CALL TO ORDER.

The Jackson City Council met in regular and special session in City Hall and was called to order at 6:30 p.m. by Mayor Martin J. Griffin.

PLEDGE OF ALLEGIANCE.

The Council joined in the pledge of allegiance.

ROLL CALL.


Also present: Deputy City Manager Patrick Burtch, City Attorney Julius A. Giglio, City Clerk Lynn Fessel, Police Chief Matt Heins, City Assessor David Taylor and City Engineer Jon Dowling.

EXECUTIVE SESSION TO DISCUSS LEGAL OPINIONS, ACQUISITION OF REAL PROPERTY AND PENDING LITIGATION.

Motion was made by Councilmember Schlecte and seconded by Councilmember Dobies to go into closed executive session. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Schlecte, Frounfelker and Dobies—6. Nays: 0. Absent: Councilmember Greer—1.

Councilmember Greer arrived at 6:32 p.m.

RETURN TO OPEN SESSION.

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

AGENDA.
Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to amend the agenda by adding Item H. under New Business. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

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

CITIZEN COMMENTS.

Toni B. Jones addressed the Council on behalf of another individual who suggested that the downtown Riverwalk Plaza Hotel be converted to a vertical indoor garden.

John Wilson introduced himself as a candidate for 8th District County Commissioner. He also discussed his ideas on economic growth and development.

PRESENTATIONS/PROCLAMATIONS.

None.

CONSENT CALENDAR.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to approve the following Consent Calendar. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

Consent Calendar

A. MEETING MINUTES:
   Approval of the minutes of the regular City Council meeting of September 11, 2012.

B. CITY ASSESSOR DESIGNATION í LAND DIVISION:
   Approval of a request to designate the City Assessor as the official to approve or disapprove of all requested land splits and respond to completed applications per the requirements of Michigan Complied Laws Section 560 (Land Division Act).

C. REQUEST FOR STREET RECONSTRUCTION ON BEVERLY PARK PLACE:
   Receipt of a petition requesting street reconstruction on Beverly Park Place and referral to staff for appropriate action.

   Receipt of the City of Jackson’s summary of revenue and expenditures for two (2) months ended, August 31, 2012.

E. SPECIAL MEETING MINUTES:
   Approval of the minutes of the special City Council meeting of September 19, 2012.

COMMITTEE REPORTS.
None.

**APPOINTMENTS.**

None.

**PUBLIC HEARINGS.**

A. **ITEM DELETED.**

B. **2011-12 CAPER:**
   PUBLIC HEARING TO RECEIVE CITIZEN COMMENTS ON THE CITY'S PERFORMANCE IN ADMINISTERING 2011-12 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAMS.

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

1. **AUTHORIZATION TO SUBMIT THE 2011-12 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).**

   Motion was made by Councilmember Greer and seconded by Councilmember Schlecte to authorize submission of the CAPER to HUD. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

**RESOLUTIONS.**

A. **BUILDING CODE BOARD OF EXAMINERS AND APPEALS FEE RESOLUTION:**
   RESOLUTION REVISIING THE BUILDING CODE BOARD OF EXAMINERS AND APPEALS FEE SCHEDULE.

   Motion was made by Councilmember Schlecte and seconded by Councilmember Frounfelker to adopt the resolution, as amended, by deleting the second and third "Be It Further Resolved" paragraphs and changing the department name from Community Development to Neighborhood and Economic Operations. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Greer, Schlecte, Frounfelker and Dobies—5. Nays: Councilmembers Breeding and Jaquish—2. Absent: 0.

B. **“SUPER-MINORITY” CONSTITUTIONAL AMENDMENT:**
   RESOLUTION SUPPORTING A “NO” VOTE ON THE PROPOSED “SUPER-MINORITY” CONSTITUTIONAL AMENDMENT BEING PLACED ON THE NOVEMBER 6, 2012, GENERAL ELECTION BALLOT.

   Motion was made by Councilmember Greer and seconded by Councilmember Dobies to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: Councilmember Breeding—1. Absent: 0.
C. CORRECTIVE RESOLUTION FOR SPECIAL ASSESSMENT ROLL NO. 4212:
CORRECTIVE RESOLUTION FOR SPECIAL ASSESSMENT ROLL NO. 4212 FOR
DELINQUENT MISCELLANEOUS GENERAL FUND ACCOUNTS RECEIVABLE,
CONFIRMED ON SEPTEMBER 11, 2012.

Motion was made by Councilmember Frounfelker and seconded by Councilmember
Greer to adopt the resolution. The motion was adopted by the following vote. Yea:
Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

D. CORRECTIVE RESOLUTION FOR SPECIAL ASSESSMENT ROLL NO. 4213:
CORRECTIVE RESOLUTION FOR SPECIAL ASSESSMENT ROLL NO. 4213 FOR
DELINQUENT MISCELLANEOUS BUILDING DEPARTMENT FUND ACCOUNTS
RECEIVABLE, CONFIRMED ON SEPTEMBER 11, 2012.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to
adopt the resolution. The motion was adopted by the following vote. Yea: Mayor Griffin and
Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0.
Absent: 0.

ORDINANCES.

A. ZONING CODE AMENDMENTS – BUILDING DESIGN STANDARDS:
FINAL ADOPTION OF ORDINANCE NO. 2012.22 AMENDING CHAPTER 28
(ZONING), CITY CODE, MAKING MINOR REVISIONS TO SEC. 28-115, WHICH
 DEALS WITH BUILDING DESIGN STANDARDS.

Motion was made by Councilmember Dobies and seconded by Councilmember
Frounfelker to adopt Ordinance No. 2012.22. The motion was adopted by the following vote.
Yea: Mayor Griffin and Councilmembers Greer, Schlecte, Frounfelker and Dobies—5. Nays:
Councilmembers Breeding and Jaquish—2. Absent: 0.

B. ZONING CODE AMENDMENTS – ENVIRONMENTAL STANDARDS:
FINAL ADOPTION OF ORDINANCE NO. 2012.23 AMENDING CHAPTER 28
(ZONING), CITY CODE, REVISING SEC. 28-110 WHICH CONTAINS STANDARDS
FOR ENVIRONMENTAL PROTECTION, AND ADDING SELECT DEFINITIONS TO
SEC. 28-5.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to
adopt Ordinance No. 2012.23. The motion was adopted by the following vote. Yea: Mayor
Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays:
Councilmember Breeding--1. Absent: 0.

C. ZONING CODE AMENDMENTS – LANDSCAPING AND FENCING STANDARDS:
FINAL ADOPTION OF ORDINANCE NO. 2012.24 AMENDING CHAPTER 28
(ZONING), CITY CODE, ADDING SEC. 28-126 (VISIBILITY AT INTERSECTIONS) TO
ACCOMMODATE RECENT AMENDMENTS TO THE CITY’S LANDSCAPING (SEC.
28-105) AND FENCING (SEC. 28-125) STANDARDS.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to
adopt Ordinance No. 2012.24. The motion was adopted by the following vote. Yea: Mayor

D. JACKSON HOUSING COMMISSION:
FINAL ADOPTION OF ORDINANCE NO. 2012.25 AMENDING CHAPTER 14, ARTICLE III, CITY CODE, TO PROVIDE THAT THE CITY COUNCIL HAS THE AUTHORITY, UPON THE RECOMMENDATION OF THE MAYOR, TO ESTABLISH AND APPROVE COMPENSATION OF JACKSON HOUSING COMMISSION OFFICERS AND EMPLOYEES.

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt Ordinance No. 2012.25. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Greer, Schlecte, Frounfelker and Dobies—5. Nays: Councilmembers Breeding and Jaquish—2. Absent: 0.

E. CITY CODE AMENDMENT – DELINQUENT WATER AND SEWER CHARGES:
FINAL ADOPTION OF ORDINANCE NO. 2012.26 AMENDING ARTICLE IV, CHAPTER 27, CITY CODE, TO PROVIDE FOR MORE FREQUENT PLACEMENT OF LIENS UPON THE TAX ROLLS FOR DELINQUENT WATER AND SEWER CHARGES FOR THE HEALTH, SAFETY AND WELFARE OF THE CITIZENS OF THE CITY OF JACKSON.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Dobies to adopt Ordinance No. 2012.26. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

F. CITY CODE AMENDMENT – INSTALLATION OF CARBON MONOXIDE DETECTORS:
FINAL ADOPTION OF ORDINANCE NO. 2012.27 AMENDING SECTION 14-61, ARTICLE II, DIVISION 3, CHAPTER 14, CITY CODE, ADDING THE REQUIREMENT OF CARBON MONOXIDE DETECTORS.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to adopt Ordinance No. 2012.27. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

G. CITY CODE AMENDMENT – ESTABLISHING PROVISIONS FOR RECORDING DOCUMENTS:
FINAL ADOPTION OF ORDINANCE NO. 2012.28 AMENDING SECTION 17-27, ARTICLE II, CHAPTER 17, CITY CODE, ESTABLISHING PROVISIONS FOR RECORDING DOCUMENTS.

Motion was made by Councilmember Greer and seconded by Councilmember Schlecte to adopt Ordinance No. 2012.28. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: Councilmember Breeding—1. Absent: 0.

OTHER BUSINESS.
NEW BUSINESS.

A. 2012 AS NEEDED SURVEY CONSULTING SERVICES CONTRACT, CHANGE ORDER NO. 1:
CONSIDERATION OF A REQUEST TO APPROVE CHANGE ORDER NO. 1 TO THE
CONTRACT WITH WADE TRIM, TAYLOR, IN THE INCREASED AMOUNT OF
$34,485.00, TO PROVIDE A SURVEY FOR PLANNED FUTURE PROJECTS, AND
AUTHORIZATION FOR THE ACTING CITY MANAGER AND CITY ENGINEER TO
EXECUTE THE APPROPRIATE DOCUMENT(S).

Motion was made by Councilmember Greer and seconded by Councilmember
Frounfelker to approve the request. The motion was adopted by the following vote. Yeas:
Mayor Griffin and Councilmembers Greer, Schlecte, Frounfelker and Dobies 5. Nays:
Councilmembers Breeding and Jaquish--2. Absent: 0.

B. PURCHASE ORDER FOR ROAD SALT:
CONSIDERATION OF A REQUEST TO AUTHORIZE THE PURCHASE OF ROAD
SALT FROM CARGILL, INC., NORTH OLMSTED, OHIO, AT A TOTAL PURCHASE
PRICE OF $182,480.00, WHICH IS REFLECTED BY A UNIT PRICE COST OF $45.62
PER TON.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to
approve the request. The motion was adopted by the following vote. Yeas: Mayor Griffin and
Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies 7. Nays: 0.
Absent: 0.

C. DPW TRUCK PURCHASE:
CONSIDERATION OF A REQUEST TO AUTHORIZE THE PURCHASE OF ONE (1)
2013 FORD F-250, 4X4, EXTENDED CAB TRUCK WITH SNOWPLOW THROUGH
THE STATE OF MICHIGAN MIDEAL CONTACT NO. 071B1300005 IN THE AMOUNT
OF $31,741.00.

Motion was made by Councilmember Greer and seconded by Councilmember Schlecte to
approve the request. The motion was adopted by the following vote. Yeas: Mayor Griffin and
Councilmembers Greer, Schlecte, Frounfelker and Dobies 5. Nays: Councilmembers Breeding and Jaquish--2. Absent: 0.

Councilmember Breeding requested a listing of vehicles purchased during fiscal years
2011/12 and 2012/13 and the account line items they were charged to.

D. REQUEST TO RENEW TREE SERVICE CONTRACT:
CONSIDERATION OF A REQUEST TO APPROVE RENEWAL NO. 1 OF THE
DIVISION I TREE TRIMMING/REMOVAL CONTRACT WITH LONNIE’S HAULING
& TREE SERVICE IN THE AMOUNT OF $87,665.00, AND TO AUTHORIZE THE
MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S).

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
Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

E. ITEM DELETED.

F. CITY COUNCIL STANDING COMMITTEES – WORK GROUPS:
   CONSIDERATION OF MAYOR’S RECOMMENDATION TO DISSOLVE CITY COUNCIL STANDING COMMITTEES, AND REPLACE THEM WITH WORK GROUPS AS NEEDED.

   Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to approve the Mayor’s recommendation. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Greer, Schlecte, Frounfelker and Dobies—2. Nays: Councilmembers Breeding and Jaquish—2. Absent: 0.

G. PURCHASE OF REAL PROPERTY:
   CONSIDERATION OF A RECOMMENDATION TO AUTHORIZE THE ACTING CITY MANAGER TO PURCHASE REAL PROPERTY BY NOVEMBER 15, 2012.

   Motion was made by Councilmember Dobies and seconded by Councilmember Frounfelker to approve the recommendation. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

H. ITEM ADDED WHEN THE AGENDA WAS ADOPTED.

   Motion was made by Councilmember Frounfelker and seconded by Councilmember Dobies to authorize the Mayor and Clerk to sign a Development Agreement with the potential purchaser of the property located at 117 W. Louis Glick Highway, Jackson, Michigan. The Development Agreement shall include provisions allowing the purchaser to lease the Farmer’s Market parking lot from 5:00 p.m. to 11:59 p.m. Friday evenings from May through October, and on March 17th (all day). The rent of the property shall be at market rate as established by the Neighborhood and Economic Operations Department. The Development Agreement will be subject to the approval of the City Attorney. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

CITY COUNCILMEMBERS’ COMMENTS.

   Motion was made by Councilmember Breeding and seconded by Councilmember Schlecte that the Deputy City Manager be given the title of Interim City Manager. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

   Councilmember Greer stated that Proposal 5 on the November 6, 2012, ballot is just bad policy and urged voters to vote “No” on this proposal.

   Councilmember Schlecte inquired about the new dollar store on Cooper Street. Interim City Manager Burtch explained the new Dollar General store will comply with the City’s new building design standards and will look more residential in character.
Councilmember Frounfelker thanked everyone for the September 19 goal setting session.

Councilmember Dobies announced that one of his constituents, Wendy Clifton, will hold a 10th anniversary celebration for her business, *A Frame Above*, on Tuesday, October 2 from 4–7 p.m. There will be 10% off in the store the week of the event.

Mayor Griffin announced that the first work group to be established will be for medical marihuana. Appropriate staff will be present, so that a complete product will come to Council, along with a recommendation. He also commended City Engineer Jon Dowling for a job well done on the signage announcing hydrant flushing in the City. He believes this should be done for leaf pick-up as well.

**MANAGER'S COMMENTS.**

Interim City Manager Burtch stated that flow charts will be distributed to the Council prior to the next goal setting session. He also discussed a solar project, which would be done privately, and stated he will bring this matter to Council in October.

**ADJOURNMENT.**

No further business being presented, the Mayor adjourned the meeting at 7:48 p.m.

Lynn Fessel
City Clerk
October 1, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: Consideration of a request from Zombie Walk Jackson

RECOMMENDATION: Approval of the request from Zombie Walk Jackson to hold Zombie Walk Jackson 2012 on Saturday, October 13th from 3 pm to 7:00 pm on various city streets (Brown St., Wildwood St., Michigan Ave, and Mechanic St.) and Parking Lot 5.

DEPARTMENTAL APPROVAL SUMMARY
Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

<table>
<thead>
<tr>
<th>Department</th>
<th>Approval</th>
<th>Denial</th>
<th>Economic Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>x</td>
<td></td>
<td>$300</td>
</tr>
<tr>
<td>Fire</td>
<td>x</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Engineering</td>
<td>x</td>
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<td>$0</td>
</tr>
<tr>
<td>Public Works</td>
<td>x</td>
<td></td>
<td>$100</td>
</tr>
<tr>
<td>Recreation</td>
<td>x</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>DDA</td>
<td>x</td>
<td></td>
<td>$0</td>
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</tbody>
</table>

$400

Conditions and Considerations:
- Applicant is responsible for removal/cleanup of trash, garbage, and debris
- Any markings on pavement or sidewalk shall be in temporary, ie chalk, material.

Insurance Status: Approved

att: Special Event Application: Zombie Walk Jackson 2012
Route/Assistance Map

JG
CITY OF JACKSON
SPECIAL EVENT APPLICATION
Downtown Development Authority ~ 161 W. Michigan Avenue ~ Jackson, MI 49201
(517) 768-6410

Date Received By DDA Office: ________________ Time: __________ By: ________________

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

Sponsoring Organization’s Legal Name: Zombie Walk Jackson
Organization Address: 5441 Chestnut Jackson, MI 49202
Organization Agent Jason Mulhood Title: Organizer
Phone: (work) (517) 917-7247 Phone: (home) Same Phone: (during the event) Same
Agent’s Address: 5441 Chestnut Jackson, MI 49202
Agent’s E-Mail Address: jasmmulhoolland@gmail.com
Event Name Zombie Walk Jackson 2012

Please give a brief description of the proposed special event: A CHARITY EVENT FOR THE PURPOSE OF RAISING DONATIONS AND AWARENESS FOR THE MARCH OF DIMES

Event Day(s) & Date(s) October 13th 2012
Event Time(s) 4:30 PM - 7:00 PM
Set-Up Date & Time October 13th 3 PM Tear-Down Date & Time October 13th 6 PM
Event Location Event Starts @ 2 Locations 1825 N. Waverley Big Boy Coffee

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO
How many years has this event occurred? 3 YES

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

STREET CLOSURES: Start Date/Time 13th 5:45 PM through Date/Time Oct 13th 6:30 PM

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

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

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO
If yes, please attach liquor license and liquor liability insurance.
If yes, what time? ________________ until ________________
ENTERTAINMENT: Are there any entertainment features related to this event? YES ☒ NO ☐
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

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

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

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES ☒ NO ☐
As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

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

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least $500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified event.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy.

A $25 Special Event Application fee must be submitted along with this Special event Application.

All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.

The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.

Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.

As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

October 19, 2012
Date
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE JACKSON, MI 49201
Map of Jackson, MI with marked locations:
- Start 1: Biggby Coffee
- Start 2: The Hub
- Finish: All Michigan Theatre

Google Maps link: https://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=
MEMO TO: Honorable Mayor and City Council Members  
FROM: Jonathan Greene, Executive Director  
SUBJECT: Special Event Application: Consideration of a request from Church World Service/Jackson Crop Walk

RECOMMENDATION: Approval of the request from Church World Service/Jackson Crop Walk to host the Jackson Area Crop Walk on Sunday, October 14th from 1pm to 4:30 pm on various city streets (Cortland St., Francis St., Mason St., High St., Jackson St., Randolph St., Greenwood Ave., Biddle St., Blackstone St.).

DEPARTMENTAL APPROVAL SUMMARY
Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

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<td>$0</td>
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</tbody>
</table>

Conditions and Considerations:
- Applicant is responsible for removal/cleanup of trash, garbage, and debris
- Any markings on pavement or sidewalk shall be in temporary, ie chalk, material.

Insurance Status: Approved

att: Special Event Application: Jackson Crop Walk
Route Map
JG
CITY OF JACKSON
SPECIAL EVENT APPLICATION
Downtown Development Authority ~ 161 W. Michigan Avenue ~ Jackson, MI 49201
(517) 768-6410

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

Sponsoring Organization's Legal Name: Church World Service / Jackson Crop Walk
Organization Address: 475 Riverside Dr., Suite 700, New York, NY 10018
Organization Agent: Phil Fracker; Title: Co. Coordinator
Phone: (work) ___________ Phone: (home) ___________ Phone: (during the event) ___________ 817-9555
Agent's Address: 729 Oakdale Ave, Jackson, MI 49203-2919
Agent's E-Mail Address: philfracker@comcast.net
Event Name: Jackson Area Crop Walk

Please give a brief description of the proposed special event: Beginning and ending at First United Methodist Church, a 3.2 mile (1 mile short) walk/run for anticipated 100-150 walkers/runners in Jackson to raise funds to help eradicate hunger around the world and here in Jackson. See event letter for further details.

Event Day(s) & Date(s): Sunday, October 14, 2012
Event Time(s): 01:00 pm (registration) 02:00 pm - approx. 04:30 pm Walk
Set-Up Date & Time: _________________ Tear-Down Date & Time: _________________
Event Location: Park at Jackson City Streets (see map)

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO
How many years has this event occurred? 30 THIS YEAR

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

STREET CLOSURES: Start Date/Time: NA through Date/Time: _________________

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

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

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO
If yes, please attach liquor license and liquor liability insurance.
If yes, what time? _________________ until _________________
ENTERTAINMENT: Are there any entertainment features related to this event? **YES**
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? **150**

AMUSEMENT: Do you plan to have any amusement or carnival rides? **YES**
If yes, you are required to obtain a permit through the City Clerk's Office.

REST ROOMS: Are you planning to provide portable rest rooms at the event? **YES**
If yes, how many?
As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

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

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least $500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified event.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy.
A $25 Special Event Application fee must be submitted along with this Special event Application.
All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.
The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.
Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.
As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

**09/18/2012**

Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE JACKSON, MI 49201
CITY COUNCIL MEETING  
October 9, 2012

TO: Honorable Mayor and City Councilmembers

FROM: Patrick H. Burtch, Interim City Manager  
Jon H. Dowling, P.E., City Engineer

SUBJECT: Final Change Order 1 – InterCity Bike Path Repaving

RECOMMENDATION: To approve Change Order 1 to the contract with Quality Asphalt Paving Inc., in the increased amount of $5,557.83 to balance quantities for contract pay items and to add pay items not included in the original contract for the InterCity Bike Path Repaving Project, and authorization for the Interim City Manager and City Engineer to execute the appropriate document.

The Final Change Order 1 to the contract with Quality Asphalt Paving, Inc. for the InterCity Bike Path is attached.

This change order balances quantities for final payment. It represents an increase of $5,557.83 and contains work not included in the original contract. Additional work included removing and replacing pavement at the trail intersection with Merriman to accommodate ramp reconstruction. Other increases and decreases are tabulated in the Change Order.

We request approval of Final Change Order 1 and authorization for the Interim City Manager and the City Engineer to sign the document. This project is being paid from the Capital Projects Fund.

RTM:sms

C: Randall T. McMunn, P.E., Assistant City Engineer  
Troy R. White, P.E., Civil Engineer III  
Lynn Fessel, Purchasing Agent  
Shelly Allard, Purchasing Coordinator  
Lucinda Schultz, Accounting Manager
FINAL BALANCING CHANGE ORDER NO. 1
To Contract for
InterCity Bike Path Repaving
City of Jackson, Michigan

Notice is hereby given that the following additional information and changes shall become a part of the contract documents, plans and specifications of the above-named contract.

ORIGINAL CONTRACT AMOUNT $90,910.75
Change Order No. 1 $5,557.83
Details of changes are shown on the attached pages.
NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 1 $96,468.58

REASON FOR CHANGE:
1. To balance quantities for contract pay items and to add pay items not included in the original contract.

CONTRACT COMPLETION
The contract completion date remains unchanged.

Prepared by Randall T. McMunn, P.E.
Assistant City Engineer

ACCEPTED BY:

Quality Asphalt Paving, Inc. Date

ACCEPTED BY:

______________
Jon H. Dowling, P.E.,
City Engineer / Director of Public Works Date

Patrick H. Burtch, Acting City Manager Date
### ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Contract Amended Qty</th>
<th>Change Quantity</th>
<th>Revised Units</th>
<th>Revised Price</th>
<th>ADD Amount</th>
<th>DEDUCT Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobilization, Max. $3,000</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>LS</td>
<td>3000.00</td>
<td>$ -</td>
</tr>
<tr>
<td>Tree, Rem, 6 inch to 18 inch</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>Ea</td>
<td>650.00</td>
<td>$ 1,300.00</td>
</tr>
<tr>
<td>Curb &amp; Gutter, Rem</td>
<td>48</td>
<td>41</td>
<td>89</td>
<td>Ft</td>
<td>31.00</td>
<td>$ 1,271.00</td>
</tr>
<tr>
<td>Sidewalk, Rem</td>
<td>60</td>
<td>-22.5</td>
<td>37.5</td>
<td>Syd</td>
<td>18.65</td>
<td>$ -</td>
</tr>
<tr>
<td>Fence, Rem and Set New End Posts</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>LS</td>
<td>200.00</td>
<td>$ -</td>
</tr>
<tr>
<td>Subgrade Undercutting, Type II</td>
<td>50</td>
<td>-50</td>
<td>0</td>
<td>Cyd</td>
<td>26.00</td>
<td>$ -</td>
</tr>
<tr>
<td>Erosion Control, Inlet Protection, Grate Filter</td>
<td>5</td>
<td>0</td>
<td>5</td>
<td>Ea</td>
<td>245.00</td>
<td>$ -</td>
</tr>
<tr>
<td>HMA Base Crushing and Shaping</td>
<td>2622</td>
<td>-78</td>
<td>2544</td>
<td>Syd</td>
<td>4.20</td>
<td>$ -</td>
</tr>
<tr>
<td>Geotextile, Stabilization</td>
<td>1393</td>
<td>-18</td>
<td>1375</td>
<td>Syd</td>
<td>2.10</td>
<td>$ -</td>
</tr>
<tr>
<td>Curb and Gutter, Conc, Detail F4</td>
<td>48</td>
<td>60</td>
<td>108</td>
<td>Ft</td>
<td>30.60</td>
<td>$ 1,836.00</td>
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<tr>
<td>Detectable Warning Surface</td>
<td>50</td>
<td>10</td>
<td>60</td>
<td>Ft</td>
<td>48.50</td>
<td>$ 485.00</td>
</tr>
<tr>
<td>Sidewalk Ramp, Conc, 6 inch</td>
<td>500</td>
<td>275</td>
<td>775</td>
<td>Sft</td>
<td>7.80</td>
<td>$ 2,145.00</td>
</tr>
<tr>
<td>Sidewalk, Conc, 4 inch</td>
<td>324</td>
<td>400</td>
<td>724</td>
<td>Sft</td>
<td>8.30</td>
<td>$ 3,320.00</td>
</tr>
<tr>
<td>Sidewalk, Conc, 6 inch</td>
<td>400</td>
<td>-296</td>
<td>0</td>
<td>Sft</td>
<td>8.75</td>
<td>$ -</td>
</tr>
<tr>
<td>Shared Use Path, Aggregate</td>
<td>307</td>
<td>33.94</td>
<td>340.94</td>
<td>Ton</td>
<td>18.65</td>
<td>$ 632.98</td>
</tr>
<tr>
<td>Shared Use Path, Grading</td>
<td>3100</td>
<td>-177</td>
<td>2923</td>
<td>Ft</td>
<td>2.00</td>
<td>$ -</td>
</tr>
<tr>
<td>Shared Use Path, HMA</td>
<td>520</td>
<td>-0.26</td>
<td>519.74</td>
<td>Ton</td>
<td>72.00</td>
<td>$ -</td>
</tr>
<tr>
<td>Barricade, Type III, High Intensity, Double Sided, Lighted, Furn</td>
<td>7</td>
<td>2</td>
<td>9</td>
<td>Ea</td>
<td>50.00</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Barricade, Type III, High Intensity, Double Sided, Lighted, Oper</td>
<td>7</td>
<td>2</td>
<td>9</td>
<td>Ea</td>
<td>1.00</td>
<td>$ 2.00</td>
</tr>
<tr>
<td>Plastic Drum, High Intensity, Lighted, Furn</td>
<td>20</td>
<td>0</td>
<td>20</td>
<td>Ea</td>
<td>7.50</td>
<td>$ -</td>
</tr>
<tr>
<td>Plastic Drum, High Intensity, Lighted, Oper</td>
<td>20</td>
<td>0</td>
<td>20</td>
<td>Ea</td>
<td>1.00</td>
<td>$ -</td>
</tr>
<tr>
<td>Sign, Type B, Temp, Prismatic, Furn</td>
<td>285</td>
<td>-15</td>
<td>270</td>
<td>Sft</td>
<td>3.00</td>
<td>$ -</td>
</tr>
<tr>
<td>Sign, Type B, Temp, Prismatic, Oper</td>
<td>285</td>
<td>-15</td>
<td>270</td>
<td>Sft</td>
<td>1.00</td>
<td>$ -</td>
</tr>
<tr>
<td>Fertilizer, Chemical Nutrient, Cl A</td>
<td>187</td>
<td>-187</td>
<td>0</td>
<td>Lb</td>
<td>1.00</td>
<td>$ -</td>
</tr>
<tr>
<td>Seeding, Mixture THM</td>
<td>361</td>
<td>-161</td>
<td>200</td>
<td>Lb</td>
<td>2.00</td>
<td>$ -</td>
</tr>
<tr>
<td>Hydromulch</td>
<td>4133</td>
<td>-4093</td>
<td>40</td>
<td>Syd</td>
<td>0.50</td>
<td>$ -</td>
</tr>
<tr>
<td>HMA Surface, Rem</td>
<td>0</td>
<td>92.2</td>
<td>92.2</td>
<td>Syd</td>
<td>15.50</td>
<td>$ 1,429.10</td>
</tr>
<tr>
<td>Remove Conc Headers at Merriman RR Xing</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>Lsum</td>
<td>700.00</td>
<td>$ 700.00</td>
</tr>
</tbody>
</table>

**Total:** $13,221.08 $ (7,663.25)

**Net Change:** $5,557.83

**Revised Contract Price:** $96,468.58
TO: Honorable Mayor and City Councilmembers

FROM: Patrick H. Burtch, Interim City Manager

SUBJECT: CDBG and HOME Financial Summaries through August 31, 2012

RECOMMENDATION
To accept and place on file the CDBG and HOME Financial Summaries through August 31, 2012.

Attached please find the Financial Summaries for CDBG and HOME funds for the two months ended August 31, 2012.

Cc: Heather Soat, Accounting Manager
    Michelle Pultz-Orthaus, Records Management Coordinator
## City of Jackson
### Community Development Block Grant
#### Monthly Financial Summary
##### For the Two Months Ended August 31, 2012

<table>
<thead>
<tr>
<th>Public Services</th>
<th>Budgeted</th>
<th>Expended Prior Year</th>
<th>Actual Month-to-Date</th>
<th>Actual Year-to-Date</th>
<th>Total Funds Expended-to-Date</th>
<th>Balance</th>
<th>Percent Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 AWARE (FY 2011/2012)</td>
<td>5,500</td>
<td>4,580</td>
<td>-</td>
<td>920</td>
<td>5,500</td>
<td>-</td>
<td>100.0%</td>
</tr>
<tr>
<td>2 King Center Summer Program</td>
<td>40,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>40,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>3 Salvation Army - Heating Assistance (FY 2011/2012)</td>
<td>55,954</td>
<td>48,354</td>
<td>-</td>
<td>7,600</td>
<td>55,954</td>
<td>-</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

**Administration**

<table>
<thead>
<tr>
<th>Administration &amp; Planning</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2011/2012</td>
<td>205,000</td>
<td>106,871</td>
<td>10,088</td>
<td>7,734</td>
<td>114,605</td>
<td>90,395</td>
<td>55.9%</td>
</tr>
<tr>
<td>FY 2012/2013</td>
<td>215,000</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
<td>215,000</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

**Code Enforcement**

<table>
<thead>
<tr>
<th>City Code Enforcement Division</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2011/2012</td>
<td>485,000</td>
<td>370,196</td>
<td>30,807</td>
<td>73,232</td>
<td>443,428</td>
<td>41,572</td>
<td>91.4%</td>
</tr>
<tr>
<td>FY 2012/2013</td>
<td>535,000</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
<td>535,000</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City Attorney Office</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2011/2012</td>
<td>29,000</td>
<td>22,663</td>
<td>-</td>
<td>2,954</td>
<td>25,617</td>
<td>3,383</td>
<td>88.3%</td>
</tr>
<tr>
<td>FY 2012/2013</td>
<td>52,000</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
<td>52,000</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

**Housing Rehabilitation Projects**

<table>
<thead>
<tr>
<th>City Emergency Hazard Repair Program</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2010/2011</td>
<td>125,000</td>
<td>112,395</td>
<td>2,574</td>
<td>12,605</td>
<td>125,000</td>
<td>-</td>
<td>100.0%</td>
</tr>
<tr>
<td>FY 2011/2012</td>
<td>54,900</td>
<td>-</td>
<td>5,892</td>
<td>5,892</td>
<td>5,892</td>
<td>49,008</td>
<td>10.7%</td>
</tr>
<tr>
<td>FY 2012/2013</td>
<td>104,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td>104,000</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>World Changers</th>
<th>17,201</th>
<th>-</th>
<th>-</th>
<th>-</th>
<th>-</th>
<th>17,201</th>
<th>0.0%</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2009/2010</td>
<td>1,000</td>
<td>403</td>
<td>(195)</td>
<td>(195)</td>
<td>208</td>
<td>792</td>
<td>20.8%</td>
</tr>
<tr>
<td>FY 2010/2011</td>
<td>1,000</td>
<td>348</td>
<td>(766)</td>
<td>(304)</td>
<td>44</td>
<td>956</td>
<td>4.4%</td>
</tr>
<tr>
<td>FY 2012/2013</td>
<td>1,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td>1,000</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>John George Home - building repairs</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2010/2011</td>
<td>10,000</td>
<td>9,660</td>
<td>340</td>
<td>340</td>
<td>10,000</td>
<td>-</td>
<td>100.0%</td>
</tr>
<tr>
<td>FY 2011/2012</td>
<td>12,500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td>12,500</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

**Street Projects**

<p>| Mason - Jackson to Francis (FY 2009/2010)                                      | 141,910  | 139,763             | 2,147                | 2,147               | 141,910                     | -       | 100.0%        |</p>
<table>
<thead>
<tr>
<th>Project Description</th>
<th>Budgeted</th>
<th>Expended Prior Year</th>
<th>Actual Month-to-Date</th>
<th>Actual Year-to-Date</th>
<th>Total Funds Expended-to-Date</th>
<th>Balance</th>
<th>Percent Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Special Assessments (FY 2009/2010)</td>
<td>22,718</td>
<td>3,096</td>
<td>-</td>
<td>-</td>
<td>3,096</td>
<td>19,622</td>
<td>13.6%</td>
</tr>
<tr>
<td>13 Wilkins - Jackson to Williams (FY 2010/2011)</td>
<td>103,000</td>
<td>93,599</td>
<td>-</td>
<td>-</td>
<td>93,599</td>
<td>9,401</td>
<td>90.9%</td>
</tr>
<tr>
<td>14 Wilkins - Williams to Mechanic (FY 2010/2011)</td>
<td>106,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>106,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>15 Special Assessments (FY 2010/2011)</td>
<td>10,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>10,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>16 Biddle - Jackson to Williams (FY 2011/2012)</td>
<td>53,000</td>
<td>5,750</td>
<td>-</td>
<td>-</td>
<td>5,750</td>
<td>47,250</td>
<td>10.8%</td>
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<tr>
<td>17 Forest - Bend to Edgewood (FY 2011/2012)</td>
<td>106,000</td>
<td>6,307</td>
<td>1,334</td>
<td>1,334</td>
<td>7,641</td>
<td>98,359</td>
<td>7.2%</td>
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<tr>
<td>18 Homewild - Ellery to Edgewood (FY 2011/2012)</td>
<td>119,000</td>
<td>7,546</td>
<td>3,954</td>
<td>3,954</td>
<td>11,500</td>
<td>107,500</td>
<td>9.7%</td>
</tr>
<tr>
<td>19 Special Assessments (FY 2011/2012)</td>
<td>25,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>25,000</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Other Projects</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Public Works - curb ramps</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 2011/2012</td>
<td>10,000</td>
<td>1,714</td>
<td>-</td>
<td>-</td>
<td>1,714</td>
<td>8,286</td>
<td>17.1%</td>
</tr>
<tr>
<td>FY 2012/2013</td>
<td>10,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>10,000</td>
<td>0.0%</td>
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<tr>
<td><strong>Economic Development</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 Job Creation Loans (FY 2010/2011)</td>
<td>50,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>50,000</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Public Improvements</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 Demolition Engineering - 212 W Mich (FY 2010/2011)</td>
<td>38,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>38,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>23 Demolition - Neighborhood Economic Stabilization</td>
<td>494,924</td>
<td>-</td>
<td>1,680</td>
<td>1,680</td>
<td>1,680</td>
<td>493,244</td>
<td>0.3%</td>
</tr>
</tbody>
</table>

NOTE: All funds are FY 2011/2012 allocations unless otherwise indicated
## City of Jackson
### HOME
### Monthly Financial Summary
For the Two Months Ended August 31, 2012

<table>
<thead>
<tr>
<th>1</th>
<th>Rehabilitation Assistance Program</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY 2011/2012</td>
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<td>49,152</td>
<td>144,017</td>
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<tr>
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<td>FY 2012/2013</td>
<td>184,391</td>
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<td>2,078</td>
<td>14,399</td>
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<tr>
<td>2</td>
<td>HOME Administration</td>
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<tr>
<td></td>
<td>FY 2011/2012</td>
<td>32,189</td>
<td>-</td>
<td>-</td>
<td>32,189</td>
<td>32,189</td>
</tr>
<tr>
<td></td>
<td>FY 2012/2013</td>
<td>25,500</td>
<td>-</td>
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</tr>
<tr>
<td>3</td>
<td>JAHC - Downpayment Assistance</td>
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</tr>
<tr>
<td></td>
<td>FY 2010/2011</td>
<td>40,000</td>
<td>20,365</td>
<td>-</td>
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<td>23,365</td>
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<td>4</td>
<td>JAHC - CHDO Operating Expenses</td>
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<tr>
<td></td>
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<td>15,000</td>
<td>6,901</td>
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<td>CAA - CHDO Operating Expenses</td>
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<tr>
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<td>FY 2011/2012</td>
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<tr>
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<td>FY 2012/2013</td>
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<td>-</td>
<td>-</td>
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<td>6</td>
<td>JAHC - CHDO Acquisition/Rehab/Resale</td>
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</tr>
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<td>FY 2010/2011</td>
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<td>73,146</td>
<td>-</td>
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<td>73,146</td>
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<td>7</td>
<td>CAA - CHDO Acq/Rehab/Resale (FY 2011/2012)</td>
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<tr>
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<td>FY 2011/2012</td>
<td>53,250</td>
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<td>FY 2012/2013</td>
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<td>-</td>
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<tr>
<td>8</td>
<td>JAHC - Administration (FY 2010/2011)</td>
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<td></td>
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</tr>
<tr>
<td></td>
<td>6,000</td>
<td>5,652</td>
<td>-</td>
<td>348</td>
<td>6,000</td>
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<tr>
<td>9</td>
<td>Habitat for Humanity (FY 2011/2012)</td>
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<td>75,000</td>
<td>13,706</td>
<td>10,454</td>
<td>10,454</td>
<td>24,160</td>
<td>50,840</td>
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<tr>
<td>10</td>
<td>City - Acq/Rehab/Resale (FY 2011/2012)</td>
<td></td>
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<tr>
<td></td>
<td>240,000</td>
<td>119,420</td>
<td>-</td>
<td>-</td>
<td>119,420</td>
<td>120,580</td>
</tr>
</tbody>
</table>
TO: Honorable Mayor and City Councilmembers

FROM: Philip Hones, Finance Director

DATE: September 28, 2012

SUBJECT: Year End (Pre-Audit) Financial Reports for June 30, 2012

RECOMMENDATION: RECEIPT OF YEAR END FINANCIAL REPORTS (PRE-AUDIT) FOR JUNE 30, 2012

Attached are the following financial reports:

1. Financial Statements as of and for the 12 Months Ended June 30, 2012 (Pre-Audit)
   These are the normal financial statements for all funds (except CDBG) that are submitted monthly. These statements are revenue and expense summaries of the detail statements that will be given to the auditors to perform their annual audit, which will start October 1st.

   This statement compares revenues, expenditures and changes in fund balance, for the General Fund only, for the periods indicated. Estimate of fund balance at June 30, 2012 and how the current budget for FY 2013 will change that estimated figure are shown.

   This report shows the General Fund balance sheet (unaudited) for June 30, 2012 with comparative data for 2011. At the bottom of this report I have shown the fund balance components as a percent of expenditures.

Lastly, I will be submitting a proposed fund balance policy for the General Fund hopefully for the October 23rd meeting. The City currently has an unwritten policy that should be reviewed in light of current governmental accounting recommended practices and formalized by adoption of a resolution. Adoption of such a policy will help the City prepare for contingencies and improve its credit rating as well as provide a more definable reserve balance target during the budget process.
City of Jackson, Michigan
Financial Statements

As of and For the 12 Months Ended June 30, 2012 (Pre-Audit)
(Unaudited)
### City of Jackson, Michigan

#### General Fund Expenditure Summary

**As of and For the 12 Months Ended June 30, 2012 (Pre-Audit)**

*(Prepared on the Adopted Budget-Basis)*

<table>
<thead>
<tr>
<th>Function Department</th>
<th>2011/12 Budget</th>
<th>Actual Year</th>
<th>Actual Month</th>
<th>Percent</th>
<th>Variance - Favorable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Original</td>
<td>Amended</td>
<td>To Date</td>
<td>To Date</td>
<td>Spent (Unfavorable)</td>
</tr>
<tr>
<td>Legislative:</td>
<td></td>
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<td></td>
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<tr>
<td>101-101 City Council</td>
<td>78,582</td>
<td>80,982</td>
<td>6,255</td>
<td>78,779</td>
<td>97.28% 2,203</td>
</tr>
<tr>
<td>Judicial:</td>
<td></td>
<td></td>
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<tr>
<td>101-137 Administrative Hearings Bureau</td>
<td>22,851</td>
<td>22,851</td>
<td>3,385</td>
<td>22,849</td>
<td>99.99% 2</td>
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<tr>
<td>General Government:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>101-172 City Manager</td>
<td>248,315</td>
<td>241,703</td>
<td>30,389</td>
<td>237,605</td>
<td>98.30% 4,098</td>
</tr>
<tr>
<td>101-192 City Clerk-Elections</td>
<td>151,568</td>
<td>163,045</td>
<td>32,465</td>
<td>159,351</td>
<td>97.73% 3,694</td>
</tr>
<tr>
<td>101-201 Finance</td>
<td>428,698</td>
<td>426,640</td>
<td>2,301</td>
<td>426,577</td>
<td>99.99% 63</td>
</tr>
<tr>
<td>101-209 City Assessor</td>
<td>295,305</td>
<td>314,698</td>
<td>32,565</td>
<td>300,165</td>
<td>95.38% 14,533</td>
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<td>101-210 City Attorney</td>
<td>393,824</td>
<td>394,049</td>
<td>52,875</td>
<td>387,167</td>
<td>98.25% 6,882</td>
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<tr>
<td>101-215 City Clerk</td>
<td>198,545</td>
<td>193,113</td>
<td>14,432</td>
<td>193,083</td>
<td>99.98% 30</td>
</tr>
<tr>
<td>101-226 Personnel</td>
<td>166,545</td>
<td>184,791</td>
<td>18,246</td>
<td>193,357</td>
<td>107.34% (13,566)</td>
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<tr>
<td>101-233 Purchasing</td>
<td>89,294</td>
<td>90,650</td>
<td>1,365</td>
<td>85,894</td>
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<td>101-253 City Treasurer</td>
<td>279,341</td>
<td>274,211</td>
<td>4,207</td>
<td>274,210</td>
<td>100.00% 1</td>
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<tr>
<td>101-254 City Income Tax</td>
<td>211,038</td>
<td>204,757</td>
<td>6,280</td>
<td>177,524</td>
<td>86.70% 27,233</td>
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<td>101-258 Management Information Services</td>
<td>330,867</td>
<td>329,370</td>
<td>1,539</td>
<td>327,435</td>
<td>99.42% 1,917</td>
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<tr>
<td>101-265 City Hall &amp; Grounds</td>
<td>338,657</td>
<td>336,263</td>
<td>2,394</td>
<td>331,320</td>
<td>98.53% 4,943</td>
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<td>101-276 Cemeteries</td>
<td>186,363</td>
<td>184,791</td>
<td>1,572</td>
<td>184,320</td>
<td>100.00% 1</td>
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<tr>
<td>101-299 Unallocated</td>
<td>694,527</td>
<td>769,022</td>
<td>74,495</td>
<td>768,881</td>
<td>99.98% 141</td>
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<tr>
<td></td>
<td>4,012,940</td>
<td>4,138,675</td>
<td>523,511</td>
<td>4,088,519</td>
<td>98.79% 50,156</td>
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<td>Police Department:</td>
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<tr>
<td>101-301 Police</td>
<td>7,268,805</td>
<td>7,325,616</td>
<td>610,697</td>
<td>7,148,315</td>
<td>97.58% 177,301</td>
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<tr>
<td>101-308 STEP Grants</td>
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<td>24,899</td>
<td>3,900</td>
<td>17,032</td>
<td>68.40% 7,867</td>
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<tr>
<td>101-311 JCCAE Grant</td>
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<td>7,963</td>
<td>0</td>
<td>6,148</td>
<td>77.21% 1,815</td>
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<tr>
<td>101-312 OHSP Grant</td>
<td>0</td>
<td>9,000</td>
<td>0</td>
<td>4,863</td>
<td>54.03% 4,137</td>
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<td>101-313 Consortium Training</td>
<td>11,485</td>
<td>46,337</td>
<td>301</td>
<td>14,637</td>
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<tr>
<td>101-314 In-Service Training</td>
<td>8,478</td>
<td>16,984</td>
<td>1,834</td>
<td>8,826</td>
<td>51.97% 8,158</td>
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<tr>
<td>101-315 MCOLES Training</td>
<td>0</td>
<td>33,283</td>
<td>4,819</td>
<td>22,003</td>
<td>66.11% 11,280</td>
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<td></td>
<td>7,288,768</td>
<td>7,464,082</td>
<td>621,581</td>
<td>7,221,824</td>
<td>96.75% 242,258</td>
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<td>Fire Department:</td>
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<td>101-340 Fire Suppression</td>
<td>3,327,889</td>
<td>3,437,053</td>
<td>542,310</td>
<td>3,357,123</td>
<td>97.67% 79,930</td>
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<td>Other Public Safety:</td>
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<td>101-350 Public Safety - Unallocated</td>
<td>1,684,850</td>
<td>1,795,850</td>
<td>194,237</td>
<td>1,776,911</td>
<td>98.95% 18,939</td>
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<td>101-426 Office of Emergency Measures</td>
<td>64,601</td>
<td>64,601</td>
<td>1,338</td>
<td>44,116</td>
<td>68.29% 20,485</td>
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<tr>
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<td>1,749,451</td>
<td>1,860,451</td>
<td>155,575</td>
<td>1,821,027</td>
<td>97.88% 39,424</td>
</tr>
</tbody>
</table>

* See Notes on Page 7

(Continued -)
## General Fund Expenditure Summary

**City of Jackson, Michigan**

**As of and For the 12 Months Ended June 30, 2012 (Pre-Audit)**

(Prepared on the Adopted Budget-Basis)

- Continued -

<table>
<thead>
<tr>
<th>Function</th>
<th>Department</th>
<th>2011/12 Budget</th>
<th>Actual Year</th>
<th>Variance - Favorable</th>
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<tr>
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<td></td>
<td>Amended</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Actual Month</td>
<td>Month To Date</td>
<td>Percent Spent</td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Actual Year</td>
<td>Month To Date</td>
<td>Percent Spent</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Unfavorable)</td>
</tr>
</tbody>
</table>

### Public Works:

- **101-441** Tax Property Maintenance
  - 2011/12 Budget: Original $8,000, Amended $12,897
  - Actual Year: $1,905
  - Percent Spent: 68.88%

- **101-442** Civic Affairs
  - Original $43,765, Amended $49,790
  - Actual Year: $8,394
  - Percent Spent: 86.91%

- **101-447** Grounds Maintenance
  - Original $42,600, Amended $50,320
  - Actual Year: $5,528
  - Percent Spent: 80.89%

- **101-448** Sidewalk Construction
  - Original $52,000, Amended $77,940
  - Actual Year: $0
  - Percent Spent: 52.31%

- **101-450** Street Lighting
  - Original $454,458, Amended $501,754
  - Actual Year: $72,681
  - Percent Spent: 98.24%

- **101-455** Weed Control
  - Original $39,300, Amended $52,008
  - Actual Year: $16,660
  - Percent Spent: 92.63%

- **101-690** Forestry
  - Original $186,363, Amended $368,379
  - Actual Year: $12,533
  - Percent Spent: 66.04%

**Total General Fund Expenditures:** $826,486

### Recreation & Culture:

- **101-692** Parks, Recreation & Grounds Admin.
  - Original $616,109, Amended $600,070
  - Actual Year: $33,228
  - Percent Spent: 98.76%

- **101-697** Parks & Facilities Maintenance
  - Original $539,350, Amended $518,545
  - Actual Year: $106,559
  - Percent Spent: 99.92%

- **101-698** Lt. Nixon Memorial Pool
  - Original $94,877
  - Actual Year: $23,706
  - Percent Spent: 107.84%

- **101-699** Sharp Park Swimming Pool
  - Original $94,877
  - Actual Year: $33,131
  - Percent Spent: 107.19%

- **101-803** Historical District
  - Original $11,973
  - Actual Year: $7,870
  - Percent Spent: 96.90%

**Total General Fund Expenditures:** $1,394,044

### Community Enrichment & Development:

- **101-401** Planning
  - Original $28,213
  - Actual Year: $12,666
  - Percent Spent: 97.62%

- **101-896** Human Relations
  - Original $57,691
  - Actual Year: $5,526
  - Percent Spent: 97.50%

**Total General Fund Expenditures:** $85,904

### Contributions to Other Funds:

- **101-999** Contributions to Other Funds
  - Original $21,500
  - Actual Year: $221,000
  - Percent Spent: 110.58%

**Total General Fund Expenditures:** 18,808,415

---

*See Notes on Page 7*
## City of Jackson

### All Other Funds - Expenditure Summary

**As of and For the 12 Months Ended June 30, 2012 (Pre-Audit)**

*(Prepared on the Adopted Budget-Basis)*

<table>
<thead>
<tr>
<th>Fund Type/Fund Name</th>
<th>2011/12 Budget</th>
<th>Actual Month To Date</th>
<th>Actual Year To Date</th>
<th>Percent Spent</th>
<th>Variance - Favorable</th>
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</thead>
<tbody>
<tr>
<td><strong>Special Revenue Funds:</strong></td>
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<td></td>
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<tr>
<td>202 Major Street</td>
<td>4,103,574</td>
<td>4,821,827</td>
<td>7,681,750</td>
<td>95.00%</td>
<td>3,264,120</td>
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<tr>
<td>203 Local Street</td>
<td>2,052,823</td>
<td>82,791</td>
<td>1,297,306</td>
<td>76.87%</td>
<td>1,604,775</td>
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<tr>
<td>208 Ella W. Sharp Park Operating</td>
<td>675,998</td>
<td>109,609</td>
<td>675,393</td>
<td>101.30%</td>
<td>557,084</td>
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<tr>
<td>210 Land Acquisition Fund</td>
<td>50,000</td>
<td>6,537</td>
<td>28,561</td>
<td>71.40%</td>
<td>33,463</td>
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<tr>
<td>211 Housing Initiative Fund</td>
<td>15,000</td>
<td>8,664</td>
<td>8,677</td>
<td>100.01%</td>
<td>1,812</td>
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<tr>
<td>245 Public Improvement</td>
<td>1,145,597</td>
<td>946,494</td>
<td>1,120,044</td>
<td>83.86%</td>
<td>390,048</td>
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<tr>
<td>249 Building Department</td>
<td>558,342</td>
<td>70,484</td>
<td>536,393</td>
<td>101.30%</td>
<td>557,084</td>
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<td>251 Housing Code Enforcement</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
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<tr>
<td>252 Building Demolitions Fund</td>
<td>0</td>
<td>225,000</td>
<td>111,837</td>
<td>49.71%</td>
<td>113,163</td>
</tr>
<tr>
<td>257 Budget Stabilization</td>
<td>16,000</td>
<td>9,000</td>
<td>9,000</td>
<td>87.78%</td>
<td>1,100</td>
</tr>
<tr>
<td>265 Drug Law Enforcement</td>
<td>45,517</td>
<td>3,323</td>
<td>37,042</td>
<td>76.35%</td>
<td>11,477</td>
</tr>
<tr>
<td>266 BYRNE/JAG Grants</td>
<td>167,386</td>
<td>6,610</td>
<td>195,666</td>
<td>92.29%</td>
<td>16,344</td>
</tr>
<tr>
<td>268 COPS Hiring Recovery Prog. Grant</td>
<td>196,246</td>
<td>44,951</td>
<td>115,526</td>
<td>51.73%</td>
<td>107,780</td>
</tr>
<tr>
<td>269 LAWNET Grant</td>
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<td>1,005</td>
<td>6,957</td>
<td>81.96%</td>
<td>1,531</td>
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<tr>
<td>270 Neighborhood Stabilization Grant</td>
<td>265,000</td>
<td>8,441</td>
<td>115,526</td>
<td>51.73%</td>
<td>107,780</td>
</tr>
<tr>
<td>271 2008 Brownfield Assessment Grant</td>
<td>25,000</td>
<td>154</td>
<td>12,286</td>
<td>15.53%</td>
<td>81,263</td>
</tr>
<tr>
<td>272 2003 MTF Bond D/S</td>
<td>283,235</td>
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<td>283,010</td>
<td>99.92%</td>
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</tr>
<tr>
<td>274 City Hall D/S</td>
<td>653,071</td>
<td>3,134</td>
<td>658,303</td>
<td>100.19%</td>
<td>1,232</td>
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<tr>
<td>275 Building Authority D/S</td>
<td>133,360</td>
<td>0</td>
<td>132,910</td>
<td>99.66%</td>
<td>450</td>
</tr>
<tr>
<td>276 2001 DDA TIF D/S</td>
<td>550</td>
<td>0</td>
<td>275</td>
<td>50.00%</td>
<td>275</td>
</tr>
<tr>
<td>277 2011 DDA TIF Refinancing D/S</td>
<td>5,624,828</td>
<td>0</td>
<td>5,491,774</td>
<td>99.98%</td>
<td>961</td>
</tr>
<tr>
<td>278 2012 BRA TIF Refunding D/S</td>
<td>637,703</td>
<td>0</td>
<td>418,346</td>
<td>99.98%</td>
<td>2,168</td>
</tr>
<tr>
<td>279 2002 BRA TIF D/S</td>
<td>446,529</td>
<td>0</td>
<td>448,529</td>
<td>50.00%</td>
<td>2,000</td>
</tr>
<tr>
<td><strong>Debt Service Funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>324 2003 MTF Bond D/S</td>
<td>283,235</td>
<td>0</td>
<td>283,010</td>
<td>99.92%</td>
<td>225</td>
</tr>
<tr>
<td>365 City Hall D/S</td>
<td>653,071</td>
<td>3,134</td>
<td>658,303</td>
<td>100.19%</td>
<td>1,232</td>
</tr>
<tr>
<td>368 Building Authority D/S</td>
<td>133,360</td>
<td>0</td>
<td>132,910</td>
<td>99.66%</td>
<td>450</td>
</tr>
<tr>
<td>395 2001 DDA TIF D/S</td>
<td>550</td>
<td>0</td>
<td>275</td>
<td>50.00%</td>
<td>275</td>
</tr>
<tr>
<td>396 2011 DDA TIF Refinancing D/S</td>
<td>5,624,828</td>
<td>0</td>
<td>5,491,774</td>
<td>99.98%</td>
<td>961</td>
</tr>
<tr>
<td>397 2012 BRA TIF Refunding D/S</td>
<td>637,703</td>
<td>0</td>
<td>418,346</td>
<td>99.98%</td>
<td>2,168</td>
</tr>
<tr>
<td>398 2002 BRA TIF D/S</td>
<td>446,529</td>
<td>0</td>
<td>448,529</td>
<td>50.00%</td>
<td>2,000</td>
</tr>
<tr>
<td><strong>Capital Projects Funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>401 Capital Projects Fund</td>
<td>635,000</td>
<td>153,457</td>
<td>340,570</td>
<td>59.60%</td>
<td>230,892</td>
</tr>
<tr>
<td>402 Water Equipment and Replacement</td>
<td>1,698,995</td>
<td>1,483,555</td>
<td>80.93%</td>
<td>349,589</td>
<td></td>
</tr>
<tr>
<td>404 Sanitary Sewer Maintenance Fund</td>
<td>517,165</td>
<td>39,459</td>
<td>351,589</td>
<td>68.03%</td>
<td>165,211</td>
</tr>
<tr>
<td>405 Sanitary Sewer Replacement</td>
<td>754,500</td>
<td>28,923</td>
<td>467,021</td>
<td>78.16%</td>
<td>130,469</td>
</tr>
<tr>
<td>406 Wastewater Equip. Replacement</td>
<td>1,095,000</td>
<td>1,179,061</td>
<td>15.54%</td>
<td>(158,561)</td>
<td></td>
</tr>
<tr>
<td>494 Brownfield Redevelopment Auth.</td>
<td>1,342,648</td>
<td>2,371,902</td>
<td>99.78%</td>
<td>5,148</td>
<td></td>
</tr>
<tr>
<td>496 DDA Project</td>
<td>539,069</td>
<td>373,802</td>
<td>117.15%</td>
<td>(54,711)</td>
<td></td>
</tr>
<tr>
<td><strong>Enterprise Funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>583 Sharp Park Golf Practice Center</td>
<td>66,151</td>
<td>60,928</td>
<td>62,004</td>
<td>101.77%</td>
<td>(1,076)</td>
</tr>
<tr>
<td>585 Auto Parking System</td>
<td>28,563</td>
<td>8,912</td>
<td>27,712</td>
<td>90.68%</td>
<td>2,848</td>
</tr>
<tr>
<td>586 Parking Assessment</td>
<td>150,043</td>
<td>12,958</td>
<td>100,908</td>
<td>75.08%</td>
<td>33,498</td>
</tr>
<tr>
<td>589 Stormwater Utility</td>
<td>792,148</td>
<td>247,051</td>
<td>888,296</td>
<td>90.13%</td>
<td>97,268</td>
</tr>
<tr>
<td>590 Sewer</td>
<td>6,942,700</td>
<td>5,888,440</td>
<td>86.20%</td>
<td>943,066</td>
<td></td>
</tr>
<tr>
<td>591 Water</td>
<td>7,491,560</td>
<td>7,022,957</td>
<td>87.91%</td>
<td>966,077</td>
<td></td>
</tr>
<tr>
<td>599 Parking Deck Fund</td>
<td>719,251</td>
<td>502,884</td>
<td>107.92%</td>
<td>(36,889)</td>
<td></td>
</tr>
</tbody>
</table>

(Continued -)

*See Notes on Page 7*
## City of Jackson
### All Other Funds - Expenditure Summary
#### As of and For the 12 Months Ended June 30, 2012 (Pre-Audit)
*(Prepared on the Adopted Budget-Basis)*

<table>
<thead>
<tr>
<th>Fund Type/Fund Name</th>
<th>2011/12 Budget</th>
<th>Actual Month To Date</th>
<th>Actual Year To Date</th>
<th>Percent Spent (Unfavorable)</th>
<th>Variance - Favorable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Internal Service Funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>641 Public Works Administration</td>
<td>617,445</td>
<td>603,153</td>
<td>20,154</td>
<td>465,166</td>
<td>77.12%</td>
</tr>
<tr>
<td>642 Engineering Administration</td>
<td>385,888</td>
<td>404,774</td>
<td>36,783</td>
<td>382,033</td>
<td>94.38%</td>
</tr>
<tr>
<td>643 Local Site Remediation Revolving</td>
<td>201,000</td>
<td>267,402</td>
<td>113,650</td>
<td>222,636</td>
<td>83.26%</td>
</tr>
<tr>
<td>661 Motor Pool and Garage</td>
<td>1,474,726</td>
<td>1,551,212</td>
<td>263,016</td>
<td>1,299,225</td>
<td>83.76%</td>
</tr>
<tr>
<td>663 Equipment Revolving Fund</td>
<td>72,136</td>
<td>55,300</td>
<td>0</td>
<td>55,300</td>
<td>100.00%</td>
</tr>
<tr>
<td>677 Workers' Compensation</td>
<td>208,500</td>
<td>133,786</td>
<td>55,647</td>
<td>186,228</td>
<td>139.20%</td>
</tr>
<tr>
<td>678 Prescription Drug</td>
<td>864,600</td>
<td>885,541</td>
<td>147,815</td>
<td>862,852</td>
<td>97.44%</td>
</tr>
<tr>
<td>679 Health Care Deductible Reimb.</td>
<td>44,200</td>
<td>80,635</td>
<td>182,671</td>
<td>222,075</td>
<td>275.41%</td>
</tr>
<tr>
<td>680 Health Care Deductible Reimb.-Fire</td>
<td>163,500</td>
<td>152,912</td>
<td>32,864</td>
<td>134,427</td>
<td>87.91%</td>
</tr>
<tr>
<td><strong>Trust &amp; Agency Funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>702 County &amp; School Tax Collection</td>
<td>35,000</td>
<td>16,000</td>
<td>8,781</td>
<td>8,781</td>
<td>54.88%</td>
</tr>
<tr>
<td>711 Cemetery Perpetual Maintenance</td>
<td>64,500</td>
<td>55,600</td>
<td>47,121</td>
<td>51,826</td>
<td>93.21%</td>
</tr>
<tr>
<td>718 Ella W. Sharp Endowment</td>
<td>45,050</td>
<td>40,925</td>
<td>40,911</td>
<td>40,911</td>
<td>99.97%</td>
</tr>
<tr>
<td>731 Employees' Retirement System</td>
<td>3,270,000</td>
<td>3,500,000</td>
<td>293,856</td>
<td>3,515,146</td>
<td>100.43%</td>
</tr>
<tr>
<td>732 Policemen's/Firemen's Pension</td>
<td>1,040,000</td>
<td>1,040,000</td>
<td>326,859</td>
<td>1,018,205</td>
<td>97.90%</td>
</tr>
<tr>
<td>733 Policemen's/Firemen's Pens.-345</td>
<td>4,750,000</td>
<td>5,775,000</td>
<td>1,042,144</td>
<td>5,377,570</td>
<td>93.12%</td>
</tr>
<tr>
<td>736 Public Employees Health Care</td>
<td>10,000</td>
<td>20,000</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Special Assessment Funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>895 Special Assessment</td>
<td>324,149</td>
<td>344,298</td>
<td>0</td>
<td>343,536</td>
<td>99.78%</td>
</tr>
</tbody>
</table>
City of Jackson  
All Funds - Revenue Summary  
As of and For the 12 Months Ended June 30, 2012 (Pre-Audit)  
(Prepared on the Adopted Budget-Basis)

<table>
<thead>
<tr>
<th>Fund/Fund Name</th>
<th>2011/12 Budget Original</th>
<th>Actual Month To Date</th>
<th>Actual Year To Date</th>
<th>Percent Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>6,898,278</td>
<td>6,803,778</td>
<td>(127,139)</td>
<td>100.58%</td>
</tr>
<tr>
<td>Income Taxes</td>
<td>7,250,000</td>
<td>7,375,000</td>
<td>45,624</td>
<td>98.95%</td>
</tr>
<tr>
<td>Licenses &amp; Permits</td>
<td>252,725</td>
<td>256,931</td>
<td>57,984</td>
<td>101.44%</td>
</tr>
<tr>
<td>Federal Grants</td>
<td>2,585</td>
<td>19,318</td>
<td>4,987</td>
<td>12,511</td>
</tr>
<tr>
<td>State Grants</td>
<td>12,465</td>
<td>44,453</td>
<td>26,644</td>
<td>32,322</td>
</tr>
<tr>
<td>State Revenue Sharing</td>
<td>2,286,500</td>
<td>3,872,376</td>
<td>1,278,867</td>
<td>100.87%</td>
</tr>
<tr>
<td>Contributions From Local Units</td>
<td>29,665</td>
<td>49,070</td>
<td>17,882</td>
<td>43,085</td>
</tr>
<tr>
<td>Charges For Goods &amp; Services</td>
<td>1,185,949</td>
<td>1,089,507</td>
<td>174,720</td>
<td>1,041,615</td>
</tr>
<tr>
<td>Fines &amp; Forfeits</td>
<td>237,580</td>
<td>170,290</td>
<td>39,591</td>
<td>199,215</td>
</tr>
<tr>
<td>Investment Income</td>
<td>50,000</td>
<td>21,000</td>
<td>3,128</td>
<td>10,009</td>
</tr>
<tr>
<td>Contributions From Other Funds</td>
<td>171,500</td>
<td>49,070</td>
<td>17,882</td>
<td>43,085</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>278,034</td>
<td>364,486</td>
<td>690</td>
<td>290,320</td>
</tr>
<tr>
<td><strong>Total General Fund Revenues</strong></td>
<td>18,655,281</td>
<td>20,282,836</td>
<td>1,565,020</td>
<td>20,253,138</td>
</tr>
</tbody>
</table>

| **Special Revenue Funds**             |                         |                      |                     |                  |
| 202 Major Street                      | 3,912,693               | 7,867,871            | 5,399,824           | 7,905,417        |
| 203 Local Street                      | 2,007,167               | 1,598,069            | 395,591             | 1,397,743        |
| 208 Ella W. Sharp Park Operating      | 677,950                 | 666,825              | 257,863             | 675,151          |
| 210 Land Acquisition Fund             | 50,000                  | 40,000               | 30,000              | 30,001           |
| 211 Housing Initiative Fund           | 15,000                  | 35                   | 4                   | 35               |
| 245 Public Improvement                | 1,057,500               | 1,048,800            | 7,539               | 1,054,307        |
| 249 Building Inspection               | 554,520                 | 518,610              | 119,098             | 523,168          |
| 251 Housing Code Enforcement Fund     | 0                       | 0                    | 11,513              | 23,913           |
| 252 Building Demolitions Fund         | 0                       | 225,000              | 65,930              | 294,703          |
| 257 Budget Stabilization              | 16,000                  | 9,000                | 841                 | 7,900            |
| 265 Drug Law Enforcement              | 31,250                  | 39,689               | 9,240               | 47,044           |
| 268 BYRNE/JAG Grants                  | 167,386                 | 222,696              | 46,033              | 111,710          |
| 269 COPS Hiring Recovery Prog. Grant  | 196,246                 | 212,010              | 44,951              | 195,665          |
| 270 LAWNET Grant                      | 35,475                  | 8,488                | 1,753               | 6,957            |
| 289 Neighborhood Stabilization Grant  | 265,000                 | 223,306              | (7,523)             | 115,526          |
| 295 2008 Brownfield Assessment Grant  | 25,000                  | 72,725               | 154                 | 12,286           |
| 296 Recreation Activity               | 300,500                 | 296,000              | 18,322              | 253,688          |
| 297 JPS Recreation Millage Program    | 240,000                 | 223,200              | 227,554             | 227,555          |
| 298 2008 Brownfield Revolving Loan     | 96,200                  | 96,200               | 5,300               | 14,937           |

| **Debt Service Funds**                |                         |                      |                     |                  |
| 324 2003 MTF Bond D/S                 | 283,235                 | 283,235              | 0                   | 283,010          |
| 365 2003 City Hall D/S                 | 657,500                 | 657,500              | 3,285               | 660,561          |
| 368 Building Authority D/S            | 133,360                 | 133,360              | 0                   | 132,910          |
| 395 2001 DDA TIF D/S                   | 550                     | 550                  | 0                   | 275              |
| 396 2011 DDA TIF Refinancing D/S       | 5,624,828               | 5,493,166            | 0                   | 5,492,206        |
| 397 2012 BRA TIF Refunding D/S         | 0                       | 9,121,300            | 0                   | 9,121,288        |
| 398 2002 BRA TIF D/S                   | 637,703                 | 418,347              | 0                   | 418,346          |
| 399 2007 BRA TIF Refunding D/S         | 446,529                 | 446,529              | 0                   | 446,529          |

(Continued-)

* See Notes on Page 7
City of Jackson  
All Funds - Revenue Summary  
As of and For the 12 Months Ended June 30, 2012 (Pre-Audit)  
(Prepared on the Adopted Budget-Basis )  
- Continued -

<table>
<thead>
<tr>
<th>Fund/Fund Name</th>
<th>2011/12 Budget</th>
<th>Actual Month To Date</th>
<th>Actual Year To Date</th>
<th>Percent Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Capital Projects Funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>401 Capital Projects Fund</td>
<td>635,000</td>
<td>538,102</td>
<td>333,993</td>
<td>337,110</td>
</tr>
<tr>
<td>402 Water Equipment and Replacement</td>
<td>1,014,000</td>
<td>1,406,000</td>
<td>301,221</td>
<td>1,425,858</td>
</tr>
<tr>
<td>404 Sanitary Sewer Maintenance Fund</td>
<td>517,165</td>
<td>516,800</td>
<td>39,458</td>
<td>351,589</td>
</tr>
<tr>
<td>405 Sanitary Sewer Replacement</td>
<td>663,000</td>
<td>654,778</td>
<td>55,160</td>
<td>658,619</td>
</tr>
<tr>
<td>406 Wastewater Equip. Replacement</td>
<td>643,000</td>
<td>643,000</td>
<td>52,877</td>
<td>631,859</td>
</tr>
<tr>
<td>494 Brownfield Redevelopment Auth.</td>
<td>1,272,500</td>
<td>1,205,246</td>
<td>975</td>
<td>1,204,580</td>
</tr>
<tr>
<td>496 DDA Project</td>
<td>1,046,602</td>
<td>1,046,602</td>
<td>358</td>
<td>1,038,975</td>
</tr>
<tr>
<td><strong>Enterprise Funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>583 Sharp Park Golf Practice Center</td>
<td>68,200</td>
<td>61,750</td>
<td>22,797</td>
<td>63,150</td>
</tr>
<tr>
<td>585 Auto Parking System</td>
<td>28,250</td>
<td>24,179</td>
<td>12,186</td>
<td>24,482</td>
</tr>
<tr>
<td>586 Parking Assessment</td>
<td>91,839</td>
<td>122,104</td>
<td>15,666</td>
<td>113,834</td>
</tr>
<tr>
<td>589 Stormwater Utility</td>
<td>773,000</td>
<td>1,104,707</td>
<td>163,117</td>
<td>1,258,699</td>
</tr>
<tr>
<td>590 Sewer</td>
<td>5,171,900</td>
<td>5,300,415</td>
<td>1,018,233</td>
<td>5,388,167</td>
</tr>
<tr>
<td>591 Water</td>
<td>6,795,327</td>
<td>7,336,148</td>
<td>2,023,052</td>
<td>8,062,380</td>
</tr>
<tr>
<td>599 Parking Deck Fund</td>
<td>256,932</td>
<td>257,235</td>
<td>862</td>
<td>260,006</td>
</tr>
<tr>
<td><strong>Internal Service Funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>641 Public Works Administration</td>
<td>617,445</td>
<td>615,153</td>
<td>73,134</td>
<td>647,553</td>
</tr>
<tr>
<td>642 Engineering Administration</td>
<td>385,888</td>
<td>315,947</td>
<td>41,008</td>
<td>324,724</td>
</tr>
<tr>
<td>643 Local Site Remediation Revolving</td>
<td>165,000</td>
<td>80,894</td>
<td>356</td>
<td>80,095</td>
</tr>
<tr>
<td>661 Motor Pool and Garage</td>
<td>1,341,764</td>
<td>1,330,781</td>
<td>150,709</td>
<td>1,255,557</td>
</tr>
<tr>
<td>663 Equipment Revolving Fund</td>
<td>72,136</td>
<td>55,300</td>
<td>0</td>
<td>55,300</td>
</tr>
<tr>
<td>677 Workers' Compensation</td>
<td>265,000</td>
<td>296,640</td>
<td>54,923</td>
<td>289,808</td>
</tr>
<tr>
<td>678 Prescription Drug</td>
<td>810,300</td>
<td>896,050</td>
<td>84,436</td>
<td>898,013</td>
</tr>
<tr>
<td>679 Health Care Deductible Reimb.</td>
<td>93,000</td>
<td>116,500</td>
<td>15,638</td>
<td>115,368</td>
</tr>
<tr>
<td>680 Health Care Deductible Reimb.-Fire</td>
<td>170,000</td>
<td>191,264</td>
<td>15,349</td>
<td>168,625</td>
</tr>
<tr>
<td><strong>Trust &amp; Agency Funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>702 County &amp; School Tax Collection</td>
<td>35,000</td>
<td>16,000</td>
<td>621</td>
<td>8,781</td>
</tr>
<tr>
<td>711 Cemetery Perpetual Maintenance</td>
<td>89,500</td>
<td>110,600</td>
<td>16,683</td>
<td>81,774</td>
</tr>
<tr>
<td>718 Ella W. Sharp Endowment</td>
<td>85,050</td>
<td>80,102</td>
<td>356</td>
<td>80,095</td>
</tr>
<tr>
<td>731 Employees' Retirement System</td>
<td>4,183,000</td>
<td>4,183,000</td>
<td>894,440</td>
<td>2,360,275</td>
</tr>
<tr>
<td>732 Policemen's/Firemen's Pension</td>
<td>885,000</td>
<td>872,000</td>
<td>77,867</td>
<td>347,964</td>
</tr>
<tr>
<td>733 Policemen's/Firemen's Pension-345</td>
<td>7,168,528</td>
<td>7,173,528</td>
<td>886,525</td>
<td>1,938,813</td>
</tr>
<tr>
<td>736 Public Employees Health Care</td>
<td>40,000</td>
<td>40,000</td>
<td>(18,771)</td>
<td>(244)</td>
</tr>
<tr>
<td><strong>Special Assessment Funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>895 Special Assessment</td>
<td>324,149</td>
<td>344,298</td>
<td>(142,272)</td>
<td>223,210</td>
</tr>
</tbody>
</table>

9/28/2012  
* See Notes on Page 7
City of Jackson
Notes to Revenue & Expenditure Summaries
As of and For the 12 Months Ended June 30, 2012 (Pre-Audit)
(Prepared on the Adopted Budget-Basis )

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

Note 2: This is the final financial statement prior to the audit for fiscal year 2012. Any changes to these figures will be the result of audit adjustments. These adjustments are expected to be minimal.
### City of Jackson
#### General Fund

**Summary of Revenues, Expenditures and Changes in Fund Balances**
**FY 2010 and 2011 Actual, FY 2012 Pre-Audit and FY 2013 Budgeted**

<table>
<thead>
<tr>
<th></th>
<th>2009/10 Actual</th>
<th>2010/11 Actual</th>
<th>2011/12 Budget</th>
<th>2012/13 Pre-Audit</th>
<th>2012/13 Adopted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>7,681,891</td>
<td>7,016,183</td>
<td>6,803,778</td>
<td>6,842,984</td>
<td>6,722,592</td>
</tr>
<tr>
<td>Income Taxes</td>
<td>6,519,574</td>
<td>6,977,923</td>
<td>7,375,000</td>
<td>7,297,281</td>
<td>7,600,000</td>
</tr>
<tr>
<td>Licenses And Permits</td>
<td>250,602</td>
<td>269,548</td>
<td>256,931</td>
<td>260,632</td>
<td>264,425</td>
</tr>
<tr>
<td>Federal Grants</td>
<td>80,213</td>
<td>340,633</td>
<td>19,318</td>
<td>12,511</td>
<td>1,881</td>
</tr>
<tr>
<td>State Grants</td>
<td>40,423</td>
<td>36,694</td>
<td>44,453</td>
<td>32,322</td>
<td>10,300</td>
</tr>
<tr>
<td>State Revenue Sharing</td>
<td>4,458,912</td>
<td>4,458,563</td>
<td>3,872,376</td>
<td>3,906,181</td>
<td>3,918,607</td>
</tr>
<tr>
<td>Charges For Services</td>
<td>1,412,009</td>
<td>1,288,032</td>
<td>1,138,577</td>
<td>1,184,700</td>
<td>1,232,141</td>
</tr>
<tr>
<td>Fines And Forfeits</td>
<td>261,677</td>
<td>224,881</td>
<td>170,290</td>
<td>199,215</td>
<td>171,290</td>
</tr>
<tr>
<td>Investment Income</td>
<td>23,086</td>
<td>19,145</td>
<td>21,000</td>
<td>10,009</td>
<td>26,000</td>
</tr>
<tr>
<td>Contributions From Other Funds</td>
<td>154,839</td>
<td>180,454</td>
<td>216,627</td>
<td>216,983</td>
<td>162,300</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>462,054</td>
<td>620,813</td>
<td>364,486</td>
<td>290,320</td>
<td>141,843</td>
</tr>
<tr>
<td><strong>General Fund Revenues</strong></td>
<td>21,345,280</td>
<td>21,432,869</td>
<td>20,282,836</td>
<td>20,253,138</td>
<td>20,251,379</td>
</tr>
</tbody>
</table>

|                      |                |                |                |                   |                 |
| **Expenditures:**    |                |                |                |                   |                 |
| Legislative/Judicial | 105,922        | 99,213         | 103,833        | 101,628           | 103,533         |
| General Government   | 4,445,965      | 4,166,038      | 4,138,675      | 4,088,519         | 4,251,059       |
| Police Department    | 8,492,886      | 7,794,218      | 7,464,082      | 7,221,824         | 7,560,143       |
| Fire Department      | 4,916,357      | 4,637,980      | 3,437,053      | 3,357,123         | 3,175,335       |
| Other Public Safety  | 1,733,214      | 1,605,415      | 1,860,451      | 1,821,027         | 2,091,340       |
| Engineering & Public Works | 1,207,077 | 1,180,116 | 1,113,088 | 917,991 | 994,143 |
| Recreation & Culture | 1,430,861      | 1,277,920      | 1,353,097      | 1,362,127         | 1,405,277       |
| Community Enrichment & Development | 171,586 | 145,051 | 136,066 | 132,750 | 221,803 |
| Contributions to Other Funds | 138,900 | 168,500 | 403,310 | 446,000 | 655,875 |
| **General Fund Expenses** | 22,643,768 | 21,074,451 | 20,009,655 | 19,448,989 | 20,458,508 |

|                      |                |                |                |                   |                 |
| **Revenues Over (Under) Expenditures** | (1,298,488) | 358,418 | 273,181 | 804,149 | (207,129) |

**Fund Balance - Beginning of Year**

|                      | 1,956,450 | 657,962 | 1,016,380 | 1,289,561 | 1,820,529 |

**Fund Balance - End of Year**

|                      | 657,962 | 1,016,380 | 1,289,561 | 1,820,529 | 1,613,400 |

**ADD:**

|                      | 1,603,500 | 1,603,500 | 1,603,500 | 1,603,500 | 1,603,500 |

**Total Available Surplus For General Fund Operations**

|                      | 2,261,462 | 2,619,880 | 2,893,061 | 3,424,029 | 3,216,900 |

**As a Percent of G/F Expenditures**

|                      | 9.99%    | 12.43%   | 14.46%    | 17.61%    | 15.72%    |
## City of Jackson, Michigan

### Comparative Balance Sheet

**General Fund** *

**June 30, 2012 and 2011**

((Unaudited)

<table>
<thead>
<tr>
<th>Items</th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pooled cash and investments</td>
<td>$481,515</td>
<td>-</td>
</tr>
<tr>
<td>Accounts receivables, net</td>
<td>284,548</td>
<td>208,777</td>
</tr>
<tr>
<td>Income taxes receivable</td>
<td>1,781,390</td>
<td>1,883,998</td>
</tr>
<tr>
<td>Due from other governments</td>
<td>1,120,492</td>
<td>1,529,431</td>
</tr>
<tr>
<td>Inventories</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other receivables</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Due from other funds</td>
<td>227,907</td>
<td>-</td>
</tr>
<tr>
<td>Prepaid expenditures</td>
<td>4,655</td>
<td>419,317</td>
</tr>
<tr>
<td>Long-term advances to other funds</td>
<td>50,000</td>
<td>50,000</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$3,950,507</td>
<td>$4,091,523</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Items</th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Liabilities and Fund Balances</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable</td>
<td>$309,870</td>
<td>$304,323</td>
</tr>
<tr>
<td>Accrued payroll</td>
<td>191,877</td>
<td>533,052</td>
</tr>
<tr>
<td>Other liabilities</td>
<td>18,063</td>
<td>36,140</td>
</tr>
<tr>
<td>Due to other funds</td>
<td>-</td>
<td>3,022</td>
</tr>
<tr>
<td>Interfund payable</td>
<td>-</td>
<td>554,587</td>
</tr>
<tr>
<td>Deferred revenue</td>
<td>6,668</td>
<td>40,518</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>526,478</td>
<td>1,471,642</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Items</th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fund Balances</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nonspendable</td>
<td>54,655</td>
<td>469,317</td>
</tr>
<tr>
<td>Restricted</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Committed</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Unassigned</td>
<td>3,369,374</td>
<td>2,150,564</td>
</tr>
<tr>
<td><strong>Total Fund Balances</strong></td>
<td>3,424,029</td>
<td>2,619,881</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Items</th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Liabilities and Fund Balances</strong></td>
<td>$3,950,507</td>
<td>$4,091,523</td>
</tr>
</tbody>
</table>

### Fund Balance as a Percent of Expenditures:

<table>
<thead>
<tr>
<th>Items</th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td>$19,448,989</td>
<td>$21,074,451</td>
</tr>
</tbody>
</table>

**As a Percent of Expenditures:**

<table>
<thead>
<tr>
<th>Items</th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonspendable Fund Balance</td>
<td>0.28%</td>
<td>2.23%</td>
</tr>
<tr>
<td>Unassigned Fund Balance</td>
<td>17.32%</td>
<td>10.20%</td>
</tr>
<tr>
<td><strong>Total Fund Balance</strong></td>
<td>17.61%</td>
<td>12.43%</td>
</tr>
</tbody>
</table>

*Includes Budget Stabilization Fund*
RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, October 31st is Halloween and children of all ages dress up as goblins, ghosts, ghouls, and “things that go bump in the night”; and

WHEREAS, this has traditionally been a festive and fun event; and

WHEREAS, the City Council wishes to keep the tradition a safe one for children of all ages.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Jackson establishes Halloween hours between 6:00 p.m. and 8:00 p.m. on Wednesday, October 31, 2012, and encourages all children to “trick or treat” during that time period, and further encourages residents to turn porch lights on between said hours.

* * * * *

State of Michigan   
County of Jackson   ) ss
City of Jackson     )

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on October 9, 2012.

IN WITNESS WHEREOF, have hereunto affixed my signature and the seal of the City of Jackson, Michigan on this 9th day of October, 2012.

______________________________  City Clerk
CITY COUNCIL MEETING
October 9, 2012

TO: Honorable Mayor and City Councilmembers

FROM: Matthew R. Heins
Chief of Police

SUBJECT: Byrne Justice Assistance Grant (JAG)

Recommendation:

Adopt a resolution amending the 2012-2013 Budget to reflect the receipt of the Byrne Justice Assistance Grant (JAG) Fund, in the amount of $26,800.

An Edward Byrne Memorial grant in the amount of $26,800 has been awarded to the Jackson Police Department by the Department of Justice, Office of Justice Programs. This grant will be used by the department to purchase new Sig Sauer 9mm handguns and holsters.

The police department is now requesting the City Council adopt the attached resolution amending the 2012/2013 fiscal year budget.
RESOLUTION

WHEREAS, the City has entered into the federal government's Edward Byrne Memorial 2011/2015 Justice Assistance Grant (JAG) Program, through the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.

WHEREAS, this grant requires the activity relating to this project to be kept in a separate account to facilitate reporting and compliance under the terms of the grant.

NOW, THEREFORE, BE IT RESOLVED, that the 2012/2013 budget be amended as follows:

**Byrne JAG Grant Fund**

<table>
<thead>
<tr>
<th>REVENUES:</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>268-305-213-501.000 Federal Grant</td>
<td>26,800</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES:</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>268-305-213-982.000 Machinery &amp; Equipment</td>
<td>26,800</td>
</tr>
</tbody>
</table>

State of Michigan )
County of Jackson ) ss
City of Jackson )

I, Lynn Fessel, 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 October 9, 2012.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, on this 10th day of October 2012.

______________________________  City Clerk
CITY COUNCIL MEETING
October 9, 2012

TO: Honorable Mayor Griffin and City Councilmembers

FROM: Patrick Burtch, Interim City Manager

SUBJECT: Approve Resolution to Create Sidewalk Reconstruction CDBG Activity to use for Presumed Benefit Residents

RECOMMENDED ACTION
Approve attached resolution reallocating $5,000 World Changers funds to new CDBG Activity for sidewalk reconstruction for presumed benefit residents

After receiving a request for assistance from an elderly, disabled homeowner regarding a heaved City sidewalk in front of their home in a generally ineligible CDBG area in the City, I realized a need exists to assist a specific population of City residents with public infrastructure repairs.

The regulation at 24 CFR 570.208(a)(2)(i)(A) allows the Low-Mod Limited Clientele (LMC) National Objective to be used if it will “benefit a clientele who are generally presumed to be principally low- and moderate-income persons.” The regulation further states:

Activities that exclusively serve a group of persons in any one or a combination of the following categories may be presumed to benefit persons, 51 percent of whom are low- and moderate-income: abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of “severely disabled,” homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers.

Persons are considered severely disabled if they:

- Use a wheelchair or another special aid for 6 months or longer;
- Are unable to perform one or more functional activities (seeing, hearing, having one’s speech understood, lifting and carrying, walking up a flight of stairs and walking);
- Need assistance with activities of dialing living (getting around inside the home, getting in or out of bed or a chair, bathing, dressing, eating and toileting) or instrumental activities of daily living (going outside the home, keeping track of money or bills, preparing meals, doing light housework and using the telephone);
- Are prevented from working at a job or doing housework;
- Have a selected condition including autism, cerebral palsy, Alzheimer’s disease, senility or dementia or mental retardation; or
- Are under 65 years of age and are covered by Medicare or receive Supplemental Security Income (SSI).

For a homeowner to qualify for assistance, they must exhibit one or more of the factors listed above and sidewalk reconstruction would be limited to the area of street frontage.
City of Jackson, Michigan
Resolution to Amend the 2010/2011 (Year 36) and 2012/2013 (Year 38) CDBG Budgets

Whereas, the U.S. Department of Housing and Urban Development approved Community Development Block Group (CDBG) programs for fiscal years 2010/2011 (Year 36) and 2012/2013 (Year 38); and

Whereas, the City Council previously allocated funds in Year 36 for CDBG World Changers rehabilitation services; and

Whereas, the City Council desires to reallocate a portion of these funds to be made available for use in Year 38 for Sidewalk Replacement.

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

| Entitlement Year 36 (2010/2011) |  |  |
|--------------------------------|---|---|---|
| Account # | Account Description | Current Budget | Revised Budget | Change |
| 286-723-036-815.099 | World Changers | 45,585 | 40,585 | (5,000) |
| 286-743-036-969.038 | Contribution to Year 38 | 70,146 | 75,146 | 5,000 |

| Entitlement Year 38 (2012/2013) |  |  |
|--------------------------------|---|---|---|
| Account # | Account Description | Current Budget | Revised Budget | Change |
| 286-000-038-695.036 | Contribution from Year 36 | 70,146 | 75,146 | 5,000 |
| 286-726-038-822.010 | Sidewalk Replacement | 0 | 5,000 | 5,000 |

* * * * *

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 2nd day of October, 2012.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 3rd day of October, 2012.

Lynn Fessel
City Clerk
CITY COUNCIL MEETING
October 9, 2012
NEW BUSINESS

MEMO TO:     Honorable Mayor and City Councilmembers
FROM:       Julius A. Giglio
SUBJECT:  Jackson Housing Commission Resolution
DATE:       October 2, 2012

REQUESTED ACTION: The requisite action is to approve the resolution and direct staff to forward it to the Jackson Housing Commission for submittal of the requested reports.

The Michigan Housing Facilities Act, 1933 P.A. (Ex. Sess.), MCL 125.651 et seq. (the “Act”), provides in part that the City Council, by resolution, may request that the Jackson Housing Commission prepare and submit a report containing an itemization of actual expenses paid to its members and identifying compensation of officers and employees of the Housing Commission.

The Mayor has requested that such a resolution be placed before the City Council for its consideration.

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

JAG/dn
Enc.

cc w/enc: Patrick Burtch, Acting City Manager
RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the City of Jackson has heretofore established the Jackson Housing Commission under the authority of the housing facilities act, 1933 P.A. 18 (Ex. Sess.), MCL 125.651 et seq. (hereinafter “the Act”); and

WHEREAS, Section 6 of the Act was amended in 1996 to provide, in part, that “The governing body...may adopt a resolution that requires approval...before the commission may accept or enter into agreements relating to...grants.” MCL 125.656(2); and

WHEREAS, Section 9 of the Act was amended in 1996 to provide, in part, that “The governing body of the incorporating unit, by resolution, may request the commission to prepare and submit a report containing an itemization of actual expenses paid to members of the commission as provided in section 4(4) and of compensation of officers and employees fixed as provided in section 5(3)...” [MCL 125.659]; and

WHEREAS, the City Council wishes to adopt a resolution to provide that the Jackson Housing Commission prepare and submit a report as allowed under the Act.

NOW, THEREFORE, BE IT RESOLVED that, pursuant to 1933 P.A. 18 (Ex. Sess.), as amended, MCL 125.651 et seq., the Jackson Housing Commission shall prepare and submit a report containing an itemization of actual expenses paid to members of the commission as provided in section 4(4) and of compensation of officers and employees fixed as provided in section 5(3).

BE IT FURTHER RESOLVED that the report shall identify, for the last three fiscal years, all remuneration and fringe benefits provided to officers and/or employees of the commission, all employment agreements entered into by the commission, and all grants from any public or private source received by the commission.

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 _____________, 2012.

IN WITNESS WHEREOF, I have hereunto affixed my signature and seal of the City of Jackson, Michigan on this _____ day of _____________, 2012.

____________________________________________
Lynn Fessel
MEMO TO: Honorable Mayor and City Councilmembers  
FROM: Bethany M. Smith, Deputy City Attorney  
SUBJECT: Revision to the Non-Owner Occupied Residential Property Registry  

RECOMMENDATION: Approve the revisions to Section 14-5 of Chapter 14.  

Attached please find a proposed Ordinance that adds a provision requiring land contract purchasers to submit an affidavit to the Department of Neighborhood and Economic Operations attesting to their interest in the land contract. This provision is meant to decrease the number of fraudulent land contracts that are utilized to circumvent the registration requirements of the Non-Owner Occupied Residential Property Registry.  

The recommendation is to approve the Ordinance.  

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

Cc w/att: Patrick Burtch, Interim City Manager  
Julius A. Giglio, City Attorney
ORDINANCE NO. 2012-_______

An ordinance amending Chapter 14 of the Code of Ordinances to provide for the public health, safety and welfare of the Citizens of the City of Jackson by regulating the registration of non-owner occupied residential properties and requiring submission of a land contract affidavit.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council adopts this ordinance to regulate the registration of non-owner occupied residential properties by requiring purchasers in land contract transactions to provide an affidavit as proof of the land contract.

Section 2. That Section 14-5 of Chapter 14 of the Code of the City of Jackson be, and the same hereby is, amended to read as follows:

Sec. 14-5. Exceptions.

A property registration is not required under the following circumstances:

(1) A single family residential dwelling that is entirely owner-occupied; provided, however in the case of a single family residential dwelling that is subject to a land contract, the land contract purchaser must submit an affidavit stating his or her land contract interest, which shall be an affidavit form as provided by the Department of Neighborhood and Economic Operations. The affidavit shall be submitted to the Chief Building Official within 45 days of the execution of the land contract. For land contracts executed prior to the effective date of this amendment, the affidavit must be submitted within 60 days of the effective date of this ordinance. If the affidavit is not submitted to the Chief Building Official within the time required, the dwelling is not exempted from the registration requirement of this Article; or

(2) Upon the sale of any single family residential dwelling that is intended for occupancy by the buyer where possession is delayed for up to ninety (90) days; or
(3) The premises are a jail, school, or government-owned care facility; provided however that this does not create an exception for state or federally subsidized housing facilities; or

(4) The premises are occupied by a person with a documented or recorded life estate in the premises.

Section 3. This Ordinance takes effect thirty (30) days from the date of adoption.
ORDINANCE NO. 2012-_______

An ordinance amending Chapter 14 of the Code of Ordinances to provide for the public health, safety and welfare of the Citizens of the City of Jackson by regulating the registration of non-owner occupied residential properties and requiring submission of a land contract affidavit.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council adopts this ordinance to regulate the registration of non-owner occupied residential properties by requiring purchasers in land contract transactions to provide an affidavit as proof of the land contract.

Section 2. That Section 14-5 of Chapter 14 of the Code of the City of Jackson be, and the same hereby is, amended to read as follows:

Sec. 14-5. Exceptions.

A property registration is not required under the following circumstances:

   (1) A single family residential dwelling that is entirely owner-occupied; provided, however in the case of a single family residential dwelling that is subject to a land contract, the land contract purchaser must submit an affidavit stating his or her land contract interest, which shall be an affidavit form as provided by the Department of Neighborhood and Economic Operations. The affidavit shall be submitted to the Chief Building Official within 45 days of the execution of the land contract. For land contracts executed prior to the effective date of this amendment, the affidavit must be submitted within 60 days of the effective date of this ordinance. If the affidavit is not submitted to the Chief Building Official within the time required, the dwelling is not exempted from the registration requirement of this Article; or

   (2) Upon the sale of any single family residential dwelling that is intended for occupancy by the buyer where possession is delayed for up to ninety (90) days; or
(3) The premises are a jail, school, or government-owned care facility; provided however that this does not create an exception for state or federally subsidized housing facilities; or

(4) The premises are occupied by a person with a documented or recorded life estate in the premises.

Section 3. This Ordinance takes effect thirty (30) days from the date of adoption.
MEMO TO: Honorable Mayor and City Councilmembers

FROM: Bethany M. Smith, Deputy City Attorney

SUBJECT: Revisions to the Animals Ordinance

RECOMMENDATION: To approve the revisions to the Animals Ordinance and place it on the next regular City Council meeting agenda for adoption.

Attached please find a clean copy and a black-lined version of a proposed Ordinance that revises Section 4-3 of the City Code of Ordinances regarding the keeping of certain animals. The revision will prohibit horses, goats, ducks, geese, doves, pigeons, chickens and other livestock or fowl from being kept within the City. These animals are currently prohibited by Section 14-71. This ordinance revision seeks to put Section 4-3 and Section 14-71 in harmony with each other.

A subsection has also been added regarding the keeping of dogs and cats which mirrors the language relating to kennels contained in the Zoning Ordinance at Section 28-5. By adding the subsection to the Animals Ordinance, it will make it easier for citizens to find the information relating to the number of dogs and cats permitted.

The requisite action is to approve the Ordinance.

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

Cc w/att: Patrick Burtch, Interim City Manager
           Julius A. Giglio, City Attorney
ORDINANCE NO. 2012-_______

An ordinance amending Chapter 4 of the Code of Ordinances to provide for the public health, safety and welfare of the Citizens of the City of Jackson by regulating the keeping of certain animals within the city.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council adopts this ordinance to regulate the keeping of certain animals within the city.

Section 2. That Section 4-3 of Chapter 4 of the Code of the City of Jackson be, and the same hereby is, amended to read as follows:

Sec. 4-3. Keeping of certain animals restricted.

(a) The keeping of any hogs or swine or cows within the limits of the city is declared to be a nuisance and is prohibited.

(b) The keeping of all poisonous reptiles is prohibited. The keeping or sale of all wild or exotic reptiles or animals is prohibited, unless applicable state and/or federal licenses are obtained.

(c) The keeping of any horses, goats, ducks, geese, doves, pigeons, chickens or other livestock or fowl is likewise declared to be a nuisance and is prohibited. No such livestock or fowl shall be permitted at large.

(d) The keeping of more than three (3) dogs or more than three (3) cats, or any combination of dogs and cats totaling more than three (3), is prohibited unless the property is classified as a kennel in a C-4 zoning district as provided in Section 28-71(3) of the Code of the City of Jackson. This does not include dogs or cats less than four (4) months old.

Section 3. This Ordinance takes effect thirty (30) days from the date of adoption.
ORDINANCE NO. 2012-_______

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(c) The keeping of any horses, goats, ducks, geese, doves, pigeons, chickens or other livestock or fowl, within one hundred (100) feet of any dwelling house or public street is likewise declared to be a nuisance and is prohibited. All such animals, livestock or fowl shall be confined to pens, coops or yards or other enclosures which shall not be closer to any dwelling house, street or public place than the distances specified in this section and

(d) The keeping of more than three (3) dogs or more than three (3) cats, or any combination of dogs and cats totaling more than three (3), is prohibited unless the property is classified as a kennel in a C-4 zoning district as provided in Section 28-71(3) of the Code of the City of Jackson. This does not include dogs and cats less than four (4) months old.

Section 3. This Ordinance takes effect thirty (30) days from the date of adoption.
MEMO TO: Honorable Mayor and City Councilmembers

FROM: Julius A. Giglio, City Attorney

SUBJECT: Ordinance Amendments for Administrative Services

DATE: October 2, 2012

REQUESTED ACTION: Approve the proposed ordinances and place them on the next regular City Council meeting agenda for adoption.

Attached please find a series of ordinances that amends the City Code’s designation of various departments and eliminates the designation of Police and Fire Department and replaces them with a new Department of Police and Fire Services which will be headed by the Director of Police and Fire Services.

The requisite action is to approve the proposed Ordinances and place them on the next available council agenda for final adoption.

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

cc w/att: Patrick Burtch, Interim City Manager
ORDINANCE 2012 - ___

An Ordinance amending Article I of Chapter 2 of the City of Jackson Code of Ordinances to eliminate and/or rename administrative services departments of the City.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose

The purpose of this ordinance is to eliminate and/or rename existing administrative services departments of the city and identify the official head of each department. Additionally, the police and fire departments shall now be known as the Department of Police and Fire Services and shall be headed by the Director of Police and Fire Services. This ordinance is not intended to nor should it be construed to create a combined public safety department. There will be no requirement for either a police officer or firefighter to train and/or become certified in the other discipline, unless said officers of either division voluntarily choose to do so.

Section 2. That Article I of Chapter 2 of the City of Jackson, Michigan Code of Ordinances, be amended to read as follows:

* * * * *

Sec. 2-1. Administrative service. The administrative service of the city shall be under the overall supervision and direction of the city manager, except as otherwise provided by the charter, and shall be divided into the following offices and departments, each of which shall be the responsibility of the department head listed opposite each department:

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<td>Office of City Manager</td>
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<td>Department of Finance</td>
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<td>Office of Treasurer/Income Tax Administrator</td>
<td>City Treasurer/Income Tax Administrator</td>
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<td>Department of Police—and Fire Services</td>
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<td>Director of Public Works Services</td>
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<td>Director of Sewage Treatment Services and Facilities</td>
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<tr>
<td>Department of Parks, Recreation and Grounds</td>
<td>Director of Parks, Recreation and Grounds</td>
</tr>
</tbody>
</table>
Sec. 2-7. Police department. The police department is hereby created, and shall be headed by the chief of police, who shall be the commanding officer of the police force. The chief shall direct the work of the police department, and shall be responsible for law enforcement within the city.

Sec. 2-8. Fire department Department of Police and Fire Services. The Department of Police and Fire Services is hereby created, and shall be headed by the Director of Police and Fire Services fire chief, who shall be the commanding officer of the both the fire and police divisions within the department. The Director chief shall direct the work of the police and fire services department, and shall be responsible, along with the Deputy Chief of Police and Deputy Fire Chief, for law enforcement, all fire prevention and fire suppression, as well as all other fire or rescue-related work assigned by the city manager to the fire department.

Section 3. This Ordinance takes effect thirty (30) days from the date of adoption.
ORDINANCE 2012 - ____

An Ordinance amending Article II of Chapter 26 of the City of Jackson Code of Ordinances to define the duties of the Director of Police and Fire Services and the Deputy Fire Chief.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose

The purpose of this amendment is to designate the Deputy Fire Chief as the head of the Fire Division and to provide that the Director of Police and Fire Services shall oversee the Fire Division.

Section 2. That Article II of Chapter 26 of the City of Jackson, Michigan Code of Ordinances, be amended to read as follows:

Sec. 10-26. Deputy Fire Chief. The fire department division shall be headed by the deputy fire chief and shall be charged with the prevention and extinguishment of fires, the protection of life and property against fire, the removal of fire hazards, the performance of other public services of an emergency nature assigned to it, and the conducting of an educational fire prevention program.

Sec. 10-28. Departmental rules. The Director of Police and Fire Services shall adopt rules and regulations for the government of the department fire division, subject to the approval of the city manager, and may change and repeal the same upon notice to and approval by the city manager. Such rules and regulations shall designate the chain of command for the department fire division, so that in the absence or disability of the deputy fire chief or any officer of the department fire division, the responsibility for the operation of the department fire division shall immediately and automatically be vested in the next ranking officer or member of the department fire division on duty at the time of the fire.

Section 3. This Ordinance takes effect thirty (30) days from the date of adoption.
ORDINANCE 2012 - ____

An Ordinance amending Chapter 1, Section 1-2 of the City of Jackson Code of Ordinances to define the Director of Police and Fire Services.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose

The purpose of this ordinance is to define the newly created position of Director of Police and Fire Services. This ordinance is not intended to nor should it be construed to create a combined public safety department. There will be no requirement for either a police officer or firefighter to train and/or become certified in the other discipline, unless said officers of either division voluntarily choose to do so.

Section 2. Section 1-2 of Chapter 1 of the Jackson City Code of Ordinances shall read as follows:

Director of Police and Fire Services shall be the person designated by the city manager to be in charge of the Department of Police and Fire Services, which shall include a police division and a fire division. Wherever the term “Chief of Police,” “Police Chief,” or “Fire Chief” is used in the Code, it shall mean the Director of Police and Fire Services or his/her designee.

Section 3. This Ordinance takes effect thirty (30) days from the date of adoption.
ORDINANCE 2012 - ____

An Ordinance amending Article 1 of Chapter 21 of the City of Jackson Code of Ordinances to provide that the Department of Police and Fire Services shall be headed by the Director of Police and Fire Services, who shall prescribe rules of conduct for police and fire officers.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose

The purpose of this amendment is to remove the designation of Police Chief as the head of the Police Department and to create a police division of the city which shall be headed by the Director of Police and Fire Services. This ordinance is not intended to nor should it be construed to create a combined public safety department. There will be no requirement for either a police officer or firefighter to train and/or become certified in the other discipline, unless said officers of either division voluntarily choose to do so.

Section 2. That Article 1 of Chapter 21 of the City of Jackson, Michigan Code of Ordinances, be amended to read as follows:

* * * * *

Sec. 21-1. The Director of Police and Fire Services

The Department of Police and Fire Services shall be headed by the Director of Police and Fire Services, who shall be the commanding officer of the department. He or she shall direct the police and fire work of the city and be responsible for the enforcement of law and order as well as fire safety and protection.

* * * * *

Sec. 21-3. Department rules

The Department of Police and Fire Services may prescribe rules for the government-conduct of police and fire officers of the city, subject to approval of the City Manager, which shall be entered in a book of Department of Police and Fire Services rules and orders and may be amended or revoked by the Director of Police and Fire Services upon written notice to the City Manager. It shall be the duty of all members of the police force and fire service to comply with such rules and orders while effective.

* * * * *

Sec. 21-4. Acting chief

In case of the absence from the city of the police chief, or his disability, or inability from any cause, to act as police chief, the City Manager shall designate and
appoint someone other member of the police department to act as chief Director during such absence or disability.

Section 3. This Ordinance takes effect thirty (30) days from the date of adoption.
City of Jackson  
Dept. of Personnel & Labor Relations  
Crystal Y. Dixon, Director

CITY COUNCIL MEETING  
October 9, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Crystal Y. Dixon, City/County Director of Human Resources

SUBJECT: Adoption of MERS Defined Contribution Plan for POLC Non. Supv. Unit

RECOMMENDED ACTION:

To adopt a Defined Contribution Plan through the Municipal Employees’ Retirement System of Michigan (MERS) for all employees hired on or after 7/1/12 into the Police Officers Labor Council Non-Supervisory Unit.

Background Information:

On September 11, 2012, City Council approved a new collective bargaining agreement with the Police Officers Labor Council (POLC) Non-Supervisory Unit. A provision in the new agreement will require employees hired into the POLC Non-Supervisory Unit on or after July 1, 2012 to participate in a defined contribution (DC) plan as part of their retirement benefit.

Earlier this year, the City had reviewed defined contribution plans offered through the Municipal Employees’ Retirement System of Michigan (MERS) and the ICMA Retirement Corporation. Upon review of the two plans, a recommendation was made to the City Manager to proceed with the MERS plan. The City Manager concurred. The Defined Contribution plan is also now in place for newly hired members of the International Association of Fire Fighters.

In order to comply with the provisions of the newly adopted POLC Non-Supervisory Unit’s collective bargaining agreement, it is important to establish the defined contribution plan for this employee population. Therefore it is recommended that City Council adopt the Defined Contribution Plan through MERS for all employees hired on or after July 1, 2012 into the POLC Non-Supervisory Unit.
MERS Restated Defined Contribution Plan
Adoption Agreement

The Employer, a participating municipality or participating court ("court") within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Benefit Program: Defined Contribution under MERS Plan Document ("MERS Defined Contribution Plan") as authorized by Section 19A of the Municipal Employees' Retirement System of Michigan Plan Document. All references to "Plan Document" are to sections of the MERS Plan Document; any reference to "Plan," the "MERS Plan," "Plan Participant," "Participant," or "Program," shall mean the MERS Defined Contribution Plan, unless otherwise specified. This Adoption Agreement, together with Section 19A of the MERS Plan Document and the MERS Restated Uniform Defined Contribution Program Resolution ("Resolution"), constitute the entire MERS Benefit Program Defined Contribution Plan Document.

I.  

**EMPLOYER:** City of Jackson, Michigan  
Name of municipality or court

II.  

**EFFECTIVE DATE**

1. If this is the initial Adoption Agreement relating to the MERS Defined Contribution Plan for this Division, the Effective Date of the Benefit Program here adopted shall be the first day of:  
   July 1, 2012  
   Month and Year

2. If this is an amendment and restatement of an existing adoption agreement relating to the MERS Defined Contribution Plan for this Division, the effective date of this amendment and restatement shall be the first day of:  
   Month and Year  
   This adoption agreement is intended to replace and serve as an amendment and restatement of the Employer's preexisting plan, which was originally effective on the first day of:  
   Month and Year

III.  

**ELIGIBILITY REQUIREMENTS**

Only those Employees eligible for MERS Membership (Section 3 of the MERS Plan Document) shall be eligible to participate in the MERS Defined Contribution Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following group(s) of Employees are eligible to participate in the Plan:

All members hired into the Police Officers Labor Council Non-Supervisory Unit on or after July 1, 2012.

Specify employee classification and division numbers
IV. CONTRIBUTION PROVISIONS

1. The Employer shall contribute on behalf of each Participant 3.0% of Earnings or $_______ for the calendar year (subject to the limitations of Sections 415(c) of the Internal Revenue Code).

2. Each Participant is required to contribute 6.0% of Earnings for the calendar year as a condition of participation in the Plan. (Write "0" if no contribution is required.) *If other contribution options are provided, please list on separate sheet of paper and attach to Adoption Agreement. See supplement page.

If Employee contributions are required, an Employee shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

The Employer hereby elects to "pick up" the Mandatory/Required Employee contribution. The "pick-up" provision allows the employer to direct mandatory employee contributions to be pre-tax.

☐ Yes   ☐ No

[Note to Employer: Picked up contributions are excludable from the Employee's gross income under Section 414(h)(2) of the Internal Revenue Code of 1986 only if they meet the requirements of Rev. Rul. 2006-43, 2006-35 I.R.B. 329. Those requirements are (1) that the Employer must specify that the contributions, although designated as Employee contributions, are being paid by the Employer in lieu of contributions by the Employee; and (2) the Employee must not have the option of receiving the contributed amounts directly instead of having them paid by the Employer to the Plan. The execution of this Adoption Agreement by the Employer shall constitute the official action required by Revenue Ruling 2006-43.]

3. Each Employee may make a voluntary (unmatched), after-tax contribution, subject to the limitations of Section 415 of the Internal Revenue Code.

4. Employer contributions and Employee contributions shall be contributed to the Trust in accordance with the following payment schedule:

☐ Weekly   ☐ Bi-weekly   ☐ Monthly

V. EARNINGS

Earnings shall be defined as "compensation" under Section 2A(6) of the MERS Plan Document, being the Medicare taxable wages reported on the Employee's W-2 statement.
VI. VESTING PROVISION FOR EMPLOYER CONTRIBUTIONS AND NORMAL RETIREMENT AGE

The Employer hereby specifies the following vesting schedule (choose one):

☐ Immediate Vesting upon Participation

☒ Cliff Vesting: The participant is 100% vested upon a stated number of years. Stated year may not exceed maximum 5 years of service:

Stated Year:
☐ 1  ☐ 2  ☐ 3  ☐ 4  ☒ 5

☐ Graded Vesting Percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service, however the scale cannot exceed a maximum of six years of service to reach 100% vesting, nor less than the stated minimums below:

___ % after 1 year of service.
___ % after 2 years of service.
___ % (not less than 25%) after 3 years of service.
___ % (not less than 50%) after 4 years of service.
___ % (not less than 75%) after 5 years of service.
100% (not less than 100%) after 6 years of service.

Notwithstanding the above, a member shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited, if he/she is employed on or after his/her Normal Retirement Age. "Normal Retirement Age" shall be presumed to be age 60 (unless a different normal retirement age is here specified:______).

In addition, notwithstanding the above, in the event of disability or death, a member or his/her beneficiary shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited as described in Section 19A(7) of the MERS Plan Document.

VII. Loans (not more than two) are permitted under the Program. MERS recommendation is “No,” not to allow loans: loans permit your employees to borrow against their retirement account.

☐ Yes  ☐ No

VIII. The Plan will accept an eligible rollover distribution from an eligible retirement plan described in Section 401(a)(including “401(k)” or 403(a) of the Code, an annuity contract described in Section 403(b) of the Code, an eligible deferred compensation plan described in Section 457(b) of the Code maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state, or an individual retirement account or annuity described in Section 408(a) or 408(b) of the Code, including after-tax employee contributions, as applicable. The Plan will account separately for pre-tax and post-tax contributions and earnings thereon.
IX. The Employer hereby agrees to the provisions of the MERS Uniform Defined Contribution Plan and agrees that in the event of any conflict between MERS Plan Document Section 19A and the MERS Defined Contribution Plan, the provisions of Section 19A shall control.

X. The Employer hereby appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan.

XI. The Employer hereby agrees to the provisions of the Plan.

XII. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in the ineligibility of the Plan in the MERS Benefit Program Defined Contribution.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this ______ day of ____________, 20____.

Employer: ____________________________________________

By: ________________________________________________

Title: ________________________________________________

Attest: ________________________________________________
City of Jackson, Michigan  
Defined Contribution Plan  
Contribution Parameters  
POLC Non-Supervisory Unit

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This Resolution, together with Section 19A of the MERS Plan Document and the MERS Defined Contribution Plan Adoption Agreement, constitute the entire Benefit Program DC ("MERS Defined Contribution Plan") Plan Document.

WHEREAS, the MERS Plan Document of 1996, effective October 1, 1996, authorized a defined contribution option (Section 19A, Benefit Program DC) as a new benefit program that a participating municipality or participating court ("court") may adopt for MERS members to be administered under the discretion of the Municipal Employees' Retirement Board as trustee and fiduciary, directly by (or through a combination of) MERS or MERS' duly-appointed third-party administrator.

WHEREAS, as a new provision, Section 19A, along with the remainder of the Plan, received from the Internal Revenue Service a Letter of Favorable Determination (dated July 8, 1997, with most current Letter dated June 15, 2005) that the Plan is a qualified Plan under Section 401(a) of the Internal Revenue Code, and an exempt trust under Section 501(a).

WHEREAS, Benefit Program DC became operational in August 1997, following the July 8, 1997, Letter of Favorable Determination.

WHEREAS, this Restated Uniform Resolution has been approved by the Board under the authority of 2004 PA 490 (amending 1996 PA 220), Section 36(2)(a); MCL 38.1536(2)(a), declaring that the Retirement Board "shall determine . . . and establish" all provisions of the retirement system. Under this authority, the Board authorized Section 19A, the Benefit Program DC, which shall not be implemented unless in strict compliance with the terms and conditions of this Restated Resolution.

- It is expressly agreed and understood as an integral and nonseverable part of this Restated Resolution that Section 43B of the Plan Document shall not apply to this Restated Uniform Resolution and its administration or interpretation.

- As provided in Plan Document Section 19A(2), in the event any alteration of the terms or conditions stated in this Restated Uniform Resolution is made or occurs, under Section 43B or other plan provision or other law, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have no obligation or duty: to administer (or to have administered) the Benefit Program DC; to authorize the transfer of any defined benefit assets to the Benefit Program DC; or to continue administration by MERS (or any duly-appointed third-party administrator).

WHEREAS, concurrent with this 2010 Restated Resolution, and as a continuing obligation, this governing body has completed and approved, and submitted to MERS documents necessary for adoption and implementation of the MERS Benefit Program DC.

NOW, THEREFORE, BE IT RESOLVED that the governing body adopts MERS Benefit Program DC as provided below.
I. NEW EMPLOYEES (Plan Sec 19A(4) – (10))

AVAILABLE FOR ADOPTION SO LONG AS THE TOTAL FUNDED PERCENT OF AGGREGATE ACCRUED LIABILITIES AND VALUATION ASSETS OF ALL RESERVES SPECIFIED IN TABLE 13 (OR SUCCESSOR TABLE) FOR THE PARTICIPATING MUNICIPALITY OR COURT, AND FOR THE AFFECTED MERS BENEFIT PROGRAM CLASSIFICATION(S) OF THE MOST RECENT MERS ANNUAL ACTUARIAL VALUATION REPORT IS AT LEAST EIGHTY PERCENT (80%).

Effective the first day of __________________, 2012__, (to be known as the ADOPTION DATE),

the City of Jackson, Michigan
(MERS municipality/court)
DC for members hired into Police Officers Labor Council Non-Supervisory Unit on or after 7/1/12
(specify division #s)

first hired or rehired to the division at any time on and after the Adoption Date, and optional participation for any employee or officer of this municipality otherwise eligible to participate in MERS under Section 2B(3)(a) of the Plan Document who has previously elected to not participate in MERS. The employer shall establish the transfer rule for transferred employees in the Employer Resolution Establishing a Uniform Transfer Provision. ONLY THOSE EMPLOYEES ELIGIBLE FOR MERS MEMBERSHIP (SECTIONS 2B(3) AND 3 OF THE PLAN DOCUMENT) SHALL BE ELIGIBLE TO PARTICIPATE.

(A) CONTRIBUTIONS shall be as allowed and specified in the MERS Defined Contribution Program Adoption Agreement (Attachment 2, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution) subject to the provisions of the Plan Document. A member is immediately vested 100% in any employee contributions (Section 19A(5)), and is vested in employer contributions under the employer vesting schedule (Section 19A(6)).

(B) EARNINGS under the Adoption Agreement shall be defined as “Compensation” under Section 2A(6) of the MERS Plan Document, being the Medicare taxable wages reported on the member’s W-2 statement.

(C) VESTING shall be as allowed and specified under:

(1) Plan Section 19A(6): and
(2) the Adoption Agreement.

STOP If covering new employees only, skip II and go to III on page 5. STOP
III. OPTIONAL PROVISION FOR CURRENT MERS DEFINED BENEFIT MEMBERS WHERE
BENEFIT PROGRAM DC FOR NEW EMPLOYEES ESTABLISHED (Plan Sec 19A(18)-(21))

THIS OPTIONAL PROVISION SHALL ONLY BE SELECTED WHERE THE TOTAL FUNDED
PERCENT OF AGGREGATE ACCRUED LIABILITIES AND VALUATION ASSETS OF ALL
RESERVES SPECIFIED IN TABLE 13 (OR SUCCESSOR TABLE) FOR THE PARTICIPATING
MUNICIPALITY OR COURT, AND FOR THE AFFECTED MERS BENEFIT PROGRAM
CLASSIFICATION(S) OF THE MOST RECENT MERS ANNUAL ACTUARIAL VALUATION
REPORT IS AT LEAST EIGHTY PERCENT (80%).

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

(A) Effective on the Adoption Date, pursuant to Plan Section 19A(18) all current MERS
defined benefit members who are members of the same employee classification described
in Section I above on the Adoption Date shall:

THE GOVERNING BODY SHALL SELECT ONLY ONE OF THE FOLLOWING:

☐ where vested under this municipality’s applicable MERS vesting program
(10, 8, or 6 years)
☐ where the employee has at least the following number of years of credited service
for this municipality on Adoption Date: ____________ (insert whole number less
than vesting program)
☐ without regard to vesting

be offered the opportunity to irrevocably elect coverage under Benefit Program DC, under the
detailed procedures provided in Plan Section 19A(19)-(21).

Section 19A(19) specifies an employee’s written election to participate shall be filed with MERS:
(a) not earlier than the last day of the third month after this Resolution is adopted and received
by MERS; and (b) not later than the first day of the first calendar month that is at least six months
after MERS receives this Resolution. This means each eligible employee will have about 90 days to
make the decision.

After MERS receives this Resolution, this governing body’s authorized official and eligible
employees will be advised by MERS of the election window timelines and other information to
consider in making the irrevocable decision whether to participate in Benefit Program DC.

Participation for those electing coverage shall be effective the first day of the first calendar month
at least six (6) months after MERS’ receipt of the Resolution, here designated as being the month
of _______________, 20____, (insert month and year) which shall be known as the
“CONVERSION DATE.”
The opportunity for current employees on the Adoption Date to participate in the Benefit Program DC shall (select one of the following two choices):

☐ apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.

☐ not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.

(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) EARNINGS shall be as provided in Section I (B) above.

(D) VESTING shall be as provided in Section I (C) above, and participants shall be credited, on participant written request and MERS verification of such service, with all eligible service, if any, specified in Plan Section 19A(3):

Where a member has previously acquired in the employ of any participating municipality or court:

(a) not less than one year of defined benefit service (including Benefit Program H, Hybrid) in force with any participating municipality or court;

(b) eligible credited service where the participating municipality or court has adopted the Reciprocal Retirement Act, 1961 PA 88;

(c) at least 12 months in which employer contributions by a participating municipality or court have been made on behalf of the member under Benefit Program DC or Benefit Program H,

such service shall be applied toward satisfying the vesting schedule for employer contributions.

(E) For each employee irrevocably electing to participate in Benefit Program DC, then under Plan Section 19A(21), MERS shall transfer to the member’s credit (as adjusted through MERS’ records to the Conversion Date) the greater of:

(1) The member’s accumulated contributions in the reserve for employee contributions; or

(2) The actuarial present value (as determined in Paragraph (F) below).

The transfer shall be made approximately 30 calendar days after the Conversion Date, and the transfer amount shall include pro-rated regular interest at the regular Board-established rate for crediting of interest on member’s accumulated contribution in the defined benefit program, measured from the Conversion Date to the actual transfer date.
(F) Per Plan Section 19A(21)(b)(i), the MERS Retirement Board has established the assumptions for calculation of the actuarial present value of a member's accrued benefit that may be transferred. The assumptions are:

(1) **The interest rate in effect as of the Adoption Date, to determine actuarial present value, shall be the Board-established investment earnings rate assumption (currently eight percent (8.00%)).**

(2) **The funded level for the member's specific MERS division** (total funded percentage of the present value of accrued benefits which shall be determined using Termination Liability under Table 12 or successor table and valuation assets of all reserves using Table 13) **as of the Adoption Date** from the most recent MERS annual actuarial valuation report data provided by MERS' actuary. In the APV calculation, the funded level used shall be:

THE GOVERNING BODY SHALL SELECT ONLY ONE OF THE FOLLOWING:

- [ ] Table 12 Termination Liability funded level for the division (not less than 80% nor exceeding 100% funded level).
- [ ] If greater than the division's funded level but not more than 100% funded level, then MERS is directed to compute the funded percentage for the transfer calculation on ______% funded basis (insert number greater than the division's Table 12 Termination Liability funded level percentage but not more than 100%). Where less than 100% funded level exists, this governing body recognizes that such direction shall increase its pension funding liability. MERS shall not implement such direction unless the governing body forwards to MERS sufficient cash up to the funded level selected for all members prior to the Conversion Date; if sufficient cash is not forwarded, then the governing body expressly covenants with MERS and directs, as a condition of this selection, to MERS billing and the governing body remitting to MERS all contributions necessary to fund the unfunded liability occasioned by the aggregate transfer of the difference between the actual funded level for the division and funded level directed above over a period of four (4) years.

III. **EFFECTIVENESS OF THIS RESTATE RESOLUTION**

**BE IT FINALLY RESOLVED:** This Resolution shall have no legal effect under the MERS Plan Document until a certified copy of this adopting Resolution shall be filed with MERS, and MERS determines that all necessary requirements under Plan Document Section 19A, the Adoption Agreement, and this Resolution have been met. All dates for implementation of Benefit Program DC under Section 19A shall be determined by MERS from the date of filing with MERS of this 2010 Restated Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer's designated primary contact.
In the event an amendatory Resolution or other action by the municipality is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and any third-party administrator selected by MERS, if applicable and necessary). Section 54 of the Plan Document shall apply to this Resolution and all acts performed under its authority. The terms and conditions of this Restated Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held on October 9, 2012. (Signature of authorized official)

Please send MERS fully executed copy of:
- MERS 2010 Restated Uniform Defined Contribution Program Resolution (this form, MD-069)
- MERS Restated Defined Contribution Plan Adoption Agreement (MD-070)
- Certified minutes stating governing body approval, and/or union contract language

Received and Approved by the Municipal Employees’ Retirement System of Michigan

Dated: ______________________, 20__ (Authorized MERS signatory)
MEMBERSHIP AGREEMENT
(For Defined Benefit, Defined Contribution and Hybrid Plans)

This AGREEMENT dated October 9, 2012, by and between the Retirement Board ("Board") of the Municipal Employees’ Retirement System ("MERS"), and the governing body of the City of Jackson, Michigan, an eligible participating municipality or court ("participating entity"), is entered into under the provisions of 1996 PA 220 and the Plan Document of 1996. This Agreement does not waive or excuse or render inapplicable all duties and obligations imposed on the parties by law or the MERS Plan Document of 1996 as each may be revised periodically.

Through Resolution adopted October 9, 2012, this entity has elected to participate in MERS in accordance with Plan Section 41 or 41A.

(Check Boxes I, II, or III, as applicable.)

☐  I. MERS DEFINED BENEFIT PLAN IS INITIALLY ADOPTED

A. The participating entity has furnished MERS with data regarding each person in its employ and the Board’s actuary has computed the liabilities for service benefits payable and which may become payable (on account of service already, and to be, rendered), as required by Plan Section 42, through Initial Actuarial Valuation dated _________________, 20__.

B. As a condition of MERS membership, and pursuant to the Board’s power as Plan Administrator and Trustee under Plan Section 36, MCL 38.1536, it is appropriate and necessary to enter into this Agreement providing for the payment of the required contributions of a participating entity.

1. On or before January 1 each calendar year, the Board’s actuary shall make an Annual Actuarial Valuation of the participating entity’s accrued service liabilities, and if necessary, adjust the amount of the annual contributions to be paid by the entity to MERS in monthly installments. A copy of the annual valuation and required contributions shall be provided by MERS to the participating entity on or before January 1 each year.

2. The Wage and Service Reports due monthly, and the Member Contributions (if any) and Employer Contributions due and payable monthly, shall be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment.

3. Should the participating entity agree to the crediting of all or a portion of pre-MERS prior service rendered to it by its covered employees in the Resolution for Adopting MERS Defined Benefit Programs, then the provisions of that Resolution are incorporated by reference in this Agreement. This includes, but is not limited to, the amortization of any unfunded prior service obligations, as adjusted in the Annual Actuarial Valuation.

4. Each contribution payment received from the participating entity (or covered employee, where there are employee contributions) shall be promptly credited by MERS to the appropriate Reserve.

5. If at any time the balance standing to the participating entity’s credit in the Reserve for Employer Contributions and Benefit Payments is insufficient to pay all service benefits due and payable to the entity’s retirants and beneficiaries, the participating entity agrees and
covenants to promptly remit to MERS the amount of such deficiency as determined and certified by the Board. The Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a municipality’s retirement plan is a contractual obligation of the municipality, and prohibits the use of the municipality’s required current service funding to finance unfunded accrued liabilities.

6. It is further agreed that should the participating entity fail to make its required contribution when due, the retirement service benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS, and subject to applicable interest and penalty charges per Plan Section 45A(3) and the MERS Enforcement Procedure for Prompt Reporting and Payment.  

☐ II. MERS DEFINED CONTRIBUTION PROGRAM IS INITIALLY ADOPTED

The participating entity elects to come under the provisions of Plan Section 19A, and as a condition of membership, agrees to comply with Section 19A and all other provisions and requirements applicable to MERS Benefit Program DC.

☐ III. MERS HYBRID PROGRAM (BENEFIT H) IS INITIALLY ADOPTED

The participating entity elects to come under the provisions of Plan Section 19B, and as a condition of membership, agrees to comply with Section 19B and all other provisions and requirements applicable to MERS Benefit Program H. All provisions of Section I of this Agreement above shall fully apply to the extent there is no conflict with any provision of Plan Section 19B.

MUNICIPAL EMPLOYEES’ RETIREMENT BOARD

By: ____________________

Chief Executive Officer
Municipal Employees’ Retirement System of Michigan

GOVERNING BODY

By: ____________________

Title: ____________________

Dated: ____________________
MEMO TO: Honorable Mayor and City Council Members
FROM: Crystal Y. Dixon, City/County Director of Human Resources
SUBJECT: Adoption of MERS Retiree Health Savings Plan for POLC Non-Supv. Unit

RECOMMENDED ACTION: To adopt the Municipal Employees' Retirement System of Michigan (MERS) Health Care Savings Program for all employees hired on or after 7/1/12 into the Police Officers Labor Council Non-Supervisory Unit.

Background Information:

On September 11, 2012, City Council approved a new collective bargaining agreement with the Police Officers Labor Council (POLC) Non-Supervisory Unit. A provision in the new agreement will require employees hired into the POLC Non-Supervisory union on or after July 1, 2012, to participate in a health care savings program to fund their retirement health insurance benefit.

Interim City Manager Patrick Burch and I reviewed retiree health savings plans offered through the Municipal Employees' Retirement System of Michigan (MERS) and through ICMA Retirement Corporation. Upon review of the two plans, Interim City Manager Burch decided to proceed with the MERS Health Care Savings Program. This plan offers more flexibility for the employee to name a contingent beneficiary in the event of the employee’s death.

In order to comply with the provisions of the newly adopted POLC Non-Supervisory Unit’s collective bargaining agreement, it is important to establish the retiree health care savings program promptly. Therefore, it is recommended that City Council adopt the retiree Health Care Savings Program through MERS for all employees hired on or after July 1, 2012 into the POLC Non-Supervisory Unit.
WHEREAS, the Municipal Employees’ Retirement System (“MERS”) Plan Document of 1996, effective October 1, 1996, authorized the Municipal Employees’ Retirement Board (“Board”) to establish additional programs including but not limited to defined benefit and defined contribution program (MERS Plan Document Section 36(2)(a); MCL 38.1536(2)(a)).

WHEREAS, the Board has authorized MERS’ establishment of the health care savings program (“HCSP” or “Program”), which a participating municipality or court, or another eligible public employer that is a political subdivision of the State which constitutes a “municipality” under MERS Plan Document Section 2B(4); MCL 38.1502b(2) (“Eligible Employer”), may adopt for its Eligible Employees.

WHEREAS, MERS has been determined by the Internal Revenue Service to be a taxqualified “governmental plan” and trust under section 401(a) of the Internal Revenue Code of 1986, and all trust assets within MERS reserves are therefore exempt from taxation under Code section 501(a) (IRS Letter of Favorable Determination dated June 15, 2005).

WHEREAS, the Board has established a governmental trust (the “Trust Fund”) to hold the assets of the HCSP, which Trust Fund shall be administered under the discretion of the Board as fiduciary, directly by (or through a combination of) MERS or MERS’ duly-appointed Program Administrator.

WHEREAS, 1999 PA 149, the Public Employee Health Care Fund Investment Act, MCL 38.1211 et seq. (“PA 149”) provides for the creation by a public corporation of a public employee health care fund, and its administration, investment, and management, in order to accumulate funds to provide for the funding of health benefits for retirees and beneficiaries.

WHEREAS, a separate MERS health care trust fund created under PA 149 also constitutes a governmental trust established by a public corporation (“municipality”) as an Eligible Employer, provided that all such employers shall be the State of Michigan, its political subdivisions, and any public entity the income of which is excluded from gross income under Section 115 of the Internal Revenue Code; provided further, that the PA 149 trust shall not accept assets from any defined benefit health account established under Section 401(h) of the Internal Revenue Code.

WHEREAS, the Board acts as investment fiduciary for the pooled assets of each MERS participating municipality and court enrolled in MERS Defined Benefit Plan, Health Care Savings Program, the Retiree Health Funding Vehicle, and the Investment Services Pool Program, on whose behalf MERS performs all plan administration and investment functions, and such participating municipalities and courts have full membership, representation and voting rights at the Annual Meeting as provided under Plan Section 45; MCL 38.1545.

WHEREAS, the Board also acts as investment fiduciary for those participating employers who are non-MERS participating municipalities and courts that have adopted the MERS Health Care Savings Program, Retiree Health Funding Vehicle, or Investment Service Pool Program, and such entities are not accorded membership, representation or voting rights provided to MERS participating municipalities and courts at the Annual meeting under Plan Section 45; MCL 38.1545.
WHEREAS, adoption of this Uniform Resolution and Participation Agreement (the “Uniform Resolution”) by each Eligible Employer is necessary and required in order that the benefits available under the MERS HCSP may be extended.

- It is expressly agreed and understood as an integral and nonseverable part of extension or continuation of coverage under this HCSP Resolution that Section 43B of the MERS Plan Document shall not apply to this Uniform Resolution Adopting MERS HCSP, the Participation Agreement, the Trust Plan Document, the Trust Agreement, and their administration or interpretation.

- In the event any alteration of the language, terms or conditions stated in this Uniform Resolution Adopting MERS HCSP is made or occurs, under MERS Plan Document Section 43B or other plan provision or other law, it is expressly recognized that MERS and the Board, as fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have no obligation or duty; to administer (or to have administered) the Trust; or to continue administration by the Program Administrator or by MERS directly.

WHEREAS, concurrent with this HCSP Uniform Resolution, and as a continuing obligation, this governing body has completed, approved, and submitted to MERS documents necessary for participation in and implementation of the HCSP. This obligation applies to any documents deemed necessary to the operation of the Trust by the Program Administrator.

NOW, THEREFORE, BE IT RESOLVED that the governing body adopts (or readopts) the MERS HCSP as provided below.

SECTION 1. HCSP PARTICIPATION

EFFECTIVE July 1st, 2012, (to be known as the ADOPTION DATE) the MERS HCSP is hereby adopted by the City of Jackson (MERS municipality or court or other eligible employer)

(A) CONTRIBUTIONS shall be as allowed and specified in the MERS Health Care Savings Program Adoption Agreement. Basic Employer Contributions, Mandatory Salary Reduction Contributions, Mandatory Leave Conversion Contributions, and Post-Tax Employee Contributions, shall be remitted pursuant to MERS by the Eligible Employer, and credited to the Eligible Employer's separate fund within the MERS Trust Fund.

(B) INVESTMENT of funds accumulated and held in the Health Care Savings Program Trust Fund shall be held in a separate reserve and invested on a pooled basis by MERS subject to the Public Employee Retirement System Investment Act (“PERSIA”), 1965 PA 314, as provided by MERS Plan Document Section 39; MCL 38.1539, and PA 149.

(C) THE ELIGIBLE EMPLOYER shall abide by the terms of the HCSP, including all investment, administration, and service agreements, and all applicable provisions of the Code and other law. It is affirmed that no assets from any defined benefit health account established under Section 401(h) of the Internal Revenue Code shall be transferred to, or accepted by, MERS.
SECTION 2. IMPLEMENTATION DIRECTIONS FOR MERS

(A) The governing body of this Eligible Employer desires that all assets placed in its MERS HCSP Trust Fund (as a sub-fund within all pooled HCSP trust funds with MERS) be administered by MERS, which shall act as investment fiduciary with all powers provided under Public Employee Retirement System Investment Act, pursuant to PA 149, all applicable provisions of the Internal Revenue Code and other relevant law.

(B) The governing body desires, and MERS upon its approval of this Resolution agrees, that all funds accumulated and held in the MERS HCSP Trust Fund shall be invested and managed by MERS within the collective and commingled investment of all HCSP funds held in trust for all Eligible Employers.

(C) All monies in the MERS HCSP Trust Fund (and any earnings thereon, positive or negative) shall be held and invested for the sole purpose of paying health care benefits for the exclusive benefit of "Eligible Employees" who shall constitute "qualified persons" who have retired or separated from employment with the Eligible Employer, and for any expenses of administration, and shall not be used for any other purpose, and shall not be distributed to the State.

(D) The Eligible Employer will fund on a defined contribution, individual account, basis its MERS HCSP Trust sub-fund to provide funds for health care benefits for "Eligible Employees" who shall constitute "qualified persons." Participation in and any coverage under HCSP shall not constitute nor be construed to constitute an "accrued financial benefit" under Article 9 Section 24 of the Michigan Constitution of 1963.

(E) The Eligible Employer designates and incorporates as "Eligible Employees" who shall constitute "qualified persons" under this HCSP Resolution those who are "Eligible Employees as defined in the HCSP Participation Agreement under this HCSP.

(F) The Eligible Employer may designate the appropriate employer contacts who shall receive necessary reports, notices, etc.; shall act on behalf of the Eligible Employer; and may delegate any administrative duties relating to the Fund to appropriate departments.

SECTION 3. EFFECTIVENESS OF THIS HCSP UNIFORM RESOLUTION

This Resolution shall have no legal effect until a certified copy of this adopting Resolution is filed with MERS, and MERS determines that all necessary requirements under MERS Plan Document Section 36(2)(a), 1999 PA 149 and other relevant laws, and this Resolution have been met. Upon MERS' determination that all necessary documents have been submitted, MERS shall record its formal approval upon this Resolution, and return a copy to the Eligible Employer's designated primary contact.

In the event an amendatory resolution or other action by the Eligible Employer is required by MERS, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and the Program Administrator if necessary). Section 54 of the MERS Plan Document shall apply to this Resolution and all acts performed under its authority. The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.
MERS Health Care Savings Program Uniform Resolution

I hereby certify that the above is a true copy of the Uniform Resolution Adopting The MERS Health Care Savings Program, adopted at the official meeting held by the governing body of this municipality:

On ____________________, 20_________ (Signature of authorized official)

Please send MERS fully executed copy of:
1. HCSP Uniform Resolution (this form, MD-169)
2. HCSP Participation Agreement (MD-170)
3. Certified minutes stating Governing Body approval, and a copy of the union contract language and/or personnel policy

Received and Approved by the Municipal Employees’ Retirement System of Michigan

Dated: ______________________, 20_________ (Authorized MERS signatory)
I. PARTICIPATING EMPLOYER

Employer Name: The City of Jackson

Municipality Number: 3808

II. EFFECTIVE DATE

1. If this is the initial Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of the program here adopted shall be: July 1st, 2012

2. If this is an amendment and restatement of an existing Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of this amendment and restatement shall be effective: _______________________

III. COVERED EMPLOYEE GROUPS

A participating Employer may cover all of its employee groups, bargaining units or personnel/employee classifications (“Covered Group”), in Health Care Savings Program. Contributions shall be made on the same basis within each Covered Group identified by this agreement, and remitted as directed by the Program Administrator. If the Employer has varying coverage or contribution structures between groups, a separate agreement will need to be completed for each covered group. This agreement encompasses the following group(s):

Police Officers Labor Council Non-Supervisory Unit Hired After 7/1/12

Name of HCSP Covered Group

IV. ELIGIBLE EMPLOYEES

Only Employees of a “municipality” may be covered by the Health Care Savings Program Participation Agreement. Independent contractors may not participate in the Health Care Savings Program. Subject to other conditions in the Trust Document and this Participation Agreement, the following Covered Group of Employees are deemed to be “qualified persons” eligible to participate in the Health Care Savings Program:

Check one or both:

☑ With respect to Covered Groups, this Participation Agreement covers all employees who are in a collective bargaining unit, subject to the terms of the collective bargaining agreement.

☐ With respect to Covered Groups, this Participation Agreement covers all employees who are subject to the same personnel policy, according to the terms of the policy.
V. **EMPLOYER CONTRIBUTIONS TO THE HEALTH CARE SAVINGS PROGRAM**

The Participating Employer hereby elects to make contributions to the Trust. Once you have determined the contribution structure, language should be added in the appropriate area below. Contributions shall be made on the same basis within each Covered Group specified in this agreement, and remitted to MERS as directed by the Employer, to be credited to the individual accounts of Eligible Employees as follows:

Check one or more (A, B, and/or C):

A. **Basic Employer (Before-Tax) Contributions.** Before-tax employer contributions may be made as a percentage of salary and/or by a specified dollar amount. Identify below the basic employer contribution formula to be applied to the covered groups within the Health Care Savings Program identified in this agreement.

**Contribution structure (specify):**

$145.84 per month per participant

**Vesting Cycle For Basic Employer Contributions Only.** The employer contributions identified in this Participation Agreement are subject to the following vesting cycle.

☐ Immediate Vesting upon Participation

☒ Cliff Vesting: The participant is 100% vested upon \( \text{3} \) Stated year(s).

☐ Graded Vesting Percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service:

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**FORFEITURE PROVISION.** Upon separation from service with the Employer prior to meeting the required vesting schedule set out above or in the event a Participant dies without Dependent(s) and/or a named Beneficiary, a Participant’s account assets shall:

Check only one:

☐ Remain in the HCSP sub-trust to be reallocated among all Plan participants on an equal dollar basis

☐ Remain in the HCSP sub-trust to be used to offset future Employer Contributions

☒ Be transferred to the Retiree Health Funding Vehicle ("RHFV").
RESTATEMENT OF FORFEITURES. If a Participant experiences Forfeiture, but is re-employed by the same employer within a defined period assets may be reinstated to the Participant’s HCSP account.

Check only one:
☐ Yes, reinstate all Forfeitures for participants re-employed within ________ period.
☐ No, do not reinstate Forfeitures.

B. ☐ Mandatory Salary Reduction (Before-Tax) Contributions. Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory salary reduction resulting from collective bargaining or the establishment of a personnel policy. These reductions may be made as a percentage of salary or a specific dollar amount.

Contribution structure (specify):

$62.50 per month

C. ☐ Mandatory Leave Conversion (Before-Tax) Contributions. Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory conversion of accrued leave including, but not limited to vacation, holiday, sick leave, or severance amounts otherwise paid out, to a cash contribution. These contributions may be calculated as a percentage of accrued leave or a specific dollar amount representing the accrued leave. Leave conversions may be made on an annual basis or at separation from service, or at such other time as the Employer indicates. (Note: The leave conversion program shall not permit employees the option of receiving cash in lieu of the employer contribution.)

Check one or more:

☐ As of ________________________________, ________% of Annual date or X weeks before termination, must be contributed to the HCSP.

☐ As of ________________________________, ________% of Annual date or X weeks before termination, must be contributed to the HCSP.

☐ As of ________________________________, ________% of Annual date or X weeks before termination, must be contributed to the HCSP.

☐ As of ________________________________, ________% of Annual date or X weeks before termination, must be contributed to the HCSP.
Post-Tax Employee Contributions. Post-tax Employee Contributions made by Eligible Employees within the Covered Group(s) shall be remitted as directed by the Program Administrator, to be credited to the individual accounts of Eligible Employees. All Employee Contributions must be remitted to MERS along with the Participation Report.

VI. MODIFICATION OF THE TERMS OF THE PARTICIPATION AGREEMENT
If a Participating Employer desires to amend any of its previous elections contained in this Participation Agreement, including attachments, the Governing Body by official action must adopt a new Participation Agreement and forward it to the Board for approval. The amendment of the new Participation Agreement is not effective until approved by the Board and other procedures required by the Trust Agreement and Plan Document have been implemented.

VII. STATE LAW
To the extent not preempted by federal law, this agreement shall be interpreted in accordance with Michigan law.

VIII. TERMINATION OF THE PARTICIPATION AGREEMENT
This Participation Agreement may be terminated only in accordance with the Trust Agreement.

IX. EXECUTION BY GOVERNING BODY OF MUNICIPALITY
The foregoing Participation Agreement is hereby adopted and approved on the ____ day of ________________, 20____.

Name of Employer: The City of Jackson

Authorized Signature: __________________________________________________________

Title: _________________________________________________________________

Witness: ___________________________________________________________________

Please send MERS fully executed copy of:
1. HCSP Uniform Resolution (MD-169)
2. HCSP Participation Agreement (this form number MD-170)
3. Certified minutes stating Governing Body approval, and a copy of the union contract language and/or personnel policy

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: ___________________________, 20____ (Authorized MERS signatory)
MEMO TO: Honorable Mayor Griffin and City Council Members

FROM: Patrick Burtch, Interim City Manager

SUBJECT: Consideration of a request to approve the purchase of three (3) vehicles for the Department of Public Works - Utility Division

RECOMMENDATION:

To authorize the purchase of two (2) new 2012 GMC Canyon light duty pickups at a cost of $15,967.00 each and one (1) new 2013 GMC Sierra one ton dump truck at a cost of $30,694.75 from Red Holman Buick-GMC, Westland, Michigan, through the State of Michigan MiDEAL contract number 071B1300007 for a total purchase amount of $62,646.75.

The purchase of one light duty pickup will be for the water distribution crew for use in reading water meters and responding to customer service calls. This will replace a 1997 Ford F-150 that is currently in need of a new rear differential due to worn gears, a new engine manifold to replace one that is rusted out, and the floor boards are rusting through. This vehicle was included in the approved 2012-2013 water department budget account 402-591-985.

The second light duty pickup will be assigned to the wastewater treatment plant for use as on-site operational transportation that does not require a full size vehicle. This will replace a 2003 Dodge Dakota that has had about $3,000 to $5,000 in repairs completed annually over the last several years, and currently requires a new heater blower motor control, a new coolant fan assembly, driver’s side door hinge replacement, and a new or re-built starter. This vehicle was included in the approved 2012-2013 wastewater treatment department budget account 406-548-985.

The third vehicle, a one ton dump truck, is for use by the water treatment plant in their daily maintenance activities such as transporting well parts and hauling waste grit created in the treatment process. The new one will replace the current 1992 Ford F-350 that is rusted through in the cab and box and requires front end repairs, and was handed down to the water plant from the distribution crew when they replaced it several years ago due to its condition as an asphalt cold patching vehicle. This vehicle was included in the approved 2012-2013 water department budget account 402-591-985.
RED HOLMAN BUICK GMC
35100 FORD RD
WESTLAND, MI 48185

ALBERT LI
Fleet / Municipal Sales
Ph (734) 721-1144 x 405  Fax (734) 721-1780
acliixx@hotmail.com

State of Michigan MiDeal Contract # 071B1300007
MiDeal Spec # 3958-0020

City of Jackson Pricing (MiDeal Pricing)

2012 GMC Canyon Reg Cab 4x2

4850# GVWR  Gas / Auto Trans  Reg Cab w/ 6’ Box

SPEC 20 - 2012 GMC Canyon Reg Cab 2wd  $ 15,976.00

**Note: Locking Rear Differential No Longer Available From the Factory
and Vinyl Flooring/Vinyl Seating No Longer Available from the Factory.

Prices Quoted are for a MiDeal Dealer Stock Purchase, Subject to Prior Sale.
Unit may have equipment in addition to or differing from Standard MiDeal Spec.
FOB Westland, MI
RED HOLMAN BUICK GMC
35100 FORD RD
WESTLAND, MI 48185

ALBERT LI
Fleet / Municipal Sales
Ph (734) 721-1144 x 405 Fax (734) 721-1780
aclixx@hotmail.com

State of Michigan MiDeal Contract # 071B1300007
MiDeal Spec # 3958-0072

City of Jackson Pricing  (MiDeal Pricing)

2013 GMC Sierra 3500HD Reg Cab 4x2 DRW 60”CA Dump

13200# GVWR  Diesel / Allison Auto Trans  3-4 yd Dump Body

SPEC 72 - 2012 GMC Sierra 3500HD Reg Cab 4wd  $20,458.00
GSA – 2013 Price Adjustment due to GSA Constraints  $850.00
GT5 – 4.10 Rear Axle Ratio  $95.00
G80 – Locking Rear Differential  $375.25
JL1 – Integrated Trailer Brake Controller  $218.50

Sub-Total  $21,996.75

MTEZ 2-3 yd Dump Body Pkg  $7,537.00

Total  $29,533.75

Options:
N2N – 60 Gallon Fuel Tanks (20/40 In-Frame)  $100.00
6TB – 6” Black Oval Step Bars (Steel)  $685.00
MLB – LED Mini-Lightbar  $476.00
STB – 4-Way Strobe Kit (2 in Grille/2 in Rear)  $681.00

$30,694.75

Prices Quoted are for a MiDeal Factory Order.
FOB Westland, MI.
Delivery Available per MiDeal ($1.50 per mile roundtrip based on Mapquest)
MEMO TO: Honorable Mayor and City Council Members

FROM: Crystal Y. Dixon, City/County Director of Human Resources
      Patrick Burtch, Interim City Manager

SUBJECT: Request to Approve Market-Based Wage Adjustment for GIS Coordinator, Wade Renando

RECOMMENDED ACTIONS:
To amend the Personnel Policy as follows: Amend Article V – Classified Service, Section V-2A. by approving the re-assignment of the GIS Coordinator classification from Class Grade 10 to Class Grade 11.

#2. To approve the recommended market-based salary adjustment for Wade Renando, GIS Coordinator to Class Grade 11, Step 8 ($28.492 hourly).

Background
The City’s Geographic Information System (GIS) Coordinator position is responsible for managing the City’s GIS system. Duties include maintaining software and equipment associated with the GIS; creating and maintaining digital and hard copy exhibits of information in the City’s data layers including tax parcels, assessment data; water, sanitary and stormwater utilities; roads and addresses; zoning and soils; school districts, fire, EMS, law and rescue response districts; rivers, streams, sewer and water mains and other data. A copy of the job description is enclosed for your review for any needed updates.

The position requires a minimum of an Associate or Bachelor’s Degree in geographic information systems/computer science or related field. (Bachelor’s degree is preferred) and at least two years of successful GIS/mapping experience, including some program management. Must have experience with ESRI software, data experience. AUTOCAD and Microsoft Access or SQL server experience are desirable. Additionally, the position requires experience with Microsoft Office including PowerPoint and good project management and communication skills.

Incumbent Information
Wade Renando, is the incumbent GIS Coordinator and was hired by the City into this classification on February 11, 2008. Mr. Renando possesses a Master of Science Degree in Geography, a Bachelor’s Degree in history and political science, and prior to his hire by the City, he had approximately six (6) years of GIS technician experience with Jackson County GIS, and has additional related experience with other employers prior to that.

Jackson County Tower Bldg., 120 W. Michigan Avenue, Jackson, MI 49201
Phone: (517) 768-6603     FAX: (517) 788-4404
**Wage and Market Wage Information**
Currently, the City’s GIS Coordinator position is assigned to Class Grade 10 with a range of $42,907 minimum to $60,108 maximum. Mr. Renando is currently at Step 8 earning $55,770 or $26.8124 per hour. Mr. Renando is a non-union employee.

**Market wage data for comparable classifications includes:**
- **State of Michigan GIS (State Police)** - $43,243 min. - $63,211 max
- **Jackson County GIS Coordinator** - $53,439 min. - $61,238 max.
- **Lansing, Michigan Area Market Salary Data** - $57,055 min. - $62,384 (75th percentile).
- **City of Jackson GIS Coordinator** - $42,907 min. to $60,108 max.

**Recommendation**
Mr. Renando is currently at Class Grade 10, Step 8 earning $55,770 or $26.8124 per hour. The City’s current pay grade assignment for this classification is below the comparable market wage rates. Based upon the wage market data and to support retention of a qualified employee, I recommend that you consider **amending the Class Grade for the GIS Coordinator from Class Grade 10 to Class Grade 11 which has a range of $45,674 min. to $63,865 max.** I also recommend that you approve a pay adjustment for Mr. Renando to Class Grade 11, Step 8 to $59,278 (or $28.4992 hourly). This recommended pay adjustment is in keeping with the Personnel Policy and past practice for non-union employees. Thank you for your consideration.

Enclosure
September 26, 2012

To: Patrick Burtch, Interim City Manager

From: Crystal Y. Dixon, City/County Director of Human Resources

Subject: Request for Compensation Review – Wade Renando, GIS Coordinator

My office was requested to review the compensation of the position of GIS Coordinator held by Wade Renando.

**Background**
The City’s Geographic Information System (GIS) Coordinator position is responsible for managing the City’s GIS system. Duties include maintaining software and equipment associated with the GIS; creating and maintaining digital and hard copy exhibits of information in the City’s data layers including tax parcels, assessment data; water, sanitary and stormwater utilities; roads and addresses; zoning and soils; school districts, fire, EMS, law and rescue response districts; rivers, streams, sewer and water mains and other data. A copy of the job description is enclosed for your review for any needed updates.

The position requires a minimum of an Associate or Bachelor’s Degree in geographic information systems/computer science or related field. (Bachelor’s degree is preferred) and at least two years of successful GIS/mapping experience, including some program management. Must have experience with ESRI software, data experience. AUTOCAD and Microsoft Access or SQL server experience are desirable. Additionally, the position requires experience with Microsoft Office including PowerPoint and good project management and communication skills.

**Incumbent Information**
Wade Renando, is the incumbent GIS Coordinator and was hired by the City into this classification on February 11, 2008. Mr. Renando possesses a Master of Science Degree in Geography, a Bachelor’s Degree in history and political science, and prior to his hire by the City, he had approximately six (6) years of GIS technician experience with Jackson County GIS, and has additional related experience with other employers prior to that.

**Wage and Market Wage Information**
Currently, the City’s GIS Coordinator position is assigned to Class Grade 10 with a range of $42,907 minimum to $60,108 maximum. Mr. Renando is currently at Step 8 earning $55,770 or $26.8124 per hour. Mr. Renando is a non-union employee.
Market wage data for comparable classifications includes:
- State of Michigan GIS (State Police) - $43,243 min. - $63,211 max
- Jackson County GIS Coordinator - $53,439 min. - $61,238 max.
- Lansing, Michigan Area Market Salary Data - $57,055 min. - $62,384 (75th percentile).
- City of Jackson GIS Coordinator - $42,907 min. to $60,108 max.

**Recommendation**
Mr. Renando is currently at Class Grade 10, Step 8 earning $55,770 or $26.8124 per hour. The City’s current pay grade assignment for this classification is below the comparable market wage rates. Based upon the wage market data and to support retention of a qualified employee, I recommend that you consider **amending the Class Grade for the GIS Coordinator from Class Grade 10 to Class Grade 11 which has a range of $45,674 min. to $63,865 max.** I also recommend that you approve a pay adjustment for Mr. Renando to Class Grade 11, Step 8 to $59,278 (or $28.4992 hourly). This recommended pay adjustment is in keeping with the Personnel Policy and past practice for non-union employees. These changes, upon your recommendation and approval, will ultimately require final approval of City Council.

Please advise me on your decision in this matter. Thank you for your consideration.

Enclosure
Class Grade 10

Title: GIS Coordinator

General Summary:

Under the supervision of the Manager of Information Technology, manages the City's geographic information system (GIS). Duties include maintaining software and equipment associated with GIS; overseeing the building and maintenance of the City GIS database and applications; providing quality control and integration of city-developed GIS data; assisting in the hiring and training of GIS technical staff; assisting to configure the database to produce a variety of reports; providing support for the City GIS Committee; and serving as the City liaison to the Jackson County GIS group. Performs a variety of tasks designed to keep the City's GIS databases and applications up-to-date and organized, requiring knowledge of the system, close coordination with a wide variety of City departments and outside agencies. Organizes, plans, and manages the long-term success of the GIS program.

Essential Duties

1. Maintains and implements the GIS strategic plan that serves as a blueprint for the GIS program at the City. Prepares reports concerning progress of City GIS program.
2. Assists departments in the creation and maintenance of the City-wide GIS database.
3. Assists departments in the creation and maintenance of City-wide GIS applications.
4. Coordinates meetings of a City-wide GIS Committee in regards to GIS implementation and continued upkeep. May be required to prepare Committee agendas, communications, and meeting minutes.
5. Provides technical support related to GIS software, database, and system information to other City staff.
6. Trains City department staff in the operations, use, and procedures of the GIS software. Provides continuing education as needed for upgrades and new programs.
7. Facilitates creation and maintenance of digital and hard copy exhibits of information in the City's data layers including tax parcels and assessment data; water, sanitary, and stormwater utilities; roads and addresses; zoning; soils; school districts; fire, EMS, law and rescue response districts; rivers, streams, sewers and water mains; and other data.
8. Facilitates the creation of tax parcel maps on an annual or more frequent basis for all City departments and the general public.
9. Facilitates and may coordinate field data collection projects using GPS in a GIS context.
10. Assists in developing procedures and/or scripts concerning input of tabular and spatial data, data conversion, creation, analysis and output.
11. Develops rules and standards governing database access and maintenance in cooperation with the City GIS Committee and departmental operations.
12. Makes presentations related to the assignment.
13. May facilitate creation and maintenance of web-based access to the GIS for users both internal (City departments & operations) and external (general public and other interested parties).
14. May facilitate the creation and maintenance of emergency services mapping data in conjunction with Central Dispatch, including jurisdictional boundaries and street addressing layers for Computer Aided Dispatch emergency mapping systems.

15. May coordinate joint GIS operations and/or acquisitions with other agencies or units of government.

16. Communicates with other GIS professionals, attends conferences, studies available literature and other resources to maintain up-to-date knowledge related to position and responsibilities, and researches GIS software and databases.

17. Assists the Manager of Information Technology and other MIS staff in other projects/tasks as may be assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. Such statements are descriptive and explanatory but not restrictive. They are not to be construed as an exhaustive list of all job duties performed by personnel so assigned. The listing of particular examples does not preclude the assignment of other tasks of related kind or character or of lesser skills.

Minimum Qualifications and/or Requirements

Education: Must have an associate's or bachelor's degree in geographic information systems/computer science or related field. (Bachelor's degree is preferred.)

Experience: Must have two years of successful GIS/Mapping experience, including some program management. Must have experience with ESRI software. Experience with AUTOCAD is desired. Must have basic database experience. Data base experience in Microsoft Access or SQL Server is desired. Must have experience with office management software, such as Microsoft Office including Powerpoint. Must have good project management and communication skills (both oral and written).

In addition to the above requirements, all City positions require: the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to get along with other employees and members of the public. City employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the City, and to be physically and mentally able to perform the essential duties of their position without excessive absences.

Physical Aspects of Job:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to communicate in person and by telephone, read regular and small print, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, use sight to read and prepare documents and reports. The employee is frequently required to reach with hands and arms to grasp, hold, use keyboard, and carry equipment. Repetitive hand and finger movements will frequently be required. The employee is required to travel between work sites in a personal vehicle. The employee will occasionally be required to stoop, bend, kneel and/or crouch. The employee will
occasionally perform field work, which may involve walking over various types of terrain. The employee will occasionally lift equipment weighing up to 50 pounds. Specific vision abilities required for this job include close vision, distant vision, peripheral vision, depth perception, color vision, and the ability to adjust focus. The ability to smell smoke is required. The typical work environment for this job is a business office setting where the noise level is moderate.

Approved by Interim:
City Manager:

Patrick Burtch

Date

Approved by City/County Director of Human Resources:

Crystal Y. Dixon

Date

10/12