 x 50 (5 axis)

### Fabrication Equipment

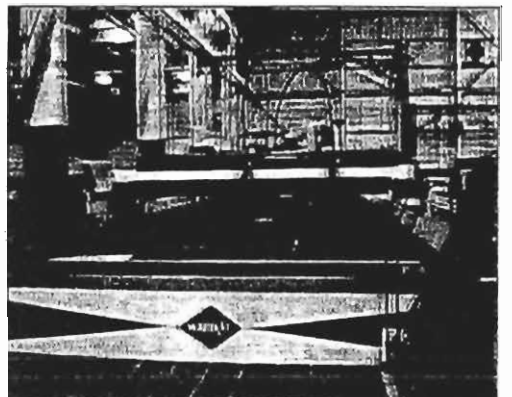
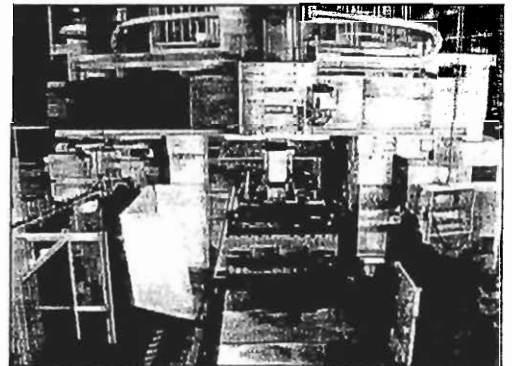
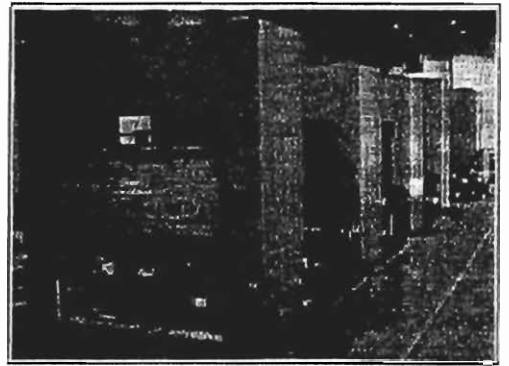
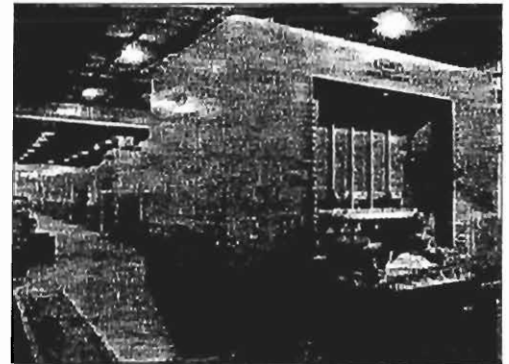
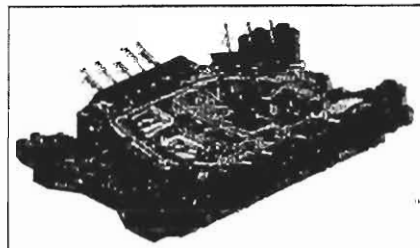
- 1-7' x 13' Oman Water Jet Machine
- 2-13' x 30' Ward Jet Water Jet Machines
- 1-12' x 70" Table Size AKS Plasma Machine
- 2-2D 4000 Watt Laser Machines
- 6-Prima, Rapido 5-axis Laser Machines
- 1-12' Wysong Heavy Duty Cutting Shear
- 10-Lincoln 455 M-Power Wave Welders
- 2-Lincoln CV400 Power Wave Welders
- 2-Lincoln CV305 Power Wave Welders

### Coordinate Measuring Machine Equipment

- 1-Brown and Sharpe D.E.A. CMM
- 3-Atos White Light Scanners

### Press Equipment

- 1-W1 Danly Toggle Press 3250 Ton (180" x 96")
- 1-W2 Danly 1000 Ton Straight Side Press (180" x 96")
- 1-W3 Danly 1250 Ton Straight Side Press (180" x 96")
- 1-W4 Danly 1000 Ton Straight Side Press (180" x 96")
- 1-W5 Danly 1000 Ton Straight Side Press (180" x 96")
- 1-Danly Toggle Press 1950 Tons (132" x 84")
- 1-Danly Toggle Press 1600 Tons (132" x 84")
- 2-Clearing Straight Side Presses 900 Tons (124" x 84")
- 5-Danly Straight Side 800 Ton Presses (124" x 84")





AMERICAN TOOLING CENTER INC.  
A Diversified Tooling Group Company

PHONE: 517-522-8411  
FAX: 517-522-8078

**American Tooling Center, Inc.**  
**Application for Industrial Facilities Exemption Certificate**  
**Exhibit B**

<b>Manufacturing Equipment Expenditures</b>	<b>Amount</b>	<b>Estimated Start Date</b>	<b>Estimated End Date</b>
One (1) HPR260 Plasma Cutting Machine	\$ 625,000	03/01/10	05/31/10
325 Ton Hydro-Mechanical Press Brake	\$ 120,000	04/01/10	04/30/10
One (1) Small Bridgeport Boring Mill	\$ 25,000	06/01/10	07/31/10
Two (2) Lincoln Welding Stations	\$ 24,000	06/01/10	07/31/10
Media Blasting Station	\$ 60,000	07/01/10	08/31/10
Military Grade Paint Booth	\$ 175,000	07/01/10	08/31/10
Two (2) Material Handling Carts	\$ 20,000	06/01/10	06/30/10
Miscellaneous Electrical Upgrades	\$ 30,000	03/01/10	08/31/10
One (1) Robotic Welding Cell	\$ 100,000	07/01/10	08/31/10
<b>Total Projected Capital Investment</b>	<b>\$ 1,179,000</b>		



AMERICAN TOOLING CENTER INC.  
A Diversified Tooling Group Company

PHONE: 517-522-8411  
FAX: 517-522-8078

**American Tooling Center, Inc.**  
**Application for Additional Facilities Exemption**  
**Certificate**  
**Supplemental Information #1**

**Legal Description**

All of Blocks 1,2,3,4,5 and that part of Blocks 6,9,10 and 11 lying south of airline right-of-way, also the South 250 feet of Blocks 12 and 13, except Lot 2, Block 6, also except the North ½ of Lot 9, Block 11, Morgan Addition.

**PROPERTY IDENTIFICATION NUMBER**

Address: 1150 South Elm  
6-1528.A000

TAX ABATEMENT AFFIDAVIT

STATE OF MICHIGAN )  
 ) SS:  
COUNTY OF JACKSON)

NOW COMES LYNN FESSEL, City Clerk of the City of Jackson, Michigan, and AMERICAN TOOLING CENTER, INC., the applicant for an Industrial Facilities Exemption Certificate, and by way of affidavit says as follows:

1. That she is the City Clerk in and for the City of Jackson, Michigan.
2. That as part of her duties, she is in charge of the Industrial Facilities Tax process at its inception for both district creation and for the final local approval involved in the issuance of a certificate by the State Tax Commission.
3. That by virtue of the above, she receives any and all fees charged for processing the tax abatement requests.
4. That a fee of \$157.00 was charged to the applicant for personal property.

Dated: April 1, 2010

Lynn Fessel  
Lynn Fessel

Subscribed and sworn to before me, this 1<sup>st</sup> day of April 2010.

ANGELLA L. ARNOLD  
Notary Public, State of Michigan  
County of Jackson  
My Commission Expires May. 14, 2015  
Acting in the County of Jackson

Angella Arnold  
Notary Public, Jackson County, Michigan

My Commission Expires: 5-14-2015

AMERICAN TOOLING CENTER, INC.

Company Name

Dated: 4/6/10

By:

Gary A. Gizinski  
Applicant GARY A. GIZINSKI

Subscribed and sworn to before me, this 6<sup>th</sup> day of April 2010.

**JULIE M. RINGE**  
Notary Public, State of Michigan  
County of Jackson  
My Commission Expires Dec. 4, 2011  
Acting in the County of Jackson

Julie M. Ringe  
Notary Public, Jackson County, Michigan

My Commission Expires: 12-4-2011

**INDUSTRIAL FACILITIES TAX EXEMPTION AGREEMENT**

AGREEMENT made this 7 day of APRIL, 2010, by and between the CITY OF JACKSON, a Michigan municipal corporation, with offices at 161 West Michigan Avenue, Jackson, Michigan 49201 (hereinafter "City"); and **AMERICAN TOOLING CENTER, INC.**, a Michigan corporation, with offices located at 1150 S. ELM STREET, City of Jackson, Jackson County, Michigan (hereinafter "Applicant").

**WHEREAS**, the City has received an application from Applicant for the issuance of an Act 198 Tax Exemption Certificate for its MANUFACTURING EQUIPMENT EXPENDITURES (describe project) (the "Project") that was established as an Industrial Development District (the "District") by the City of Jackson on \_\_\_\_\_; and

**WHEREAS**, Public Act 334 of 1993 requires a written agreement between the City and the Applicant before an Industrial Facilities Exemption Certificate can be approved by the Michigan Department of Treasury;

**NOW, THEREFORE**, in consideration of the approval of the Industrial Facilities Exemption Certificate, it is hereby agreed by and between the parties hereto as follows:

1. The Applicant, as a result of said improvements, shall use its best efforts to create not less than 20 new full time equivalent jobs and relocate and retain not less than 20 full time equivalent existing jobs from its current location within two years after the completion of its Project.
2. Applicant expects that the costs of the improvements proposed to be constructed on the basis of which the Industrial Facilities Exemption Certificate is issued, shall be within 10 percent (10%) of the estimated amount stated in the Applicant's application for the certificate.

3. The Applicant will not cease its operations within the District prior to the termination of the Industrial Facilities Exemption Certificate without a transfer of the certificate being approved by the City to a third party that continues adequate operations within the District or elsewhere in the City with the City's approval. Applicant will not become delinquent in payment of taxes owing under this certificate.

4. The parties agree that the City, in approving the tax abatement, has relied on the good faith of Applicant's estimates and expectations described in its application. The parties agree that exclusive jurisdiction to resolve any disputes in this Agreement shall be in Jackson County, Michigan. The City's exclusive remedy for a default shall be the right to request that the State Tax Commission either reduce the term of, or revoke, the abatement prospectively except that for a default in section 3, the Applicant shall repay the City all abated taxes which previously benefited the Applicant for disbursement proportionately to all taxing units having taxing jurisdiction over the improvements, plus all accrued interest, penalties and administration fees applicable to this exemption in the same amount as would be collected if this tax were considered delinquent and the City may, at its option, seek repayment of the taxes as allowed under section 21(2) of the tax abatement statute, MCLA 207.571(2).

The City shall not seek any remedy under this section 4 until after all of the following have occurred:

a. The City shall have given written notice to the Applicant declaring a default and specifying the manner in which the Applicant is in default. Before a default is declared, the City and the Applicant shall meet informally with appropriate representatives to discuss the claimed default and how it may be cured.

b. The Applicant has not cured that default within thirty (30) days after receiving the notice, except that if the Applicant is diligently pursuing a cure, this thirty (30) day period shall automatically be extended for an additional thirty (30) days, and further extensions of this time period may be made only upon mutual agreement of the parties.

The parties acknowledge that certain conditions beyond Applicant's control may prevent Applicant from being able to make the capital investment, create or retain jobs or comply with other conditions in this Agreement. Therefore, Applicant shall not be in default to the extent the Applicant clearly shows, to the satisfaction of the City, that the failure was caused by unfavorable economic or other business conditions, loss of business, or some other reason beyond the actual or foreseeable control of Applicant.

5. Any payments due under Paragraph 4 above may be collected by either court proceedings or by adding to the next taxes due against the Applicant's property on the next tax roll of the City.

6. It is understood that the City of Jackson encourages the Applicant to review job applications of city residents, prior to filling new jobs in its facilities. Applicant will use its best efforts to employ City residents.

7. The Applicant further agrees that it shall submit annual reports to the City and the City Assessor setting forth the progress in attaining and maintaining the requirements of this Agreement and the provisions of the application for the Industrial Facilities Exemption Certificate.

8. The Applicant further agrees that during the term of the certificate, the Applicant shall not discriminate against any person on the basis of race, creed, color, sex, religious orientation, age, or other criteria not reasonably related to any jobs created as part of the grant of this tax abatement.

9. The Applicant further agrees that if Applicant ceases its use of the Project, and another entity asks the City for a transfer of the abatement, the Applicant will cooperate with the City

regarding the transfer by advising the transferee or new owner of the terms and conditions of this Agreement and by assisting the City to obtain the signature of the authorized agent of the transferee or new owner on this Agreement or one substantively the same.

10. This Agreement contains all of the terms of the agreement between the parties with respect to its subject matter and may be amended only in writing signed by both parties.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the day and year first above written.

Signed in the presence of:

\_\_\_\_\_

**CITY OF JACKSON**

By \_\_\_\_\_

Its: Mayor \_\_\_\_\_

Deanna L. Johnson

**APPLICANT**

By Gay A. Galt

Its: VICE PRESIDENT - TREASURER



**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: 744 W. Michigan Avenue  
Historic District Commission Claim of Appeal

DATE: April 23, 2010

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The attached Claim of Appeal was received on April 22, 2010. The City of Jackson Code of Ordinance, Section 13-9 (b)(2) (a) requires that the City attempt to hear this appeal within 30 days of its filing.

This item is on your April 27, 2010 Consent Agenda to receive the Claim of Appeal of Historic District Commission decision regarding 744 West Michigan Avenue, refer the matter to the City Attorney's office for handling, and set the Appeal for hearing during the May 11, 2010 City Council Meeting in accordance with City of Jackson Code of Ordinances, Section 13-9.

Should you have any questions, please call me.

cc: Julius A. Giglio, City Attorney  
Christopher W. Lewis, Interim City Manager  
Carol Konieczki, Director of Community Development  
Grant Bauman, Region II, Historic District Commission staff  
Robert M. Grover, Attorney for Tony Pinson, M.D.

LAW OFFICES  
**ABBOTT, THOMSON & BEER, PLC**

THE BLAKE BUILDING  
180 WEST MICHIGAN AVENUE  
SUITE 601  
POST OFFICE BOX 450

**JACKSON, MICHIGAN 49204-0450**

TELEPHONE (517) 787-8570

FAX (517) 787-8571

WILLIAM M. ABBOTT  
KEVIN M. THOMSON  
BRENDON R. BEER  
COREY J. McCORD

ROBERT M. GROVER  
OF COUNSEL  
STEPHANIE S. SCHENKEL  
PARALEGAL

April 22, 2010

**HAND DELIVERED**

Lynn Fessel, City Clerk  
City Hall  
First Floor  
Jackson, MI 49201

Re: Claim of Appeal  
744 West Michigan Avenue

Dear City Clerk:

The undersigned represents Tony Pinson, M.D., owner of the property at 744 West Michigan Avenue.

On Monday, April 19, 2010, the Historic District Commission denied Dr. Pinson's application to demolish part of the building located on the subject property.

This letter is a Claim of Appeal from such decision to the Jackson City Council filed pursuant to Section 13-9 of the Historic Preservation Ordinance. I understand the Jackson City Council will attempt to hear the appeal within thirty days after this Claim of Appeal has been filed with you.

Very truly yours,

RMG/mas

cc: Susan Murphy,  
Assistant City Attorney  
Tony Pinson, M.D.

Robert M. Grover

**RECEIVED**  
CITY OF JACKSON

**APR 22 2010**

**ATTORNEY'S OFFICE**

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



MEMO TO: City Councilmembers  
FROM: Karen F. Dunigan, Mayor  
DATE: March 22, 2010  
SUBJECT: Finance Committee Recommendation

The Finance Committee met on Tuesday, April 20, 2010, with Councilmember Gaiser, and myself in attendance along with various City staff.

The Committee considered a proposal from Jeff Eccelton, Volunteer Energy Services, to become the City's alternative natural gas supplier. Volunteer Energy Services reported that it could save the City approximately \$16,000 on natural gas for the remainder of this calendar year and as much as \$20,000 in a full year. The City would enter into a contract with Volunteer Services that could be terminated at any time with no penalty. Because this proposal would produce a cost savings, no formal Council action is required. Therefore, the Committee directed the Interim City Manager to pursue a contract with Volunteer Energy Services to be the City's natural gas supplier.

The Jackson Area Fire Apparatus Maintenance Proposal was discussed. There was concern expressed about Mr. Riley being hired to work at the Fire Department where he would work on fire apparatus rather than at DPW where all other such work is performed. There was also concern about Mr. Riley becoming a member of the 345 pension plan. The Committee, Mr. Lewis, Mr. Dowling, and Chief Beyerstedt will have further discussions with Mr. Ralph Riley regarding his requirements for becoming employed by the City. This item was tabled until additional information is obtained.

The Committee agreed to recommend that the Rotation of Auditors be withdrawn as a ballot issue at this time. There is one year remaining on the current contract and the City will go out for bid as we near its expiration. Mr. Hones, the Finance Director will work with the Finance Committee to select the auditor from those bids.

The Committee considered the Assessment Policy as presented by City Assessor, David Taylor. They recommend that the City adopt a resolution to waive the penalty on the property transfer affidavit policy.

The Special Events proposed fees were tabled for further discussion.

Your consideration and receipt of this report is appreciated.

KFD:skh

**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**

April 7, 2010

**TO:** Honorable Mayor and City Council

**FROM:** Julius A. Giglio, City Attorney

**RE:** Charter Amendment Resolutions

Attached please find five proposed resolutions addressing possible amendments to our City Charter. Council will remember that at the July 7, 2009 Council meeting, Council adopted two resolutions for City Charter amendments that were subsequently submitted to the City electorate at the November 2009 election. At the July 2009 meeting, Council also directed the City Attorney to “prepare ballot language for the next election after November 3, 2009” for four additional Charter amendments. Specifically, Council voted for four possible amendments that were previously approved by the Charter Review Committee. The Charter Review Committee proposed amendments addressed the following Charter sections:

- 1) Proposal No. 11 addressed Charter Section 8.8 – Quorum;
- 2) Proposal No. 16 addressed Charter Section 11.1 – Departments;
- 3) Proposal No. 17 addressed Charter Section 11.4 – City Clerk; and
- 4) Proposal No. 20 addressed Charter Section 13.8 – Independent Audit.

I submitted the four proposed Charter Amendment Resolutions and ballot language to Assistant Attorney General George Ellworth for his “unofficial” review of proposed ballot language. Previously, Mr. Ellworth conducted a similar review prior to my submission to Council for the November 2009 election. Mr. Ellworth provided guidance and suggested some changes to the proposed ballot language. Additionally, Mr. Ellworth suggested that the resolution addressing Charter Section 11.1 be dealt with through two separate ballot questions. The Charter Review Committee’s recommendation actually addressed two issues, i.e., (1) Acknowledgment that the City may enter into agreements with neighboring jurisdictions to provide municipal services; and (2) That the police and fire departments will not be combined into a public safety department unless specifically authorized by a vote of the City electorate. (City Charter ballot proposals may only address one specific item and/or issue.) Accordingly, I have drafted a resolution that creates Section 11.1.5 to the Charter, which addresses metropolitan

departments. It should be noted that under current state law, the City may enter into agreements with neighboring jurisdictions to provide municipal services irregardless of whether there is charter language to that effect. There are now five proposed resolutions with accompanying ballot language addressing amendments to our City Charter. Council will need to decide whether you wish to adopt the resolutions and submit the proposed ballot language to the electorate. Under state law, the resolution must be adopted by a three-fifths vote of Council.

Finally, if Council adopts any of the attached resolutions, you will also need to decide which election you wish to have the charter amendments submitted to the City electorate. Under the Home Rule Cities Act, amendments to a charter proposed by the legislative body must be submitted to the electors at the “next regular municipal or general state election, or at a special election.” MCL 117.21(1) The only elections scheduled for this year are the August 3, 2010 primary and the November 2, 2010 general election. If Council wishes to submit any of the proposed amendments to the electorate at the August primary election, you will also need to establish that date as a “special election” to be held in conjunction with the August primary. A state primary election does not satisfy the statutory requirement of a “regular municipal or general state election.”

This matter will be submitted to Council at the April 13, 2010 Council meeting. For any resolution approved by Council, the City Clerk will be required to provide the adopted resolution to both the Governor’s office and the Attorney General’s office for review and approval.

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

JG/cr  
Enc.

cc w/enc.: Christopher Lewis, Interim City Manager  
Lynn Fessel, City Clerk

RESOLUTION

BY THE JACKSON CITY COUNCIL:

1. The City Council, by a three-fifths vote of its members-elect, pursuant to the authority granted by Act 279 of the Public Acts of 1909, as amended, proposes that Section 13.8 of the Charter of the City of Jackson be amended to read as follows:

**Section 13.8. Independent Audit.**

An independent audit shall be made of all funds of the city government at the close of each fiscal year. Special independent audits may be made at any time that the council may designate. All audits shall be made by certified public accountants experienced in municipal accounting. The results of all audits shall be provided directly to the council. The results of such audits shall be made public. They shall be available for inspection at the office of the clerk. No person or firm shall conduct the independent audit of the City's funds for more than four years in succession.

Provisions of existing Section 13.8 of the Charter of the City of Jackson to be altered or abrogated by such proposal, if adopted, now read as follows:

**Section 13.8. Independent Audit.**

An independent audit shall be made of all funds of the city government at the close of each fiscal year. Special independent audits may be made at any time that the council may designate. All audits shall be made by certified public accountants experienced in municipal accounting. The results of all audits shall be provided directly to the council. The results of such audits shall be made public. They shall be available for inspection at the office of the clerk.

2. The purpose of the proposed amendment is as follows:

The current section requires that an independent audit be made of all funds for the city government on an annual basis. The proposed language would require that

the city change auditors so that no auditing person or firm can conduct the audit more than four years in succession.

3. The City Clerk shall forthwith transmit a copy of the proposed amendment to the Governor of the State of Michigan for her approval, and transmit a copy of the foregoing statement of purpose of such proposed amendment to the Attorney General of the State of Michigan for his approval, as required by law.

4. The proposed charter amendment shall be, and the same is hereby ordered to be, submitted to the qualified electors of this city at an election to be held in the City of Jackson on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and the City Clerk is hereby directed to give notice of the election and notice of registration therefor in the manner prescribed by law and to do all things and to provide all supplies necessary to submit such charter amendment to the vote of the electors as required by law.

5. The proposed amendment shall be submitted to the electors in the following form, to-wit:

PROPOSED AMENDMENT TO SECTION 13.8 OF THE CHARTER OF THE CITY OF JACKSON, TO PROVIDE THAT NO PERSON OR FIRM SHALL CONDUCT THE INDEPENDENT AUDIT OF THE CITY'S FUNDS FOR MORE THAN FOUR YEARS IN SUCCESSION.

This amendment will amend Section 13.8 of the City Charter to provide that no person or firm shall conduct the independent audit of the City's funds for more than four years in succession.

Shall Section 13.8 of the City Charter be so amended?

[ ] YES  
[ ] NO

6. The proposed amendment shall be published in full together with the existing charter provisions altered or abrogated thereby as part of the notice of election.

7. The canvass and determination of the votes of said question shall be made in accordance with the law of the State of Michigan and the Charter of the City of Jackson.



STATE OF MICHIGAN )  
COUNTY OF JACKSON )  
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 \_\_\_\_\_.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Lynn Fessel, City Clerk



City Clerk

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

April 21, 2010

**TO:** Honorable Mayor and City Councilmembers  
**FR:** Angela Arnold, Deputy City Clerk *Angela*  
**RE:** Public hearings and Resolutions Confirming Assessment Roll Nos. 4187 and 4188

---

Please place the attached resolutions confirming the following special assessment rolls for the downtown meterless parking system on the April 27th City Council agenda for consideration after the public hearings are held.

Roll No. 4187 – Assessments \$150 or less

Roll No. 4188 – Assessments greater than \$150

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

Thank you.

/aa

Attachments

C: Christopher Lewis, Interim City Manager  
David Taylor, City Assessor

**RESOLUTION**

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did prepare special assessments concerning the operation of a meterless parking system for the downtown area, which assessments were by him placed on Assessment Roll No. 4187 in the amount of \$4,856.00; and

WHEREAS, notice has been duly given that the City Council and Assessor would sit as a Board of Review in the City Hall Council Chambers at 161 W. Michigan Avenue, Jackson, Michigan, on Tuesday, the 27th day of April, 2010, at 7:00 p.m. to hear any and all objections and suggestions by interested parties concerning such special assessments; and

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

NOW, THEREFORE, BE IT RESOLVED that each and every special assessment as contained in said roll is hereby confirmed and made a valid lien against the property and a valid claim against the owner thereof, and the City Clerk is hereby directed to make certifications of this determination and attach same to said roll, and to then turn said roll over to the City Treasurer for collection.

BE IT FURTHER RESOLVED that each and every special assessment as contained in this roll is due and payable sixty (60) days after approval of this resolution.

\* \* \* \* \*

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 27th day of April, 2010.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, this 28th day of April, 2010.

\_\_\_\_\_  
Lynn Fessel, City Clerk

**RESOLUTION**

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did prepare special assessments concerning the operation of a meterless parking system for the downtown area, which assessments were by him placed on Assessment Roll No. 4188 in the amount of \$31,794.00; and

WHEREAS, notice has been duly given that the City Council and Assessor would sit as a Board of Review in the City Hall Council Chambers at 161 W. Michigan Avenue, Jackson, Michigan, on Tuesday, the 27th day of April, 2010, at 7:00 p.m. to hear any and all objections and suggestions by interested parties concerning such special assessments; and

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

NOW, THEREFORE, BE IT RESOLVED that each and every special assessment as contained in said roll is hereby confirmed and made a valid lien against the property and a valid claim against the owner thereof, and the City Clerk is hereby directed to make certifications of this determination and attach same to said roll, and to then turn said roll over to the City Treasurer for collection.

BE IT FURTHER RESOLVED that each and every special assessment as contained in this roll is hereby divided into four (4) equal installments without interest, the first of which shall be due and payable within the next sixty (60) days, and one of which shall be due and payable quarterly thereafter until each of the special assessments contained in this roll has been paid in its entirety.

BE IT FURTHER RESOLVED that the unpaid balance of any special assessment contained in this roll may be paid in full at any time.

\* \* \* \* \*

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 27th day of April, 2010.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, this 28th day of April, 2010.

\_\_\_\_\_  
Lynn Fessel, City Clerk



# City Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)

120 W. Michigan Avenue • Jackson, MI 49201

Phone (517) 788-4426 • Fax (517) 788-4635

April 27, 2010

Honorable Mayor and City Council  
City of Jackson, Michigan

**Subject: PC 10-01 – Consideration of a rezoning request for parcels located at  
721 and 723 W. Franklin Street**

Dear Mayor and Councilpersons:

The City Planning Commission recently considered a rezoning request to R-4 (high density apartment and office) from R-2 (one- and two-family residential) for 721 and 723 W. Franklin Street. Both properties contain a residential building. The applicant wishes to use the properties for apartments and light office uses.

The City Planning Commission (CPC) held a public hearing on the proposal at its Wednesday, April 7, 2010 meeting. The rezoning request now comes to City Council for public hearing and possible action. The CPC and its staff both recommend disapproval of the rezoning. Rather, rezoning the properties to R-6 (residential and low-density office) is recommended. Accordingly, ordinances rezoning the properties to R-4 and R-6 are attached for your consideration along with the notice of public hearings, the staff report, and the draft minutes of the April 7, 2010 CPC meeting.

Please contact me at 768-6711 if you have any questions.

Sincerely,

Grant E. Bauman, AICP  
Principal Planner

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND SECTION 28-32, OF  
CHAPTER 28, OF THE CODE OF THE CITY OF JACKSON

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1.

That Section 28-32 of Chapter 28 of the Code of the City be, and the same hereby is, amended by changing the map of the use districts required by said Section and said Chapter, and incorporated therein by reference as follows:

Change the parcels located at 721 (3-045000000) and 723 (3-045100000) W. Franklin Street from R-2 (one- and two-family residential) to R-4 (high-density apartment and office).

Section 2.

This ordinance shall take effect thirty (30) days from date of adoption.

\*\*\*\*

Adopted:

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND SECTION 28-32, OF  
CHAPTER 28, OF THE CODE OF THE CITY OF JACKSON

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1.

That Section 28-32 of Chapter 28 of the Code of the City be, and the same hereby is, amended by changing the map of the use districts required by said Section and said Chapter, and incorporated therein by reference as follows:

Change the parcels located at 721 (3-045000000) and 723 (3-045100000) W. Franklin Street from R-2 (one- and two-family residential) to R-6 (residential and low-density office).

Section 2.

This ordinance shall take effect thirty (30) days from date of adoption.

\*\*\*\*

Adopted:



# City Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)  
120 W. Michigan Avenue • Jackson, MI 49201  
Phone (517) 788-4426 • Fax (517) 788-4635

April 7, 2010

## Application PC 10-01 Rezoning Request – Staff Recommendation

### General Information

#### Applicant

John Leicht  
13000 Bunkerhill Road  
Pleasant Lake, MI 49272

#### Project Description

The applicant wishes to use the properties for apartments and light office uses.

#### Location of Parcels

721 and 723 W. Franklin Street

#### Request

A change in zoning to R-4 (high density apartment and office) from R-2 (one- and two-family residential) is requested. Sec. 28-183 regulates the review and approval of rezoning requests.

#### Existing Land Use

Both properties contain a home (see the aerial photo). 721 W. Franklin Street contains a single-family home, although it appears that the structure may have been used as a duplex in the past. 723 W. Franklin Street has an apartment on the second floor. The first floor of the structure, which is currently used for storage, is the proposed location of an office. The existing uses of the surrounding properties are:

- **North** – A series of medical clinics are located on the north side of Franklin Street.
- **South** – Residential properties are located to the south.
- **East** – A single commercial property is located on the southwest corner of Franklin Street and Fifth Street.
- **West** – Residential properties are located to the west.

#### Future Land Use

The current and proposed future land use maps place both properties in a single-family neighborhood. The recommended future uses of the surrounding properties are:

- **North** – The properties on the north side of Franklin Street are located in an office transition area.
- **South** – Properties to the south are located in a single-family neighborhood.<sup>1</sup>
- **East** – Two properties located to the east and southeast are located in a local commercial area.<sup>2</sup>  
A single-family neighborhood is located across Fifth Street.
- **West** – A single-family neighborhood is located to the west.

<sup>1</sup> Please see the future land use description for properties to the east.

<sup>2</sup> The inclusion of 510 Fifth Street in the local commercial area appears to be a mistake; it is used residentially.



## Zoning

Both properties are zoned R-2 (one- and two-family residential). The zoning of the surrounding properties are:

- **North** – Most of the properties on the north side of Franklin Street are zoned C-1 (local commercial); one is zoned R-4 (high-density apartment and office).
- **South** – Properties located to the south are zoned R-1 (one-family residential).
- **East** – The property directly to the east is zoned C-1; the properties to the east of Fifth Street are zoned R-2.
- **West** – The properties to the west are zoned R-1.

## Staff Analysis/Findings

Rather than listing the factors favoring approval and disapproval normally provided, staff is presenting its analysis in the form of the criteria established in the zoning plan chapter of the draft comprehensive plan.

- **Is the proposed rezoning consistent with the policies and uses proposed for that area in the City's Comprehensive Plan?**

The current and future land use maps place both properties in a single-family neighborhood. The proposed rezoning would allow for a mix of residential dwellings and offices to occupy the properties; new multiple family dwellings and/or offices could be constructed on all of the properties. If approved, the future land use map should be amended to concur with the rezoning. It should be noted that an office transition area is located on the north side of Franklin Street and a small commercial area is located directly to the east. It should be further noted that both properties are located within the City's Under the Oaks Historic District.

- **Will all of the uses allowed under the proposed rezoning be compatible with other zones and uses in the surrounding area?**

A mix of commercial, office, and residential uses are located in the general area. However, some of the new uses that would be allowed on the properties if rezoned could impact the residential uses located to their south and east.<sup>3,4</sup> For example, banks and rooming houses are allowed as permitted uses in the R-4 district and hospitals and self-service storage facilities are allowed as conditional uses. Rezoning the properties to R-6 (residential and low-density office) is an alternative to the proposal. The only use permitted in the R-6 district which is not allowed in the R-2 district is an office designed to attract little or no customer or client traffic.<sup>5</sup>

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<sup>3</sup> R-4 zoning allows the following permitted uses not allowed under the current R-2 zoning: banks and loan and finance offices; barbershops, beauty shops, tanning salons and other similar personal grooming services; bed and breakfasts and tourist homes; medical and dental clinics; multiple-family dwellings and the conversion of one-family and two-family dwellings into multi-family dwellings; fraternity/sorority houses and college owned dormitories; headquarters for religious, philanthropic and charitable organizations; offices designed to attract and serve customers on the premises; pet grooming services; rooming or boarding houses; and travel agencies. The only use not allowed in the R-4 district which is allowed in the R-2 district is a cemetery adjacent to an existing cemetery.

<sup>4</sup> R-4 zoning allows the following conditional uses not allowed under the current R-2 zoning: funeral homes; helicopter landing pads; hospitals sanitariums and other institutions for human care; institutions for children and the aged; dental and medical laboratories; parking lots/structures; pharmacies (as an accessory use for a medical or dental clinic or office); rehab centers for the handicapped; self-service storage facilities; and studios, schools, and similar facilities.

<sup>5</sup> Permission for an office in the R-6 district is limited to the conversion of residences into an office or new construction on vacant lots. The only uses not allowed in the R-6 district which are allowed in the R-2 district are cemeteries adjacent to an existing cemetery and any residential accessory use or structure clearly incidental and customary to the operation of the uses by right when located on the same property.

- **Will any public services and facilities be significantly adversely impacted by a development or use allowed under the requested rezoning?**

Although the rezoning will allow for some more intense uses, no public services or facilities should be impacted adversely. A possible exception to this statement is the on-street parking available on the south side of Franklin Street in front of the properties.

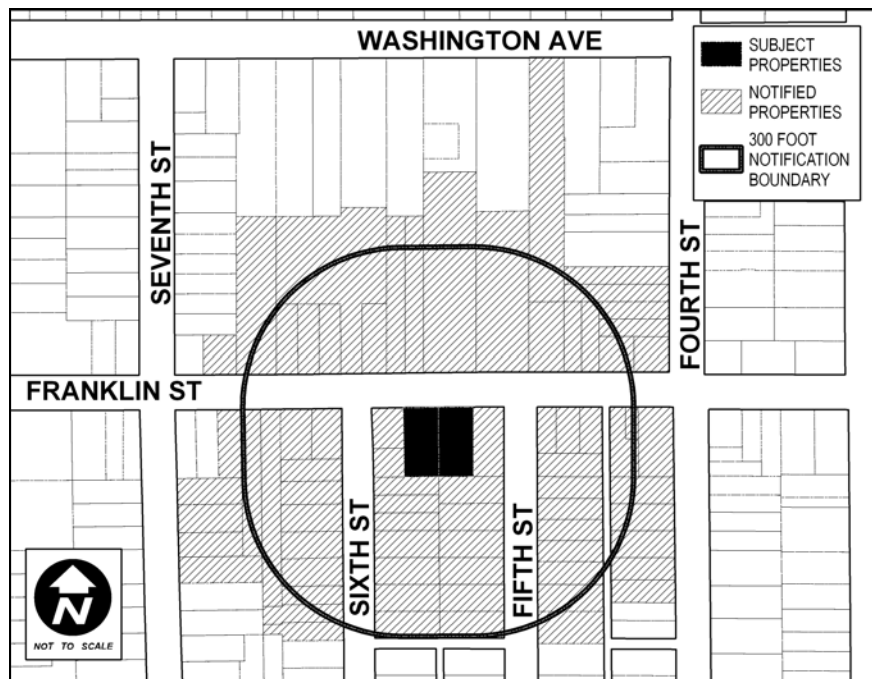
- **Will the uses allowed under the proposed rezoning be equally or better suited to the area than uses allowed under the current zoning of the land?**

The mix of potential uses in the neighborhood will not change significantly if the rezoning is approved. However, all but one of those nonresidential uses is located on the north side of Franklin Street.

### Recommendation

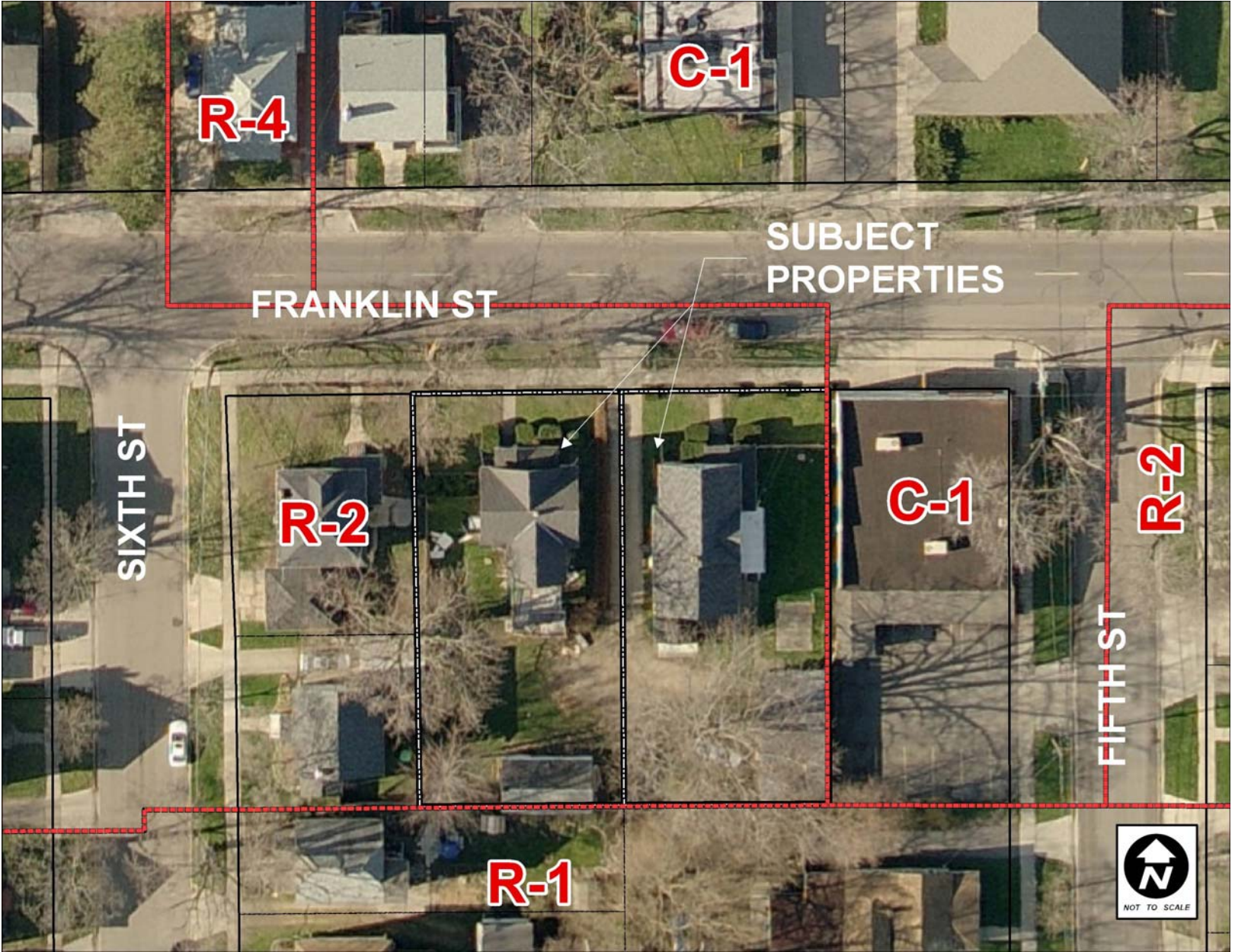
The mix of uses proposed by the applicant is already permitted in the general area. However, most of the nonresidential uses on that stretch of Franklin Street are located on the north side. Rezoning to R-4 would allow for other less compatible uses to be located on the properties at some point in the future. Therefore, rezoning the properties to R-6 is a sensible alternative. The only use not allowed under the existing R-2 zoning that would be allowed is an office designed to attract little or no customer or client traffic.

Based upon these factors, staff recommends **DISAPPROVAL** of the rezoning to R-4 and **APPROVAL** of the rezoning to R-6.



**Public Notice Map**

*The public notice was sent to property owners and residents within 300 feet of the property proposed for rezoning. The above map displays the 300-ft notification buffer and the properties contained within or intersecting with the buffer.*





## City Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)  
120 W. Michigan Avenue • Jackson, MI 49201  
Phone (517) 788-4426 • Fax (517) 788-4635

### PC 10-01 Notice of Public Hearing

The Jackson City Planning Commission and Jackson City Council will hold public hearings to consider a request for a district change (rezoning), as provided for in Section 28-183 of the City's Zoning Ordinance.

**Origin of the request:**

John Leicht  
13000 Bunkerhill Road  
Pleasant Lake, MI 49272

**The location of the properties:**

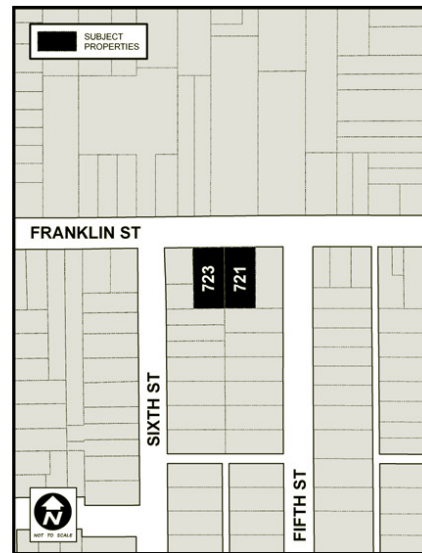
721 & 723 Franklin Street

**The rezoning request:**

Rezone from R-2 (one- and two-family residential) to R-4 (high-density apartment and office).

**The proposed use:**

The rezoning will allow for apartments and light office uses on the properties.



You are invited to attend the public hearings before the City Planning Commission and City Council to be held on:

**City Planning Commission – Wednesday, April 7, 2010 at 7:00 pm**  
**City Council – Tuesday, April 27, 2010 at 7:00 pm**

The meetings will be held in the  
**City Hall Council Chambers, 2nd floor**  
**161 W. Michigan Avenue**

Please contact Grant Bauman at (517) 768-6711 with any questions about the proposed rezoning. Written comments can be sent to the Region 2 Planning Commission, which is located at 120 W. Michigan Avenue, Jackson, MI 49201.

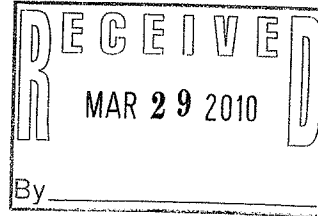
By: \_\_\_\_\_

Grant E. Bauman, AICP  
R2PC Principal Planner

Greenwood Pediatric Clinic, PC  
Pediatrics-Adolescent Medicine  
720 W. Franklin St., Suite One  
Jackson, Michigan 49201  
(517)784-9104

March 26, 2010

City Planning Commission  
120 W. Michigan Avenue  
Jackson, MI 49201  
Attn: Mr. Grant E. Bauman, AICP  
R2PC Principal Planner



Dear Mr. Bauman,

It has come to my attention that there is a request to rezone R-2 to R-4 for the purpose of a high density apartment and office building (721 & 723 Franklin Street). As a business owner located on Franklin Street, adjacent to this property, I want to formally object to this rezoning.

My business has already suffered multiple incidents including vandalism, graffiti & theft by individuals that occupied the homes situated in the surrounding areas of my business. This is a historical area where many of the homes were well maintained by prominent Jacksonian residents. The majority of these homes are now occupied by renters who have no commitment to this neighborhood nor respect for the businesses that exist in this area.

I can only imagine what a high density apartment dwelling would do to further enhance these incidents on my business establishment and deter the development of future business. I can only presume that this addition to the neighborhood would destroy the businesses that presently exist. It is in the best interest that our Jackson City Planning Commission support those businesses that have been loyal to the city for many year, by rejecting this application.

If you have further questions regarding my request please feel free to contact me at the number listed above.

Sincerely,

  
Naseer Humayun M.D.



# City Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)  
120 W. Michigan Avenue • Jackson, MI 49201  
Phone (517) 768-6711 • Fax (517) 788-4635

## DRAFT MEETING MINUTES Wednesday, April 7, 2010 Council Chambers, City Hall

**Members present:** Patrick Colligan; Karen Dunigan, Mayor; Jeanne Kubish; Chris Lewis, Interim City Manager; Clyde Mauldin; and Sheila Troxel

**Members absent:** Ryan Doll, Chair; John Guidinger, Vice-Chair; and John Polaczyk, City Council

**Staff present:** Grant Bauman, R2PC Principal Planner, and Frank Donovan, Chief Building Official

**Item 1 Call to order**

Comm. Kubish called the meeting to order at 7:00 p.m.

**Item 2 Election of an acting chair**

Staff pointed out the need to elect an acting chair for the meeting since both Chair Doll and Vice-Chair Guidinger were absent.

A motion was made by Comm. Dunigan, and supported by Comm. Mauldin, to elect Comm. Kubish as the acting chair for the April 7, 2010 meeting.

*The motion passed by unanimous voice vote.*

**Item 3 Pledge of allegiance**

Those in attendance rose for the pledge of allegiance.

**Item 4 Consideration of approval of the February 3, 2010 meeting minutes**

A motion was made by Comm. Dunigan, and supported by Comm. Lewis, to approve the City Planning Commission meeting minutes for February 3, 2010.

*The motion passed by unanimous voice vote.*

**Item 5 PC 10-01 — Consideration of a rezoning request from one- and two-family residential (R-2) to high-density apartment and office (R-4) for parcels located at 721 and 723 W. Franklin Street**

Mr. Bauman presented the staff recommendation to disapprove the R-4 rezoning and to approve the alternative R-4 rezoning (please see the staff report). Staff brought the letter objecting to the proposed rezoning —submitted by Naseer Humayun, M.D., of the Greenwood Pediatric Clinic, PC— to the attention of the Commission. Staff also informed commissioners of phone calls from Judy Wilson, owner of the Design Exchange, and Andy Dotterweich objecting to the proposed rezoning to R-4.

Acting Chair Kubish opened the public hearing. John Leicht, the property owner requesting the rezoning, spoke in favor of the alternative rezoning to R-6. No one spoke in opposition to the alternative. Chairman Mauldin closed the public hearing.

A motion was made by Comm. Dunigan and supported by Comm. Colligan to recommend disapproval of the R-4 rezoning request to the City Council as recommended by staff.

*The motion passed by the following vote: Yeas – 6 (Colligan, Dunigan, Kubish, Lewis, Mauldin and Troxel), Nays -0, Abstain – 0, Absent – 3 (Doll, Guidinger, and Polaczyk).*

A motion was made by Comm. Dunigan and supported by Comm. Colligan to recommend approval of the alternative R-6 rezoning to the City Council as recommended by staff.

*The motion passed by the following vote: Yeas – 6 (Colligan, Dunigan, Kubish, Lewis, Mauldin and Troxel), Nays -0, Abstain – 0, Absent – 3 (Doll, Guidinger, and Polaczyk).*

**Item 6 Consideration of a full draft of the 2010 edition of the City of Jackson Comprehensive Plan**

Mr. Bauman summarized the memo regarding the status of the draft comprehensive plan, including the latest various changes to the document requested by City staff (please see the memo). Comm. Troxel, who served on the subcommittee charged with overseeing those changes, provided a positive report. Commissioners were then advised that the next step in the process is to ask City Council for permission to release the draft plan to all of the entities who received a notice of intent to plan at the beginning of the project.

A motion was made by Comm. Lewis and supported by Comm. Colligan to forward the draft plan to City Council and to ask its permission to release the document for review as required by the Michigan Planning Enabling Act.

*The motion passed by the following vote: Yeas – 6 (Colligan, Dunigan, Kubish, Lewis, Mauldin and Troxel), Nays -0, Abstain – 0, Absent – 3 (Doll, Guidinger, and Polaczyk).*

**Item 6 Comments on the draft Blackman Charter Township Master Plan**

Mr. Bauman summarized the memo commenting on the draft master plan he intends to send to Blackman Township (please see the memo).

A motion was made by Comm. Lewis and supported by Comm. Colligan to receive Blackman Township's draft master plan.

*The motion passed by the following vote: Yeas – 6 (Colligan, Dunigan, Kubish, Lewis, Mauldin and Troxel), Nays -0, Abstain – 0, Absent – 3 (Doll, Guidinger, and Polaczyk).*

**Item 7 Adjournment**

A motion was made by Comm. Lewis and supported by Comm. Colligan to adjourn.

The meeting was adjourned at 7:15.

**Grant E. Bauman  
Recording Secretary**




City Clerk

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

April 21, 2010

**TO: Honorable Mayor and City Councilmembers**

**FR: Lynn Fessel, City Clerk** 

**RE: Liquor Control Commission Resolution Regarding the Request to Transfer Ownership of 2009 Class C Licensed Business with Dance-Entertainment Permit and Topless Activity Permit, located at 621 E. Michigan, from Potter's Pub, Inc., to Nancy Minix Enterprises.**

---

I received the attached Local Approval Notice/Resolution from the State Liquor Control Commission regarding the subject request, distributed it to various departments, and received the following responses.

The City Fire, and Treasury Departments have no objections. The Jackson County Health Department also has no objections.

Initially the Inspection Department objected until an inspection had taken place to insure compliance with the Michigan Building Code. On January 6, 2010 code violations were cited and upon re-inspection on January 19th all violations have been corrected.

On April 13<sup>th</sup> the City Police Department completed their investigation and paperwork and have indicated they have no objections.

Therefore, I recommend the resolution be adopted with the request considered for approval.

Thank you.

LF/aa

Attachment

C: Christopher Lewis, Interim City Manager





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

<b>FOR MLCC USE ONLY</b>	
Request ID #	532641
Business ID #	222865

OK  
12-4-09

**LOCAL APPROVAL NOTICE**  
 [Authorized by MCL 436.1501]

DECEMBER 1, 2009

**TO:** JACKSON CITY COUNCIL  
 ATTN: CLERK  
 161 W. MICHIGAN AVENUE  
 JACKSON, MI 49201-1303

**RECEIVED**  
 CITY of JACKSON  
 DEC 08 2009  
 CLERK'S OFFICE  
 BY \_\_\_\_\_

**APPLICANT:** NANCY MINIX ENTERPRISES, LLC

**Home Address and Telephone No. or Contact Address and Telephone No.:**

NANCY MINIX, 625 E. MICHIGAN AVENUE, JACKSON, MI 49202, H (517) 748-0360

CONTACT: MICHAEL J. BROWN, ESQ., (CARLIN, EDWARDS, BROWN & HOWE, PLLC), 6017 W. ST. JOE HIGHWAY, SUITE 202, LANSING, MI 48917, PHONE: (517) 321-4616, FAX: (517) 321-4642

The MLCC cannot consider the approval of an application for a new or transfer of an on-premises license without the approval of the local legislative body pursuant to the provisions of MCL 436.1501 of the Liquor Control Code of 1998. For your information, local legislative body approval is also required for DANCE, ENTERTAINMENT, DANCE-ENTERTAINMENT AND TOPLESS ACTIVITY PERMITS AND FOR OFFICIAL PERMITS FOR EXTENDED HOURS FOR DANCE AND/OR ENTERTAINMENT pursuant to the provisions of MCL 436.1916 of the Liquor Control Code of 1998.

For your convenience a resolution form is enclosed that includes a description of the licensing application requiring consideration of the local legislative body. The clerk should complete the resolution certifying that your decision of approval or disapproval of the application was made at an official meeting. **Please return the completed resolution to the MLCC as soon as possible.**

If you have any questions, please contact the On-Premises Section of the Licensing Division at (517) 636-0127.

**PLEASE COMPLETE ENCLOSED RESOLUTION AND RETURN TO THE LIQUOR CONTROL COMMISSION AT ABOVE ADDRESS**

rlb

DIV  
R-Y-09

### RESOLUTION

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
(Regular or Special) (Township Board, City or Village Council)

called to order by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ P.M.

The following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

**That the request to TRANSFER OWNERSHIP OF 2009 CLASS C LICENSED BUSINESS WITH DANCE-ENTERTAINMENT PERMIT & TOPLESS ACTIVITY PERMIT, LOCATED AT 621 E. MICHIGAN, JACKSON, MI 49201, JACKSON COUNTY, FROM POTTER'S PUB, INC. TO NANCY MINIX ENTERPRISES, LLC**

be considered for \_\_\_\_\_  
(Approval or Disapproval)

#### APPROVAL

#### DISAPPROVAL

Yeas: \_\_\_\_\_

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Absent: \_\_\_\_\_

It is the consensus of this legislative body that the application be:

\_\_\_\_\_ for issuance  
(Recommended or Not Recommended)

State of Michigan \_\_\_\_\_)

County of \_\_\_\_\_)

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
(Township Board, City or Village Council) (Regular or Special)

meeting held on \_\_\_\_\_  
(Date)

(Signed) \_\_\_\_\_  
(Township, City or Village Clerk)

SEAL

\_\_\_\_\_  
(Mailing address of Township, City or Village)



City Clerk

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

April 19, 2010

**TO:** Honorable Mayor & City Councilmembers  
**FROM:** Angela Arnold, Deputy City Clerk *Angela Arnold*  
**RE:** Consideration of a Resolution for Charitable Gaming License

---

Attached is a resolution submitted by Community Minded Service Club-CMS Club. It is their intention to apply for a charitable gaming license through the Charitable Gaming Division of the State of Michigan. In order to do so, the State requests the local body of government to adopt a resolution, recognizing them as a non-profit organization operating in the community.

Please consider adoption of the resolution at the City Council's April 27<sup>th</sup> meeting.

Thank you.

Attachments

C: Christopher Lewis, Interim City Manager



Charitable Gaming Division  
 Box 30023, Lansing, MI 48909  
 OVERNIGHT DELIVERY:  
 101 E. Hillsdale, Lansing MI 48933  
 (517) 335-5780  
 www.michigan.gov/cg

**LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES**  
 (Required by MCL.432.103(K)(ii))

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

at \_\_\_\_\_ a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from \_\_\_\_\_ of \_\_\_\_\_  
NAME OF ORGANIZATION CITY

county of \_\_\_\_\_, asking that they be recognized as a  
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for \_\_\_\_\_  
APPROVAL/DISAPPROVAL

**APPROVAL**

**DISAPPROVAL**

Yeas: \_\_\_\_\_

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on \_\_\_\_\_  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.  
 PENALTY: Possible denial of application.

BSL-CG-1153(R6/09)



Charitable Gaming Division  
 c/o Accounting  
 Box 30023, Lansing, MI 48909  
**OVERNIGHT DELIVERY:**  
 101 E. Hillsdale, Lansing, MI 48933  
 (517) 335-5780  
 www.michigan.gov/cg

# RAFFLE LICENSE APPLICATION

For Bureau Use Only

ALLOW 6 WEEKS FOR PROCESSING.  
 PLEASE PRINT OR TYPE IN BLUE OR BLACK INK.

QUALIFICATION INFORMATION	1. Organization Name <b>CMS (Community Minded Service) Club</b>			2. Organization ID Number or Last License Number Issued	
	3. Organization Street Address <b>1 Energy Plaza</b>		City <b>Jackson</b>	State <b>MI</b>	Zip Code <b>49201</b>
	Organization Mailing Address <b>1 Energy Plaza</b>		City <b>Jackson</b>	State <b>MI</b>	Zip Code <b>49201</b>
					County <b>38 Jackson</b>
4. Has your organization ever received a license such as bingo, millionaire party, raffle, charity game ticket, or numeral game? <input type="checkbox"/> Yes - Complete application and submit with the appropriate fee. <input checked="" type="checkbox"/> No - Please follow the instructions on the qualification guideline. If a guideline was not included or you do not understand it, contact our office at (517) 335-5780 to inquire as to what documentation must be submitted to qualify for licensing.					
5. Is your organization a candidate committee, political committee, political party committee, ballot question committee, independent committee or any other committee as defined by, and organized pursuant to, the Michigan Campaign Finance Act 388 of the Public Acts of 1976, as amended, being sections 169.201 to 169.282 of the Michigan Compiled Laws? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			6. Has your organization received contributions or made expenditures of \$500 or more in the last calendar year for the purpose of influencing or attempting to influence the action of voters for or against the nomination or election of a candidate, or the qualification, passage, or defeat of a ballot question? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

SIGNATURE(S)	7. Provide name, title, home address, and telephone numbers for the PRINCIPAL OFFICER, e.g., president, grand knight, worthy matron, etc., and the vice president or equivalent and one other officer of the organization. SIGNATURE OF PRINCIPAL OFFICER REQUIRED - OR - signatures of the vice president or equivalent and one other officer. <b>NOTE: Executive director signature not acceptable.</b>		
	Name and Title	Street, City, State, ZIP Code	Telephone Numbers
	Principal Officer <b>Karen Kolbe</b>	<b>1 Energy Plaza</b>	Day <b>(517) 788-7014</b>
	Title <b>President</b>	<b>Jackson, MI 49201</b>	Evening <b>(517) 769-6245</b>
	Signature of Principal Officer		Date
	- OR -		
	Name and Title	Street, City, State, ZIP Code	Telephone Numbers
	Vice President or Equivalent <b>Alicia Haller-Beck</b>	<b>1 Energy Plaza</b>	Day <b>(517) 788-2524</b>
	Title <b>Vice President</b>	<b>Jackson, MI 49201</b>	Evening
	Signature of Vice President or Equivalent		Date
	Name and Title	Street, City, State, ZIP Code	Telephone Numbers
	Other Officer <b>Susie Marker</b>	<b>1 Energy Plaza</b>	Day <b>(517) 788-5889</b>
Title <b>Treasurer</b>	<b>Jackson, MI 49201</b>	Evening <b>(517) 604-1236</b>	
Signature of Other Officer		Date	
By signing above, I CERTIFY that I am at least 18 years of age, the organization applying is a NONPROFIT organization, I have examined this application and there is no misrepresentation or falsification in the information stated or attached, and the facts underlying our original qualification status remain unchanged. I FURTHER CERTIFY that I am aware that false or misleading statements will be cause for rejection of this application or revocation of the right to obtain any future licenses and I AM AWARE OF AND AGREE TO the conditions of Act 382 of the Public Acts of 1972, as amended, and the rules and directives of the Michigan Bureau of State Lottery.			

**PLEASE COMPLETE THE BACK PAGE OF THIS APPLICATION  
 PLEASE MAKE A COPY OF THE COMPLETED APPLICATION FOR YOUR RECORDS**



RAFFLE INFORMATION	8. Contact Person <b>Karen Kolbe</b>			9. Raffle Location (building name, if any) <b>Hanker Hills Golf Course</b>		
	Mailing Address Where License Should Be Sent <b>1 Energy Plaza</b>			Street Address <b>10251 Resort Road</b>		
	City <b>Jackson</b>	State <b>MI</b>	ZIP Code <b>49201</b>	City <b>Pleasant Lake</b>		
	Telephone Number (Day) <b>(517) 788-7014</b>	Telephone Number (Evening) <b>(517) 769-6245</b>		ZIP Code <b>49272</b>	County <b>38 Jackson</b>	
	10. List name, home address, and telephone numbers of the person(s) in charge of raffle. Must be member for 6 months. If more than one chairperson, attach additional list.					
Raffle Chairperson		Street, City, State, ZIP Code			Telephone Numbers	
Name <b>Melissa Callison</b>		<b>1 Energy Plaza Jackson, MI 49201</b>			Day <b>(517) 788-0168</b>	
					Evening <b>(517) 392-1004</b>	
11. If the total value of all prizes awarded in one day is \$500 or LESS, complete this section.						
Drawing Date(s) and Time(s) (Must be between the hours of 8 a.m.-2 a.m.):			License Fee:			
Date <b>06/05/10</b>	Time a.m. <b>8:00</b> to <b>3:00</b> a.m.	All drawing dates included on this application must be at the same location. \$15 for 1, 2, or 3 drawing dates plus \$5 for each additional drawing date. (Example: 1 drawing date = \$15 fee, 6 drawing dates = \$30 fee.)		Enter the total number of small drawing dates. <b>1</b>		
Date _____	Time a.m. _____ to _____ a.m.			<b>\$15</b>		
Date _____	Time a.m. _____ to _____ a.m.					
<input type="checkbox"/> Check here if there are additional drawing dates and attach list.						
-OR- If the total value of all prizes awarded in one day is MORE than \$500, complete this section.						
Drawing Date(s) and Time(s) (Must be between the hours of 8 a.m.-2 a.m.):			License Fee:			
Date _____	Time a.m. _____ to _____ a.m.	All drawing dates included on this application must be at the same location.		Number of Dates		
Date _____	Time a.m. _____ to _____ a.m.			<b>\$0</b>		
<input type="checkbox"/> Check here if there are additional drawing dates and attach list.						

TICKET INFORMATION	12. Will you be conducting an in-house raffle ONLY where there is no presale of the raffle tickets before the occasion? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, there is no need to complete the raffle ticket below.																															
	13. Complete the boxes below in ink; ensure the ticket is printed with all of the required items. See Raffle Rule 506.																															
	Indicate any additional information that will appear on the actual tickets.																															
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* For large prizes, you may want to include a disclaimer that states "If xxx (indicate number) tickets are not sold, the drawing will revert to a 50/50 raffle with the minimum prize of \$xxx (indicate dollar amount) awarded."																																


**Make checks payable to: STATE OF MICHIGAN**  
 Submit completed application, supporting documents, and license fee to:  
 Charitable Gaming Division, c/o Accounting, Box 30023, Lansing, MI 48909  
**OVERNIGHT DELIVERY: 101 E. Hillsdale, Lansing, MI 48933**



# INTERDEPARTMENTAL MEMORANDUM

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

David Taylor, City Assessor  
517-788-4033  
Facsimile 517-780-4762

TO: Honorable Mayor Dunigan, City Council Members, and Interim Manager Lewis  
FROM: David Taylor, City Assessor   
DATE: April 21, 2010  
SUBJECT: Property Transfer Affidavit Fine Information

Following, for your consideration, is information concerning the property transfer affidavit fine mandated by the state.

Proposal "A" was passed in 1994 and included several radical changes to the entire assessment process. One change was the introduction of the Property Transfer Affidavit (PTA). Filing of the document is mandatory under Public Act #415 of 1995. The affidavits are intended to benefit the assessing industry by providing much needed sales information to track real estate market activity and trends. The affidavits are designed to assist assessors in making final determinations related to the "uncapping" of taxable values. The PTA also permits the purchaser to make declarations that assist assessors in avoiding inappropriate uncappings relating to transfers exempt under State guidelines.

The PTA is considered so essential that the law set up penalties for non-filers. The penalty, as established by law (M.C.L.A. Section 211.27b (1), requires the form to be filed by the new owner with the assessor for the jurisdiction where the property is located within 45 days of the transfer. If not timely filed, a penalty of \$5.00 per day (maximum \$200) applies. The law also allowed local units to pass a resolution to waive penalties owed. City Council has not adopted a resolution to waive the penalties. At the time Public Act #415 of 1995 was passed, any penalty collected would have been dispersed with other taxing authorities based on the percentage of millage levied. Subsequent legislation allowed the collecting unit of government to retain the entire penalty collected.

There are pros and cons to consider when evaluating a potential change in policy to collect the penalty.

## **Pros**

- 1) Increase in the accuracy of uncappings and current ownership information.
- 2) Compliance would improve.
- 3) A new revenue source would be created to help defray the costs associated with obtaining the required information as well as contributing to our departmental budget.



**Cons:**

- 1) In the majority of cases the PTA is filed with the assessor by the mortgage/title company. Thus, in the majority of cases, failure to file is typically not the taxpayer's fault.
- 2) Additional staff time required to administer the collection of the penalty
- 3) Most Non-filings are for non-actual transfer documents such as:
  - Quit Claim Deeds
  - Trust documents
  - Partial interest documents
  - Exempt transfer of ownership

Here are two alternatives to consider:

**Alternative One:**

Pass a resolution to waive the penalty.

**Alternative Two:**

Pass a resolution to begin collecting the penalty as allowed under state law. Send a reminder letter to grant the owner an additional opportunity to file the PTA and avoid the \$200 penalty. If the PTA is not received within 75 days from the date of the transfer, invoice the \$200.00 penalty. In reference to "Con" #1 above, this allows owners time to contact the title company to ensure the affidavit is filed.

**Fiscal Impact:**

Alternative One:           None

Alternative Two:          Estimate of actual annual collections under this path is approximately \$15,000.

The above amount is an estimated amount of annual penalty receipts once the change is fully implemented. Prior to implementing the change, staff would send a letter to all known title companies notifying them of this change in policy.

Grand Rapids recently implemented the fine collection process and to date has collected approximately 25% of invoices billed for non-filing of the affidavit. They began collecting the fines in 2008 after many years of waiving the fines.

In 2009 in the City of Jackson there were just over 1,000 sales where a PTA was not filed. If we collected fines for just 75 of those we would generate revenue of about \$15,000 per year. Our office would track these non-filers and send out reminder letters asking owners to file the PTA, then send a list of non-filers to the finance department for invoicing if we receive no response. This is the procedure Grand Rapids adopted and is a friendlier approach than simply sending an invoice without any prior notification. Because the fine would be levied against a person as opposed to being against a property, we would invoice the fine directly to the non-filer. There is, as with other City invoices, the option to void the invoice if a situation arises where the property owner should not have been fined.

If it is the desire of Council to implement this penalty, I recommend that they pass a resolution implementing the fine collection process. If Council chooses not to implement the fine process, a resolution will be needed to waive the penalty. Two proposed draft resolutions are attached; one for either option.



Michigan Compiled Laws Annotated Currentness  
Chapter 211. Taxation of Real and Personal Property



The General Property Tax Act (Refs & Annos)



Assessment Roll (Refs & Annos)



**211. 27b. Failure to notify assessing office; adjustment of taxable value of property; levy of taxes, interest, and penalties; collection; correction of tax bill; distributions; waiver of penalties; notice of increases in taxable value; appeals; affidavit of adjusted taxable value**

Sec. 27b. (1) If the buyer, grantee, or other transferee in the immediately preceding transfer of ownership of property does not notify the appropriate assessing office as required by section 27a(8),<sup>[FN1]</sup> the property's taxable value shall be adjusted under section 27a(3) and all of the following shall be levied:

(a) Any additional taxes that would have been levied if the transfer of ownership had been recorded as required under this act from the date of transfer.

(b) Interest and penalty from the date the tax would have been originally levied.

(c) A penalty of \$5.00 per day for each separate failure beginning after the 45 days have elapsed, up to a maximum of \$200.00.

(2) The appropriate assessing officer shall certify for collection to the treasurer of the local tax collecting unit if the local tax collecting unit has possession of the tax roll or the county treasurer if the county has possession of the tax roll any additional taxes due under subsection (1)(a) and any penalty due under subsection (1)(c).

(3) The treasurer of the local tax collecting unit if the local tax collecting unit has possession of the tax roll or the county treasurer if the county has possession of the tax roll shall collect any taxes, interest, and penalty due pursuant to this section, and shall immediately prepare and submit a corrected tax bill for any additional taxes due under subsection (1)(a) and any interest and penalty due under subsection (1)(b). A penalty due under subsection (1)(c) may be collected with the immediately succeeding regular tax bill.

(4) Any taxes, interest, and penalty collected pursuant to subsection (1)(a) and (b) shall be distributed in the same manner as other delinquent taxes, interest, and penalties are distributed under this act. Any penalty collected under subsection (1)(c) shall be distributed to the local tax collecting unit.

(5) The governing body of a local tax collecting unit may waive, by resolution, the penalty levied under subsection (1)(c).

(6) If the taxable value of property is increased under this section, the appropriate assessing officer shall immediately notify by first-class mail the owner of that property of that increase in taxable value. A buyer, grantee, or other transferee may appeal any increase in taxable value or the levy of any additional taxes, interest, and penalties under subsection (1) to the Michigan tax tribunal within 35 days of receiving the notice of the increase in the property's taxable value. An appeal under this subsection is limited to the issues of whether a transfer of ownership has occurred and correcting arithmetic errors. A dispute regarding the valuation of the property is not a basis for appeal under this subsection.

(7) If the taxable value of property is adjusted under subsection (1), the assessing officer making the adjustment shall file an affidavit with all officials responsible for determining assessment figures, rate of taxation, or mathematical calculations for that property within 30 days of the date the adjustment is made. The affidavit shall state the amount of the adjustment and the amount of additional taxes levied. The officials with whom the affidavit is filed shall correct all official records for which they are responsible to reflect the adjustment and levy.

#### CREDIT(S)

P.A.1893, No. 206, § 27b, added by P.A.1994, No. 415, § 1, Imd. Eff. Dec. 29, 1994. Amended by P.A.1996, No. 476, § 1, Imd. Eff. Dec. 26, 1996.

[FN1]M.C.L.A. § 211.27a.

#### HISTORICAL AND STATUTORY NOTES

##### 2005 Main Volume

The 1996 amendment rewrote this section, which prior thereto read:

“(1) If the buyer, grantor, or transferee does not notify an assessing office as required by this act, all of the following may be levied:

“(a) Any additional taxes that would have been levied if the transfer of ownership had been recorded as required under this act from the date of transfer.

“(b) Interest and penalty from the date the tax would have been originally levied.

“(c) A penalty of \$5.00 per day for each separate failure beginning after the 30 days have elapsed, up to a maximum of \$200.00.

“(2) The treasurer shall determine any taxes, interest, and penalty due pursuant to this section, and prepare and submit a corrected tax bill.

“(3) Any taxes, interest, and penalty collected pursuant to this section shall be distributed in the same manner as other delinquent taxes are distributed under this act.


“(4) The governing body of a local tax collecting unit may waive, by resolution, the penalty levied under subsection (1)(c).”

#### LAW REVIEW AND JOURNAL COMMENTARIES

Property tax cap and transfer taxes. Robert F. Rhoades and Nancy G. Itnyre, 27 Mich. Real Prop. Rev., No. 2 (2000).

#### LIBRARY REFERENCES

2005 Main Volume

 Taxation 2474, 3214.  
Westlaw Topic No. 371.

#### RESEARCH REFERENCES

2009 Electronic Update

Encyclopedias

Mich. Civ. Jur. Taxes § 341, Transfer of Property.

M. C. L. A. 211. 27b, MI ST 211. 27b

The statutes are current through P.A.2010, No. 4, of the 2010 Regular Session, 95th Legislature.

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END OF DOCUMENT



## City Assessor

161 W. Michigan Avenue - Jackson, MI 49201  
Telephone: (517) 788-4033 — Facsimile: (517) 780-4762

(Date)

(Property Owner)  
(Mailing Address)  
(City, State, ZIP)

RE: Property Transfer Affidavit for Parcel (Parcel Number)

Dear (Owner Name):

On (date of sale) you obtained ownership of property in the City of Jackson, parcel number (parcel number), address of (address).

We have not received a property transfer affidavit for this transfer of ownership as mandated by State law (MCLA Section 211,27b (2)). State law also allows the City to collect a fine of \$5 per day (up to a maximum of \$200) if the transfer affidavit is not received within 45 days of the date of transfer as indicated on the deed/land contract

We would like to give you this opportunity to file the Property Transfer with our office, without penalty, for a period of 30 days. A blank affidavit form is included.

Please return the completed transfer affidavit by (date 30 days from date on letter) to avoid being invoiced for \$200. If you closed on the property through a title company, you may wish to contact that title company as they frequently file the transfer affidavit as a courtesy to their customers and they may have a completed form in their possession that they have not yet filed.

Feel free to call our office if you have questions about the transfer affidavit or the fine collection process.

Sincerely,

David Taylor  
City Assessor

Enclosure

## Property Transfer Affidavit

This form must be filed whenever real estate or some types of personal property are transferred (even if you are not recording a deed). It is used by the assessor to ensure the property is assessed properly and receives the correct **taxable value**. It must be filed by the new owner with the **assessor for the city or township** where the property is located within **45 days** of the transfer. If it is not filed timely, a penalty of \$5/day (maximum \$200) applies. The information on this form is NOT CONFIDENTIAL.

1. Street Address of Property	2. County	4. Date of Transfer (or land contract was signed)
3. City/Township/Village of Real Estate <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village		5. Purchase Price of Real Estate
6. Property Identification Number ( <b>PIN</b> ). If you don't have a PIN, attach legal description.		<b>PIN</b> . This number ranges from 10 to 25 digits. It usually includes hypens and sometimes includes letters. It is on the property tax bill and on the assessment notice.
7. Seller's (Transferor) Name	8. Buyer's (Transferee) Name and Mailing Address	
<b>Items 9 - 14 are optional. However, by completing them you may avoid further correspondence.</b>		
<b>Transfers</b> include deeds, land contracts, transfers involving trusts or wills, certain long-term leases and interest in a business. See the back for a complete list.		
10. Was this property purchased from a financial institution? <input type="checkbox"/> Yes <input type="checkbox"/> No	8a. Buyer's (Transferee) Telephone Number	
11. Is the transfer between related persons? <input type="checkbox"/> Yes <input type="checkbox"/> No	9. Type of <b>Transfer</b> <input type="checkbox"/> Land Contract <input type="checkbox"/> Lease <input type="checkbox"/> Deed <input type="checkbox"/> Other (specify) _____	
12. Amount of Down Payment	13. If you financed the purchase, did you pay market rate of interest? <input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Amount Financed (Borrowed)		

### EXEMPTIONS

The Michigan Constitution limits how much a property's **taxable value** can increase while it is owned by the same person. Once the property is transferred, the **taxable value** must be adjusted by the assessor in the following year to 50 percent of the property's usual selling price (**State Equalized Value**). Certain types of transfers are exempt from adjustment. Below are brief descriptions of the types of exempt transfers; full descriptions are in MCL Section 211.27a(7)(a-n). If you believe this transfer is exempt, indicate below the type of exemption you are claiming. If you claim an exemption, your assessor may request more information to support your claim.

- transfer from one spouse to the other spouse
- change in ownership solely to exclude or include a spouse
- transfer of that portion of a property subject to a life lease or life estate (**until** the life lease or life estate expires)
- transfer to effect the foreclosure or forfeiture of real property
- transfer by redemption from a tax sale
- transfer into a trust where the settlor or the settlor's spouse conveys property to the trust and is also the sole beneficiary of the trust
- transfer resulting from a court order unless the order specifies a monetary payment
- transfer creating or ending a joint tenancy if at least one person is an original owner of the property (or his/her spouse)
- transfer to establish or release a security interest (collateral)
- transfer of real estate through normal public trading of stocks
- transfer between entities under common control or among members of an affiliated group
- transfer resulting from transactions that qualify as a tax-free reorganization
- transfer of qualified agricultural property when the property remains qualified agricultural property and affidavit has been filed.
- transfer of qualified forest property when the property remains qualified forest property and affidavit has been filed.
- transfer of land with qualified conservation easement (land only - not improvements)
- other, specify: \_\_\_\_\_

### CERTIFICATION

*I certify that the information above is true and complete to the best of my knowledge.*

Owner's Signature	Date	If signer is other than the owner, print name and title
Daytime Phone Number		E-mail Address

## Instructions

This form must be filed when there is a transfer of real property or one of the following types of personal property:

- buildings on leased land.
- leasehold improvements (as defined in MCL Section 211.8(h)).
- leasehold estates (as defined in MCL Section 211.8(i) and (j)).

Transfer of ownership means the conveyance of title to or a present interest in property, including the beneficial use of the property. It includes, but is not limited to, the following conveyances:

- deed.
- land contract.
- transfer into a trust, **unless** the sole beneficiary is the settlor (creator of the trust), the settlor's spouse, or both.
- transfer from a trust, **unless** the distributee is the sole present beneficiary, the spouse of the sole present beneficiary, or both.
- changes in the sole present beneficiary of a trust, **unless** the change only adds or substitutes the spouse of the sole present beneficiary.
- distributions by a will or intestate succession, **unless** to the decedent's spouse.
- leases, if the total duration of the lease is more than 35 years, including the initial term and all options for renewal, or if the lease grants the lessee the right to purchase the property at the end of the lease for not more than 80 percent of the property's projected true cash value at the end of the lease. This only applies to the portion of the property subject to the lease described above.
- transfers of more than a 50 percent interest in the ownership of a business, **unless** the ownership is gained through the normal public trading of shares of stock.
- transfers of property held as a tenancy in common, except the portion of the property not subject to the ownership interest conveyed.
- a conveyance of an ownership interest in a cooperative housing corporation, except the portion of the property not subject to the ownership interest conveyed.

For complete descriptions of qualifying transfers, please refer to MCL Section 211.27a(6)(a - j).

## Excerpts from Michigan Compiled Laws (MCL), Chapter 211

### Section 211.27a(10)

". . . the buyer, grantee, or other transferee of the property shall notify the appropriate assessing office in the local unit of government in which the property is located of the transfer of ownership of the property within 45 days of the transfer of ownership, on a form prescribed by the state tax commission that states the parties to the transfer, the date of the transfer, the actual consideration for the transfer, and the property's parcel identification number or legal description."

### Section 211.27(5)

"Beginning December 31, 1994, the purchase price paid in a transfer of property is not the presumptive true cash value of the property transferred. In determining the true cash value of transferred property, an assessing officer shall assess that property using the same valuation method used to value all other property of that same classification in the assessing jurisdiction."

**RESOLUTION**  
**WAIVE PROPERTY TRANSFER AFFIDAVIT PENALTY**

BY THE CITY COUNCIL:

WHEREAS, Michigan Compiled Laws Chapter 211.27b 1(c) mandates that a penalty of \$5.00 per day, up to a maximum of \$200.00 be levied for property owners who fail to file a Property Transfer Affidavit (PTA) in a timely fashion, and,

WHEREAS, the law also allows for the Council to waive said penalty should that be their desire, and,

WHEREAS, a resolution has never been adopted to waive the penalty, and,

WHEREAS, the City does not wish to implement the fine process,

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby waives the penalty according to the laws set for the by the State of Michigan.

\* \* \* \* \*

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 27<sup>th</sup> day of April, 2010.

IN WITNESS WHEREOF, I have hereunto affixed  
my signature and the seal of the City of Jackson,  
Michigan, on this 28<sup>th</sup> day of April, 2010.

\_\_\_\_\_  
Lynn Fessel, City Clerk



**RESOLUTION**  
**PROPERTY TRANSFER AFFIDAVIT PENALTY**

BY THE CITY COUNCIL:

WHEREAS, Michigan Compiled Laws Chapter 211.27b 1(c) mandates that a penalty of \$5.00 per day, up to a maximum of \$200.00 be levied for property owners who fail to file a Property Transfer Affidavit (PTA) in a timely fashion, and,

WHEREAS, a resolution has never been adopted to waive the penalty, and,

WHEREAS, the City wishes to implement the fine process,

NOW, THEREFORE, BE IT RESOLVED that effective May 1, 2010, the City Assessing Department will begin to levy the fine according to the laws set for the by the State of Michigan.

\* \* \* \* \*

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 27<sup>th</sup> day of April, 2010.

IN WITNESS WHEREOF, I have hereunto affixed  
my signature and the seal of the City of Jackson,  
Michigan, on this 28<sup>th</sup> day of April, 2010.

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Lynn Fessel, City Clerk



## Department of Community Development

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161 W. Michigan Avenue • Jackson, MI 49201-1303 •  
Facsimile (517) 780-4781

Administrative Services  
(517) 788-4060

Building Inspection  
(517) 788-4012

Rehabilitation Services & Information  
(517) 788-4070

To: Christopher W. Lewis, Interim City Manager  
DATE: April 22, 2010  
FROM: Carol Konieczki, Community Development Director  
SUBJECT: Building Inspection Division Fee Adjustment 2010

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City Council approved the proposed revision of the Building Inspection permit and ordinance related activity fee schedule at the regularly scheduled April 13, 2010 City Council meeting.

The action supports the proposed Building Inspection Division budget that Council has recently reviewed, and minimizes, or will completely eliminate the contribution from the General Fund to support the operation of the Building Inspection Division of Community Development.

Action requested is adoption of the attached Resolutions for the approved Building Inspection Division Fee Schedules, and authorize the Mayor and City Clerk to execute the appropriate documents, and for staff to make minor modifications if needed.



**RESOLUTION**

**BY THE CITY COUNCIL:**

**WHEREAS**, the City has a Dangerous Structures Ordinance, being Sections 17-26 and 17-27 of the Jackson City Code of Ordinances; and

**WHEREAS**, the Dangerous Structures Ordinance allows the City to collect fees for costs and expenses incurred by the City in initiating proceedings before the City’s Building Code Board of Examiners and Appeals; and

**WHEREAS**, the Dangerous Structures Ordinance provides in part that such fees for costs and expenses shall be established by Resolution of the City Council; and

**WHEREAS**, the Community Development Department, Division of Building Inspection, has carefully reviewed the costs and expenses incurred in initiating proceedings before the City’s Building Code Board of Examiners and Appeals; and

**WHEREAS**, the City Council has not increased the costs and expenses for proceedings before the City’s Building Code Board of Examiners and Appeals since 1996; and

**WHEREAS**, the City Council considered the proposed Schedule at its April 13, 2010 meeting and voted to adopt the Schedule as recommended by the Finance Committee;

**NOW, THEREFORE, BE IT RESOLVED** that pursuant to Chapter 17, Article II of the Jackson City Code, the following is hereby adopted as fees for the costs and expenses identified in Subsection 17-27 (n) of the City’s Dangerous Structures Ordinance:

Any dangerous building or structure posted with a hazardous notice and order as open and accessible or a notice to vacate as unfit for human habitation .....\$ 75.00

Monthly monitoring fee for condemned, hazardous, or vacated properties .....\$ 20.00

Any dangerous building or structure posted with a condemned notice and order that is repaired in accordance with said Notice and Order .....\$ 175.00

Any dangerous building or structure for which the Building Code Board of Examiners and Appeals conducts a public hearing and enters a Decision and Order to either continue or dismiss the hearing .....\$ 175.00

Any dangerous building or structure for which the Building Code Board of Examiners and Appeals enters a Decision and Order to uphold a Notice and Order .....\$ 225.00

Any follow up inspections required for Building Code Board of Examiners and Appeals hearings whether before or after a final decision .....\$ 45.00

**BE IT FURTHER RESOLVED** that a copy of the fee schedule shall be provided to the property owner with the first mailing of the Notice and Order; provided, however, all demolition costs, if any, which may be incurred by the City pursuant to a demolition of a dangerous structure, shall continue to be assessed and collected as provided in the Dangerous Structures Ordinance;

**BE IT FURTHER RESOLVED** that any invoice for a monthly monitoring fee shall be invoiced upon completion of the monthly inspection;

**BE IT FURTHER RESOLVED** that an invoice for any fee other than the monthly monitoring fee as outlined in the above-recited fee schedule shall be generated either upon the City’s determination that the structure is no longer dangerous and unsafe, or upon final disposition by the Board, whichever occurs later; and

**BE IT FURTHER RESOLVED** that any provision of any other Resolution which is in conflict with this Resolution shall be, and the same is hereby, rescinded.

\* \* \* \* \*

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 \_\_\_\_\_, 2010.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the Seal of the City of Jackson, Michigan on this \_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Lynn Fessel, City Clerk

# Resolution

**By the City Council:**

**WHEREAS**, responsibility for administration and enforcement of the Michigan Building Code as contained in the Stille-DeRossett-Hale Single State Construction Code Act, MCL 125.1501 et seq (State Construction Code) has been assumed by the City of Jackson pursuant to City of Jackson Code of Ordinances (City’s Ordinance), Section 5-51; and,

**WHEREAS**, the State Construction Code provides that the City Council may establish building permit fees, and the City’s Ordinance Section 5-53 establishes that fees will be established by Resolution;

**WHEREAS**, the City Council considered the proposed Schedule at its April 13, 2010 meeting and voted to adopt the Schedule as recommended by the Finance Committee; and

**WHEREAS**, the City Council wishes to adopt a building permit fee schedule for the City of Jackson.

**NOW, THEREFORE, BE IT RESOLVED** that when an application is made for a permit required under the terms of the Michigan Building Code, a fee shall be paid in an amount as prescribed in the following table:

**A. Permit Fees:**

1. Application fee \$90.00
  
2. The minimum fee for new construction or addition permits is \$200.00 or the calculated fee, whichever is greater. The calculated fee will be determined by multiplying the square footage of the project by the corresponding Use Group/Construction Type multiplier below, by .007 (based on a 3 year average of inspection division wages and benefits divided by the same 3 year average of building permit fees collected).
  
3. The minimum fee for alteration or remodel permits is \$100.00, or 50% of the calculated fee for new construction, whichever is greater.

Use Group	Construction Type								
	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
<b>A-1(a)</b>	\$139.72	\$137.49	\$132.99	\$130.05	\$115.83	\$115.32	\$118.51	\$107.50	\$104.66
<b>A-1(b)</b>	126.37	124.12	119.64	116.70	102.57	102.07	105.26	94.29	91.39
<b>A-2</b>	110.08	108.00	104.75	101.85	90.89	90.57	98.27	80.46	78.47
<b>A-3(a)</b>	131.44	126.06	124.73	121.77	109.10	108.69	111.40	95.98	93.47
<b>A-3(b)</b>	108.98	106.89	103.63	100.88	89.77	89.47	97.27	79.34	77.26
<b>A-4</b>	98.82	95.74	92.55	89.63	82.42	82.95	86.49	75.65	73.80
<b>A-5</b>	92.23	89.36	86.38	83.66	76.92	77.42	80.72	70.60	68.88
<b>B</b>	109.11	106.60	102.67	99.63	86.41	85.35	90.15	74.12	71.56
<b>E</b>	107.01	104.49	100.57	96.77	84.30	83.24	88.06	74.41	71.86
<b>F-1</b>	61.60	59.39	56.29	53.49	44.69	44.53	45.36	36.90	34.57
<b>F-2</b>	61.60	59.39	56.29	53.49	44.69	44.53	45.36	36.90	34.57
<b>H-1</b>	57.83	55.64	52.53	49.74	40.93	40.77	41.59	33.22	NP
<b>H234</b>	57.83	55.64	52.53	49.74	40.93	40.77	41.59	33.22	30.70
<b>H-5</b>	100.45	96.81	93.73	89.34	79.97	79.50	85.93	71.42	68.69

Use Group	Construction Type								
	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
I-1	94.98	92.80	89.23	86.58	75.31	75.20	87.54	68.09	65.90
I-2	145.32	142.81	138.88	135.84	121.47	NP	125.22	109.03	NP
I-3	118.51	116.00	112.07	109.03	95.80	94.74	99.56	86.54	NP
I-4	99.06	95.66	93.08	89.30	81.93	81.89	86.60	75.29	72.32
M	86.13	84.04	80.78	78.02	67.35	67.05	74.41	56.93	54.94
R-1	103.43	100.96	97.38	94.73	83.33	83.22	95.70	73.02	70.83
R-2	90.99	88.83	85.41	82.58	71.88	69.54	81.84	61.60	59.55
R-3	76.55	74.52	72.18	68.74	64.79	64.50	72.75	58.10	56.07
R-4	99.06	95.66	93.08	89.30	81.93	81.89	86.60	75.29	72.32
S-1	57.83	55.64	52.53	49.74	40.93	40.77	41.59	33.22	30.89
S-2	57.83	55.64	52.53	49.74	40.93	40.77	41.59	33.22	30.89
U	43.05	40.71	38.29	36.38	31.55	31.55	34.33	25.94	24.70

4. CDBG – Community Development Rehabilitation \$175.00  
Building Permit Fee (Act 54 inspections)  
(A “Disapproved/additional inspection” fee will be charged for all disapproved inspections on rehab permits.)
5. Roofing – Strip and re-roof (includes 2 inspections) \$150.00
6. Siding (includes 2 inspections) \$150.00
7. Decks (includes 2 inspections) \$160.00
8. Demolition of Accessory Structure/Porches \$100.00
9. Demolition of Shed or Garage \$150.00
10. Demolition of Residential Structures \$150.00
11. Disapproved/Additional Inspection \$ 55.00
12. Request to extend a permit \$ 50.00
13. Temporary Certificate of Occupancy \$175.00
14. Change of Use or Occupancy \$175.00
15. Investigation Fee \$110.00
16. Liquor Control Commission Inspections \$225.00
17. Miscellaneous or special inspections \$225.00

**B. Plan Review Fees:** Fees for review of plans will be charged at the following rate:

\$0 - \$500,000 Estimated construction value x .0013 x 1.75, but not less than \$100.00  
Over \$500,000 (\$650.00 + .0003) x 1.75 of estimated construction value over \$500,000

For stand-alone electrical, mechanical and/or plumbing plan reviews \$100.00 per hour.  
The first \$100.00 of an application is non-refundable.

**BE IT FURTHER RESOLVED** that the following permit fee guidelines are also adopted for use by the Community Development Department:

1. Permit fees must be paid in full before a permit is issued.
2. Fees for items missed on an original application must be paid in full before the final approval of a permit.
3. Re-inspections of **disapproved inspections** will be charged a “Disapproved/Additional/Inspection” fee and must be paid before re-inspection.
4. Application fees are non-refundable.
5. Permit fees are non-refundable after work begins.

6. Applicants must complete a "Request To Extend a Permit" form and pay the \$50.00 fee to extend a permit.

**BE IT FURTHER RESOLVED** that any provision of any other Resolution which is in conflict with this Resolution shall be, and the same is hereby, rescinded

\* \* \* \* \*

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 \_\_\_\_ of \_\_\_\_\_, 2010.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on the \_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Lynn Fessel *City Clerk*

## RESOLUTION

**BY THE CITY COUNCIL:**

**WHEREAS**, responsibility for administration and enforcement of the Michigan Electrical Code as contained in the Stille-DeRossett-Hale Single State Construction Code Act, MCL 125.1501 et seq (State Construction Code) has been assumed by the City of Jackson pursuant to City of Jackson Code of Ordinances (City’s Ordinance), Section 5-111; and,

**WHEREAS**, the State Construction Code provides that the City Council may establish building permit fees, and the City’s Ordinance Section 5-113 establishes that fees will be established by Resolution; and

**WHEREAS**, the City Council considered the proposed Schedule at its April 13, 2010 meeting and voted to adopt the Schedule as recommended by the Finance Committee; and

**WHEREAS**, the City Council wishes to adopt an electrical permit fee schedule for the City of Jackson.

**NOW, THEREFORE, BE IT RESOLVED** that when an application is made for a permit required under the terms of the Michigan Electrical Code, a fee shall be paid in an amount as prescribed in the following table:

	Fee
1. Application Fee (non-refundable)	\$90
Service	
2. Through 200 amp	\$25
3. Over 200 amp thru 600 amp	\$30
4. Over 600 amp thru 800 amp	\$35
5. Over 800 amp thru 1200 amp	\$50
6. Over 1200 amp (GFI only)	\$50
7. Circuits	\$7 ea
8. Lighting Fixtures – enter total number	\$15/25
9. Dishwasher	\$10
10. Furnace – Unit Heater	\$10
11. Electrical Heating Units (baseboard)	\$10
12. Factory Affidavit (annually)	\$200
13. Power Outlets (ranges, dryers, etc)	\$10
14. Feeders-Bus Ducts, etc. – per 50’	\$10
Signs	
15. Unit	\$20
16. Letter	\$15
17. Neon – each 25 feet	\$25
18. Mobile Home Park Site*	\$6

	Fee
KVA & HP	
19. Units up to 20 KVA or HP	\$10
20. Units 21 to 50 KVA or HP	\$20
21. Units 51 KVA or HP & over	\$25
Fire Alarm Systems (excluding residential smoke detectors)	
22. Up to 10 devices	\$50
23. 11 to 20 devices	\$100
24. Over 20 devices	\$5 ea
25. Recreational Vehicle Park Site	\$4
26. Fairs/Carnivals/Circuses	\$200
27. External Storm-Damaged Elect’l Serv.	TBD
28. Energy Retrofit – Temp Control	\$50
29. Conduit only or grounding only	\$50
30. Certification Fee	\$20
Inspections	
31. Special/Safety Insp. (includes cert. fee)	\$55
32. Disapproved/Additional Inspection	\$55
33. Request to Extend Permit	\$50
34. Investigation Fee	\$110
35. Final Investigation	\$55



**BE IT FURTHER RESOLVED** that the following permit fee guidelines are also adopted for use by the Community Development Department:

1. Permit fees must be paid in full before a permit is issued.
2. Fees for items missed on an original application must be paid in full before the final approval of a permit.
3. Re-inspections of **disapproved inspections** will be charged a “Disapproved/Additional Inspection” fee and must be paid before reinspection.
4. Application fee is non-refundable.
5. Permit fees are non-refundable after work begins.
6. Permit line item fees, excluding the Application Fee, are refundable only if a permit applicant provides a written request to cancel a permit and receive a partial refund before any work associated with that permit has begun. The permit holder must arrange an inspection and accompany the inspector to confirm that the work associated with that permit was not begun before a refund will be issued.

**BE IT FURTHER RESOLVED** that any provision of any other Resolution which is in conflict with this Resolution shall be, and the same is hereby, rescinded.

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 \_\_\_\_ of \_\_\_\_\_, 2010.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on the \_\_\_\_ day of \_\_\_\_\_, 2010.

---

Lynn Fessel

City Clerk

## RESOLUTION

**BY THE CITY COUNCIL:**

**WHEREAS**, responsibility for administration and enforcement of the City of Jackson Code of Ordinances, Chapter 28 Zoning, has been assumed by the Community Development Department; and

**WHEREAS**, Section 28-135(a) (1) of the City of Jackson Zoning Ordinance requires that before a person erects a fence, that person must obtain a permit from the Building Inspection Division of the Community Development Department; and

**WHEREAS**, the Stille-DeRossett-Hale Single State Construction Code Act, MCL 125.1501 et seq (State Construction Code) provides that the City Council may establish building permit fees; and

**WHEREAS**, the City Council considered the proposed Schedule at its April 13, 2010 meeting and voted to adopt the Schedule as recommended by the Finance Committee; and

**WHEREAS**, the City Council wishes to adopt a fence permit fee schedule for the City of Jackson.

**NOW, THEREFORE, BE IT RESOLVED** that when an application is made for a fence permit required under the City of Jackson Code of Ordinances, Chapter 28 Zoning, a fee shall be paid in an amount as prescribed in the following table:

1.	Permit Fee	\$75
2.	Disapproved/Additional Inspection	\$55
3.	Request to Extend Permit	\$50
4.	Investigation Fee	\$110

**BE IT FURTHER RESOLVED** that the following permit fee guidelines are also adopted for use by the Community Development Department:

1. Permit fees must be paid in full before a permit is issued.
2. Re-inspections of **disapproved inspections** will be charged a “Disapproved/Additional Inspection” fee and must be paid before reinspection.
3. Permit fee is non-refundable.

**BE IT FURTHER RESOLVED** that any provision of any other Resolution which is in conflict with this Resolution shall be, and the same is hereby, rescinded.

\* \* \* \* \*

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 \_\_\_\_ of \_\_\_\_\_, 2010.

IN WITNESS WHEREOF, I have hereto affixed my  
signature and the Seal of the City of Jackson, Michigan,  
on the \_\_\_\_ day of \_\_\_\_\_, 2010.

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

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

## RESOLUTION

**BY THE CITY COUNCIL:**

**WHEREAS**, responsibility for administration and enforcement of the Michigan Mechanical Code as contained in the Stille-DeRossett-Hale Single State Construction Code Act, MCL 125.1501 et seq (State Construction Code) has been assumed by the City of Jackson pursuant to City of Jackson Code of Ordinances (City’s Ordinance), Section 5-71; and,

**WHEREAS**, the State Construction Code provides that the City Council may establish building permit fees, and the City’s Ordinance Section 5-73 establishes that fees will be established by Resolution;

**WHEREAS**, the City Council considered the proposed Schedule at its April 13, 2010 meeting and voted to adopt the Schedule as recommended by the Finance Committee; and

**WHEREAS**, the City Council wishes to adopt a mechanical permit fee schedule for the City of Jackson.

**NOW, THEREFORE, BE IT RESOLVED** that when an application is made for a permit required under the terms of the Michigan Mechanical Code, a fee shall be paid in an amount as prescribed in the following table:

	Fee		Fee
1. Application Fee ( <b>non-refundable</b> )	\$90	22. Duct – minimum fee \$25	\$.10/ft
2. Residential Heating System (includes duct & pipe) <b>New Building Only*</b>	\$50	23. Heat Pumps; Commercial (pipe not included)	\$20
3. Gas/Oil Burning Equipment (furnace) New and/or Conversion Units	\$30	Air Handlers/Heat Wheels/RTU’s	
4. Residential Boiler**	\$30	24. Under 10,000 CFM/5 Ton	\$20
5. Water Heater	\$5	25. Over 10,000 CFM/5 Ton	\$60
6. Flue/Vent Damper	\$5	26. Commercial Hoods	\$15
7. Solid Fuel Equip. (includes chimney)	\$30	27. Heat Recovery Units	\$10
8. Gas Burning Fireplace	\$30	28. V.A.V. Boxes	\$10
9. Chimney, factory built (installed separately)	\$25	29. Unit Ventilators	\$10
10. Solar; set of 3 panels (includes piping)	\$20	30. Unit Heaters (terminal units)	\$15
11. Gas Piping, each opening – new installation (residential)	\$5	31. Fire Suppression/Protection – minimum fee \$20	\$.75/head
12. Air Conditioning (includes split systems)		32. Evaporator Coils	\$30
13. Heat Pumps (complete residential)	\$30	33. Refrigeration (split system)	\$30
14. Bath & Kitchen Exhaust	\$5	34. Chiller	\$30
Tanks		35. Cooling Towers	\$30
15. Aboveground**	\$20	36. Compressor	\$30
16. Aboveground Connection	\$20	Inspections	
17. Underground***	\$25	37. Special/Safety Insp. (includes cert fee)	\$55
18. Underground Connection	\$25	38. Disapproved/Additional Insp.	\$55
19. Humidifiers	\$10	39. Certification Fee	\$20
Piping - minimum fee \$25		40. Request to Extend Permit	\$50
20. Piping	\$.05/ft	41. Investigation Fee	\$110
21. Process piping	\$.05/ft	42. Final Inspection Fee	\$55

**BE IT FURTHER RESOLVED** that when an application is made for review of plans for mechanical work to be completed but not in conjunction with a building permit, fees will be charged at \$100.00 per hour with the first \$100.00 of an application being non-refundable.

**BE IT FURTHER RESOLVED** that the following permit fee guidelines are also adopted for use by the Community Development Department:

1. Permit fees must be paid in full before a permit is issued.
2. Fees for items missed on an original application must be paid in full before the final approval of a permit.
3. Re-inspections of **disapproved inspections** will be charged a “Disapproved/Additional Inspection” fee and must be paid before reinspection.
4. Application fee is non-refundable.
5. Permit fees are non-refundable after work begins.
6. Permit line item fees, excluding the Application Fee, are refundable only if a permit applicant provides a written request to cancel a permit and receive a partial refund before any work associated with that permit has begun. The permit holder must arrange an inspection and accompany the inspector to confirm that the work associated with that permit was not begun before a refund will be issued.

**BE IT FURTHER RESOLVED** that any provision of any other Resolution which is in conflict with this Resolution shall be, and the same is hereby, rescinded.

\* \* \* \* \*

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 \_\_\_\_ of \_\_\_\_\_, 2010.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on the \_\_\_\_ day of \_\_\_\_\_, 2010.

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

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

## RESOLUTION

**BY THE CITY COUNCIL:**

**WHEREAS**, responsibility for administration and enforcement of the Michigan Plumbing Code as contained in the Stille-DeRossett-Hale Single State Construction Code Act, MCL 125.1501 et seq (State Construction Code) has been assumed by the City of Jackson pursuant to City of Jackson Code of Ordinances (City’s Ordinance), Section 5-91; and,

**WHEREAS**, the State Construction Code provides that the City Council may establish building permit fees, and the City’s Ordinance Section 5-93 establishes that fees will be established by Resolution;

**WHEREAS**, the City Council considered the proposed Schedule at its April 13, 2010 meeting and voted to adopt the Schedule as recommended by the Finance Committee; and

**WHEREAS**, the City Council wishes to adopt a building permit fee schedule for the City of Jackson.

**NOW, THEREFORE, BE IT RESOLVED** that when an application is made for a permit required under the terms of the Michigan Plumbing Code, a fee shall be paid in an amount as prescribed in the following table:

	Fee
1. Application Fee (non-refundable)	\$90
2. Mobile Home Park Site*	\$5 ea
3. Fixtures, floor drains, special drains, water connected appliances	\$5 ea
4. Stacks (soil, waste, vent and conductor)	\$3 ea
5. Sewage ejectors, sumps	\$5 ea
6. Sub-soil drains	\$5 ea
Water Service	
7. Less than 2”	\$5
8. 2” to 6”	\$25
9. Over 6”	\$50
10. Connection (bldg, drain-bldg, sewers)	\$5
Sewers (sanitary, storm or combined)	
11. Less than 6”	\$5
12. 6” and Over	\$25
13. Manholes, Catch Basins	\$5 ea
14. Medical Gas System	\$45

	Fee
Water Distributing Pipe (system)	
15. 3/4” Water Distribution Pipe	\$5
16. 1” Water Distribution Pipe	\$10
17. 1-1/4” Water Distribution Pipe	\$15
18. 1-1/2” Water Distribution Pipe	\$20
19. 2” Water Distribution Pipe	\$25
20. Over 2” Water Distribution Pipe	\$30
21. Reduced pressure zone back-flow preventer	\$5 ea
22. Domestic water treatment and filtering equipment <b>only**</b>	\$5
23. Certification Fee	\$20
Inspections	
24. Special/Safety Insp. (includes cert fee)	\$55
25. Disapproved/ Additional Inspection	\$55
26. Request to Extend Permit	\$50
27. Investigation Fee	\$110
28. Final Inspection Fee	\$55

**BE IT FURTHER RESOLVED** that when an application is made for review of plans for plumbing work to be completed but not in conjunction with a building permit, fees will be charged at \$100.00 per hour with the first \$100.00 of an application being non-refundable.

**BE IT FURTHER RESOLVED** that the following permit fee guidelines are also adopted for use by the Community Development Department:

1. Permit fees must be paid in full before a permit is issued.
2. Fees for items missed on an original application must be paid in full before the final approval of a permit.
3. Re-inspections of **disapproved inspections** will be charged a “Disapproved/Additional Inspection” fee and must be paid before reinspection.
4. Permit fees are non-refundable after work begins.
5. Application fee is non-refundable.
6. Permit line item fees, excluding the Application Fee, are refundable only if a permit applicant provides a written request to cancel a permit and receive a partial refund before any work associated with that permit has begun. The permit holder must arrange an inspection and accompany the inspector to confirm that the work associated with that permit was not begun before a refund will be issued.

**BE IT FURTHER RESOLVED** that any provision of any other Resolution which is in conflict with this Resolution shall be, and the same is hereby, rescinded.

\* \* \* \* \*

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 \_\_\_\_ of \_\_\_\_\_, 2010.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on the \_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Lynn Fessel City Clerk



Downtown Development Authority (DDA)

## Memorandum

Date: April 19, 2010  
To: City Council  
From: Downtown Development Authority  
Re: DDA Millage Levy

---

Please consider the following resolution from the DDA to continue the Millage levy on parcels within the in the DDA district boundaries pursuant to Act 197 of the Public Acts of 1975 as last amended to authorize a levy by the City of an ad valorem tax of up to 2 mills upon taxable real and tangible personal property not exempt by law.

## RESOLUTION

### **BY THE CITY COUNCIL**

**WHEREAS**, Act 197 of the Public Acts of 1975 as last amended authorized a levy by the City of an ad valorem tax of up to 2 mills upon taxable real and tangible personal property not exempt by law in the Downtown Development Authority District; and

**WHEREAS**, the Downtown Development Authority has requested the City Council to approve and authorize such a levy of 1.9996 mills in the Downtown Development Authority District; and

**WHEREAS**, it appears to the City Council that the levy of said tax is necessary for the proper administration and operation of the Downtown Development Authority.

**NOW, THEREFORE, BE IT RESOLVED**, that the Jackson City Council approves and orders the levy of a property tax of 1.9996 mills upon all taxable real and tangible personal property not exempt by law in the Downtown Development Authority District qualified under Act 198 of 1974; and

**BE IT FURTHER RESOLVED**, that it is ordered that an industrial facilities tax be levied upon the taxable valuation of all industrial property in the Downtown Development Authority District qualified under Act 198 of 1974; and

**BE IT FURTHER RESOLVED**, that it is ordered that lessees or users of tax exempt property be levied a tax on the taxable valuation of all property qualified under Act 189 of 1953 which is located in the Downtown Development Authority District; and

**BE IT FURTHER RESOLVED**, that the staff and officials of the City of Jackson are hereby directed to collect the tax at the same time and in the same manner as it collect is property taxes and to pay such funds as may be collect under such levy to the Treasurer of the Downtown Development Authority for crediting to the general fund of the Authority.

\* \* \* \* \*





## Community Development

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

April 21, 2010

**TO:** Christopher W. Lewis, Interim City Manager  
**FROM:** Carol L. Konieczki, Community Development Director  
**RE:** Final Allocation of Community Development Block Grant (CDBG) and HOME Investment Partnerships Program Funds for Fiscal Year 2010-2011

On March 9, 2010, City Council made preliminary allocations for CDBG and HOME funds, based on an estimate of funding to be received for Program Year 2010. These preliminary allocations are outlined on the attached spreadsheets. On March 31, 2010, HUD announced Program Year 2010 CDBG and HOME formula allocations. The City of Jackson will receive \$1,516,045 in CDBG funds and \$364,345 in HOME funds. After adding anticipated program income to the CDBG formula grant allocation, City Council will have an increase of \$149,681 in CDBG funds, and an increase of \$34,967 in HOME funds to allocate to the activities designated during preliminary allocations.

City Council is scheduled to make final allocations for Program Year 2010 CDBG and HOME grants on April 27, 2010. Based on the actual funding the City will receive, the HUD imposed obligation thresholds for certain activities also increased and are as follows:

	<b>Activity</b>	<b>Threshold</b>	<b>Limit</b>
<b>CDBG</b>	Public Services	No more than 15%	\$242,406
	Administration	No more than 20%	323,209
<b>HOME</b>	CHDO Set-Aside (mandatory)	No less than 15%	\$54,654
	CHDO Operating Expenses	No more than 5%	18,217
	Administration	No more than 10%	36,434

The actual CDBG allocation is nearly 10% more than anticipated; the Citizen Participation Plan defines a substantial change as “a reallocation of 10% or more grant amount between activities funded” and/or “the addition or deletion of an activity from the approved CDBG budget.” Therefore, should City Council decide to provide funding to a project that did **not** receive a preliminary allocation, it **would** trigger the substantial change rule as having added an activity not identified during the preliminary allocation process. This would cause the process we are about to complete to be restarted, including publication, a public hearing, and a 30-day comment period. If this were to occur, we would not be able to submit the City’s annual Action Plan and request for release of funds in a timely fashion and funds would not be released at the beginning of the fiscal year on July 1. Community Development staff will revise the annual Action Plan draft to reflect the final allocations and will present the modified version to City Council for approval on May 11, 2010 with a request to authorize submission to HUD.

April 27, 2010 also marks the end of the 30-day public comment period for the draft annual Action Plan. City Council should receive and respond to any oral or written comments received relative to the annual Action Plan. All comments and responses will be incorporated into the final Action Plan before May 11, 2010.

Requested action by City Council is to:

- 1) Make final funding allocations for the CDBG and HOME for Fiscal Year 2010-2011; and,
- 2) Receive and respond to any oral or written communication received from the public regarding the Action Plan.

Please place this item on the April 27, 2010 City Council agenda for consideration.

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

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## 2010-2011 Community Development Block Grant Funding Proposal Recommendations

Applicants	Funding Request	City Admin.	Prelim. Allocation 3/9/10 City Council	Final Allocation 4/27/10 City Council
<b>Public Services</b>				
1 Allegiance Health Emergency Room - Cab Transportation Assistance	\$20,340	0	0	
2 American Red Cross	5,500	0	0	
3 AWARE, Inc.	45,584	22,189	15,000	
4 Center for Family Health - Emergency Adult Dental Care	50,000	20,000	20,000	
5 Center for Women Pregnancy Counseling Services	10,000	0	0	
6 Elnora V Moorman Community Help Center	168,000	0	0	
7 Fair Housing Center of Southeastern Michigan	20,000	0	0	
8 Family Service & Children's Aid - FAST Program	30,000	10,000	7,000	
9 Jackson Affordable Housing Corp - Foreclosure Prevention	15,000	0	0	
10 Jackson Affordable Housing Corp - Homeownership Counseling	9,200	9,200	8,000	
11 Jackson School of the Arts	22,398	0	0	
12 King Center Summer Youth Program	40,000	40,000	40,000	
13 LifeSpan - Wheelchair Vans	60,000	0	0	
14 Partnership Park Downtown Neighborhood Assoc.	10,000	5,000	5,000	
15 The Salvation Army - Utility Shutoff Prevention	75,000	50,000	50,000	
16 United Way - Central Michigan 2-1-1	24,500	10,000	10,000	
<b>Public Services Subtotal</b>	<b>\$605,522</b>	<b>\$166,389</b>	<b>\$155,000</b>	
<b>Public Services canNOT exceed \$242,406</b>				
<i>Estimated allocation \$1,516,045 + \$100,000 program income = \$1,616,045</i>				
<b>Administration and Planning</b>				
17 Community Development	\$249,700	\$249,700	\$249,700	
<b>Administration and Planning Subtotal</b>	<b>\$249,700</b>	<b>\$249,700</b>	<b>\$249,700</b>	

Applicants Other Projects	Funding Request	City Admin.	Prelim. Allocation 3/9/10 City Council	Final Allocation 4/27/10 City Council
	18 Community Development - Code Enforcement	\$565,275	565,275	468,664
19 Community Development - Residential Rehab	200,000	200,000	186,000	
20 Community Development - Jobs Creation Initiative**	50,000	50,000	50,000	
21 City Attorney's Office - Code Enforcement***	63,000	n/a	63,000	
22 DPW - Curb Ramps	100,000	0	20,000	
23 Engineering - Street Paving/Reconstruction	778,000	225,000	250,000	
24 Forestry - Ash Tree Removal/Replacement	20,000	0	14,000	
25 John George Home - Handicap Bathroom Renovation	10,000	10,000	10,000	
<b>Other Projects Subtotal</b>	<b>\$1,786,275</b>	<b>\$1,050,275</b>	<b>\$1,061,664</b>	

\*\* Application received 1/8/2010

\*\*\* Application received 2/3/10

#### Ineligible Application

26 Jessica's Daycare - Construct new daycare facility with 3-bedroom apartment on 2nd floor (new housing construction not eligible CDBG activity; not a non-profit organization)	165,000	0	0	0
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<b>Total Requested / Recommended</b>	<b>\$2,641,497</b>	<b>\$1,466,364</b>	<b>\$1,466,364</b>	
<b>Total Funding Available</b>	<b>\$1,466,364</b>	<b>\$1,466,364</b>	<b>\$1,466,364</b>	<b>\$1,616,045</b>
	(estimate)	(estimate)	(estimate)	(actual)

## 2010-2011 HOME Allocation Table

<b>Applicants</b>	<b>Funding Request</b>	<b>City Admin</b>	<b>Prelim. Allocation 3/9/10 City Council</b>	<b>Final Allocation 4/27/10 City Council</b>
Community Development - Rehabilitation Assistance (RAP)	\$75,000	\$172,478	\$172,478	
Community Development - Administration <sup>1</sup>	26,900	26,900	26,900	
Jackson Affordable Housing Corp - Downpayment Assistance	40,000	40,000	40,000	
Jackson Affordable Housing Corp - Administration <sup>1</sup>	6,000	6,000	6,000	
Jackson Affordable Housing Corp. - Acquisition/Rehab/Resale <sup>2</sup>	70,000	70,000	70,000	
Jackson Affordable Housing Corp. - CHDO Operating <sup>3</sup>	14,000	14,000	14,000	
Community Action Agency - Greenwood Housing Development (new construction)	270,000	0	0	
Community Action Agency - Administration <sup>1</sup>	27,000	0	0	
Renovations Your Way - app 1	92,175	0	0	
Renovations Your Way - app 2	92,175	0	0	
Habitat for Humanity	82,500	0	0	
<b>Total Requests:</b>	<b>\$795,750</b>			
<b>Total Budget:</b>	<b>\$329,378</b>	<b>\$329,378</b>	<b>\$329,378</b>	<b>\$364,345</b>
	(estimate)	(estimate)	(estimate)	(actual)

### Restrictions

<sup>1</sup>Admin - no more than 10% (\$36,434)

<sup>2</sup>CHDO Set-aside (mandatory) at least 15% (\$54,652)

<sup>3</sup>CHDO Operating Expenses (optional) - no more than 5% (\$18,217)



# Department of Community Development

161 W. Michigan Avenue • Jackson, MI 49201-1303 •  
Facsimile (517) 780-4781

Administrative Services  
(517) 788-4060

Building Inspection  
(517) 788-4012

Rehabilitation Services & Information  
(517) 788-4070

To: Christopher W. Lewis, Interim City Manager  
DATE: April 21, 2010  
FROM: Carol L. Konieczki, Community Development Director  
SUBJECT: CDBG and HOME Formula Allocations

On Wednesday, March 31, 2010, HUD announced CDBG and HOME formula allocations for Program Year 2010. The City of Jackson will receive \$1,516,045 in CDBG funds and \$364,345 in HOME funds. After adding anticipated program income to the CDBG formula grant allocation, City Council will have an increase of \$149,681 in CDBG funds, and an increase of \$34,967 in HOME funds to allocate to the activities designated during preliminary allocations.

The dollar amount of the preliminary allocation for CDBG and HOME funds was based on staff estimates since the City did not receive notice of the actual CDBG and HOME allocations until three weeks after Council approved the preliminary allocation. Based on the timeline for publication, and the 30-day comment period for the Action Plan, we cannot delay the preliminary approval process and wait for the notice of the actual allocation; otherwise we would not meet the appropriate deadline to submit a request for Release of Funds for the new fiscal year.

The additional increase of funds is nearly 10% more than anticipated; the Citizen Participation Plan defines a substantial change as "a reallocation of 10% or more grant amount between activities funded" and/or "the addition or deletion of an activity from the approved CDBG budget." Because the additional funds are at the 10% level, Community Development staff requested guidance from the Director of HUD's Detroit Field Office, Jeanette Harris. As the Annual Action Plan has been released for the 30-day citizen comment period, Ms. Harris stated providing additional funds to activities that had been selected during the preliminary allocation process would be acceptable and not trigger the substantial change rule. The City will still be spending CDBG and HOME funds as described in the Action Plan.

However, Ms. Harris cautioned staff to advise City Council that funding a project that did **not** receive a preliminary allocation, **would** trigger the substantial change rule. This would cause the entire process to be restarted; including publication, a public hearing, and a 30-day comment period. If this were to occur, we will not be able to submit the City's Annual Action Plan and request for release of funds in a timely fashion. Funds would not be released on July 1, the beginning of the City's fiscal year.

Community Development staff formulated allocation recommendations, and sought and received concurrence from the Interim City Manager and City Engineer. The recommendation of the allocation for the additional funds is based on community needs and HUD's program guidelines to meet the national objective which is focused on housing assistance for low/moderate income persons. The recommendations are as follows:



## CDBG

### *Street Paving/Reconstruction*

The Engineering Department originally applied for \$778,000 in CDBG funds to reconstruct seven blocks of local streets (attached). While each block was listed separately in their application, they can actually be considered as three separate projects:

<b>Street</b>	<b>Between</b>	<b># Blocks</b>	<b>Total Cost</b>
Wilkins	Jackson and Francis	3	\$345,000
Biddle	Jackson to Williams; Mechanic to Francis	2	\$208,000
Forest/Homewild	Ellery to Edgewood	2	\$225,000

In the preliminary allocation, Engineering received \$250,000 which is more money than needed for the Forest/Homewild or Biddle Street project. The balance of the extra funds would be held for at least a year to combine with a potential allocation during Program Year 2011. Therefore, taking this into consideration, and the current needs of the community, it is recommended an additional allocation of \$95,000, plus \$10,000 for special assessments (total of \$105,000), be added to City Council's preliminary allocation of \$250,000. This would provide Engineering with \$355,000, enough funds to reconstruct the three blocks of Wilkins Street in Partnership Park and pay for special assessments to low-income homeowners who request assistance.

### *Public Services – Utility Shutoff Prevention*

On April 1, 2010, Major John Mallett of The Salvation Army sent a letter (attached) to the Mayor and City Council in response to Councilmember Breeding's perception regarding The Salvation Army's non-spending of 2009 CDBG funds. Although The Salvation Army had not yet requested a reimbursement of the full \$52,000 allocation, Major Mallett claims all but \$390 has been spent. A reimbursement request for the period July 1 through December 31, 2009 was recently received for nearly \$35,000. Considering the significant increase in utility assistance requests (62%), it is recommended an additional \$10,000 be allocated to The Salvation Army for utility shutoff prevention, for a total final allocation of \$60,000.

### *Code Enforcement – Community Development*

Finally, Ms. Harris has expressed concern over the elimination of the City's Blight Ordinance Enforcement Officer (Joe Smith), and the additional cuts made to the Code Enforcement budget during preliminary allocations. Ms. Harris reiterated the prime purpose of both CDBG and HOME grants is preservation of housing stock to provide decent, safe, and affordable housing to a community's low- to moderate-income residents. Other allowable activities under CDBG are to create a suitable living environment and economic development. Ms. Harris alluded to the fact that if the City begins to ignore the housing needs of the community, it may well jeopardize future allocations, which amount to approximately \$2 million combined CDBG/HOME funds per year. With this in mind, staff strongly recommends the balance of the additional funds of \$34,681 be allocated to Community Development's Code Enforcement request, otherwise, the Community Development Department will be faced with laying off another Code Enforcement staff person, which may send a red flag to HUD that the City's housing program does not have sufficient staff to conduct ordinance enforcement, rental housing inspections, and rehabilitation activities as prescribed in the Housing Program guidelines and the 5-year Consolidated Plan.



## HOME

### *CHDO Set-Aside (Acquisition/Rehabilitation/Resale)*

Jackson Affordable Housing Corporation (JAHC) is the City's only Community Housing Development Organization (CHDO) and is required to receive no less than 15% of the City's annual HOME allocation. The mandatory set-aside for Program Year 2010 HOME funds of \$364,345 is \$54,652. JAHC applied for \$70,000 in HOME funds to continue its Acquisition/Rehabilitation/Resale activities; however, in reviewing their ability to spend down HOME funds during the past two years along with current projects, it is recommended JAHC receive an allocation of \$90,000.

### *CHDO Operating Expenses*

City Council preliminarily allocated \$14,000 to JAHC to pay the operating expenses, which includes staff costs, to complete the CHDO activities. Funding for this activity, while optional, is limited to no more 5% of the annual entitlement grant (\$18,217) or 50% of the CHDO's total operating budget (approximately \$168,000). It is recommended JAHC receive \$18,000 towards CHDO Operating Expenses.

### *Community Development – Administration*

The HOME program limits total administration expenses to no more than 10% of the entitlement allocation (\$36,434). JAHC has received a preliminary allocation of \$6,000 in administration fees to conduct its Down Payment Assistance activity. It is recommended the Community Development Department receive a final allocation of \$30,400 in administration fees, which pays for staff and operational costs related to the administration of the HOME program.

### *Rehabilitation Assistance Program (RAP)*

With the recommendations made above, \$7,467 remains in additional HOME funds from what was anticipated. It is recommended the preliminary allocation made toward RAP be increased by this amount for a final allocation of \$179,945.

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

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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**

MEMORANDUM

April 19, 2010

TO: Honorable Mayor and City Council

FROM: Julius A. Giglio, City Attorney

RE: City-Business Watch International (USA) Inc.  
Memorandum of Agreement

Attached please find a proposed Memorandum of Agreement (“MOA”) between the City and Business Watch International, Inc. (“BWI”) in reference to the City’s new Pawnbroker and Secondhand Dealer Ordinances. The City Police Department contacted BWI regarding establishing an internet site for pawnbrokers and secondhand dealers to electronically provide information required by our new Pawnbroker and Secondhand Dealer Ordinances. It is my understanding BWI is providing this service to other cities/police departments in the state.

The MOA is the standard BWI agreement; however, we made modifications regarding indemnity to the City (section 14) and insurance coverage (section 15). The City does not pay for the services provided by BWI. The end users, i.e., pawnbrokers and secondhand dealers, pay for the services provided by BWI (ability to submit information electronically via the internet.)

It should be noted that the insurance certificates provided by BWI do not completely comply with the City’s standard requirements. Two of the four companies providing insurance coverage are not licensed or approved by the state of Michigan. However, in light of the minimum exposure we have, I do not believe this failing is fatal. Therefore, it is my recommendation we proceed with the execution of the agreement.

The requisite action is for Council to approve the Memorandum of Agreement, authorize the Mayor and Clerk to sign same, and authorize staff to make minor modifications to the agreement. If Council has any questions, please contact me.

JG/cr

cc: Christopher Lewis, Interim City Manager, w/enc.  
Matt Heins, Chief of Police, w/enc.  
Elmer Hitt, Jackson Police Department, w/enc.

X:\COUNCIL MEMOS

# MEMORANDUM OF AGREEMENT

BETWEEN THE

**City of Jackson, Michigan**  
("City")

-and-

**Business Watch International (USA) Inc.**  
("BWI")

**Whereas** the City of Jackson Police Department ("Police") is responsible for providing police services in the City of Jackson, Michigan ("City"); and

**Whereas** as part of the provision of such police services, the Police receives, reviews, and maintains a record of reports received from pawnbrokers and secondhand stores in Jackson, Michigan (the "Companies") who purchase or pawn second hand goods from the public subject to the Code of the City of Jackson, Michigan, (the "Ordinance"); and

**Whereas** the Police require the Companies to report the information required to be maintained under the Ordinance; and

**Whereas** BWI has developed an Internet based Service, called the BWI Automated Reporting System, (the "Service") that enables the electronic transmission, between the Companies and the Police, of information regarding the purchase or pawn from the public of second hand goods; and

**Whereas** the Police has contracted with BWI to provide its Service to receive the transaction reports detailing the purchase or pawn of second hand goods from the public by the Companies, and to provide an investigative interface for the monitoring of the transaction data.

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

## 1. Term

The term of the Agreement shall be five (5) years from November 2008 to October 2013 (the "Term").

## **2. Transaction Registration Fee**

The Police acknowledge that the transaction registration fees shall be charged to the Companies for the Service provided by BWI, and;

The Police acknowledge that BWI will collect the transaction registration fee as described in Schedule A to this Agreement from the Companies. The Police acknowledge that the Companies will be invoiced monthly by BWI.

## **3. Failure to Make Payment**

In the case of a Company's failure to make payment, as outlined in paragraph 2, for a period of 60 days, the Police acknowledge that BWI may disable the Company's access to the Service.

## **4. Legal Compliance of Electronic Recording of Data**

BWI represents and warrants that the Service will contain the information and data as is required by the ordinance and all other applicable laws including ordinances and/or state legislation. BWI will endeavor to add any additional information and data as may be reasonably requested by the Police.

## **5. Termination of Agreement**

Anything to the contrary notwithstanding, either party may end this agreement upon sixty (60) days written notice to the other party.

## **6. Bankruptcy or Insolvency**

If BWI becomes insolvent or bankrupt or otherwise unable to carry on business and the Service is no longer available through a related or successor company to BWI, this Agreement shall be terminated.

## **7. Transfer of Data Upon Termination**

In the event of termination of this Agreement under Sections 5, 6 or otherwise, BWI shall provide the user data entered in the Service during the term of this Agreement to the Police and the Companies in an industry standard format residing on computer media.

## **8. Reporting to the Service by the Companies**

- (i) The parties agree that use of the Service by the Companies will be required by the Ordinance.

- (ii) BWI will provide each Company with remote training and support, site access, and payment scheduling in accordance with the terms of this Agreement.
- (iii) Upon request, BWI will make available to the Companies, at the lowest negotiable price, the necessary ancillary equipment required to undertake complete compliance with the laws in place and will offer training and support in the use of said equipment.

#### **9. Provision of Set-Up and Training**

- (i) The Police will provide BWI with a list of Companies which are required to report transactions to the Police and their respective locations and hours of operation.
- (ii) BWI will contact each Company and offer assistance to ensure the Company is in compliance with the reporting requirements.
- (iii) BWI will provide remote training in the use of the Service to person(s) identified by the Police and will provide such training at no cost to the Police.

#### **10. Provision of Support**

BWI will provide the Police and the Companies with a Monday-Saturday, 9:00 am to 5:00 pm, (Central Standard Time) help line number for any and all types of difficulties with the Service. A complete on-line help feature will also be made available to the Police and the Companies. The Police will be provided with an emergency contact number for 24/7/365 help desk support on system performance matters but not including system access related issues such as password administration.

#### **11. Retention of Transaction Record by the Company**

- (i) BWI shall advise the Police and all Companies in the event the Service is rendered temporarily or permanently inoperable. The Police shall inform the Companies of the appropriate procedures in order to maintain compliance in this event.
- (ii) Where feasible, BWI shall seek the Police's prior written approval of the written notice it will be providing to the Companies pursuant to this section.
- (iii) In the event the Service is rendered temporarily or permanently inoperable, or BWI experiences any form of Service failure, BWI will so advise the Police and all Companies.

## **12. Ownership and Limited Use of Information Gathered**

The transaction data gathered by BWI will be the sole property of the Police. BWI shall provide the data to the Police as requested. BWI has the right to access and utilize the data for the following purposes:

- (i) Support and Maintenance of the Service
- (ii) Training of accredited police personnel
- (iii) Demonstrating the system to accredited police personnel
- (iv) Integrating or querying by other police databases strictly accessed by accredited police agencies

## **13. Confidentiality Clause**

BWI undertakes to maintain the confidentiality of all information received from the Police and the Companies. Furthermore, BWI will not give, sell, transfer or communicate the said information to any person or company without express written consent of the Police.

## **14. Indemnity**

Anything contained in this Agreement to the contrary notwithstanding, to the maximum legal extent permissible under Michigan law, BMI hereby agrees to defend, indemnify, and hold harmless the City of Jackson, its Police Department, as well as their respective 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 the BWI 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, BMI shall not be required to indemnify the City for the City's liability resulting from the City's sole negligence.

## **15. Insurance**

BWI shall demonstrate that they have obtained errors and omissions insurance coverage which insurance shall provide coverage for negligent acts, errors or omissions committed or alleged to have been committed by BWI, with minimum limits of liability of \$1,200,000.00 per occurrence. The errors and omissions coverage shall extend coverage to loss of interest, earnings, profit, use and operations and interruptions, and other special, indirect and consequential damages resulting from negligent acts, errors or omissions of BWI.

BWI shall provide evidence of commercial general liability insurance coverage with minimum limits of liability for each policy of \$1,000,000.00 per occurrence. The Commercial General liability coverages shall name the City of Jackson and the Jackson Police Department as additional insureds. The insurance shall protect the City of Jackson and the Jackson Police Department from claims for bodily injury, death or property damage which may arise from performance of the work by BWI.

In the event that BWI has employees in Michigan or is otherwise required to have Workers' Compensation and Employer's Liability Insurance coverage, as required by the State of Michigan, BWI shall demonstrate such coverage.

Except as otherwise provided in this agreement, all insurance policies shall be issued on an "occurrence" basis by financially responsible insurance companies licensed or approved by the State of Michigan and acceptable to the City of Jackson and the Jackson Police Department.

## **16. Security Considerations**

BWI's software uses 128-bit encryption for data transfer. Individuals employed by BWI and all other individuals that are not police officers, but who have a legitimate need to access the Service for technical purposes, will meet with the standards of existing security protocols. BWI will advise the Police of any breach of such security protocols.

At the request of the Police, BWI will track the use of the Service and supply such reports regarding such use.

## **17. Liabilities and Indemnities**

- (i) BWI warrants and represents that provision of the Service, and any software or hardware supplied by BWI as part of such provision, will not infringe or otherwise constitute wrongful use of any copyright, patent, registered industrial design, trade mark, trade secret or any other right of any third party.
- (ii) Without limiting the provision of Section 14, BWI shall indemnify and save harmless the City of Jackson and all their respective officers, employees, agents and representatives from and against all loss, damages, costs, expenses and liability, including reasonable legal fees and costs, arising from the negligence or willful misconduct of BWI or any of its agents, suppliers or subcontractors arising from the Service or the Companies' use of the Service.
- (iii) Without limiting the generality of subsection (ii), BWI will indemnify the Police from and against all claims, liability and expenses, including reasonable legal fees and costs, arising out of any third party claim for infringement or violation of that third party's intellectual property or proprietary rights as a result of the use of the Service in accordance with this agreement.

- (iv) The indemnities and obligations set out in Section 14 and subsections (i), (ii) and (iii) shall survive termination of this agreement for any reason. BWI will maintain in force, at its own expense, insurance policies intended to address its liability and indemnification obligations under this agreement.
- (v) Except as provided in Section 14, BWI hereby releases the City of Jackson and Police from all claims respecting any loss, damage or injury any or all of them may suffer with respect to any matter arising from this Agreement, (except in cases where the City or Police's liability results from City's or Police's sole negligence.)

## 18. Notices

Any notice required or permitted to be given under this Agreement shall be in writing and may be given by personal service or by registered mail, postage prepaid, to the parties as follows:

If to the Police, at:

Matthew Heins, Chief of Police  
Jackson Police Department  
216 East Washington Street  
Jackson, Michigan 49201

If to BWI:

Mr. Dion McArthur  
Business Watch International (USA) Inc.  
Suite 200  
1445 Park Street  
Regina, Saskatchewan  
Canada S4N 4C5

## 19. Severability

In the event that any part of this Agreement shall be held invalid, the remainder shall remain in full force and effect.

## 20. Negotiated

It is agreed by the parties hereto that this Agreement 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 Agreement.

**21. Miscellaneous**

Except as otherwise provided in this Agreement, no party may amend this Agreement, other than by an instrument in writing. The instrument must be executed by the authorized representatives of both parties.


This Agreement shall be governed by and interpreted according to the laws of the State of Michigan. Venue for all matters arising under this Agreement and any dispute between the parties shall lie in Jackson County, Michigan.

**Jackson, Michigan**

\_\_\_\_\_

Date \_\_\_\_\_

**Business Watch International (USA) Inc**

  
\_\_\_\_\_

Date 27 Jan 2010





**SCHEDULE "A"**

**PRICING MODEL**

**Transaction Registration Fee Pricing Structure:**

BWI will assess a property registration fee for each transaction the Company reports to the Police database through the use of the System that involves the buying, pawning or re-pawning of second hand goods. A transaction is defined as a single buy or pawn which may involve one or more second hand goods and does not include contract extensions or claims. This is a per transaction registration fee, not a per item fee included in the transaction. It is the Company's intention to recover the fees from their customers for registering the transaction. Further, the Company may choose to incorporate the fee within other fees associated with the transaction.

**Transaction Fee\*: .40¢**

*\* Sales Taxes will be added to the above amounts where applicable. All fees are quoted in U.S. currency.*

The Company will be invoiced on a monthly basis. The BWI Automated Reporting System isolates and generates a list of the billable transactions which are used for deriving the invoiced amounts.

**How does BWI treat transactions that are not reported to police agencies?**

- Sales transactions processed using the BWI system are not assessed a transaction fee
- Other services processed using the BWI Business application may generate transaction fees consistent with the above scale i.e. Pay Day Advance and Check Cashing Modules

**Other Conditions:**

Note, the above fees are assessed for the use of the standard BWI Automated Reporting System. Any custom programming completed for the Company will be negotiated as a separate contract to this agreement and may result in unique licensing arrangements between BWI and the Company.



ENCON Group Inc.  
500 - 1400 Blair Place  
Ottawa, Ontario K1J 9B8  
Telephone 613-786-2000  
Facsimile 613-786-2001  
Toll Free 800-267-6684  
www.encon.ca

# Certificate of Insurance

---

Issued To: City of Jackson, MI, City Hall  
161 W Michigan Ave  
Jackson, Michigan 49201-1324

ERRORS AND OMISSIONS LIABILITY INSURANCE  
POLICY TIP357011

1. Named Insured: BUSINESS WATCH INTERNATIONAL INC.;  
BUSINESS WATCH INTERNATIONAL (US) INC.

2. Insured's Address: 200-1440 PARK ST  
REGINA SK S4N 2G2

3. Policy Period: 09 May 2009 to 09 May 2010  
at 00:01 local time at the Insured's  
address shown above

4. Limits of Liability: \$ 1,200,000 per LOSS  
\$ 1,200,000 annual aggregate

5. Deductible: \$ 10,000 per LOSS

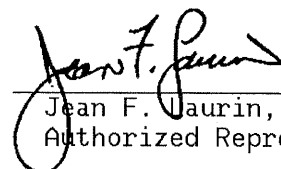
\* All amounts in Canadian Dollars

6. Insurers: Continental Casualty Company (CNA) 40.0%  
Temple Insurance Company 25.0%  
XL Reinsurance America Inc. 20.0%  
Aviva Insurance Company of Canada 15.0%

7. This certificate provides the above named Insured with coverage under the  
aforementioned Policy on file with the Insurers subject to the terms and  
conditions thereof and the above limits of liability and deductible.

IN WITNESS WHEREOF the Insurers through their representative, ENCON Group Inc.,  
have executed and signed this Certificate of Insurance.

DATED: 18 February 2010

  
\_\_\_\_\_  
Jean F. Laurin, President  
Authorized Representative



ENCON Group Inc.  
500 - 1400 Blair Place  
Ottawa, Ontario K1J 9B8  
Telephone 613-786-2000  
Facsimile 613-786-2001  
Toll Free 800-267-6684  
www.encon.ca

# Certificate of Insurance

---

Issued To: Jackson Police Department  
216 East Washington Street  
Jackson, Michigan 49201

ERRORS AND OMISSIONS LIABILITY INSURANCE  
POLICY TIP357011

1. Named Insured: BUSINESS WATCH INTERNATIONAL INC.;  
BUSINESS WATCH INTERNATIONAL (US) INC.

2. Insured's Address: 200-1440 PARK ST  
REGINA SK S4N 2G2

3. Policy Period: 09 May 2009 to 09 May 2010  
at 00:01 local time at the Insured's  
address shown above

4. Limits of Liability: \$ 1,200,000 per LOSS  
\$ 1,200,000 annual aggregate

5. Deductible: \$ 10,000 per LOSS

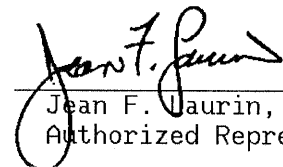
\* All amounts in Canadian Dollars

6. Insurers: Continental Casualty Company (CNA) 40.0%  
Temple Insurance Company 25.0%  
XL Reinsurance America Inc. 20.0%  
Aviva Insurance Company of Canada 15.0%

7. This certificate provides the above named Insured with coverage under the  
aforementioned Policy on file with the Insurers subject to the terms and  
conditions thereof and the above limits of liability and deductible.

IN WITNESS WHEREOF the Insurers through their representative, ENCON Group Inc.,  
have executed and signed this Certificate of Insurance.

DATED: 18 February 2010

  
\_\_\_\_\_  
Jean F. Laurin, President  
Authorized Representative



ENCON Group Inc.  
500 - 1400 Blair Place  
Ottawa, Ontario K1J 9B8  
Telephone 613-786-2000  
Facsimile 613-786-2001  
Toll Free 800-267-6684  
www.encon.ca

# Certificate of Insurance

---

Issued To: City of Jackson, MI, City Hall  
161 Michigan Ave  
Jackson, Michigan 49201-1324

COMMERCIAL GENERAL LIABILITY INSURANCE  
POLICY TGL357011

1. Named Insured: BUSINESS WATCH INTERNATIONAL INC.;  
BUSINESS WATCH INTERNATIONAL (US) INC.

2. Insured's Address: 200-1440 PARK ST  
REGINA SK S4N 2G2

3. Policy Period: 09 May 2009 to 09 May 2010  
at 00:01 local time at the Insured's  
address shown above

4. Limits of Insurance:

a) Aggregate Limit	\$2,000,000
b) Each Occurrence Limit	\$2,000,000
c) Bodily Injury/Property Damage	\$2,000,000
d) Personal Injury/Advertising Injury	\$2,000,000
e) Medical Payments - per person	\$5,000
- per accident	\$25,000
f) Tenants' Legal Liability	
- any one premises	\$500,000

Coverage Includes:

- a) Separation of Insureds, Cross Liability
- b) Contractual Liability
- c) Products-completed Operations
- d) Contingent Employer's Liability

5. Property Damage  
Deductible: \$ 5,000

\* All amounts in Canadian Dollars.

6. Insurers:

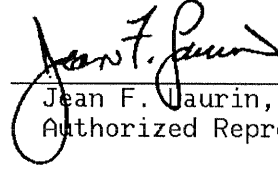
Continental Casualty Company (CNA)	40.0%
Temple Insurance Company	25.0%
XL Reinsurance America Inc.	20.0%
Aviva Insurance Company of Canada	15.0%

7. This certificate provides the above Named Insured with coverage under the  
aforementioned policy on file with the Insurers subject to the terms and  
conditions thereof and the above limits of insurance and deductible.

8. Endorsement(s):  
- Additional Insured  
- City of Jackson, MI, City Hall

IN WITNESS WHEREOF, the Insurers through their representative, ENCON Group Inc., have executed and signed this Certificate of Insurance.

DATED: 18 February 2010

  
\_\_\_\_\_  
Jean F. Laurin, President  
Authorized Representative



ENCON Group Inc.  
500 - 1400 Blair Place  
Ottawa, Ontario K1J 9B8  
Telephone 613-786-2000  
Facsimile 613-786-2001  
Toll Free 800-267-6684  
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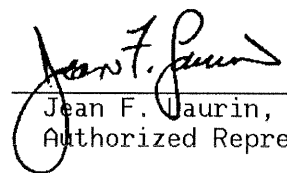
# Certificate of Insurance

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- Issued To: Jackson Police Department  
216 East Washington Street  
Jackson, Michigan 49201
- COMMERCIAL GENERAL LIABILITY INSURANCE  
POLICY TGL357011
1. Named Insured: BUSINESS WATCH INTERNATIONAL INC.;  
BUSINESS WATCH INTERNATIONAL (US) INC.
2. Insured's Address: 200-1440 PARK ST  
REGINA SK S4N 2G2
3. Policy Period: 09 May 2009 to 09 May 2010  
at 00:01 local time at the Insured's  
address shown above
4. Limits of Insurance:
- |                                       |             |
|---------------------------------------|-------------|
| a) Aggregate Limit                    | \$2,000,000 |
| b) Each Occurrence Limit              | \$2,000,000 |
| c) Bodily Injury/Property Damage      | \$2,000,000 |
| d) Personal Injury/Advertising Injury | \$2,000,000 |
| e) Medical Payments - per person      | \$5,000     |
| - per accident                        | \$25,000    |
| f) Tenants' Legal Liability           |             |
| - any one premises                    | \$500,000   |
- Coverage Includes:
- a) Separation of Insureds, Cross Liability
  - b) Contractual Liability
  - c) Products-completed Operations
  - d) Contingent Employer's Liability
5. Property Damage Deductible: \$ 5,000
- \* All amounts in Canadian Dollars.
6. Insurers:
- |                                    |       |
|------------------------------------|-------|
| Continental Casualty Company (CNA) | 40.0% |
| Temple Insurance Company           | 25.0% |
| XL Reinsurance America Inc.        | 20.0% |
| Aviva Insurance Company of Canada  | 15.0% |
7. This certificate provides the above Named Insured with coverage under the  
aforementioned policy on file with the Insurers subject to the terms and  
conditions thereof and the above limits of insurance and deductible.
8. Endorsement(s):
- Additional Insured
  - Jackson Police Department

IN WITNESS WHEREOF, the Insurers through their representative, ENCON Group Inc., have executed and signed this Certificate of Insurance.

DATED: 18 February 2010

  
\_\_\_\_\_  
Jean F. Laurin, President  
Authorized Representative



*4-20-10  
Recommend Denial  
TWS*

Downtown Development Authority (DDA)

**Memorandum**

Date: April 13, 2010  
To: Mayor, City Council Members  
From: Jonathan Greene, Executive Director, Downtown Development Authority  
RE: **Fiscal-year 2010-2011 Budget Request**

---

Dear Mayor Dunigan and City of Jackson Council Members,

2010-2011 poses to be a great year for the City of Jackson, with the Downtown Development Authority (DDA) leading the way in its many successful events and activities. These events often times are the city's front door where new people come to discover Jackson and where long time residents rekindle their community pride. Jackson's Downtown District represents the true spirit and energy of the City of Jackson. Our Downtown boasts historic structures, a rich artistic culture, award-winning dining and a thriving business community. The DDA, via its events, activities, and historic buildings showcase the City of Jackson and entices people to not only visit Jackson, but also locate a business, start a family, visit our parks, or otherwise enjoy everything the City of Jackson has to offer.

The DDA has been tremendously active during the past year and expects to be just as active next. Two façade improvement projects began this year. Those projects will not only increase the aesthetic qualities of downtown, but also increase the property's value thus increasing city revenue during this time of falling taxable values. This last fiscal year, downtown has added an ice cream shop, barber shop, nutrition consultants, bakery, pottery store, an upscale nightlife spot, deli, and the return of an over 80 year old business. The DDA is leading the way by adding jobs and a positive atmosphere in Jackson.

Historically, the partnership of the City of Jackson and the DDA has been a remarkable testament to the virtues of a positive relationship and goodwill. Without such a partnership, the City of Jackson and its Downtown would not have seen the tremendous growth it has experienced or be poised to make greater strides in the future. The City of Jackson's support and investment in the DDA over the years has allowed the DDA to operate with maximum efficiency. It helps the DDA host events and work to fill our storefronts to create a vibrant downtown. The continued success of these and all events sponsored by the DDA, as well as the operation of the DDA itself, is reliant upon a continued mutual partnership with the City of Jackson. The investment in the DDA is a marketing investment, social investment, infrastructure investment, and an economic development investment all in one. Your continued support of the DDA and its mission is not taken lightly and support from City Council in the past has been highly valued, as is your careful consideration of our request to allocate \$25,000 to the City of Jackson Downtown Development Authority for fiscal year 2010-2011.

Your consideration of this request will allow the DDA to continue to:

- Promote economic development and fill storefronts
- Continue a façade improvement program
- Hold events and promote the City of Jackson

Thank you for your consideration of our request.





Downtown Development Authority (DDA)

# Memorandum

Date: April 19, 2010  
To: City Council  
From: Downtown Development Authority  
Re: Parking Advisory Committee Recommendations

---

The Parking Advisory Committee met on March 26<sup>th</sup> to discuss parking issues in downtown. The following item was subsequently considered and approved by the DDA Board at its April 15, 2010 meeting. The DDA respectfully submits the following for your consideration and approval.

1. Direct the City Engineer/DPW Director or his designee to seek outside bids in conjunction with a cost proposal from Engineering/DPW to perform "joint fill" maintenance of the city owned parking lots within the Meterless Parking System. Bids shall be collected and awarded by June 30, 2010 and all work completed by November 15, 2010.

161 W. Michigan Ave.  
Jackson, Michigan 49201  
(517) 788-4040  
(517) 768-5860 (fax)

## Jackson Parks, Recreation and Grounds Department

# MEMO

**To:** Christopher Lewis, Interim City Manager  
**From:** Eric W. Terrian, Superintendent of Ella Sharp Park  
**Date:** April 23, 2010  
**Subject:** Request from Ella Sharp Park Museum to Increase Land Boundary

---

On Wednesday, April 21, 2010 an Ella Sharp Park Board of Trustees Special Meeting was held at the request of Charles Aymond, Director of the Ella Sharp Park Museum.

Mr. Aymond informed the Ella Sharp Park Board of Trustees that the Museum was in the process of applying for a grant through the Lowe's Foundation. Funding from this grant would help the Museum move the Ella Sharp Schoolhouse to a new location within the museum grounds. However, this new location would also extend outside the current property line per the agreement with the City of Jackson.

In order for the museum to successfully receive this grant, they need to be assured that the City of Jackson is willing to accommodate this request.

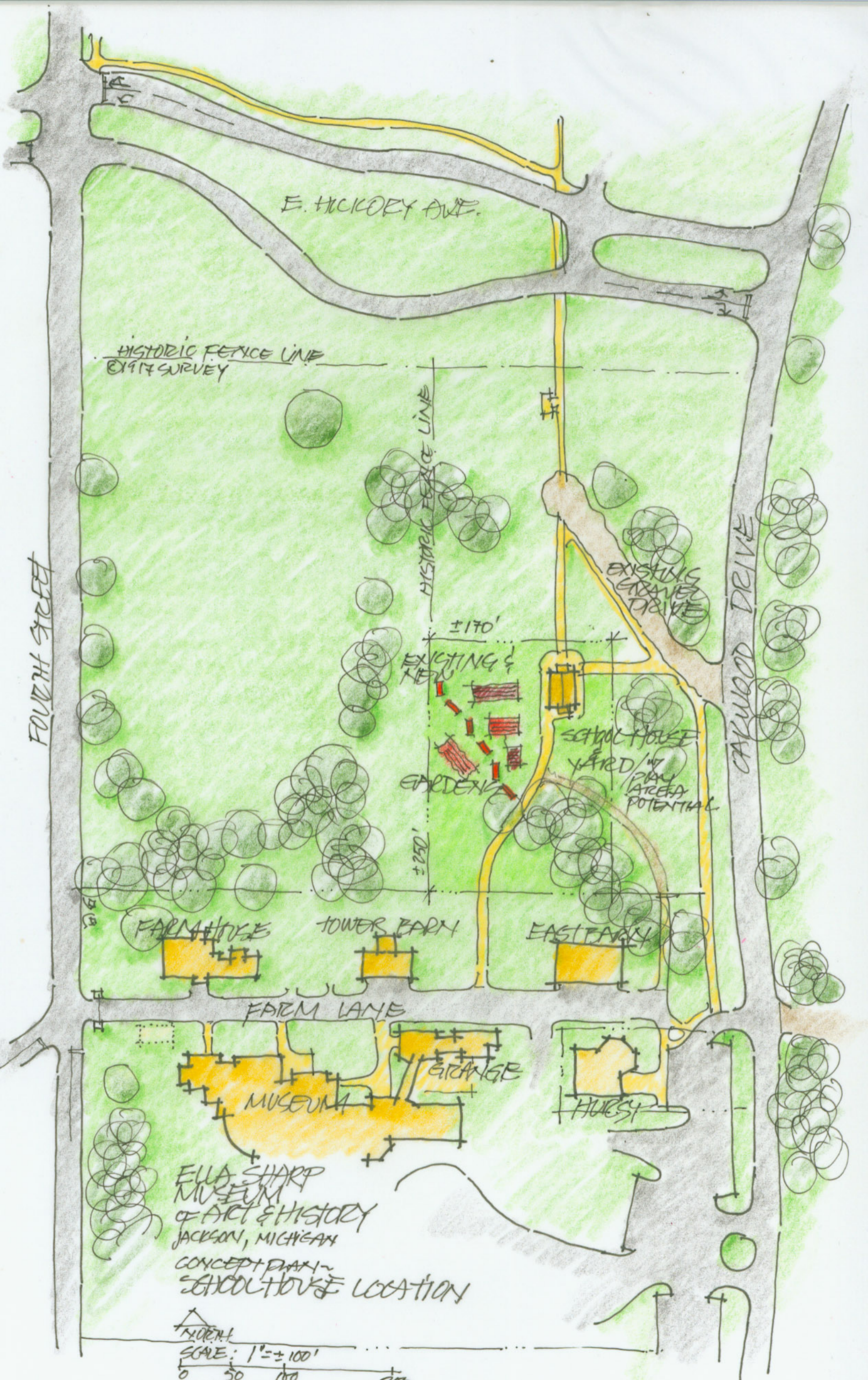
A motion was made by Trustee Desbiens and supported by Trustee Rider to allow the Ella Sharp Park Museum to extend the current boundary line to accommodate the moving of the Ella Sharp Park Schoolhouse pending approval of the Lowe's Foundation grant. The motion passed unanimously.

The Ella Sharp Park respectfully asks that this matter to be placed on the City of Jackson Council agenda as New Business for the upcoming meeting of Tuesday, April 27, 2010.

Mr. Charles Aymond will provide additional information by Monday, April 26, 2010 and will also attend the City Council Meeting to answer any questions.

EWT:sw

cc: Kelli Hoover, Interim Director of Parks, Recreation and Grounds



E. HICKORY AVE.

HISTORIC FENCE LINE  
EX 1917 SURVEY

HISTORIC FENCE LINE

EXISTING GRAVEL DRIVE

±170'

EXISTING & NEW

GARDENS

SCHOOL HOUSE  
YARD / w/ PLAY AREA POTENTIAL

±250'

FARM HOUSE

TOWER BARN

EAST BARN

FARM LANE

GRANGE

MUSEUM

HURST

ELLA SHARP  
MUSEUM  
OF ART & HISTORY  
JACKSON, MICHIGAN

CONCEPT PLAN ~  
SCHOOL HOUSE LOCATION

▲ NORTH  
SCALE: 1" = ± 100'  
0 50 100 200  
26 APRIL 2010



# – Minutes –

## *Ella Sharp Park Board of Trustees*

*Meeting of Wednesday, April 21<sup>st</sup>, 2010 at 4:45 p.m.*

*Ella Sharp Park Golf Course Clubhouse Hall of Fame Room*

<b>PRESENT</b>		
<b>Trustees</b>	<b>Guests</b>	<b>Staff</b>
<ul style="list-style-type: none"><li>• Mayor Karen F. Dunigan</li><li>• Betty Desbiens</li><li>• Elwyn Rider</li><li>• Vic Cuiss</li><li>• Michelle Woods</li></ul>	<ul style="list-style-type: none"><li>• Charles Aymond, Director of the Ella Sharp Park Museum</li></ul>	<ul style="list-style-type: none"><li>• Eric Terrian</li></ul>

1. Charles Aymond, Director of the Ella Sharp Park Museum made a presentation to the Ella Sharp Park Board of Trustees regarding a grant application that will be submitted to the Lowe's Foundation later this month.

This grant would include funds for moving the Ella Sharp Schoolhouse to its original location just north of Farm Lane Road.

However, the original location for the schoolhouse is outside of the current Ella Sharp Park Museum boundary line set forth by the City of Jackson.

A motion was made by Trustee Desbiens and supported by Trustee Rider to extend the Ella Sharp Park Museum boundary line for the moving the schoolhouse pending the Lowe's Foundation Grant approval. *The motion passed unanimously.*

2. ADJOURNMENT: 4:55 p.m.



# Department of Community Development

161 W. Michigan Avenue • Jackson, MI 49201-1303•

Facsimile (517) 768-5832

Administrative Services  
(517) 788-4060

Building Inspection  
(517) 788-4012

Rehabilitation Services & Information  
(517) 788-4070

## INFORMATIONAL ITEM

TO: Christopher W. Lewis, Interim City Manager  
DATE: April 20, 2010  
FROM: Carol L. Konieczki, Community Development Director  
SUBJECT: Award of Bid for Rehab Project at 900 Fourth and 554 N. Elm

Rehab Specialist Cliff Winslow requested bids through the Purchasing Department for two owner-occupied Community Development project at 900 Fourth and 554 N. Elm. The Community Development Department has analyzed the bids submitted and arrived at a recommendation on bid award.

Eight contractors attended the mandatory pre-bid walk through with six submitting completed bids for 900 Fourth Street and seven contractors attended the pre-bid walk through at 554 N. Elm with six submitting completed bids. The resulting Bid Tabulations are attached for your review. The lowest acceptable bids are as follows:

Project	Awardable Contractor	Amount
900 Fourth	At-A-Moments-Notice	\$11,900
554 N. Elm	Baker Builders	\$4,405

The homeowners have been prequalified to received full funding through either a CDBG or HOME rehab loan (900 Fourth: \$5,920 Code and \$5,555 Lead; 554 N. Elm: \$3,090 Code and \$1,315 Lead). The contractors awarded these projects are required to obtain a current installation floater on their general liability insurance policy.

The project at 554 N. Elm also received previous assistance under the Emergency Hazard Program in 2009, in the amount of \$9,524 to correct a basement flooding issue and a broken main sewer line under the floor. The total for both projects at this address is \$13,929 (\$4,405 + \$9,524).

In concurrence with the recommendation of the Department, we are prepared to award the contracts as outlined above. Since these individual rehabilitation contracts do not exceed the \$20,000 maximum, formal City Council action is not necessary to approve the award.

With your approval, please place this item in the Councilmembers packets as an informational item for the April 27, 2010 meeting.

cc: Shelly Allard, Purchasing Coordinator  
Dennis M. Diffenderfer, Rehab Coordinator  
Kim VanEvery, Loan Assistant  
Michelle Pultz, CD Project Coordinator



Bid Tabulation  
for  
Housing Rehabilitation  
at  
900 Fourth

				At A Moments Notice	EF Potter	Streamline Enterprises	Baker Builders Inc.	Concept Construction	Alpha & Omega Construction Co.	
				209 W. Washington, Suite 182	2600 N. Hendershot Rd	200 State St.	PO Box 155	1619 Cascade Ct.	340 Burt Avenue	
				Jackson, MI 49201	Parma, MI 49269	Mason, MI 48854	Jackson, MI 49204	Jackson, MI 49203	Jackson, MI 49201	
Item #	Description	Location	Code	Rehab Inspector Estimate	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	
1	New Steps	E	C	350.00	475.00	900.00	1,248.00	375.00	670.00	750.00
2	Paint Exterior of House and Garage	All	L	5,500.00	3,000.00	1,300.00	3,750.00	6,100.00	4,815.00	8,000.00
3	Lead		L	475.00	1,000.00	2,800.00	60.00	25.00	1,455.00	500.00
4	Replace Soffit	S	C	575.00	300.00	200.00	682.00	240.00	140.00	500.00
5	Lead	S	L	250.00	100.00	160.00	60.00	30.00	100.00	100.00
6	Down	S	C	375.00	350.00	260.00	215.00	275.00	415.00	350.00
7	Tree Trimming	SW	C	200.00	100.00	360.00	50.00	45.00	225.00	450.00
8	Door Repair - Furnish Screens	Dining S	C	600.00	325.00	120.00	512.00	526.00	240.00	350.00
9	yds N	S/N	C	400.00	500.00	660.00	900.00	320.00	345.00	1,500.00
10	Lead Work - Cleaning Window Troughs	All	L	175.00	300.00	160.00	240.00	170.00	1,145.00	600.00
11	Door Repair - Doro Stop For Closet	Kitchen	L	50.00	50.00	65.00	74.00	20.00	35.00	50.00
12	Lead	Kitchen	L	25.00	25.00	20.00	50.00	10.00	30.00	25.00
13	Up	Upstairs	C	25.00	25.00	20.00	20.00	15.00	15.00	25.00
14	Pre-Hung Door	Bath	L	200.00	180.00	260.00	240.00	150.00	185.00	350.00
15	Lead	Bath	L	50.00	50.00	30.00	100.00	25.00	100.00	50.00
16	Handrail	Attic	C	75.00	75.00	65.00	56.00	45.00	75.00	100.00
17	3 Windows	Attic	C	900.00	750.00	750.00	1,068.00	870.00	975.00	1,000.00
18	Lead		L	150.00	100.00	150.00	50.00	120.00	300.00	100.00
19	Close Opening in Chimney Walls	Attic	C	100.00	100.00	160.00	84.00	80.00	210.00	150.00
20	Handrail	Basement	C	75.00	50.00	95.00	20.00	45.00	45.00	75.00
21	Door Repair Exterior Door to Stairs	W	C	125.00	50.00	160.00	54.00	42.00	210.00	200.00
22	Windows (2) N (2) S	Cellar	C	800.00	850.00	800.00	778.00	1,000.00	540.00	800.00
23	Lead		L	200.00	150.00	200.00	50.00	140.00	200.00	125.00
24	Smoke Detectors	Basement	C	20.00	20.00	35.00	90.00	25.00	30.00	25.00
25	Clearance Test	All	L	450.00	600.00	600.00	600.00	800.00	650.00	600.00
26	Plumbing		C	650.00	450.00	550.00	600.00	325.00	715.00	550.00
27	Electrical		C	600.00	1,500.00	1,200.00	1,000.00	850.00	1,455.00	850.00
	Total			13,395.00	11,475.00	12,080.00	12,651.00	12,668.00	15,320.00	18,175.00
			C	5,870.00	5,920.00	6,335.00	7,377.00	5,078.00	6,305.00	7,675.00
			L	7,525.00	5,555.00	5,745.00	5,274.00	7,590.00	9,015.00	10,500.00

Bids are broken down to utilize/identify funding sources

L = Lead based paint hazard elimination work

C = Code requirement repair

I = Incipient Item

Bid Tabulation  
for  
Housing Rehabilitation  
at  
554 N. Elm Ave.

Baker Builders Inc.	At A Moments Notice	Streamline Enterprises	Alpha & Omega Construction Co.	EF Potter	Concept Construction
PO Box 155 Jackson, MI 49204	209 W. Washington, Suite 182 Jackson, MI 49201	200 State St. Mason, MI 48854	340 Burt Avenue Jackson, MI 49201	2600 N. Hendershot Rd. Parma, MI 49269	1619 Cascade Ct. Jackson, MI 49203

Item #	Description	Location	Code	Rehab Inspector Estimate	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	
1	Chimney Repair	Upstairs	C	275.00	310.00	350.00	420.00	650.00	360.00	1,145.00	
2	Siding Repairs w/Needed	All	C	1,500.00	400.00	200.00	420.00	975.00	1,260.00	1,175.00	
3	Gutter Work	E/W	C	350.00	160.00	230.00	208.00	300.00	260.00	295.00	
4	Trim Trees	W	C	200.00	75.00	50.00	90.00	350.00	660.00	285.00	
5	Cellar Windows (2)	N/W	C	400.00	300.00	400.00	396.00	400.00	300.00	440.00	
6	Lead		L	200.00	25.00	100.00	50.00	100.00	100.00	100.00	
7	Tuckpoint Foudnation	E. Porch	C	100.00	650.00	50.00	120.00	200.00	260.00	195.00	
8	Lead Work Wrap Header	E. Porch	L	400.00	120.00	220.00	134.00	200.00	100.00	550.00	
9	Service Walk	E	C	500.00	325.00	300.00	1,248.00	950.00	660.00	845.00	
10	Steps to Porch	E	C	500.00	320.00	800.00	100.00	650.00	660.00	545.00	
11	Door - Pre-Hunt	Upstairs	Bath	L	300.00	125.00	225.00	240.00	200.00	195.00	185.00
12	Lead		L	100.00	15.00	50.00	100.00	50.00	50.00	100.00	
13	Ceiling and Cabinet Repair	Upstairs	Bath	L	400.00	250.00	275.00	390.00	175.00	460.00	325.00
14	Lead	Upstairs	Bath	L	150.00	30.00	50.00	50.00	25.00	200.00	100.00
15	Wall Repair Basement	S	C	800.00	300.00	200.00	102.00	275.00	260.00	430.00	
16	Clearance Test	All	L	450.00	750.00	600.00	600.00	850.00	600.00	650.00	
17	Plumbing	All	C	650.00	250.00	500.00	870.00	550.00	550.00	475.00	
	Total			7,275.00	4,405.00	4,600.00	5,538.00	6,900.00	6,935.00	7,840.00	
			C	5,275.00	3,090.00	3,080.00	3,974.00	5,300.00	5,230.00	5,830.00	
			L	2,000.00	1,315.00	1,520.00	1,564.00	1,600.00	1,705.00	2,010.00	

Bids are broken down to utilize/identify funding sources

L = Lead based paint hazard elimination work

C = Code requirement repair

I = Incipient Item

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



## MEMORANDUM

**DATE:** April 6, 2010

**TO:** Christopher Lewis  
Interim City Manager

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

**SUBJECT:** March Manager's Report

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### Chief Matthew Heins

- Attended:
  - Meeting with Commanders regarding Alternative Scheduling
  - Employee Pre-Determination Meeting
  - Town Hall Meeting
  - Meeting with JNET Lieutenant Dave Cook
  - Employee Discipline Meeting
  - Going-Away Reception for Bob Marcinkowski and Michelle Gossett
  - Commanders' Meeting
  - Meeting with Citizen regarding Internal Investigation
  - Meeting at Michigan State University regarding School of Staff and Command
  - IT Meetings
    - One meeting with Don Nelson
    - One meeting with JPD Staff
  - PPCT Training
  - Area Chief's Meeting
  - Finance Committee Meeting
  - Two Briefings regarding Shooting Death of James Bonneau
  - End of Probation Meeting with Detective Ed Smith
  - Press Conference regarding Shooting of Elvin Potts
  - Meeting with Personnel Director regarding Communications Specialist vacancy
  - Community Meeting
  - Police Department Budget Meeting
- Appeared on Bart Hawley and WKHM
- Spoke at Siena Heights University



- Reviewed Shooting Investigation with Frank Weathers
- Read to Elementary School Students
  - Bennett School
  - St. Mary's
- 8 Hours of Vacation
- 4 Hours of Furlough

#### Deputy Chief John Holda

- Attended:
  - Alternate Scheduling Meeting
  - Budget Meeting
  - Pre-Determination
  - IT Transition
  - Meetings with New World Representative (2)
  - Meeting with Omega Representative for Crime Mapping
  - Radio System Update Meeting
  - ACT 345 Meeting
  - Community Corrections Meeting
  - Department Head Meeting
  - Salvation Army Advisory Board Meeting
  - Critical incident Debrief
  - Command Debrief

#### Lt. Christopher Simpson

- Attended:
  - Alternate scheduling Ideas meeting with Chief
  - Pre-Determination Hearing
  - PSN Meeting
  - Operation Polly Meeting
  - Command Briefing
  - Lansing Police Department Interview Panel
  - DVCC Meeting
  - Commanders Mandatory Briefing
- Many hours spent as Honor Guard Commander regarding the death and arrangements for Officer James Bonneau

#### Lt. Elmer Hitt

- Attended:
  - Webinar for Energy Grant with Fire Chief Beyerstedt
  - OEM Advisory Council Meeting
  - SRT Activation at 313 Moorman Dr.
  - Use of Force Scenario-Based Training at Jackson Community College
  - John George Board of Directors Meeting
  - Planning Meeting for the "Harmony Day" White Pride March
  - Command Debrief

- HRC youth violence meeting at the library
- Sergeant Hiller, Officer Peters, and Officer Roth announced as new additions to SRT.
- Read to Students at Bennett School
- Worked the "Harmony Day" Event
- Other update information:
  - Received notification of \$38,760 received under the Public Safety Interoperability Communications (PSIC) Grant Program. \$7,752 is required as a 25% match. This funding will be for the purchase of mobile and portable radios. Community Development interdepartmental funding application is being completed requesting funds to be reallocated for the match.
  - Initial steps have been taken towards the energy grant projects. The bid process is anticipated to begin in late April or early May. The Fire Department is anticipating the same.
  - The Records Bureau is now closed to the public on Mondays and Fridays. Many changes have taken place as a result of Robert Marcinkowski's layoff.