

CITY OF  
**JACKSON**  **N**  
MICHIGAN



**ANNUAL  
REPORT 2018**



## A Message From Your CITY MANAGER

Welcome to the City of Jackson, Michigan! It is my pleasure to present to you the 2018 City of Jackson Annual Report. As you will see, City officials are committed to providing outstanding services for our residents and making sure Jackson is a great place to live, spend time and do business.

In keeping with the established goals of enhancing the quality of life for Jacksonians, strengthening the City's economy, sustaining City finances, and insuring the public health, safety, and welfare of our neighbors, City staff dedicated their efforts to further accomplishing these goals again in 2018.

While previous years were spent taking down blighted properties, Jackson is now focusing on building up the community. City administration has found success working with private investment to further propel the rebirth of Downtown Jackson. In 2018, the downtown area saw new businesses and

mixed-use developments opening, with many more planned to take shape over the next year.

That investment also spread to Jackson's neighborhoods in 2018. Home prices continued their upward trend thanks to a rebounding local economy and positive impacts from the City's demolition program. The look of Jackson's neighborhoods and the quality of life for its residents is also improving due to increased housing inspections and code enforcement. Providing more lighting to trails and streets has also been a priority to improve the safety of neighborhoods. This past year saw dozens of neighborhood streets receiving much needed attention with new pavement and substantial repairs. Busy intersections at two popular parks were redesigned to increase traffic flow and provide better pedestrian access. Also in 2018, our parks received new attractions and trails that better connect our community.

In the coming year, we are continuing our efforts to address the City's challenges in a cost effective manner and pursue opportunities that will continue the success of our community and improve the lives of residents. As we look to the future, we must celebrate Jackson's continued, current achievements.

*Patrick H. Burtch*

**Patrick Burtch,**  
City Manager

## TREASURER & INCOME TAX OFFICE

The **TREASURER & INCOME TAX OFFICE** is located on the first floor of City Hall. Business hours are Monday through Friday from 8 a.m. to 5 p.m. and open during lunch hours. Citizens may pay property taxes, income taxes, water bills, special assessments and parking violations in our office, through the mail, or on our website: [www.cityofjackson.org](http://www.cityofjackson.org).

Martin Griffin is the City Treasurer/Income Tax Administrator. In 2018, a no surcharge ATM was added for the convenience of the public to allow for easy payment transactions. Along with paying online by credit card or check, we continue to look for ways to better serve the public.

Since 1970, the City of Jackson has had an Income Tax. All residents making more than \$600.00 are liable to the City. All non-residents working in the City are liable at 0.5% tax to the City. Businesses must pay a 1% tax. The Income Tax Department has implemented electronic filing for professional tax preparers and hopes to roll out the service to the general public next year. The Income Tax Department also has a compliance program that utilizes information provided to us by the State of Michigan. This program identifies City taxpayers who may not be filing and allows them to come into compliance. A listing of all income tax forms is available on our website.



**Martin Griffin**  
City Treasurer

## CITY CLERK'S OFFICE

The **CITY CLERK'S OFFICE** maintains the records of more than 22,000 registered voters, and with the help of many election inspectors, conducted a number of high voter turnout elections in 2018. City Clerk Andrea Murray is working toward making the Clerk's Office more efficient by investing in upgrades to Election Day supplies. The goal is to enhance voter experience and eliminate waste by utilizing forms that can be used over several elections.

Along with elections, this office issued annual business licenses and received payments for Administrative Hearings Bureau cases and invoices issued by all City departments. Monthly and daily parking lot permits are maintained in this office, which is also responsible for accepting claims, certifying resolutions and codifying ordinances.



**Andrea Murray**  
City Clerk

## ASSESSOR'S OFFICE

The **ASSESSOR'S OFFICE** is responsible for appraising and assessing all real and personal property in the City of Jackson. The office answers inquiries from residents, property owners, mortgage companies, prospective buyers, business owners, appraisers and government agencies.

It provides information on assessment procedures, amount of taxes, lot sizes, lot splits, legal descriptions, owners of land and qualifications for filling of state exemptions. Additionally, the Assessor's Office tracks and verifies principle residential exemptions, updates property ownership information, creates special assessment rolls, maintains property tax maps, collects and analyzes sale data, defends assessments before the Michigan Tax Tribunal and maintains a computerized appraisal system.

## CITY ATTORNEY'S OFFICE

The **CITY ATTORNEY'S OFFICE** is a full service law office, delivering a complete range of legal services to the City's elected and appointed officials and departments.

The City's legal department consists of the City Attorney, a Senior Assistant City Attorney, an Assistant City Attorney, and two legal support professionals.

The department's duties include:

- Defending the City, its officials, and employees against lawsuits
- Addressing citizen complaints
- Administering the insurance programs of the City

- Handling the defense of real and personal property tax cases in the Michigan Tax Tribunal
- Handling approximately 1,500 District Court criminal prosecutions annually
- Prosecuting zoning, housing, and other blight-related ordinance violations in the City's Administrative Hearings Bureau
- Responding to Freedom of Information Act (FOIA) requests
- Tracking legislation affecting the City and advocating for the protection of the City and its residents in new legislation
- Collecting accounts receivable

In addition, all resolutions, ordinances, and contracts involving the City are written or reviewed by the City Attorney's Office.

## HUMAN RESOURCES DIVISION

The **HUMAN RESOURCES DIVISION** serves the City's workforce and the job-seeking public.

The personnel department is responsible for customer service, recruitment, benefits administration, compensation, unemployment and workers' compensation, employee law compliance, employee and labor relations for the City's four unions and the non-union workforce.

In 2018, the department posted a number of existing and new jobs within the City of Jackson and hired 34 full-time and nine part-time employees. Seven employees retired in 2018.

The department continues to provide counsel and compliance to the City of Jackson which is required by federal health care reform mandates and laws.



# DEPARTMENT OF NEIGHBORHOOD & ECONOMIC OPERATIONS

The **DEPARTMENT OF NEIGHBORHOOD and ECONOMIC OPERATIONS**, also known as **NEO**, is responsible for implementing and enforcing City programs promoting the vision and goals of the City Council. NEO is instrumental in executing Jackson's Overall Economic Stabilization Program, which includes administration of building permits, dangerous building enforcement, building and housing inspections, planning and zoning administration, homeowner rehabilitation, housing code enforcement, Community Development Block Grant and HOME Investment Partnerships funds, economic development, Brownfield redevelopment, and blight ordinance enforcement. NEO also provides staffing for various boards and commissions, including the Historic District Commission, Jackson Brownfield Redevelopment Authority, Administrative Hearings Bureau, Planning Commission, Zoning Board of Appeals, and the Building Code Board of Examiners and Appeals.

The Building Division is responsible for enforcing the State Construction Code; inspectors also investigate and prosecute instances of work done without permits or improperly licensed persons performing work. Staff reviews building and site plans, issues permits, conducts inspections, issues certificates of occupancy, enforces the sign and zoning ordinances, and condemns dangerous properties throughout the City. During calendar year 2018, NEO issued 635 building permits with an estimated construction value of \$12.1 million. In addition, 535 electrical permits, 341 plumbing, and 557 mechanical permits were issued and inspected. NEO staff also oversaw the demolition of 45 residential structures, 18 garages and three commercial buildings.

**TOP: Home on Merriman St. rehabbed by NEO using federal funds.**

**RIGHT: Rendering of The 200, a new mixed-use development in Downtown Jackson.**



NEO provided over \$162,000 in rehabilitation loans to complete seven rehabilitation or emergency hazard projects for low to moderate income homeowners. In an effort to keep neighborhoods clean and livable, inspectors wrote 1,305 garbage violation citations, 487 inoperable/unlicensed vehicle citations, 235 tree/noxious weed violation citations, and 313 zoning violation citations. Over 3,300 non-owner housing units were inspected by NEO, as well as investigating 51 individual complaints reported by tenants.

NEO maintains two residential property registries: the Non-Owner Occupied Residential Property Registry (NOORPR) and the Foreclosed, Vacant or Abandoned Residential Property Registry (FVARPR). During calendar year 2018, 4,974 housing units were actively registered under NOORPR, while as of December 31, 2018, the owners of 701 units had yet to register their properties. 220 newly foreclosed, vacant or abandoned residential buildings were registered in 2018.



## POLICE DEPARTMENT

The **JACKSON POLICE DEPARTMENT (JPD)** continued to protect and serve the community in 2018.

A highlight of 2018 was the police department equipping all of its officers with state-of-the-art body cameras. Since they were adopted in July, the body cameras have become a valuable tool to help the department better serve Jackson. JPD has also replaced all of its patrol car cameras, which can sync with the body cameras.

Seven new police officers and four police cadets were hired in 2018. Collaborations with the Mid-Michigan Police Academy in Lansing has helped JPD recruit new officers. The department once again spearheaded the Jackson County Citizen Police Academy, which is a joint effort with the Jackson County Sheriff's Office. Two data clerks and two long-time officers retired last year.

Overall, there was a 3% decrease in total crime from 2017 to 2018. However, JPD continues to look for ways to combat gun violence and shooting deaths in the City.

## FIRE DEPARTMENT

In 2018, the **JACKSON FIRE DEPARTMENT (JFD)** ran a near record amount of calls, exceeding 5,000 calls for service.

JFD has shift staffing that range from six to eight employees per shift. All personnel are highly trained professionals that maintain credentials in many disciplines such as search and rescue, hazardous materials, and more.

The biggest edition to the fire department in 2018 was a new ladder truck. Arriving in November, Tower 8 (pictured below) has a platform ladder that reaches 95 feet vertically and horizontally when fully extended. This new rig is expected to aid firefighters in fighting hard-to-reach fires and making rescues at high-rise buildings. Tower 8 replaces the 24-year-old Ladder One, which is going into reserve status.

The fire department has organized and equipped an Active Assailant Response Unit to coordinate with local law enforcement units in the event of an active assailant emergency. JFD expects that team to start responding to incidents in 2019.



# PARKS, RECREATION & CEMETERIES DEPARTMENT

The **PARKS, RECREATION AND CEMETERIES DEPARTMENT** consists of 26 parks, two cemeteries, three recreation facilities, the oldest public golf course in the county, and several miles of multi-trail systems.

**PARKS:** In 2018, the Parks Department completed two major projects with the support of the Kiwanis Club of Jackson. New playground equipment was installed at Kiwanis Park on Jackson's north side, and a new 18 hole disc golf course opened at Ella Sharp Park.



**RECREATION:** The Jackson Recreation Department and Jackson Public Schools continue to provide recreation activities for youth, adults and seniors in the community. We believe in providing a variety of athletic, enrichment and special event programs throughout the year for all ages. You can pursue a variety of leisure activities, many of them are free and within walking distance of your home.

**CEMETERIES:** The City of Jackson owns and operates Mt. Evergreen Cemetery and Woodland Cemetery, both are considered historic landmarks. The cemeteries are fully operational and typically perform around 100 funerals annually.

**TRAILS:** In 2018, the City finalized a new trail that starts at New Leaf Park off Fourth Street and runs through Ella Sharp Park to Jackson's southern border at Park Road, where it connects with a new trail system in Summit Township. This is in addition to our existing Martin Luther King Equality Trail, which connects users to a variety of local parks and recreation opportunities.



**JACKSON**  
Founded 1829

# FINANCE DEPARTMENT

The **FINANCE DEPARTMENT** handles all centralized accounting and finance functions of the City.

These include responsibilities relating to the preparation of budgets, financial statements and audit schedules on a monthly and annual basis. In addition, the department processes payroll, accounts payable and accounts receivable on a regularly scheduled basis. This department also serves as administrative staff for the City's three pension plans whose net assets currently approximate \$87 million.

The Finance Department also acts in an administrative oversight capacity for the City's Management Information Systems Department along with water/sewer billing and the Public Works fiscal staff. Finance Director Phil Hones also acts as the City's purchasing agent.

## **A summary of activity during 2018 includes:**

- Issued nearly 4,250 payroll checks to approximately 562 different employees (202 full time and 360 part-time) for a total payroll of approximately \$15 million.
- Maintained records for approximately 382 pensioners with benefit payments of nearly \$10 million.
- Issued over 5,200 accounts payable checks to vendors totaling nearly \$80 million.
- Processed approximately 725 invoices for various City charges totaling approximately \$2.5 million.

The City of Jackson recently received the "Certificate of Achievement for Excellence in Financial Reporting" for its comprehensive annual financial report for the fiscal year ending June 30, 2017. This Certificate of Achievement is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government financial reports. In order to be awarded a Certificate of Achievement, a government unit must publish an easily readable and efficiently organized comprehensive annual financial report, whose contents conform to program standards. The City has received this award for 26 straight years.

In December 2012, Standard & Poor's affirmed the City's "A-" rating on the City's general obligation bonds and upgraded the City's outlook from "stable" to "positive". In February 2013, the City was again upgraded to "A+" with a "stable" outlook on all of its general obligation debt. This more recent upgrade was largely the result of the City's commitment to financial stability through the adoption of a fund balance policy in late 2012 and the City's commitment to reduce health and pension costs. This ratings upgrade, along with improved market rate conditions, has allowed the City to save over \$2 million in interest in bond issues and refinancing since that time.

# FISCAL YEAR

## ENDING JUNE 30, 2018

### GENERAL FUND

**Revenues**  
**\$24,851,365**

**Expenditures**  
**\$23,173,400**

#### Special Revenue Funds:

Major Street	15,308,016	15,621,593
Local Street Fund	1,711,749	1,502,701
Ella W Sharp Park Operating Fund	747,691	741,238
Public Improvement Fund	1,114,747	997,833
Building Department Fund	460,251	437,575
Housing Code Enforcement Fund	1,046,566	1,014,636
Building Demolitions Fund	535,137	414,830
Blight Elimination Grant	53,367	153,367
Drug Law Enforcement Fund	17,510	14,358
Police/Fire Grant Funds-Variou	0	0
Community Development Block Grant Funds	1,399,995	1,399,995
Lead Hazard Control Grant	62,948	62,948
SAFER Grant Fund	650,675	650,675
Cortland Street Redevelopment Projects Fund	506,300	506,300
2008 Brownfield Revolving Loan Fund	3,145	3,145
Recreation Activity Fund	256,195	240,454
Recreation Millage Program Fund	575,013	547,815
	<b>\$24,549,305</b>	<b>\$24,309,463</b>

#### Debt Service Funds:

City Hall Refunding Debt Service Fund	779,429	805,799
Building Authority Debt Service Fund	54,688	55,063
2016 Capital Improvement Bond Debt Service Fund	137,492	137,492
2017 MDOT Bond Debt Service Fund	760,564	760,564
DDA TIF Debt Service Funds	2,328,325	2,328,325
BRA TIF Debt Service Funds	713,619	713,619
	<b>\$4,774,117</b>	<b>\$4,800,862</b>

#### Capital Project Funds:

Capital Projects Fund	262,678	173,616
Downtown Development Authority Project Fund	2,654,564	2,327,930
2018 Capital Improvement Bonds Construction	16,611,868	3,811,725
2017 MDOT Bonds Construction		3,758,912
Special Assessment Capital Project Fund	669,635	387,878
	<b>\$20,198,745</b>	<b>\$10,460,061</b>

#### Enterprise Funds:

Ella W. Sharp Park Golf Practice Center Fund	42,371	33,421
Automobile Parking System Fund	524,461	148,538
Parking Assessment Fund	118,852	105,342
Parking Deck Fund	15,778	309,935
Sewage Fund	6,136,936	2,801,338
Water Fund	11,096,969	4,096,983
	<b>17,935,367</b>	<b>7,495,557</b>

### TOTAL OPERATING FUNDS

**\$92,308,899**

**\$70,239,343**

-Operating Funds do not include Internal Service or Trust & Agency Funds

-Above amounts include transfers to and from other funds

# DEPARTMENT OF PUBLIC WORKS

The **DEPARTMENT OF PUBLIC WORKS (DPW)** handles the City's streets, sewers, and catch basins year-round. During autumn, the department provides a leaf pickup program. In winter, snow and ice removal is the priority.

**ACCOUNTING, UTILITY BILLING & WATER METER SERVICES:** The Public Works Fiscal Services and Utility Billing staff sent out 71,260 bills in 2018 for water and sanitary sewer service for a total amount of \$12,237,473.28.

**TREATMENT PLANTS:** The City of Jackson Water and Wastewater Treatment Plants are operated 24 hours per day, 7 days per week by certified operators and maintenance staff.

The Water Treatment Plant treats and softens the drinking water that is supplied to nearly 50,000 residents and businesses in the City of Jackson and Blackman Township. In 2017-2018, the water treatment plant produced and delivered 2.77 billion gallons of safe drinking water to our customers. The water is tested daily in the City's certified testing laboratory according to Environmental Protection Agency and State of Michigan regulations.

The Wastewater Treatment Plant provides service to over 85,000 residents and businesses in the City of Jackson, as well as parts of Blackman, Napoleon, Spring Arbor, Sandstone, Rives, and Summit townships, as well as the State Prison of Southern Michigan. The wastewater coming to the plant in fiscal year 2017-2018 averaged approximately 10.3 million gallons per day, or 3.8 billion gallons of water treated during the year. Pollutants are removed from the wastewater as it passes through the treatment process, with the clean water being returned to the environment through a regulated outfall to the Grand River.

**STREETS, SANITARY SEWERS, WATER DISTRIBUTION SYSTEM, FORESTRY & MOTOR POOL:** The Public Works maintenance crews are responsible for maintaining 100 miles of local streets, 54 miles of major streets and 8 miles of state highways in the City. Maintenance activities include street maintenance and repairs, including over 2,500 tons of asphalt patching, snow and ice removal, forestry activities that include tree trimming and removal, street sign repair and replacements, storm sewer maintenance and repairs as well as sanitary sewer collection system repair and maintenance.

The water distribution system staff is responsible for maintaining 244 miles of water main, 1,670 hydrants and 2,412 valves. This past year crews repaired 37 water main breaks, exercised 804 water main valves, replaced five water main valves, repaired 188 hydrants, replaced 10 hydrants, installed three new water services, repaired 25 water service line leaks, replaced 59 curb stop valves and retired three water mains and water service lines. Personnel also completed over 8,000 calls for service related to water metering and delivery.



# ENGINEERING DIVISION



**ABOVE:** Completed Kibby Road roundabout and street redesign.

The **ENGINEERING DIVISION** bid and managed 16 projects in 2018 totaling over \$3.9 million.

Construction projects included:

- Pavement replacement on Kibby Road from the City limits to West Avenue to include a roundabout at Denton Road and rebuilding Denton from Kibby to the bridge over the Cascades pond.
- Roundabout installation at Fourth Street and entrance to Ella Sharp Park which also included new roadway at the intersection and greater pedestrian connectivity.
- Asphalt pavement crack treatment on 36 major streets and 40 local streets, totaling over 23 miles of treatment.
- Water main replacement on Dewey Avenue: West Avenue to Lansing Avenue, Maguire Street: Seymour Avenue to Fleming Avenue, Fleming Avenue: Maguire Street to Blakely Street, Blakely Street: Fleming Avenue to Seymour Avenue, W. Michigan Avenue: First Street to Blackstone Street, and Cortland Street: First Street to Blackstone Street.
- Rebuilt Lydia Street: W. Michigan Avenue to Wildwood Avenue with experimental concrete pavement developed by 3M Corporation.
- Installed lighting along the Marting Luther King Equality Trail from Morrell Street to Prospect Street.
- Design projects included: Future traffic circle redevelopment surrounding Austin Blair Park and Greenwood Avenue/Jackson Street pavement replacement from Franklin Street to Morrell Street, lighting in several parks, and the water main design for a number of upcoming projects.

Engineering staff also participated on the Jackson Area Comprehensive Transportation Study Technical and Policy Committees and the University Region Bridge Council.

# CITY OF JACKSON COUNCILMEMBERS



**Jeremy Alexander**  
Ward 3



**Craig Pappin**  
Ward 4



**Kelsey Heck**  
Ward 5



**Freddie Dancy**  
Ward 2



**Arlene Robinson**  
Ward 1



**Colleen Sullivan**  
Ward 6



**Derek Dobies**  
Mayor

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