JACKSON
Founded 1829

AGENDA - CITY COUNCIL

Tuesday, June 11, 2024

6:30 PM

1. **CALL TO ORDER.**

2. **PLEDGE OF ALLEGIANCE.**

   A. Invocation to be given by Mayor Daniel Mahoney

3. **ROLL CALL.**

4. **ADOPTION OF AGENDA.**

5. **PRESENTATIONS/PROCLAMATIONS.**

   A. 100 Homes Program Update

   B. T.A. Wilson Update

6. **PUBLIC HEARINGS.**

7. **CITIZEN COMMENTS.**

   (3-Minute Limit)

8. **PETITIONS & COMMUNICATIONS FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES.**

9. **CONSENT CALENDAR.**

   Consent Action

A. Minutes of the May 28, 2024 Jackson City Council Regular Meeting

B. City of Jackson, Michigan Financial Statements as of and for the Ten Months Ended April 30, 2024

C. CDBG, Home, & CV Financial Summaries for April 2024

D. Approve Traffic Control Order 2397 to install a stop sign on Williams Street at the intersection with Douglas Street.

Approval of Traffic Control Order 2397 to install a stop sign on Williams Street at the intersection with Douglas Street.

E. Approve a Resolution for Change to the Standard Lighting Contract with Consumers Energy

Approve a Resolution for Change to the Standard Lighting Contract with Consumers Energy for the removal of a streetlight at the intersection of Greenwood Avenue and W. High Street and authorize the Mayor and City Clerk to execute the appropriate documents.

F. Special Event Application: National Night Community Event

Approve a request from the City of Jackson Police Department to host their National Night Community Event on August 7, 2024 at Martin Luther King Recreational Center in the City of Jackson.

G. Special Event Application: Backyard BBQ 2024

Approve a request from the Grand River Brewery to host the Backyard BBQ on July 26 & 27, 2024 at the Grand River Pavilion and Parking lot number 5 downtown Jackson.

H. Special Event Application: Flat Iron Event 2024

Approve a request from The Welcome Home Organization to hold the Flat Iron Event on July 13, 2024, downtown Jackson.

I. Special Event Application: Flag Day 2024

Approve a request from the 1st Michigan Infantry Company B to hold Flag Day, at Withington Park on June 14, 2024, downtown Jackson.

J. Special Event Application: Ganson Street Baptist Church Kid’s Club

Approve a request from the Ganson Street Baptist Church to hold a Kid’s Club at Lot at 1012 1st Street, June 24-28, 2024, downtown Jackson.

10. OTHER BUSINESS.

A. Ordinance No.517 - Non-Union Wage

Approve second reading and final adoption of Ordinance No. 517 regulating wages for non-union City of Jackson employees

B. Ordinance No. 2024-04

Approve second reading and final adoption of Ordinance No. 2024-04 regulating loitering and accosting of persons within the City of Jackson

11. NEW BUSINESS.

A. Amendment to Sec 22-8 Special Assessments

Approve the amendment to Section 22-8

B. Approve a Resolution to Amend the Fiscal Year 2023/24 General Fund, Project Safe Neighborhood Fund, and Recreation Millage Fund Budgets

Approve the resolution to amend the fiscal year 2023/24 General Fund, Project Safe Neighborhood Safe Neighborhood Fund, and Recreation Millage Fund budgets

C. Approve Amendment 1 to the 60-inch Interceptor Cleaning and Televising Engineering contract with Fishbeck of Lansing, Michigan

Approve Amendment 1 to the 60-inch Interceptor Cleaning and Televising Engineering contract with Fishbeck of Lansing, Michigan at a not-to-exceed cost of $5,000.00 and authorization for the City Manager and City Engineer to execute the appropriate documents.

D. Approve a resolution to enter into an agreement with the United States Department of Transportation (USDOT) and the Michigan Department of Transportation (MDOT) for street reconstruction

Approve a resolution to enter into an agreement with the United States Department of Transportation (USDOT) and the Michigan Department of Transportation (MDOT) for street reconstruction on Martin Luther King Jr Drive from South Street to Morrell Street and authorize the Mayor and City Clerk to execute the appropriate documents.

E. Approve Change Order 2 to the MLK Equality Trail, West to Prospect contract with Dunigan Brothers, Inc.

Approve Change Order 2 to the MLK Equality Trail, West to Prospect contract with Dunigan Brothers, Inc. in the increased amount of $722.70 to balance contract quantities to match quantities placed in the field and

authorize the City Manager and City Engineer to execute the appropriate document.

F. Approve acknowledgment of a third party agreement with Consumers Energy

Approve acknowledgment of a third party agreement with Consumers Energy to allow Jackson County's Mike Levine Lakelands Trail Extension easement to cross the City's sanitary sewer easement and authorize the City Manager and City Clerk to execute the appropriate document.

G. 2024-25 Insurance Renewal

Approve the Renewal of the City of Jackson's Liability and Property Insurance Through the Michigan Municipal League's Liability & Property Pool in the Amount of $699,294.00, and Authorize the City Attorney and Finance Director to Take Any Actions Necessary to Effectuate the Policy.

H. Approve Updated Program Guidelines for the 100 Homes Program

Approve updated program guidelines for the City of Jackson 100 Homes Program

I. Approved Proposals for HOME-ARP Affordable Rental Construction

Approve proposals from the Welcome Home Organization and Kings Community Homes for the construction of affordable rental housing as part of the HOME-ARP grant program, with each organization to be awarded funds to construct two (2) homes with finalized development and grant agreements to be presented at a future date.

J. Phase Three Marihuana Facilities License - Lettuce 01, LLC

Approve a marihuana facilities license for Lettuce 01, LLC to operate a retail establishment, contingent upon the receipt of the final license from the State of Michigan and installation and completion of final landscaping on the site plan as approved by the Chief Building Official, as recommended by the Marihuana Licensing Review Committee.

K. Approve the amendments to the personnel policy as recommended by the City Manager

Approve modifications to the Personnel Policy in the areas of employee policy, job classifications, compensation & performance evaluations, vacation, rules of conduct, insurance & employee wellness, retiree health insurance eligibility, and employee pension provisions.

L. Downtown Development Authority Budget, Fiscal Year 2024 –2025

Approve the Jackson Downtown Development Authority budget for the fiscal

year 2024-2025.

M. Approve a resolution authorizing the levy of a millage in the amount of 1.9996 mills on parcels in the DDA District for the fiscal year 2024-25

Approve a resolution authorizing the levy of a millage in the amount of 1.9996 mills on parcels in the DDA District for the fiscal year 2024-25.

12. CITY COUNCILMEMBER'S COMMENTS.

13. ADJOURNMENT.

CITY COUNCIL MEETING MINUTES

May 28, 2024

CALL TO ORDER:

The Jackson City Council met in regular session in Council Chambers and was called to order at 6:30 p.m. by Mayor Daniel Mahoney.

PLEDGE OF ALLEGIANCE AND INVOCATION:

Council joined in the Pledge of Allegiance. Invocation was given by Sixth Ward Councilmember Will Forgrave.

ROLL CALL:

Present: Mayor Daniel Mahoney, First Ward Councilmember Arlene Robinson, Vice Mayor/Second Ward Councilmember Freddie Dancy, Third Ward Councilmember Angelita Gunn, Fourth Ward Councilmember Conner Wood, Fifth Ward Councilmember Shalanda Hunt, and Sixth Ward Councilmember Will Forgrave.

Absent:

Also present: City Manager Jonathan Greene, City Attorney Matthew Hagerty, City Clerk Andrea Muray, Director of Parks and Recreation Kelli Hoover, Chief Equity Officer John Willis, Director of Police and Fire Services Elmer Hitt. Director of Community Development Shane LaPorte, Director of Finance Heather Ehnis, and City Engineer Jon Dowling.

ADOPTION OF AGENDA:

Motion was made by Councilmember Wood, seconded by Councilmember Gunn to adopt the agenda.

Motion was made by Councilmember Forgrave, seconded by Councilmember Wood to remove Item 11K and postpone until the regularly scheduled meeting in June. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

Vote was taken on the agenda as amended. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

PRESENTATIONS/PROCLAMATIONS: none.

PUBLIC HEARINGS: none.

CITIZEN COMMENTS:

Citizen comments were heard and the meeting continued.

PETITIONS & COMMUNICATION FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES: none.

CONSENT CALENDAR:

A. **Minutes of the May 14, 2024 regular meeting of the Jackson City Council**

B. **Traffic Control Order 2396 - Intersection of Oakridge and Grovedale**
Approve Traffic Control Order 2396 to install "Three Way Stop" signs at the intersection of Oakridge Drive at North Grovedale Avenue.

C. **Special Event Application: Jackson Family Pride Picnic**
Approve a request from the Jackson Pride Center to host the Pride Family Picnic on August 18, 2024 in Horace Blackman Park.

D. **Special Event Application: Jackson Pride Festival**
Approve a request from the Jackson Pride Center to host the Pride Festival on June 29, 2024 in Horace Blackman Park, True Community Credit Union City Square, Bucky Haris Park, and the streets of downtown Jackson.

E. **Special Event Application: Grand River Farmers Market**
Approve a request from the Jackson DDA to host the Grand River Farmers Market on Fridays and Saturdays from May through September 2024 at the Grand River Farmers Market Pavilion.

F. **Special Event Application: Children's Grand River Farmers Market**
Approve a request from the Jackson DDA to host the Children's Grand River Farmers Market July 27, 2024 at the Grand River Farmers Market Pavilion.

G. Appointments to Environmental Commission
Approve the Mayor's recommendation to appoint Inali Hathaway and Sam Kloos to fill vacancies on the Environmental Commission for a three-year term, beginning June 1, 2024 and expiring on May 31, 2027.

H. Appointment to the Historic District Commission
Approve the Mayor's recommendation to appoint Stephen Ansuini to the Historic District Commission for a term of three years beginning immediately and ending on December 31, 2026.

I. Appointments to Jackson Public Arts Commission
Approve the Mayor's recommendation to appoint Inali Hathaway and Christy Davis to the Jackson Public Arts Commission for a term of three years, beginning immediately and ending on May 27, 2027.

J. Appointments to Youth Council
*Approve the Mayor's recommendation to appoint Amaurion Moore and Tyshon Gray to the Youth Council for a term of 3 years, expiring on 5/27/27***.**

K. Appointments to Affordable Housing Development Board
Approve the Mayor's recommendation to appoint Kari Kidder McQuown and James Garner to the Affordable Housing Development Board for a five-year term, beginning immediately and ending on December 31, 2029.

L. Appointment to Martin Luther King Corridor Improvement Authority
Approve the Mayor's recommendation to appoint James Garner to fill a vacancy on the Martin Luther King Corridor Improvement Authority for a term of 2 years, beginning immediately and expiring on 12/31/26.

Motion was made by Councilmember Forgrave, seconded by Vice Mayor Dancy to approve the consent calendar. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

OTHER BUSINESS:

A. East Side Economic Development Update.

City Manager Jonathan Greene provided Council with an update on projects underway as part of the East Side Economic Development efforts.

B. Ordinance No. 2024-02
Recommendation: *Approve second reading and final adoption of Ordinance No. 2024-02 amending Chapter 15, Article I of the Jackson Code of Ordinances providing*

the Jackson Youth Council with direct support from City Staff by way of the Department of diversity, equity, and inclusion.

Motion was made by Vice Mayor Dancy, seconded by Councilmember Wood to approve second reading and final adoption of Ordinance No. 2024-02 amending Chapter 15, Article I of the Jackson Code of Ordinances providing the Jackson Youth Council with direct support from City Staff by way of the Department of diversity, equity, and inclusion. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

NEW BUSINESS:

A. Proposed Annual Budget Resolution for Fiscal Year 2024-2025
Recommendation: *Adoption of the Annual Budget Resolution for Fiscal Year 2024/25.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Forgrave to adopt the Annual Budget Resolution for Fiscal year 2024/25. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

B. 2024 Summer Tax Bill Delinquent Invoices
Recommendation: *Approve the resolution placing delinquent invoices on the 2024 summer tax bills***.**

Motion was made by Vice Mayor Dancy, seconded by Councilmember Gunn to approve the resolution placing delinquent invoices on the 2024 summer tax bills. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

C. 2025 Freightliner M2 106 PLUS Cab and Chassis from D&K Truck Company
Recommendation: *Approval of the purchase of a 2025 Freightliner M2 106 PLUS Cab and Chassis from D&K Truck Company for $122,559, and Elliptical Dump Body Build-out from Truck & Trailer Specialties for $51,440 for a total of $173,999 (this cost includes a 7% contingency), through MiDeal contract Numbers 200000000034 and 240000000095.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Robinson to approve the purchase of a 2025 Freightliner M2 106 PLUS Cab and Chassis from D&K Truck Company for $122,559, and Elliptical Dump Body Build-out from Truck & Trailer Specialties for $51,440 for a total of $173,999 including a 7% contingency. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

D. Road Salt FY 2024/2025

Recommendation: *Approval of the purchase of 4,000 tons of road salt from Detroit Salt Company for $80.21 per ton for a total of $320,840 for the 2024/2025 winter season*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Gunn to approve the purchase of 4,000 tons of road salt from Detroit Salt Company for $80.21 per ton for a total of $320,840 for the 2024/2025 winter season. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

E. Johnny's Tree Service Extension.

Recommendation: *Approval of the final one-year contract extension with Johnny's Tree Service, Inc., for as-needed tree trimming, tree removals, and stump grinding in the fiscal year 2024/25, with a 2.5% increase for an estimated cost of $211,970.*

Motion was made by Councilmember Wood, seconded by Councilmember Forgrave to approve the final one-year contract extension with Johnny's Tree Service, Inc., for as-needed tree trimming, tree removals, and stump grinding in the fiscal year 2024/25, with a 2.5% increase for an estimated cost of $211,970. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

F. Treatment Chemicals FY 2024/2025

Recommendation: *Award Contracts for the Fiscal Year 2024/2025 purchase of Water and Wastewater Treatment chemicals.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Robinson to award the contract for the Fiscal Year 2024/2025 purchase of water and wastewater treatment chemicals. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

G. City's Right of First Refusal Resolution

Recommendation: *Approve a Resolution to Exercise the City's Right of First Refusal for (6) Vacant Lots and Decline 37 Parcels under PA 123 of 1999*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Gunn to approve a resolution to exercise the City's right of first refusal for six vacant lots and decline 37 parcels under PA 123 of 1999. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

H. City of Jackson and Jackson County Land Bank Authority (JCLBA) Memorandum of Understanding

Recommendation: *Approve the Memorandum of Understanding (MOU) between the Jackson County Land Bank Authority (JCLBA) and the City of Jackson Allowing the City to Act as a Consultant for the Demolition of 140 W North St, Authorize the City Manager to Sign the MOU, and Authorize the City Attorney to Make Minor Modifications as needed.*

Motion was made by Councilmember Wood, seconded by Councilmember Gunn to approve the Memorandum of Understanding between the Jackson County Land Bank Authority and the City of Jackson allowing the City to Act as a consultant for the demolition of 140 W North St, authorize the City Manager to sign the MOU, and authorize the City Attorney to make minor modifications as needed**.** Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

I. Application for Shared Streets and Spaces Grant - Mechanic Street from Glick Hwy to Trail Street

Recommendation: *Adopt a Resolution of Support to file an application for the Michigan Department of Transportation Fiscal Year 2024 Shared Streets and Spaces Grant Program***.**

Motion was made by Vice Mayor Dancy, seconded by Councilmember Robinson to adopt a Resolution of Support to file an application for the Michigan Department of Transportation Fiscal Year 2024 Shared Streets and Spaces Grant Program. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

J. Amendment 3 to the 2022 Major Street Engineering contract with Spalding DeDecker Associates, Inc. (SDA)

Recommendation: *Approve Amendment 3 to the 2022 Major Street Engineering contract with Spaulding DeDecker Associates, Inc. (SDA) of Novi, Michigan at a not-to-exceed cost of $36,330.00 and authorization for the City Manager and City Engineer to execute the appropriate documents.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Gunn to approve Amendment 3 to the 2022 Major Street Engineering contract with Spaulding DeDecker Associates, Inc. of Novi, Michigan at a not-to-exceed cost of $36,330.00 and authorization for the City Manager and City Engineer to execute the appropriate documents. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

K. Amendment to Section 22-8 Special Assessments

Postponed until June 11, 2024.

L. FY 2024/2025 Nonunion Wage Increase

Recommendation: *Approve the first reading and advance to the second reading/final adoption, an ordinance regulating nonunion pay for City of Jackson Employees to increase wages 3.1% effective July 1, 2024, and adopt the revised nonunion wage table per the GovHR wage study recommendation.*

Motion was made by Councilmember Wood for discussion, seconded by Councilmember Forgrave to approve the first reading and advance to the second reading/final adoption, an ordinance regulating nonunion pay for City of Jackson Employees to increase wages 3.1% effective July 1, 2024, and adopt the revised nonunion wage table per the GovHR wage study recommendation. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

M. Emergency Ordinance

Recommendation: *Amend Chapter 18, Offenses, Article V, Offenses Against Public Peace, by adding Sec. 18-109. Nuisance Gatherings, to provide for the regulation of City-owned parking lots by prohibiting public loitering and the gathering of persons thereon which are unsafe and/or constitute a public nuisance.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Hunt to amend Chapter 18, Offenses, Article V, Offenses Against Public Peace, by adding Sec. 18-109. Nuisance Gatherings, to provide for the regulation of City-owned parking lots by prohibiting public loitering and the gathering of persons thereon which are unsafe and/or constitute a public nuisance.

Motion was made by Councilmember Wood, seconded by Councilmember Forgrave to change the wording in paragraph D (1) from church services to religious services. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

Vote was taken on the motion as amended. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

N. Ordinance Amendment – Section 18-109 Miscellaneous Offenses

Recommendation: *Amend Article V of Chapter 18 of the Code of Ordinances of the City of Jackson, Michigan by adding Section 18-109, Miscellaneous Offenses, to regulate loitering and accosting of persons within the City of Jackson.*

Motion was made by Councilmember Forgrave, seconded by Vice Mayor Dancy to amend Article V of Chapter 18 of the Code of Ordinances of the City of Jackson, Michigan by adding Section 18-109, Miscellaneous Offenses, to regulate loitering and accosting of persons within the City of Jackson. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

CITY COUNCILMEMBER'S COMMENTS:

Mayor Mahoney, Vice Mayor Dancy, and Councilmembers Robinson and Wood offered comments. Councilmembers Gunn, Hunt, and Forgrave declined to offer comments.

MANAGER'S COMMENTS:

City Manager Jonathan Greene offered comments.

ADJOURNMENT:

No further business being offered, a motion to adjourn was made by Vice Mayor Dancy, seconded by Councilmember Wood. Mayor Mahoney adjourned the meeting at 8:37 p.m.



City of Jackson, Michigan
Financial Statements

As of and for the Ten Months Ended April 30, 2024

Unaudited

City of Jackson, Michigan
General Fund Expenditure Summary
As of and for the Ten Months Ended April 30, 2024
(Prepared on the Adopted Budget-Basis)

Unaudited

Function	Department	2023/24 Budget Original	2023/24 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
General Government :								
101-101	City Council	121,656	121,656	9,630	78,325	64.38%	43,331	
101-103	Charter Review Committee	2,500	2,500	0	0	0.00%	2,500	
101-172	City Manager	506,926	506,926	35,778	441,280	87.05%	65,646	
101-191	Finance	555,688	555,688	41,309	533,615	96.03%	22,073	
101-215	City Clerk	344,251	344,251	25,275	268,744	78.07%	75,507	
101-228	Management Info. Services	436,693	436,693	36,437	339,984	77.85%	96,709	
101-233	Purchasing	133,042	133,042	1,192	98,885	74.33%	34,157	
101-253	City Treasurer	412,661	412,661	32,481	330,238	80.03%	82,423	
101-254	City Income Tax	242,395	242,395	16,978	171,572	70.78%	70,823	
101-257	City Assessor	501,053	501,053	42,838	386,997	77.24%	114,056	
101-262	City Clerk-Elections	206,354	206,354	6,112	160,512	77.78%	45,842	
101-265	City Hall & Grounds	684,161	684,161	52,919	326,505	47.72%	357,656	
101-266	City Attorney	761,346	761,346	60,765	620,545	81.51%	140,801	
101-270	Personnel	590,561	590,561	38,101	340,059	57.58%	250,502	
101-278	Unallocated	812,434	812,434	50,295	618,551	76.14%	193,883	
		6,311,721	**6,311,721**	**450,110**	**4,715,812**	**74.72%**	**1,595,909**	
Judicial:								
101-299	Admin. Hearings Bureau	190,318	190,318	7,351	129,085	67.83%	61,233	
		190,318	**190,318**	**7,351**	**129,085**	**67.83%**	**61,233**	
Public Safety:								
101-301	Police	11,682,501	11,682,501	792,713	8,749,872	74.90%	2,932,629	
101-311	OSHP Grant	4,642	4,642	0	3,006	64.76%	1,636	
101-320	Consortium Training	12,500	12,500	0	41,461	331.69%	(28,961)	***Note 2***
101-321	In Service Training	5,000	5,000	3,737	10,146	202.92%	(5,146)	***Note 2***
101-340	Fire Suppression	6,003,612	6,003,612	381,545	5,555,171	92.53%	448,441	
101-350	Public Safety - Unallocated	2,094,302	2,094,302	142,990	1,703,517	81.34%	390,785	
		19,802,557	**19,802,557**	**1,320,985**	**16,063,173**	**81.12%**	**3,739,384**	
Public Works :								
101-442	Forestry	824,212	824,212	62,632	600,326	72.84%	223,886	
101-444	Sidewalk Construction	151,456	151,456	0	28,506	18.82%	122,950	
101-445	Drains at Large	107,133	107,133	0	29,462	27.50%	77,671	
101-450	Street Lighting	615,248	615,248	62,797	426,456	69.31%	188,792	
101-455	Weed Control	96,269	96,269	50	42,296	43.94%	53,973	
101-465	Grounds Maintenance	488,287	488,287	2,572	347,966	71.26%	140,321	
101-567	Cemeteries	374,516	374,516	22,425	295,107	78.80%	79,409	
101-571	Tax Property Maintenance	216,716	216,716	100	99,432	45.88%	117,284	
101-572	Civic Affairs	121,229	121,229	2,943	62,324	51.41%	58,905	
		2,995,066	**2,995,066**	**153,519**	**1,931,875**	**64.50%**	**1,063,191**	
Community & Economic Development:								
101-701	Planning	252,305	252,305	18,550	187,787	74.43%	64,518	
101-728	Economic Development	147,400	147,400	9,721	86,507	58.69%	60,893	
		399,705	**399,705**	**28,271**	**274,294**	**68.62%**	**125,411**	

City of Jackson, Michigan
General Fund Expenditure Summary
As of and for the Ten Months Ended April 30, 2024
(Prepared on the Adopted Budget-Basis)

- Continued -

Function	Department	2023/24 Budget Original	2023/24 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
Recreation & Culture :								
101-752	Parks, Rec. & Grnds. Admin.	321,986	321,986	23,681	268,819	83.49%	53,167	
101-758	Lt. Nixon Memorial Pool	137,729	137,729	2,862	174,254	126.52%	(36,525)	***Note 2***
101-771	Parks & Facilities Maintenance	910,352	910,352	54,584	735,844	80.83%	174,508	
101-803	Historical District	14,440	14,440	969	10,499	72.71%	3,941	
101-806	Diversity, Equity & Inclusion	452,638	452,638	24,211	248,279	54.85%	204,359	
		1,837,145	**1,837,145**	**106,307**	**1,437,695**	**78.26%**	**399,450**	
Contributions to Other Funds:								
101-965	Contributions to Other Funds	**932,133**	**1,125,535**	109,063	302,465	**26.87%**	**823,070**	
	Total General Fund Expenditures	**32,468,645**	**32,662,047**	**2,175,606**	**24,854,399**	**76.10%**	**7,807,648**	
Funds consolidated with the General Fund for financial reporting purposes:								
102	**Budget Stabilization**	**20,000**	**20,000**	0	0	**0.00%**	**20,000**	
Permanent Funds :								
151	Cemetery Perpetual Maint.	6,000	6,000	0	0	0.00%	6,000	
155	Ella W. Sharp Endowment	30,850	30,850	0	0	0.00%	30,850	
160	Lloyd E. Mount Endowment	5,600	5,600	0	0	0.00%	5,600	
Special Revenue Funds :								
202	Major Street	19,849,761	19,849,761	854,412	6,351,923	32.00%	13,497,838	
203	Local Street	4,162,881	4,162,881	149,995	610,659	14.67%	3,552,222	
208	Ella W. Sharp Park Operating	984,832	984,832	80,966	724,903	73.61%	259,929	
213	Opioid Settlement Fund	118,175	118,175	0	89,000	75.31%	29,175	
218	Affordable Housing	3,519,760	3,519,760	31,105	766,292	21.77%	2,753,468	
245	Public Improvement	1,511,115	1,511,115	67,367	227,830	15.08%	1,283,285	
246	Cortland St. Redev. Project	23,527	23,527	121,276	590,088	2508.13%	(566,561)	***Note 2***
249	Building Department	638,850	638,850	49,956	470,129	73.59%	168,721	
251	Housing Code Enforcement	1,290,495	1,290,495	70,481	814,417	63.11%	476,078	
252	Building Demolitions	1,000	194,402	70	138,829	71.41%	55,573	
265	Drug Law Enforcement	16,338	16,338	2,646	14,547	89.04%	1,791	
272	SAFER Grant	525,581	525,581	72,653	368,232	70.06%	157,349	
273	Project Safe Neighborhoods	234,542	234,542	24,481	70,509	30.06%	164,033	
275	Byrne/JAG Programs	25,000	76,526	420	23,828	31.14%	52,698	
279	American Rescue Plan Act	75,000	75,000	0	12,555	16.74%	62,445	
296	Recreation Activity	266,824	266,824	28,180	228,555	85.66%	38,269	
297	Recreation Millage Program	623,067	623,067	49,488	596,714	95.77%	26,353	
Debt Service Funds :								
308	2020 Capital Improvement D/S	223,788	223,788	0	14,894	6.66%	208,894	
352	2017 Mich. Trans. Fund D/S	762,068	762,068	0	66,034	8.67%	696,034	
367	2021 City Hall Refunding D/S	739,720	739,720	724,860	739,720	100.00%	0	
385	2016 Capital Improvement D/S	145,569	145,569	0	145,569	100.00%	0	
386	2018 Capital Improvement D/S	1,418,750	1,418,750	0	271,625	19.15%	1,147,125	

City of Jackson
All Other Funds - Expenditure Summary
As of and for the Ten Months Ended April 30, 2024
(Prepared on the Adopted Budget-Basis)

- Continued -

Fund Type/Fund Name		2023/24 Budget Original	2023/24 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
Debt Service Funds (continued) :								
389	2017 BRA TIF Refunding D/S	420,144	420,144	0	105,072	25.01%	315,072	
391	2021 BRA TIF Refunding D/S	791,839	791,839	0	25,919	3.27%	765,920	
394	2001 DDA TIF D/S	2,881,749	2,881,749	825	825	0.03%	2,880,924	
395	2019 DDA TIF Refunding D/S	208,365	208,365	0	84,183	40.40%	124,183	
Capital Projects Funds :								
401	Capital Projects	1,113,031	1,113,031	11,705	800,481	71.92%	312,550	
402	Water Equip. and Replacemt.	7,099,234	7,099,234	266,314	2,637,644	37.15%	4,461,590	
403	Lead Service Line Replacement	2,082,538	2,082,538	59,306	571,863	27.46%	1,510,675	
404	Sanitary Sewer Maint.	663,044	663,044	16,981	231,002	34.84%	432,042	
405	Sanitary Sewer Replacement	2,985,140	2,985,140	19,651	321,201	10.76%	2,663,939	
406	Wastewater Equip. Replacemt.	6,228,293	6,228,293	445,155	4,455,872	71.54%	1,772,421	
407	2022 Sewer Sys. Project Const.	5,697,802	5,697,802	394,410	4,296,489	75.41%	1,401,313	
409	2022 Water Sys. Project Const.	16,342,000	16,342,000	224,679	876,742	5.36%	15,465,258	
426	2024 MI Trans. Bonds Const. Fund	2,196,096	2,196,096	0	0	0.00%	2,196,096	
488	MLK Corridor Improvemt. Authority	4,507,925	4,507,925	7,918	461,267	10.23%	4,046,658	
489	Brownfield Redevelopmt. Auth.	1,804,230	1,804,230	54,405	262,515	14.55%	1,541,715	
494	DDA Project	3,090,114	3,090,114	825	85,008	2.75%	3,005,107	
Enterprise Funds :								
514	Auto Parking System	283,433	283,433	103,390	107,652	37.98%	175,781	
518	Parking Assessment	314,981	314,981	17,619	224,646	71.32%	90,335	
519	Cooper/Francis Parking Deck	283,957	283,957	8,830	45,762	16.12%	238,195	
590	Sewer	16,320,273	16,320,273	1,219,736	10,136,963	62.11%	6,183,310	
591	Water	34,209,037	34,209,037	1,804,970	10,847,726	31.71%	23,361,311	
Internal Service Funds :								
641	Public Works Administration	472,518	472,518	30,190	289,288	61.22%	183,230	
642	Engineering Administration	339,842	339,842	47,968	268,503	79.01%	71,339	
643	Local Site Remed. Revolving	20,000	20,000	0	0	0.00%	20,000	
661	Motor Pool and Garage	1,606,109	1,606,109	230,152	1,707,805	106.33%	(101,696)	***Note 2***
676	Workers' Compensation	220,350	220,350	4,789	180,723	82.02%	39,627	
677	Self-Insured Health Care	5,474,627	5,474,627	609,568	4,766,017	87.06%	708,610	
Trust & Agency Funds :								
703	County & School Tax Collection	28,400,000	28,400,000	0	0	0.00%	28,400,000	
731	Employees' Retirement System	4,160,000	4,160,000	316,400	3,604,422	86.64%	555,578	
732	Policemen's/Firemen's Pension	523,000	523,000	41,552	346,919	66.33%	176,081	
734	Police./Fire. Pension-345	6,440,000	6,440,000	490,653	4,887,488	75.89%	1,552,512	
736	Public Employee Health Care	29,000	29,000	0	7,912	27.28%	21,088	
Special Assessment Funds :								
852	2020 Special Assessment D/S	161,190	161,190	8,025	161,160	99.98%	30	
895	Special Assessment	2,116,337	2,116,337	8,025	1,239,940	58.59%	876,397	

City of Jackson
All Funds - Revenue Summary
As of and for the Ten Months Ended April 30, 2024
(Prepared on the Adopted Budget-Basis)

Fund/Fund Name		2023/24 Budget Original	2023/24 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Collected
General Fund :						
Property Taxes		11,015,617	11,015,617	751,716	11,109,828	100.86%
Income Taxes		10,750,000	10,750,000	2,340,891	10,121,538	94.15%
State Revenue Sharing		5,732,948	5,732,948	866,106	3,826,419	66.74%
Licenses & Permits		368,015	368,015	10,907	185,694	50.46%
Federal Grants		1,267,483	1,267,483	1,038,637	2,036,627	160.68%
State Grants		5,414	5,414	31,475	154,536	2854.38%
Charges For Goods & Services		1,378,957	1,378,957	649,269	946,008	68.60%
Fines & Forfeits		390,611	390,611	47,662	330,214	84.54%
Investment Income		185,000	185,000	46,632	515,186	278.48%
Contributions From Other Funds		101,000	101,000	897	100,857	99.86%
Contributions From Local Units		12,500	12,500	0	6,084	48.67%
Miscellaneous		376,695	376,695	10,774	678,023	179.99%
Total General Fund Revenues		**31,584,240**	**31,584,240**	**5,794,966**	**30,011,014**	**95.02%**
Funds consolidated with the General Fund for financial reporting purposes:						
102	**Budget Stabilization**	**20,000**	**20,000**	6,167	52,414	**262.07%**
Permanent Funds :						
151	Cemetery Perpetual Maint.	41,000	41,000	66	17,855	43.55%
155	Ella W. Sharp Endowment	30,850	30,850	0	0	0.00%
160	Lloyd E. Mount Endowment	5,600	5,600	0	0	0.00%
Special Revenue Funds :						
202	Major Street	19,653,590	19,653,590	402,031	5,365,966	27.30%
203	Local Street	3,461,459	3,461,459	103,646	1,300,042	37.56%
208	Ella W. Sharp Park Operating	975,450	975,450	84,140	481,023	49.31%
213	Opiod Settlement Fund	0	0	0	33,563	n/a
218	Affordable Housing	3,519,760	3,519,760	87,809	729,777	20.73%
245	Public Improvement	1,371,000	1,371,000	82,369	1,353,897	98.75%
246	Cortland St. Redev. Project	500	500	355,452	384,808	76961.60%
249	Building Department	513,400	513,400	65,624	617,104	120.20%
251	Housing Code Enforcement	1,045,600	1,045,600	112,965	1,099,191	105.13%
252	Building Demolitions	1,000	194,402	637	257,765	132.59%
265	Drug Law Enforcement	20,700	20,700	45,338	46,280	223.57%
272	SAFER Grant	525,581	525,581	180,404	289,996	55.18%
273	Project Safe Neighborhood	234,542	234,542	28,638	77,104	32.87%
275	Byrne/JAG Programs	25,000	76,526	0	22,782	29.77%
279	American Rescue Plan Act	75,000	75,000	2,990	10,403	13.87%
296	Recreation Activity	270,250	270,250	57,691	272,284	100.75%
297	Recreation Millage Program	651,500	651,500	858	307,766	47.24%
Debt Service Funds :						
308	2020 Capital Improvement D/S	223,788	223,788	0	14,894	6.66%
352	2017 Mich. Trans. Fund D/S	762,068	762,068	0	66,034	8.67%
367	2021 City Hall Refunding D/S	708,500	708,500	41,802	754,110	106.44%
385	2016 Capital Improvement D/S	145,569	145,569	0	145,569	100.00%

City of Jackson
All Funds - Revenue Summary
As of and for the Ten Months Ended April 30, 2024
(Prepared on the Adopted Budget-Basis)

- Continued -

Fund/Fund Name		2023/24 Budget Original	2023/24 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Collected
Debt Service Funds (continued) :						
386	2018 Capital Improvement D/S	1,418,750	1,418,750	1,418,250	1,418,250	99.96%
389	2017 BRA TIF Refunding D/S	420,144	420,144	0	105,072	25.01%
391	2021 BRA TIF Refunding D/S	791,839	791,839	0	25,919	3.27%
394	2001 DDA TIF D/S	2,881,749	2,881,749	825	825	0.03%
395	2019 DDA TIF Refunding D/S	208,365	208,365	0	84,183	40.40%
Capital Projects Funds :						
401	Capital Projects	1,113,531	1,113,531	0	0	0.00%
402	Water Equip. and Replacemt.	5,041,766	5,041,766	443,803	4,714,410	93.51%
403	Lead Service Line Replacement	2,913,517	2,913,517	191,851	1,793,184	61.55%
404	Sanitary Sewer Maintenance	663,044	663,044	16,981	231,002	34.84%
405	Sanitary Sewer Replacement	1,535,190	1,535,190	144,423	1,401,821	91.31%
406	Wastewater Equip. Replacemt.	3,990,800	3,990,800	1,408,337	4,244,779	106.36%
407	2022 Sewer Sys. Project Const.	5,697,802	5,697,802	0	3,495,408	61.35%
409	2022 Water Sys. Project Const.	16,342,000	16,342,000	0	140,222	0.86%
426	2024 MI Trans. Fund Bond Const. Fund	4,501,000	4,501,000	0	0	0.00%
488	MLK Corridor Improvemt. Authority	4,507,925	4,507,925	281,334	343,987	7.63%
489	Brownfield Redevelopmt. Auth.	1,977,300	1,977,300	1,689,622	1,741,115	88.06%
494	DDA Project	3,525,000	3,525,000	1,748,386	3,599,618	102.12%
Enterprise Funds :						
514	Auto Parking System	95,443	95,443	953	8,788	9.21%
518	Parking Assessment	311,449	311,449	8,866	337,679	108.42%
519	Cooper/Francis Parking Deck	15,550	15,550	2,684	28,928	186.03%
590	Sewer	12,702,461	12,702,461	1,054,320	9,501,883	74.80%
591	Water	31,059,822	31,059,822	1,303,729	11,204,519	36.07%
Internal Service Funds :						
641	Public Works Administration	364,799	364,799	22,924	299,031	81.97%
642	Engineering Administration	266,815	266,815	20,984	199,747	74.86%
643	Local Site Remed. Revolving	63,500	63,500	56,530	74,823	117.83%
661	Motor Pool and Garage	1,309,590	1,309,590	387,111	1,994,855	152.33%
676	Workers' Compensation	167,500	167,500	17,955	185,399	110.69%
677	Self-Insured Health Care	5,702,000	5,702,000	457,902	4,702,241	82.47%
Trust & Agency Funds :						
703	County & School Tax Collection	28,400,000	28,400,000	13,205	165,630	0.58%
731	Employees' Retirement System	6,376,460	6,376,460	(1,423,125)	3,810,219	59.75%
732	Policemen's/Firemen's Pension	510,902	510,902	(108,670)	491,371	96.18%
734	Police./Fire. Pension-345	10,852,297	10,852,297	(1,462,398)	9,073,253	83.61%
736	Public Employees Health Care	230,000	230,000	0	481,700	209.43%
Special Assessment Funds :						
852	2020 Special Assessment D/S	161,190	161,190	8,025	161,160	99.98%
895	Special Assessment	2,215,147	2,215,147	13,214	1,121,929	50.65%

City of Jackson
Notes to Revenue & Expenditure Summaries
As of and for the Ten Months Ended April 30, 2024
(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: **A budget amendment is pending to correct this variance.**

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 11, 2024

SUBJECT: Accept and place on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through April 30, 2024

Recommendation:

Accept and place on file the CDBG, HOME and CDBG-CV Homeless Prevention Financial Summaries through April 30, 2024.

Attached is a memo from Shane LaPorte, the Director of Community Development, regarding accepting and placing on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through April 30, 2024. Monthly expenses include Personnel Salaries & Expenses, Administration Cost, City Attorney Expenses, Homeowner Emergency Hazard / Major Component Cost, Boos Center Phase 3 Project Expenses, and Pre-Demolition Cost.

I recommend accepting and placing on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through April 30, 2024. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Shane LaPorte, Director of Community Development

DATE: June 11, 2024

RECOMMENDATION: To accept and place on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through April 30, 2024

SUMMARY

Attached please find the Financial Summaries for the CDBG, HOME, and CDBG-CV Homeless Prevention funds for the month ending April 30, 2024.

Monthly expenses included:

- Personnel – Salaries & Expenses
- Administration – Rehabilitation Administration Cost
- Homeowner Emergency Hazards / Major Component Cost
  - 1418 Chapin St. (Gutter System)
- City Attorney Expenses
- Boos Center Phase 3 Project
  - RW Mercer – Pay App#1
- Demolition Expense
  - Pre-Demo Cost - Red Cedar
    - 300 Van Dorn
    - 315 N. Perrine, and
    - 1701 E. Ganson

My recommendation is to accept and place on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through April 30, 2024.

ATTACHMENTS

City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Ten Months Ended April 30, 2024

		Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance	Percent Spent
	Administration							
1	Administration & Planning							
	FY 2021/2022	145,000	145,000	-	-	145,000	-	100.0%
	FY 2022 / 2023	138,761	60,161	2,856	74,285	134,446	4,315	96.9%
	FY 2023 / 2024	150,000	-	11,276	30,463	30,463	119,537	20.3%
	Code Enforcement							
2	City Attorney Office							
	FY 2021/2022	20,000	20,000	-	-	20,000	-	100.0%
	FY 2022 / 2023	25,000	20,403	-	4,597	25,000	-	100.0%
	FY 2023 / 2024	25,000	-	897	6,261	6,261	18,739	25.0%
	Rehabilitation Projects							
3	Rehabilitation Administration							
	FY 2021/2022	135,000	135,000	-	-	135,000	-	100.0%
	FY 2022 / 2023	150,000	125,593	801	30,284	155,877	(5,877)	103.9%
	FY 2023 / 2024	150,000	-	15,920	92,375	92,375	57,625	61.6%
4	City Emergency Hazard Repair Program							
	FY 2020/2021	497,059	497,059	-	-	497,059	-	100.0%
	FY 2022 / 2023	250,000	54,397	2,453	159,451	213,848	36,152	85.5%
	FY 2023 / 2024	250,000	-	-	-	-	250,000	0.0%
	Street Projects							
5	Special Assessments							

City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Ten Months Ended April 30, 2024

		Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance	Percent Spent
	FY 2019/2020	25,000	6,080	-	-	6,080	18,920	24.3%
6	Cooley: Morrell to Biddle							
	FY 2021/2022	175,176	170,936	-	-	170,936	4,240	97.6%
7	Biddle: Mechanic to MLK Jr Dr							
	FY 2021/2022	134,702	130,463	-	-	130,463	4,239	96.9%
8	Perrine-Burr							
	FY 2021/2022	56,500	56,500	-	-	56,500	-	100.0%
	FY 2022/2023	463,000	387,573	-	65,271	452,844	10,156	97.8%
9	Streetscape -City-owned Vacant Lot							
	FY 2023 / 2024	175,000	-	-	-	-	175,000	0.0%
	Recreation -Other Projects							
10	Loomis Park Court Improvements	312,849	312,849	-	-	312,849	-	100.0%
11	Boo Center Improvements							
	FY 2020/2021	305,000	305,000	-	-	305,000	-	100.0%
	FY 2021/2022	1,005,980	1,005,980	-	-	1,005,980	-	**100.0%**
	FY 2022/2023	241,133	241,133	-	-	241,133	-	100.0%
	FY 2023/2024	401,448	-	75,469	78,069	78,069	323,379	19.4%
	Demolition							
12	Demolition							
	FY 2020/2021	300,000	300,000	-	-	300,000	-	100.0%
	FY 2021/2022	75,000	75,000	-	-	75,000	-	100.0%
	FY 2022 / 2023	150,000	85,328	-	64,672	150,000	-	100.0%
	FY 2023 / 2024	200,000	-	2,500	5,787	5,787	194,213	2.9%

City of Jackson
HOME
Monthly Financial Summary
For the Ten Months Ended April 30, 2024

	Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance	Percent Spent
1 Rehabilitation Assistance Program							
FY 2019/2020	55,068	54,384	-	-	54,384	684	98.8%
2 HOME Administration			-				
FY 2019/2020	25,000	25,000	-	-	25,000	-	100.0%
FY 2020/2021	33,000	31,703	-	-	31,703	1,297	96.1%
FY 2021/2022	16,000	16,000	-	-	16,000	-	100.0%
FY 2022/2023	30,000	30,000	-	-	30,000	-	100.0%
FY 2023/2024	35,100	-	-	-	-	35,100	0.0%
3 CHDO Reservation							
FY 2019/2020	503,052	503,052	-	-	503,052	-	100.0%
FY 2020/2021	287,439	75,694	-	211,745	287,439	0	100.0%
FY 2021/2022	118,329	-	-	28,471	28,471	89,858	24.1%
FY 2022/2023	129,404	-	-	-	-	129,404	0.0%
FY 2023/2024	316,092	-	-	-	-	316,092	0.0%
4 CHDO Operating Expenses							
FY 2019/2020	18,000	15,450	-	-	15,450	2,550	85.8%
FY 2020/2021	16,800	16,800	-	-	16,800	-	100.0%
FY 2022/2023	17,226	2,557	-	-	2,557	14,669	14.8%
5 Partnership Park - Homeowner Rehabilitation (CAA)							
FY 2021/2022	200,000	-	-	19,764	19,764	180,236	9.9%
FY 2022/2023	200,000	-	-	-	-	200,000	0.0%

City of Jackson
2020/8 CV Homeless Prevention
Monthly Financial Summary
For the Ten Months Ended April 30, 2024

		Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance	Percent Spent
	Administration							
1	CDBG-CV Admin City							
	FY 2020/2021	60,000	16,898	-	2,387	19,284	40,716	32.1%
2	CDBG-CV Admin CAA							
	FY 2020/2021	33,270	33,270	-	-	33,270	-	100.0%
	Homeless Prevention - Public Services							
3	Eviction Prevention							
	FY 2020/2021	120,000	120,000	-	-	120,000	-	100.0%
4	Foreclosure Prevention							
	FY 2020/2021	41,112	41,112	-	-	41,112	-	100.0%
5	Water Shut-off Protection							
	FY 2020/2021	35,313	35,313	-	-	35,313	-	100.0%
	Parks & Recreation							
6	Boos Center - HVAC	319,425	226,318	-	-	226,317	93,108	70.9%
7	Boos Center - Trail	336,325	330,622	-	-	330,622	5,703	98.3%

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 11, 2024

SUBJECT: Approve Traffic Control Order 2397 to install a stop sign on Williams Street at the intersection with Douglas Street.

Recommendation:

Approval of Traffic Control Order 2397 to install a stop sign on Williams Street at the intersection with Douglas Street.

Attached is a memo from Jon Dowling, City Engineer, for a Traffic Control Order for traffic control signage at the intersection of Willaims Street and Douglas Street.

I recommend approval of Traffic Control Order 2397. Your consideration and concurrence is appreciated.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Jon Dowling, Engineer

DATE: June 11, 2024

RECOMMENDATION: Approval of Traffic Control Order 2397 to install a stop sign on Williams Street at the intersection with Douglas Street.

ISSUE STATEMENT

There has been a request from a resident in the area to install a stop sign at the intersection of Williams Street and Douglas Street to control traffic and address vehicles that drive thru the intersection recklessly without slowing or stopping even with children present.

DESCRIBE THE CONSEQUENCES

If this TCO is not approved, there will be no change in the traffic habits on at the intersection of Williams Street and Douglas Street.

OWNERSHIP

City of Jackson Engineering is responsible for the traffic control signing on city streets. Posting these signs will address the needs of the neighborhood as expressed by a resident.

SOLUTION

Engineering, after review of the request, agrees that the installation of a stop sign on Williams Street at Douglas Street will better control traffic at the intersection. The estimated cost for the sign is $211.59 as detailed below and will be paid using Local Streets Traffic funds.

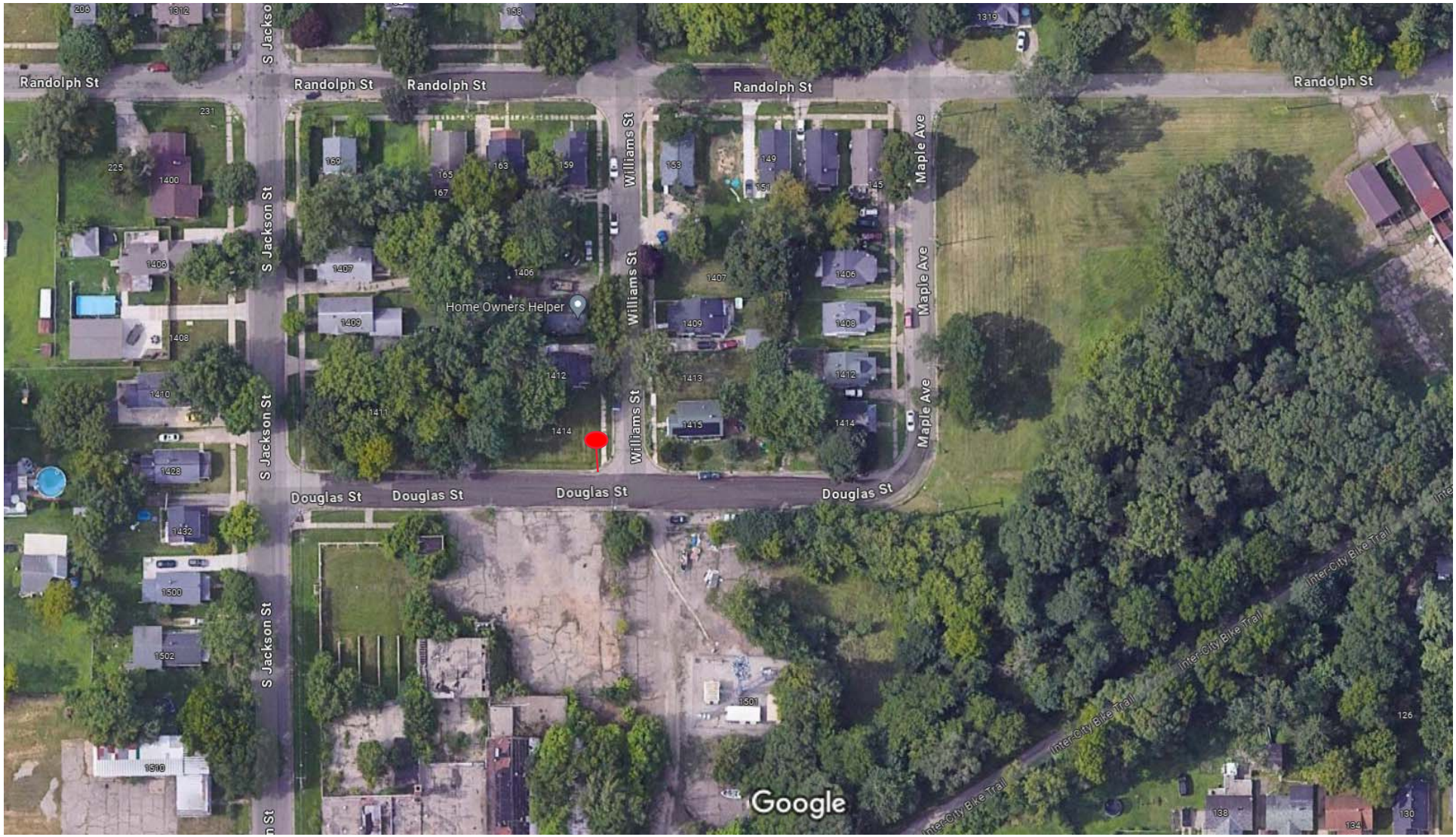
#	Description	Price	Total
1	Stop Sign	@ $ 51.55	= $ 51.55
1	Sign Post	@ $ 37.70	= $ 37.70
1	Hours Labor/Equipment	@ $ 122.34	= $ 122.34
	Estimated Total		= $ 211.59

FACILITATE IMPLEMENTATION

Approval of Traffic Control Order 2397 to install a stop sign on Williams Street at the intersection with Douglas Street.

ATTACHMENTS

1. Williams and Randolph Stop Sign
2. TCO 2397_DOUGLAS AND WILLIAMS


Google Maps
Randolph St
Randolph St
Randolph St
Randolph St
Randolph St
S Jackson St
S Jackson St
S Jackson St
S Jackson St
Williams St
Williams St
Williams St
Maple Ave
Maple Ave
Maple Ave
Home Owners Helper
Douglas St
Douglas St
Douglas St
Douglas St
Inter-City Bike Trail
Inter-City Bike Trail
Inter-City Bike Trail
Inter-City Bike Trail
Google
Imagery ©2024 Maxar Technologies, Map data ©2024 Google 50 ft

CITY OF JACKSON, MICHIGAN

TRAFFIC ENGINEERING DIVISION

Traffic Control Order No. 2397

LOCATION: **Douglas Street and Williams Street**
DATE: June 11, 2024
ASSIGNED TO: Sign Shop

TCO DESCRIPTION

At the request of a resident, investigate the possibility of installing a stop sign on Williams Street and the intersection with Douglas Street.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Install Stop sign on Williams Street at the intersection with Douglas Street.

APPROVED ☐ REJECTED ☐ **DATE: 5/28/24** BY CITY COUNCIL

WORK ASSIGNMENT:
DATE: 5/28/2024
TO: Sign Shop

Install "Stop Sign" sign on Northwest corner the intersection of Williams Street and Douglas Street.

BY JON H. DOWLING, P.E.

MATERIAL USED

Posts	Stop	Time Limit	No Parking	Loading Zone	One Way	Yield	Paint	Other
1	1							1

ASSIGNMENT COMPLETED

DATE: **BY: Sign Shop**

WORK INSPECTED

REMARKS:

DATE: **BY: Jon H. Dowling, P.E., City Engineer**

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

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 11, 2024

SUBJECT: Approve a Resolution for Change to the Standard Lighting Contract with Consumers Energy

---

Recommendation:

Approve a Resolution for Change to the Standard Lighting Contract with Consumers Energy for the removal of a streetlight at the intersection of Greenwood Avenue and W. High Street and authorize the Mayor and City Clerk to execute the appropriate documents.

Attached is a report from Jon Dowling, City Engineer, accompanied by a resolution, contract change authorization form, invoice, and plan sheet from Consumers Energy regarding the removal of a streetlight.

I recommend adoption of the resolution for the change to the Standard Lighting Contract for streetlights with Consumers Energy, authorization for associated form execution, and invoice payment. Your consideration and concurrence is appreciated.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Jon Dowling, Engineer

DATE: June 11, 2024

RECOMMENDATION: Approve a Resolution for Change to the Standard Lighting Contract with Consumers Energy for the removal of a streetlight at the intersection of Greenwood Avenue and W. High Street and authorize the Mayor and City Clerk to execute the appropriate documents.

ISSUE STATEMENT

The City was able to receive additional federal funding for the replacement of the traffic signal at Greenwood Avenue and W. High Street. Prior to the new signal, there was a Consumers Energy streetlight in the intersection on their utility pole. We now have new City-owned lights with the new traffic signal at the intersection and have requested that Consumers Energy remove the streetlight from their pole. Attached is an Authorization for Change in Standard Lighting Contract form, Resolution for City Council Adoption, an invoice and additional information from Consumers Energy.

DESCRIBE THE CONSEQUENCES

Removal of this streetlight has been requested since the City has other lighting at the intersection, and we do not need to continue paying Consumers Energy for theirs.

OWNERSHIP

The City of Jackson is responsible for the streetlight system within the City and contracts with Consumers Energy to provide streetlights on their wood utility poles within the City's neighborhoods.

When the City installs its own lights in an area, the Consumers Energy lights become redundant and are no longer needed.

SOLUTION

Engineering requested that Consumers Energy remove their light now that the City has lights in the intersection. The cost for Consumers Energy to remove the light is $746.00 and will be paid from the Streetlight Fund.

FACILITATE IMPLEMENTATION

Approve a Resolution for Change to the Standard Lighting Contract with Consumers Energy for the removal of a streetlight at the intersection of Greenwood Avenue and W. High Street and authorize the Mayor and City Clerk to execute the appropriate documents.

ATTACHMENTS

1. Consumers strlt change High and Greenwood blanks 510 W High Removal

Consumers Energy
Count on Us
A CMS Energy Company

CEM Support Center
Consumers Energy, Lansing Service Center, Rm. 122, 530 W. Willow St., Lansing, MI 48906-4754

May 17, 2024

NOTIFICATION #:
1070345761

CITY OF JACKSON
161 W MICHIGAN AVE
JACKSON, MI 49201-1315

REFERENCE: 510 W HIGH ST, JACKSON

Dear Valued Customer,

Thank you for contacting Consumers Energy for your energy needs. Please note the Notification Number above and include it on any correspondence you send. Please note the Account Number, located above the Account Name on your invoice, when submitting payment.

Enclosed for approval and signature is the original Authorization for Change and Resolution covering the replacement and/or installation of streetlight(s). You are responsible for the final restoration.

The estimated cost for your energy request is as follows:

Non Refundable Agreement for Installation of Electric Facilities:	$	746.00
Winter Construction Costs:	$	-
Installation Charge:	$	-
Additional Costs		
Total Estimated Cost:	**$**	**746.00**
Less Prepayment Received:	$	-
Total Estimated Cost Due:	**$**	**746.00**

Please sign and return the original Authorization for Change and Resolution in the enclosed self-addressed envelope or email to: POBoxCEServiceRequest@cmsenergy.com. Payment in full is required before the installation can be scheduled for construction.

Please review all attached materials carefully and direct inquiries for your request to:
Gabriel Poletti at 810-760-3485

STLT 6-16

Consumers Energy
Count on Us®
A CMS Energy Company

Dear New Electric Customer:

Thank you for your request for electric service. In order to expedite your request and meet your schedule, we have deleloped the following list of items requiring action by you (Customer Responsibilities). These requirements must be met before we can install your service.

CUSTOMER RESPONSIBILITIES

1)	Service Location:	A copy of our design document may be included in your customer packet. If included, your service entrance equipment should be located at the spot indicated by an "X" as shown on the design document (Form 2804). Install the meter socket 3½ - 5 feet above final grade of this location.
2)	Meter Socket:	Residential metering equipment furnished free of charge, owned and maintained by Consumers Energy includes: meters and one or two position self-contained meter sockets. Contact the company representative assigned to your notification for locations to pick-up the meter socket. For metering installations that require a three or more position self-contained meter socket, the customer will be required to purchase approved meter sockets from a distributor or supplier of their choice.
3)	Payment:	An invoice may be included in your customer packet. If included, the deposit amount on the invoice must be paid prior to installation of your service. Additional charges may apply and will be billed/or a refund issued upon completion of your service installation.
4)	Site Conditions:	The site must be within three (3) inches of final grade before we can install your service. If you have requested an underground service, you will need to clear a 12-foot wide path that is free of building materials, brush, trees, shrubs, etc, along the proposed service route to avoid delays. Our Forestry Department can provide this service for you at an additional charge. For overhead service, nominal line clearing will be provided at no charge. Any extensive line clearing may require additional charges. After your service is installed, we will backfill and place excavated earth over the trench. You are responsible for the final restoration and ensuring that the grading over the trench is at the required level.
5)	Staking:	To avoid damage, you must mark (stake) your existing private underground facilities such as: well, septic systems, sprinkler system, any underground wires, buried LPG tanks, piping, or other unusual buried facilities. These stakes must be apparent when we arrive to install the service. We cannot reimburse you for damage to facilities that are not properly staked. You do not need to stake the utilities' electric, gas or communication lines.
6)	Mobile Home or Temporary Service:	If you requested service to a mobile home or temporary electric service, you will be required to set your own pole or install a pipe for underground service in accordance with Consumers Energy specifications. Contact the Consumers Energy representative assigned to your notification for additional information.
7)	Construction Repair:	If additional line work is required to reach your location due to site conditions or other unusual circumstances, extra charges may be incurred.
8)	ELECTRICAL INSPECTION:	**YOU ARE RESPONSIBLE FOR ENSURING TIIAT ALL ELECTRICAL PERMITS AND INSPECTIONS ARE OBTAINED BEFORE ANY SERVICE CONNECTIONS CAN BE MADE. WIRINGS MUST COMPLY WITH LOCAL AND STATE ELECTRICAL CODES. NOTE: CAUTION SHOULD BE USED WHEN WORKING INSIDE FUSE PANEL. PANEL MAY BE ENERGIZED AFTER SERVICE IS**
9)	Additional Charges:	Underground services installed during the months of December through April may be subject to an additional charge. Unusual site conditions may also require an additional charge. These charges will be communicated to you in advance of construction.
10)	Joint Trenching:	Discounts for installation of electric and gas service in the same trench (joint trench) are applied in calculating the gas service contribution.
11)	Usage Rate:	Customers are billed at a general service rate while the structure is under construction. If the structure is a home, then the owner of the home, upon receiving a Certificate of Occupancy, should call 1-800-477-5050 to ensure the gas and/or electric rates are changed to an appropriate rate.

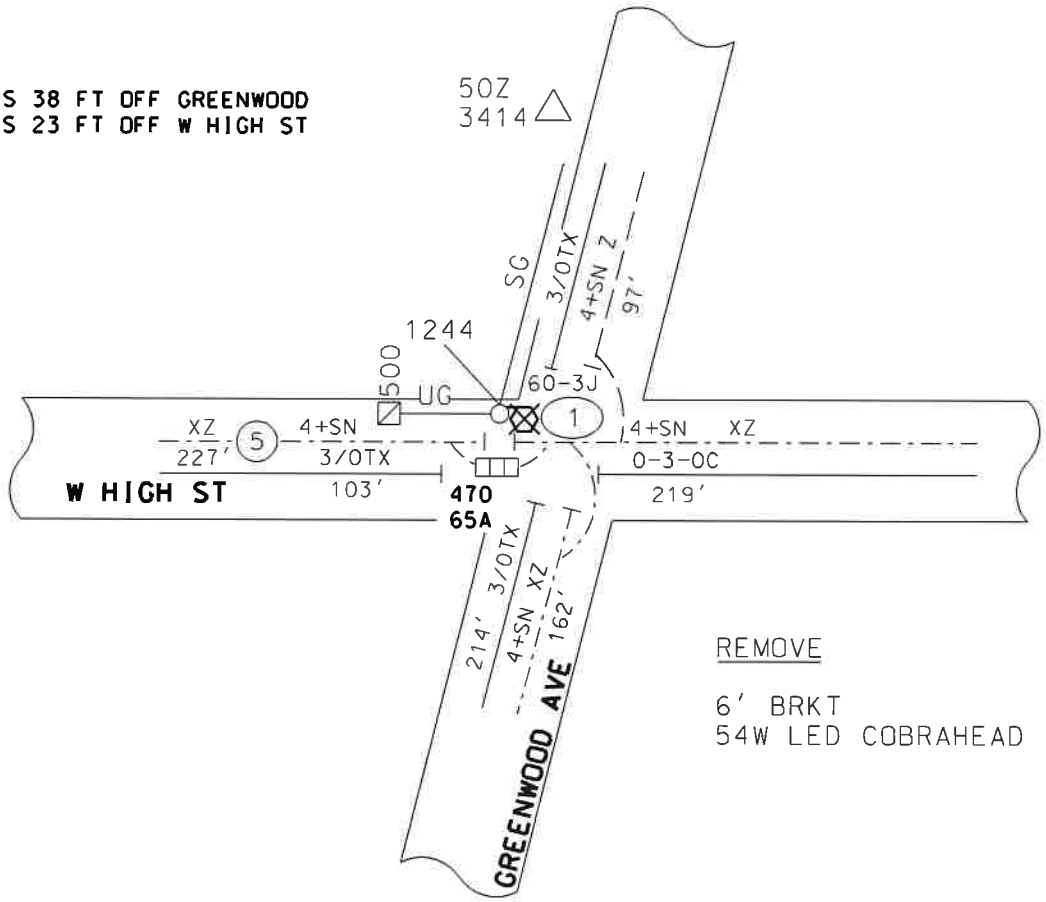
Please keep these procedures in a convenient location to review as we proceed with designing your service and constructing the job. If any of the characteristics of the service request are changed and not communicated to us, you may experience delays and/or additional charges.

If you have any questions regarding these requirements please direct inquiries to:

Gabriel Poletti at **810-760-3485**

2801 6-16

POLE IS 38 FT OFF GREENWOOD
POLE IS 23 FT OFF W HIGH ST



REMOVE

6' BRKT
54W LED COBRAHEAD

METER ORDER NUMBER	METER NUMBER
READ	METER LOCATION

510 W HIGH ST. JACKSON - ERET STL
CM NO.100007595544

CONSUMERS ENERGY CONTACTS

DEPARTMENT	NAME	NUMBER
COORDINATOR	GABE POLEIII	810-241-8179
DESIGNER	BRENT MARSHALL	517-315-7570

ORDER TYPE	MAT. TYPE	NOTIFICATION NUMBER	DESIGN NUMBER	ORDER NUMBER
ERET	OHL	1070345761	11639471	

CE STAKING REQ'D [ ] Yes [X] No
FORESTRY REQ'D [ ] Yes [X] No

TLM NUMBER	# OF RODS	OHMS
5301033414		

JOB PURPOSE:
CUSTOMER REQUESTED
STREETLIGHT REMOVAL

Consumers Energy
A CMS Energy Company ELECTRIC

SUBSTATION	WD NO.
SUMMIT	0213
CIRCUIT	CKT NO.
FOURTH STREET	03

UPSTREAM SECTIONALIZING DEVICE:
TRANSFORMER 3414
LOCATION:
SEE PRINT

SHEET A | SHEET 1 OF 1 | SCALE 1"=100'

JACKSON CO | SUMMIT TWP | T 03S R 01W SEC. 03

ELECTRIC CAD TITLE BLOCK (2020)
SA_BOUD_JS_PROD_Design2065533.dgn
05-06-2024 10:25:41

Form 547 11-2014

Consumers Energy
Count on Us

AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING CONTRACT(COMPANY-OWNED) FORM 547

Contract Number: 103033105687
Consumers Energy Company is authorized as of _____ by the City of JACKSON, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of JACKSON, dated 10/1/2018.

Lighting Type: General Unmetered Light Emitting Diode Lighting Rate GU-LED

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/1/2018 shall remain in full force and effect.

Notification Number(s): 1070345761

Comments: 11639471

City of JACKSON

By: _____

(Signature)

_____

(Printed)

Its: _____

(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

Form 547 11-2014

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City of JACKSON, dated 10/1/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated _____,

heretofore submitted to and considered by this ☐ commission ☐ council ☐ board; and

RESOLVED, further, that the _____ Clerk be and are authorized to execute such authorization for change on the behalf of the City.

STATE OF MICHIGAN
COUNTY OF JACKSON

I, _____, clerk of the City of JACKSON do hereby certify that the foregoing resolution was duly adopted by the

☐ commission ☐ council ☐ board of said municipality, at the meeting held on _____.

_____

Dated:

_____

Municipal Customer Type: City

Consumers Energy
Count on Us®

Amount Due:	$746.00
Please pay by:	May 31, 2024

CITY OF JACKSON
161 W MICHIGAN AVE
JACKSON MI 49201-1315

Invoice Number	9326808191
PO Number	
PO Date	
Bill Date	05/17/24

Account: 3000 2208 0992

510 W HIGH ST JACKSON - ELECTRIC UTILITY RETIREMENT - NOTIFICATION NUMBER (s): - - - - - - - - 1070345761 -

NONENERGY INVOICE

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Electric Streetlights - Retirement	1.0 EA	$746.00	$746.00

TOTAL DUE: $746.00

See Page 2 for Payment Options.

Consumers Energy is regulated by the Michigan Public Service Commission, Lansing, Michigan

INVOICE QUESTIONS - Contact: Gabriel Poletti -810-760-3485 -

Fold, detach and mail this stub with your check made payable to Consumers Energy. Please write your account number on your check.

Consumers Energy
Count on Us®

Account: 3000 2208 0992

CONSUMERS ENERGY
CEM Support Ctr - Lansing RM 122
530 W Willow St
Lansing, MI 48906-4754

PREPAYMENT REQUEST

Amount Due:	$746.00
Please pay by:	May 31, 2024
Enclosed:	

L 330035907350 000000746008 0000 2056 2 300022080992 H

Ways to pay your nonenergy bill:



Same-day payment
ConsumersEnergy.com

Discover® MasterCard®
Visa® or eCheck



Same-day payment
866-329-9593

Discover® MasterCard®
Visa® or eCheck



By mail
Check, money order

Consumers Energy
Payment Center
P.O. Box 740309
Cincinnati, OH 45274-0309



In person
Cash, check, card
or money order

Varies by authorized payment location

Fee may apply

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 11, 2024

SUBJECT: Special Event Application: National Night Community Event

---

Recommendation:

Approve a request from the City of Jackson Police Department to host their National Night Community Event on August 7, 2024 at Martin Luther King Recreational Center in the City of Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the National Night Community Event.

I recommend approval of the special event application for the National Night Community Event. Your consideration and concurrence is appreciated.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director , DDA Director

DATE: June 11, 2024

RECOMMENDATION: Approve a request from the City of Jackson Police Department to host their National Night Community Event on August 7, 2024 at Martin Luther King Recreational Center in the City of Jackson.

ISSUE STATEMENT

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.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$0.00
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$0.00
Public Works	X		$0.00
		TOTAL	***$0.00***

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Electrical power, tables, chairs provided by Martin Luther King Recreational Center.

OWNERSHIP

Insurance: Covered under the MML City Insurance Policy.

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from the City of Jackson Police Department to host their National Night Community Event on August 7, 2024 at Martin Luther King Recreational Center in the City of Jackson.

ATTACHMENTS

1. SEA-National Night Community Event

JACKSON
Founded 1829

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or mevans@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

*THIS IS A CITY EVENT TO BE HELD AT THE MARTIN LUTHER KING RECREATIONAL CENTER

Application Attachments

- ☐ $75 Application Fee
- ☐ $50 Late/Rush Fee (submitted post 60-day deadline)
- ☐ Insurance documentation for sponsoring organization
- ☒ Event Map –*Please indicate the location of all items*
- ☐ Liquor License & Liquor Liability Insurance (if applicable)
- ☐ Carnival Ride Permit (*if applicable*)
- ☐ Insurance documentation for all vendors (if applicable)

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

Applicant Information

Sponsoring Organization Legal Name: The City of Jackson Police Department		
Address: 216 East Washington Avenue		Phone: Office: (517) 768.8728
Tax ID#: NA	Website: The City of Jackson Website	
Contact Name: Cheryl Ragland	Phone: 517.768.8728	Email: cragland@cityofjackson.org
Contact Name: NA	Phone: NA	Email: NA
Contact Name During Event: Cheryl Ragland		Phone: Cell: (517) 817.6512

Event Information

Event Name: National Night Community Event				
Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:

August 7, 2024	1:00pm	4:00pm	8:00pm	8:30pm

Has this event occurred before? ☒Yes, (if yes, how many previous years? 11 including last year ☐No

Do you expect this event to occur again next year? **Yes** What is the expected attendance for this event? 150 - 175

Type of Event (*please check all that apply*)

☐Walk/Run ☐Festival ☐March/Parade X Other: Community Event

Event Location – *Choose any of the following that apply. For parks, include a map of the area being used.*

☐Horace Blackman Park

☐Bucky Harris Park

☐Ella Sharp Park *(requires Ella Sharp Board approval)*

☐Grand River Farmers Market Pavilion

☐TRUE City Square (Stage)

☐MLK Equality Trail

☒Other Location: Martin Luther King Recreational Center

☐ Streets:_____

☐Other Park:_____

Brief Description of Event

This description will be posted on the Special Events Calendar on our website. Please attach an additional sheet if necessary.

National Night enhances the relationship between neighbors and law enforcement while bringing back a true sense of community. National Night out is an annual nationwide community building event that promotes that partnership.

This year, Group Violence Intervention (GVI) is partnering with Ward 1 Councilmember Arlene Robinson to help promote this event.

Street Closure– *Please indicate all street closures on your map.*

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

City Resources Requests

Not all resources may be available at your requested site.

Please be specific and list any additional information or requests. Such requests might include assistance from the Police Department, Fire Department, Parks and Recreation Department, Public Works Department, etc. Attach additional pages, if needed.

☒ **Electrical Power:** Indicate electrical requirements: Power will be needed for the DJ. This will be provided by the Martin Luther King Recreational Center.

Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs**: Indicate water requirements:_____
Amount of water needed:_____ Locations of where water is needed: _____

☐ **Food/Vendors**: Indicate vendors requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____ Number of vendors: _____

☐ **Alcohol Sales**: (If yes attach liquor license and liquor liability insurance)
Start Time:_____ End Time: _____

☐ **Amusement or Carnival Rides**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ **Fireworks**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐Traffic Cones ☐ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)

☒Other: Tables, Chairs, Electrical Outlets, and Porta Potties are already in place and will be provided by the Martin Luther King Recreational Center via the Department of Parks, Recreation, and Cemeteries.

Additional Event Information

Garbage Plan: Brief description on garbage management for events with 100+ attendees.

Garbage management will be attended to by the employees at the Martin Luther King Recreational Center.

Bathroom Plan: Brief description on bathroom(s) based on event size, duration, and services offered.

Bathrooms at this City site are indoors and there are Porta Potties that are in place by the pavilion and playground areas.

Required Attachments for Application Processing

***National Night Out is under the Event list the City Attorney's Office provided to the City's insurance company. The City of Jackson Police and Fire Departments fall under this Insurance Policy. This was conveyed to me on 5.6.24 by the Office of the City Attorney**

Insurance

Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance *(MUST also be provided by all vendors)*	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Developmen Authority" as additional insured
Liquor Liability Insurance *(if needed)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

☐ *I am a Level I Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.*

Event Map *Details of all event activities MUST be included.*

☐Route Plan	☒Emergency Vehicle Access	☒Restroom Locations – Inside and Outside already provided
☒Vendor Locations	☐Dispersal Locations	☒Tables – Already provided
☐Tent Locations	☒Trash Receptacles – Already Provided	☐Requested Reserved Parking
☒Children's Game Area Location	☐Requested Street Closures	☒Electrical Wires & Outlets – Already provided

If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.

***Note:** We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.

Special Event Application

Certification & Signature

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. **The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.**
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature:

Date:

Office Use ONLY
Application Received: Date: Time: By:
Application Fee Received:

Application Requirements
Application MUST be submitted 60 days PRIOR to event *****NO EXCEPTIONS***** Application MUST be submitted along with all required attachments to: City of Jackson Downtown Development Authority Office 161 W Michigan Ave, 5th Floor Jackson Michigan, MI 49201 or aecon@cityofjackson.org (517) 768-6411
Prohibited Items *Additional fees may apply if policies are not followed*

No ground stakes
No confetti or glitter
No use of outlets without prior approval


Redwood Ln
Cypress
Adrian
Adrian
POLICE, FIRE AND EMERGENCY VEHICLES
Jackson King Recreation Center
GAMES
VENDORS
PAVILLION
PLAYGROUND
Merriman St
Inter-City Bike Trail
Inter-City Bike Trail
Larkspur Ct
Merrim
Barberry
Dr
Google
Imagery ©2024 Maxar Technologies, Map data ©2024
United States
Terms
Privacy
Send Product Feedback
100 ft

CITY OF JACKSON
Founded 1829

Police & Fire Services
Police Division
216 E. Washington Ave. • Jackson, MI 49201
Phone: (517) 788-4100 • Facsimile: (517) 788-4129

MEMORANDUM

DATE: May 7, 2024

TO: The Downtown Development Authority (DDA)

FROM: Cheryl L. Ragland on behalf of the City of Jackson Police Department

CC: Elmer J. Hitt – Director of Police and Fire Services
Deputy Chief Sergio Garcia

SUBJECT: Special Event Application for the National Night Community Event

---

This is a request for the Downtown Development Authority to approve the Application for the City of Jackson Police Department National Night Out Event. This Community Event will be held on August 7, 2024 at the Martin Luther King Recreation Center from 4:00pm – 6:00pm.

Your consideration is appreciated in reviewing and approving this Application. Thank you.

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 11, 2024

SUBJECT: Special Event Application: Backyard BBQ 2024

Recommendation:

> Approve a request from the Grand River Brewery to host the Backyard BBQ on July 26 & 27, 2024 at the Grand River Pavilion and Parking lot number 5 downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Backyard BBQ.

I recommend approval of the special event application for the Backyard BBQ. Your consideration and concurrence is appreciated.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director , DDA Director

DATE: June 11, 2024

RECOMMENDATION: Approve a request from Grand River Brewery to host the Backyard BBQ on July 26 & 27, 2024 at the Grand River Pavilion and Parking lot number 5 downtown Jackson.

ISSUE STATEMENT

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.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$0.00
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$0.00
Public Works	X		$400.00
		TOTAL	***$400.00***

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Request for DPW road closed on July 27, and use of electrical at the Grand River Pavilion.

OWNERSHIP

Insurance Status: The insurance is on file with the City Attorney and the Downtown Development Authority.

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from Grand River Brewery to host the Backyard BBQ on July 26 & 27, 2024 at the Grand River Pavilion and Parking lot number 5 downtown Jackson.

ATTACHMENTS

1. SEA-Backyard BBQ UPDATED

JACKSON
Founded 1829

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- ☐ $50 Application Fee
- ☐ $25 Late/Rush Fee
- ☐ Insurance documentation for sponsoring organization
- ☐ Event Map –*Please indicate the location of all items*
- ☐ Liquor License & Liquor Liability Insurance (if applicable)
- ☐ Carnival Ride Permit (*if applicable*)
- ☐ Insurance documentation for all vendors (if applicable)

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft^2 and does not block any intersections, driveways, or right-of-ways.

Applicant Information

Sponsoring Organization Legal Name: Grand River Brewery		
Address: 117 W Louis Glick Hwy		Phone: (734) 892-8056
Tax ID#: 481275623	Website: www.grandriverbrewery.com	
Contact Name: Bayle Davenport	Phone: 734-892-8056	Email: Bayle@grandriverbrewery.com
Contact Name:	Phone:	Email:
Contact Name During Event: Bayle Davenport		Phone: ( )

Event Information

Event Name: Backyard BBQ

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
July 26th & 27th	3:00 pm	6:00	11:00 pm	27th & 28th @ 10:00 AM

Has this event occurred before? ☑Yes, (if yes, how many previous years? LAST YEAR ☐No

Do you expect this event to occur again next year? YES What is the expected attendance for this event? 2000

Type of Event (*please check all that apply*)

☐Walk/Run ☐Festival ☐March/Parade ☑Other: MUSIC CONCERT

Event Location – *Choose any of the following that apply. For parks, include a map of the area being used.*

☐Horace Blackman Park

☐Bucky Harris Park

☐Ella Sharp Park *(requires Ella Sharp Board approval)*

☑GrandRiver Farmers Market Pavilion

☐TRUE City Square (Stage)

☐MLK Equality Trail

☐Other Location: _____

☐ Streets: _____

☐Other Park: _____

Brief description of Event

This description will be posted on the Special Events Calendar on our website. Please attach an additional sheet if necessary.

JULY 26th WILL BE A TRIBUTE COVER BAND WITH A CORNHOLE TOURNAMENT BEFORE GRB. MUSIC / FOOD / SOCIAL DISTANCE DRINKS. THE EVENT WILL TAKE PLACE AFTER THE FARMERS MARKET ENDS ON FRIDAY / SATURDAY. I'D LIKE TO SERVE FOOD / LIQUOR / BEER / WINE UNDER THE PAVILION.

Street Closure– *Please indicate all street closures on your map.*

*Note: Grand River farmers market already has the Road closed from 7am to 4pm 7/27/24

Street Name: W. Pearl St. Cross Streets Mechanic + N Jackson

Closure Start Date: 7/27/24 Time: 4p Closure End Date: 7/27/24 Time: 11:59p

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

City Resources Requests

Not all resources may be available at your requested site.

Please be specific and list any additional information or requests. Such requests might include assistance from the Police Department, Fire Department, Parks and Recreation Department, Public Works Department, etc. Attach additional pages, if needed.

☐ **Electrical Power:** Indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____
****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs:** Indicate water requirements:_____
Amount of water needed:_____ Locations of where water is needed: _____

☐ **Food/Vendors:** Indicate vendors requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____ Number of vendors: _____

☐ **Alcohol Sales:** (If yes attach liquor license and liquor liability insurance)
Start Time:_____ End Time: _____

☐ **Amusement or Carnival Rides:** If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ **Fireworks:** If yes indicate electrical requirements: ~~EXPERIENCE JACKSON MAY NEED TO PROVIDE INFO ON THIS~~
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐Traffic Cones ☐ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)

☐Other:_____

Insurance

Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance *(MUST also be provided by all vendors)*	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Development Authority as additional insured
Liquor Liability Insurance *(if needed)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

☐ *I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.*

Event Map *Details of all event activities MUST be included.*

☐Route Plan	☐Emergency Vehicle Access	☐Restroom Locations
☐Vendor Locations	☐Dispersal Locations	☐Tables
☐Tent Locations	☐Trash Receptacles	☐Requested Reserved Parking
☐Assembly Locations	☐Requested Street Closures	☐Electrical Wires & Outlets

If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.

Special Event Application

Certification & Signature

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature: _____

Date: 05/07/2024

Office Use ONLY
Application Received: Date: 5/7/24 Time: 4p By: ME.
Application Fee Received:

Application Requirements
Application MUST be submitted 60 days PRIOR to event ***NO EXCEPTIONS***
Application MUST be submitted along with all required attachments to: City of Jackson Downtown Development Authority Office 161 W Michigan Ave, 5th Floor Jackson Michigan, MI 49201 or aecon@cityofjackson.org (517) 768-6411
Prohibited Items *Additional fees may apply if policies are not followed*
No ground stakes No confetti or glitter No use of outlets without prior approval

Bathroom plan:

- Indoor bathrooms available at Grand River Brewery
- The DDA will provide 4 additional porta potties (2 on the east side of the parking lot and 2 on the west side of the parking lot)

Trash:

- Event organizers will place approx. 15 trash grain bins around the event space

Parking:

- The parking structures are free after 5pm. The only restrictions will be that they cannot park in any spots marked for a specific permit or are marked as reserved.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/07/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Walton Insurance Group
2929 Spring Arbor Rd.
P.O. Box 3029
Jackson MI 49204

CONTACT NAME: Andrea Masters
PHONE (A/C, No, Ext): (517) 787-2600 **FAX (A/C, No):** (517) 787-3857
E-MAIL ADDRESS: amasters@waltoninsurancegroup.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	Home-Owners Insurance Company	26638
INSURER B :	Auto Owners Insurance Company	18988
INSURER C :	Everspan Indemnity Insurance Company	16882
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
Veritas Vineyard, LLC, DBA: Grand River Brewery
323 S Cooper St
Jackson 49201-2343

COVERAGES **CERTIFICATE NUMBER:** 24-25 Master **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	Y		06195522	05/01/2024	05/01/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Hired/Non-Owned Auto	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $ 1,000,000
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [X] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY [X] 19	Y		4463255502	05/01/2024	05/01/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Uninsured motorist	$ 1,000,000 $ $ $ $ 1,000,000
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
C	Liquor Liability			CE1ELL-00188	05/01/2024	05/01/2025	Limit Per Occurrence Aggregate Limit	$1,000,000 $1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: 2024 Backyard BBQ

City of Jackson and Jackson Downtown Development Authority are included as additional insured with respects to the liability of the named insured.

CERTIFICATE HOLDER

City of Jackson Jackson Downtown Dev Authority
120 W. Michigan Ave.
Jackson MI 49201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE *THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN* ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

Downtown Backyard BBQ

July 26, 2024
5pm - 11pm

LIVE Performances,
VIP Section,
Family Friendly & More!

Presented by:
R.W. MERCER CO.

Grand River Brewery
117 West Louis Glick Hwy., Jackson, MI 49201









Please contact Chad Kennedy with any questions regarding the Concert or V.I.P. Tables at (517) 740-9651

Title Sponsor

All Proceeds & Donations Benefit

Sorry, No Refunds

The Jackson Friendly Home & The John George Home

DOWNTOWN BACKYARD BBQ

Enjoy A Family Friendly Event featuring LIVE Performances, from our VIP Section!

Feeling Competitive? Join in on the CornHole Tourney!

Hungry? Food Trucks Here to Help Feed Your Cravings!
Grand River Brewery
West Texas Barbeque
& More!

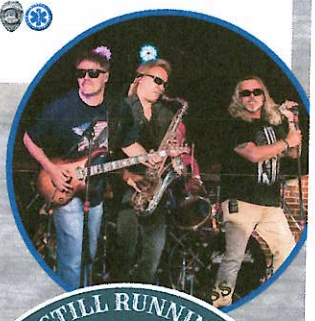
Grand River Brewery

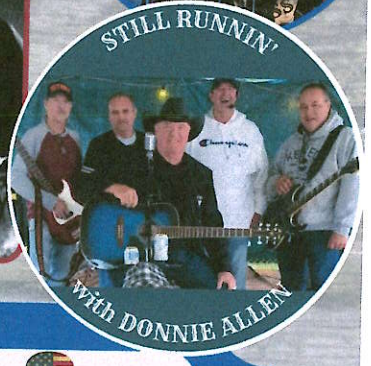
117 West Louis Glick Hwy., Jackson, MI 49201

Jackson Michigan THANKS Our Local PATRIOTS

July 26, 2024
5pm – 11pm







Presented by: R.W. Mercer Co.

EVENT SCHEDULE:

5:00pm
- Corn Hole Tourney Hosted by Dad Bod Baggers & Nate Whitney.

5:00pm - 11:00pm
- Food Trucks.

V.I.P. TABLES
- Your Own Personal Table next to the Stage with seating for 8 Guest. All You Can Eat BBQ. All You Can Drink Wine, Beer & Grand River Brewery Signature Cocktails. Advertisement on Event T-Shirts & Radio + Social Media.
- Contact Chad Kennedy with Any Questons. (517) 740-9651

BAND SCHEDULE:

6:30pm - 7:30
- STILL RUNNIN' with DONNIE ALLEN

7:30pm - 8:30
- TBD

9:00pm - 11:00pm
- KATMANDU
  BOB SEGER TRIBUTE BAND

Grand River Brewery
West Texas Barbeque Co.
Walton Insurance Group
Mac's Country Market
Brown's Advanced Care Pharmacy & Medical Supplies
Eaton — Powering Business Worldwide
American Title Company of Jackson
Huntington
Jackson DDA
Monster Motors.com

Title Sponsor

All Proceeds & Donations Benefit

Sorry, No Refunds

R.W. Mercer Co.

Jackson Friendly Home

The John George Home

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 11, 2024

SUBJECT: Special Event Application: Flat Iron Event 2024

Recommendation:

Approve a request from The Welcome Home Organization to hold the Flat Iron Event on July 13, 2024, downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Flat Iron Event.

I recommend approval of the special event application for the Flat Iron Event. Your consideration and concurrence is appreciated.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director , DDA Director

DATE: June 11, 2024

RECOMMENDATION: Approve a request from The Welcome Home Organization to hold the Flat Iron Event on July 13, 2024, downtown Jackson.

ISSUE STATEMENT

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.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$0.00
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$0.00
Public Works	X		$400.00
		TOTAL	***$400.00***

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Street closure

OWNERSHIP

Insurance Status: Approval is dependent on the receipt of proper insurance documents.

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from The Welcome Home Organization to hold the Flat Iron Event on July 13, 2024, downtown Jackson.

ATTACHMENTS

1. SEA-Flat Iron Event

JACKSON
Founded 1829

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- ☑ $75 Application Fee
- ☐ $50 Late/Rush Fee (submitted post 60-day deadline)
- ☐ Insurance documentation for sponsoring organization
- ☐ Event Map –*Please indicate the location of all items*
- ☐ Liquor License & Liquor Liability Insurance (if applicable)
- ☐ Carnival Ride Permit (*if applicable*)
- ☐ Insurance documentation for all vendors (if applicable)

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

Applicant Information

Sponsoring Organization Legal Name: The Welcome Home Organization		
Address: 1203 1st St. Ste: 2000		Phone: (517) 494-9348
Tax ID#: 84-3678704	Website: iwhonision.org	
Contact Name: Vittoria Jimerson	Phone: 248-421-4594	Email: thewhonision2020@gmail.com
Contact Name:	Phone:	Email:
Contact Name During Event: Vittoria Jimerson		Phone: (248) 421-4594

Event Information

Event Name: FLAT IRON EVENT

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
July 13, 2024	9:00am	12:00pm	4:00pm	9:00pm

Has this event occurred before? ☐Yes, (if yes, how many previous years?_____ ☒No

Do you expect this event to occur again next year? Yes What is the expected attendance for this event? 200

Type of Event (*please check all that apply*)

☐Walk/Run ☐Festival ☐March/Parade ☒Other: Community Block Party

Event Location – *Choose any of the following that apply. For parks, include a map of the area being used.*

☐Horace Blackman Park

☐Bucky Harris Park

☐Ella Sharp Park *(requires Ella Sharp Board approval)*

☐GrandRiver Farmers Market Pavilion

☐TRUE City Square (Stage)

☐MLK Equality Trail

☒Other Location: The Welcome Home Organization

☐ Streets: 1st St & Greenwood

☐Other Park: _____

Brief Description of Event

This description will be posted on the Special Events Calendar on our website. Please attach an additional sheet if necessary.

Block Party Celebrating the Revitalized Flat Iron District. The Small Businesses & non-profits are working to bring the community together to celebrate the amazing come back story of our amazing and vast variety of businesses and non-profits making a difference in Jackson.

Street Closure– *Please indicate all street closures on your map.*

Street Name: 1st Street Cross Streets Greenwood & High St.

Closure Start Date: 7-12-24 Time: Midnight Closure End Date: 7-14-24 Time: Midnight

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

City Resources Requests

Not all resources may be available at your requested site.

Please be specific and list any additional information or requests. Such requests might include assistance from the Police Department, Fire Department, Parks and Recreation Department, Public Works Department, etc. Attach additional pages, if needed.

☐ **Electrical Power:** Indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____
****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs:** Indicate water requirements:_____
Amount of water needed:_____ Locations of where water is needed: _____

☐ **Food/Vendors:** Indicate vendors requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____ Number of vendors: _____

☐ **Alcohol Sales:** (If yes attach liquor license and liquor liability insurance)
Start Time:_____ End Time: _____

☐ **Amusement or Carnival Rides:** If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ **Fireworks:** If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐Traffic Cones ☐ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)

☐Other:_____

Additional Event Information

Garbage Plan: Brief description on garbage management for events with 100+ attendees.
Emmons 2 YARD Dumpster ONSITE

Bathroom Plan: Brief description on bathroom(s) based on event size, duration, and services offered.
All Hosts Businesses have bathrooms.

Special Event Application

Certification & Signature

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. **The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.**
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature: Victor Jensen

Date: 5/13/24

Office Use ONLY
Application Received: Date: 5.14.24 Time: By: M.E.
Application Fee Received: Yes Check #6503

Application Requirements
Application MUST be submitted 60 days PRIOR to event ***NO EXCEPTIONS***
Application MUST be submitted along with all required attachments to: City of Jackson Downtown Development Authority Office 161 W Michigan Ave, 5th Floor Jackson Michigan, MI 49201 or aecon@cityofjackson.org (517) 768-6411
Prohibited Items *Additional fees may apply if policies are not followed*
No ground stakes No confetti or glitter No use of outlets without prior approval

Required Attachments for Application Processing

Insurance

Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance *(MUST also be provided by all vendors)*	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance *(if needed)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

☐ *I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.*

Event Map *Details of all event activities MUST be included.*		
☐Route Plan	☐Emergency Vehicle Access	☐Restroom Locations
☐Vendor Locations	☐Dispersal Locations	☐Tables
☐Tent Locations	☐Trash Receptacles	☐Requested Reserved Parking
☐Assembly Locations	☐Requested Street Closures	☐Electrical Wires & Outlets

If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.

***Note:** We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.

WEST BEND
A MUTUAL INSURANCE COMPANY
West Bend Mutual Insurance Company
1900 S. 18th Ave. | West Bend, WI 53095

Renewal

Commercial Lines Policy Declaration

Customer Number: 1000383668
Policy Number: B095123 02

Policy Period: 06/01/2024 to 06/01/2025
at 12:01 AM Standard Time at Your Mailing Address Shown Below

Named Insured and Address:
The Welcome Home Organization
1203 1st St
Jackson, MI 49203

Agency Name and Address: 21049
BARKER WEBER INSURANCE AGENCY
2501 SPRING ARBOR RD
JACKSON, MI 49203
517-783-2608

Named Insured Schedule

The Welcome Home Organization

WEST BEND
A MUTUAL INSURANCE COMPANY
West Bend Mutual Insurance Company
1900 S. 18th Ave. | West Bend, WI 53095

Renewal

Commercial Lines Policy Declaration

Customer Number: 1000383668
Policy Number: B095123 02

Policy Period: 06/01/2024 to 06/01/2025
at 12:01 AM Standard Time at Your Mailing Address Shown Below

Named Insured and Address:
The Welcome Home Organization
1203 1st St
Jackson, MI 49203

Agency Name and Address: 21049
BARKER WEBER INSURANCE AGENCY
2501 SPRING ARBOR RD
JACKSON, MI 49203
517-783-2608

In return for the payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.

This policy consists of the following coverage parts for which a premium is indicated. This premium may be subject to adjustment.

Coverage Part		Premium
Commercial Property Coverage		$2,873.00
Commercial General Liability Coverage		$410.00
	Total Premium:	$3,283.00
	Total Including Taxes, Fees and Surcharges:	$3,283.00

This is not a bill. A billing invoice will be sent separately.

See attached schedule for forms applicable to all coverage parts.

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Jonathan Greene, City Manager

DATE: June 11, 2024

SUBJECT: Special Event Application: Flag Day 2024

Recommendation:

Approve a request from the 1st Michigan Infantry Company B to hold Flag Day, at Withington Park on June 14, 2024, downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Flag Day Event.

I recommend approval of the special event application for the Flag Day Event. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Beth Kuiper, Executive Director, DDA

DATE: June 11, 2024

RECOMMENDATION: Approve a request from the 1st Michigan Infantry Company B to hold Flag Day, at Withington Park on June 14, 2024, downtown Jackson.

SUMMARY: 120th Anniversary Dedication

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.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$0.00
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$0.00
Public Works	X		$0.00
		TOTAL	***$0.00***

CONDITIONS & CONSIDERATIONS

INSURANCE STATUS

This event falls under the Hold Harmless Agreement.

ATTACHMENTS: Special Event Application: Flag Day 2024

JACKSON
Founded 1829

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- ☐ $75 Application Fee
- ☐ $50 Late/Rush Fee (submitted post 60-day deadline)
- ☐ Insurance documentation for sponsoring organization
- ☐ Event Map –*Please indicate the location of all items*
- ☐ Liquor License & Liquor Liability Insurance (if applicable)
- ☐ Carnival Ride Permit (*if applicable*)
- ☐ Insurance documentation for all vendors (if applicable)

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

Applicant Information

Sponsoring Organization Legal Name: 1ST MICHIGAN INFANTRY COMPANY B		
Address: 113 W. MICHIGAN AVE #4 JACKSON MI 49204		Phone: (517) 9905011
Tax ID#: 99-2628052	Website: WWW.1STMICHCOB.COM	
Contact Name: JAY R. FORD	Phone:	Email:
Contact Name:	Phone:	Email:
Contact Name During Event: JAY R. FORD		Phone: (517) 9905011

Event Information

Event Name:

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
JUNE 14TH 2024	1030 AM	12:00 NOON	13:00	15 MINUTES

Has this event occurred before? ☐Yes, (if yes, how many previous years?_____ ☒No

Do you expect this event to occur again next year? No What is the expected attendance for this event? _____

Type of Event (*please check all that apply*)

☐Walk/Run ☐Festival ☐March/Parade ☐Other:_____

Event Location – *Choose any of the following that apply. For parks, include a map of the area being used.*

☐Horace Blackman Park

☐Bucky Harris Park

☐Ella Sharp Park *(requires Ella Sharp Board approval)*

☐GrandRiver Farmers Market Pavilion

☐TRUE City Square (Stage)

☐MLK Equality Trail

☒Other Location: WITHINGTON PARK

☐ Streets: MICHIGAN AVE & 1ST STREET

☐Other Park:_____

Brief Description of Event

This description will be posted on the Special Events Calendar on our website. Please attach an additional sheet if necessary.

120TH ANNIVERSARY of DEDICATION FOR THE DEFENSE OF THE FLAG - SOLDIERS & SAILORS MONUMENT

Street Closure– *Please indicate all street closures on your map.*

Street Name: NONE Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

City Resources Requests

Not all resources may be available at your requested site.

Please be specific and list any additional information or requests. Such requests might include assistance from the Police Department, Fire Department, Parks and Recreation Department, Public Works Department, etc. Attach additional pages, if needed.

☐ **Electrical Power:** Indicate electrical requirements:_____

Amount of electrical wattage needed:_____ Amount of plug ins: _____

Locations of where plugs are needed: _____

****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs:** Indicate water requirements:_____

Amount of water needed:_____ Locations of where water is needed: _____

☐ **Food/Vendors:** Indicate vendors requirements:_____

Amount of electrical wattage needed:_____ Amount of plug ins: _____

Locations of where plugs are needed: _____ Number of vendors: _____

☐ **Alcohol Sales:** (If yes attach liquor license and liquor liability insurance)

Start Time:_____ End Time: _____

☐ **Amusement or Carnival Rides:** If yes indicate electrical requirements:_____

Amount of electrical wattage needed:_____ Amount of plug ins: _____

Locations of where plugs are needed: _____

☐ **Fireworks:** If yes indicate electrical requirements:_____

Amount of electrical wattage needed:_____ Amount of plug ins: _____

Locations of where plugs are needed: _____

☐Traffic Cones ☐ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)

☐Other:_____

Additional Event Information

Garbage Plan: Brief description on garbage management for events with 100+ attendees.

WILL POLICE AREA WHEN EVENT IS COMPLETE.

Bathroom Plan: Brief description on bathroom(s) based on event size, duration, and services offered.

Ø

Required Attachments for Application Processing

Insurance	
Please request the following documentation from your insurance carrier.	
Insurance Type	**Requirements**
Certificate of Liability Insurance *(MUST also be provided by all vendors)*	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance *(if needed)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

☐ *I am a Level I Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.*

Event Map *Details of all event activities MUST be included.*		
☐Route Plan	☐Emergency Vehicle Access	☐Restroom Locations
☐Vendor Locations	☐Dispersal Locations	☐Tables
☐Tent Locations	☐Trash Receptacles	☐Requested Reserved Parking
☐Assembly Locations	☐Requested Street Closures	☐Electrical Wires & Outlets
If these details change, a revised map must be provided seven days prior to event. *Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*		

***Note:** We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.

Special Event Application

Certification & Signature

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. **The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.**
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature: _____

Date: 6/1/2024

Office Use ONLY
Application Received: Date: Time: By:
Application Fee Received:

Application Requirements
Application MUST be submitted 60 days PRIOR to event *****NO EXCEPTIONS*****
Application MUST be submitted along with all required attachments to: City of Jackson Downtown Development Authority Office 161 W Michigan Ave, 5th Floor Jackson Michigan, MI 49201 or aecon@cityofjackson.org (517) 768-6411
Prohibited Items *Additional fees may apply if policies are not followed*
No ground stakes No confetti or glitter No use of outlets without prior approval

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Jonathan Greene, City Manager

DATE: June 11, 2024

SUBJECT: Special Event Application: Ganson Street Baptist Church Kid's Club

---

Recommendation:

Approve a request from the Ganson Street Baptist Church to hold a Kid's Club at Lot at 1012 1st Street, June 24-28, 2024, downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Ganson Street Baptist Church Kid's Club.

I recommend approval of the special event application for the Ganson Street Baptist Kid's Club. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Beth Kuiper, Executive Director, DDA

DATE: June 11, 2024

RECOMMENDATION: Approve a request from the Ganson Street Baptist Church to hold a Kid's Club at Lot at 1012 1st Street, June 24-28, 2024, downtown Jackson.

SUMMARY: Games, skits, snacks, and crafts.

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.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$0.00
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$0.00
Public Works	X		$0.00
		TOTAL	***$0.00***

CONDITIONS & CONSIDERATIONS

None

INSURANCE STATUS

Approved and on file with the City Attorney and the Jackson DDA.

ATTACHMENTS: Special Event Application: Ganson St. Baptist Church Kid's Club

JACKSON
Founded 1829

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- ☒ $75 Application Fee check # 20238
- ☐ $50 Late/Rush Fee (submitted post 60-day deadline)
- ☒ Insurance documentation for sponsoring organization
- ☐ Event Map –*Please indicate the location of all items*
- ☐ Liquor License & Liquor Liability Insurance (if applicable)
- ☐ Carnival Ride Permit (*if applicable*)
- ☐ Insurance documentation for all vendors (if applicable)

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

Applicant Information

Sponsoring Organization Legal Name: Ganson Street Baptist Church		
Address: 637 W Ganson St.		Phone: (517) 782-8574
Tax ID#:	Website:	
Contact Name: Chad Tyson	Phone: (517) 817-8582	Email: chad@gansonstreet.org
Contact Name:	Phone:	Email:
Contact Name During Event: Chad Tyson		Phone: (517) 817-8582

Event Information

Event Name: Kids Club

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
6/24/24 – 6/28/24	10 AM	10:30	12:00	12:30

Has this event occurred before? ☒Yes, (if yes, how many previous years? 2022 + 2023 ☐No

Do you expect this event to occur again next year? _____ What is the expected attendance for this event? 20

Type of Event (*please check all that apply*)

☐Walk/Run ☐Festival ☐March/Parade ☐Other: _____

Event Location – *Choose any of the following that apply. For parks, include a map of the area being used.*

☐Horace Blackman Park

☐Bucky Harris Park

☐Ella Sharp Park *(requires Ella Sharp Board approval)*

☐GrandRiver Farmers Market Pavilion

☐TRUE City Square (Stage)

☐MLK Equality Trail

☒Other Location: 1012 1ST Street Empty Lot

☐ Streets: _____

☐Other Park: _____

Brief Description of Event

This description will be posted on the Special Events Calendar on our website. Please attach an additional sheet if necessary.

Kids club. Games, sticks, snacks & crafts

Street Closure– *Please indicate all street closures on your map.*

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Special Event Application

Certification & Signature

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. **The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.**
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature: _____

Date: 5/17/24

Office Use ONLY
Application Received: Date: 5/29/24 Time: By: LEE
Application Fee Received: Yes

Application Requirements
Application MUST be submitted 60 days PRIOR to event ***NO EXCEPTIONS***
Application MUST be submitted along with all required attachments to: City of Jackson Downtown Development Authority Office 161 W Michigan Ave, 5th Floor Jackson Michigan, MI 49201 or aecon@cityofjackson.org (517) 768-6411
Prohibited Items *Additional fees may apply if policies are not followed*
No ground stakes No confetti or glitter No use of outlets without prior approval

City Resources Requests

Not all resources may be available at your requested site.

Please be specific and list any additional information or requests. Such requests might include assistance from the Police Department, Fire Department, Parks and Recreation Department, Public Works Department, etc. Attach additional pages, if needed.

☐ **Electrical Power:** Indicate electrical requirements:_____

Amount of electrical wattage needed:_____ Amount of plug ins: _____

Locations of where plugs are needed: _____

****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs**: Indicate water requirements:_____

Amount of water needed:_____ Locations of where water is needed: _____

☐ **Food/Vendors**: Indicate vendors requirements:_____

Amount of electrical wattage needed:_____ Amount of plug ins: _____

Locations of where plugs are needed: _____ Number of vendors: _____

☐ **Alcohol Sales**: (If yes attach liquor license and liquor liability insurance)

Start Time:_____ End Time: _____

☐ **Amusement or Carnival Rides**: If yes indicate electrical requirements:_____

Amount of electrical wattage needed:_____ Amount of plug ins: _____

Locations of where plugs are needed: _____

☐ **Fireworks**: If yes indicate electrical requirements:_____

Amount of electrical wattage needed:_____ Amount of plug ins: _____

Locations of where plugs are needed: _____

☐Traffic Cones ☐ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)

☐Other:_____

Additional Event Information

Garbage Plan: Brief description on garbage management for events with 100+ attendees.

Bathroom Plan: Brief description on bathroom(s) based on event size, duration, and services offered.

Required Attachments for Application Processing

Insurance	
Please request the following documentation from your insurance carrier.	
Insurance Type	**Requirements**
Certificate of Liability Insurance *(MUST also be provided by all vendors)*	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance *(if needed)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

☐ *I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.*

Event Map *Details of all event activities MUST be included.*		
☐Route Plan	☐Emergency Vehicle Access	☐Restroom Locations
☐Vendor Locations	☐Dispersal Locations	☐Tables
☐Tent Locations	☐Trash Receptacles	☐Requested Reserved Parking
☐Assembly Locations	☐Requested Street Closures	☐Electrical Wires & Outlets
If these details change, a revised map must be provided seven days prior to event. *Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*		

***Note:** We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/23/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: MATTHEW T TUCKER
CHURCH MUTUAL INSURANCE COMPANY, S.I. 30000 Schuster Ln Merrill WI 54452	PHONE (A/C, No, Ext): 810-772-6871 FAX (A/C, No): E-MAIL ADDRESS: mtucker@churchmutual.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: CHURCH MUTUAL INSURANCE COMPANY, S.I.	18767
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
GANSON STREET BAPTIST CHURCH
637 W. Ganson St
Jackson MI 49201-1023

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC	x		0006983-25-605929	07/01/2023	07/01/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 100,000 $ 10,000 $ 2,000,000 $ 5,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [X] HIRED AUTOS [X] NON-OWNED AUTOS	x		0006983-25-605929	07/01/2023	07/01/2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 2,000,000 $ $ $ 250,000
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		0006983-07-605981	07/01/2023	07/01/2024	WC STATU-TORY LIMITS [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 500,000 $ 500,000 $ 500,000
A	Directors and Officers			0006983-25-6059292	07/01/2023	07/01/2024	$1,000,000 D&O Limit	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

Jackson and Downtown Development Authority
161 W Michigan Ave
Jackson MI 49201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Matthew T Tucker

ACORD 25 (2010/05) **© 1988-2010 ACORD CORPORATION. All rights reserved.**
The ACORD name and logo are registered marks of ACORD

JACKSON
Founded 1829

City Clerk's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4025

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Andrea Muray, City Clerk

DATE: June 11, 2024

SUBJECT: Second Reading/Final Adoption Ordinance No. 517

RECOMMENDATION:

Approve the second reading/final adoption of Ordinance No. 517 regulating nonunion pay for City of Jackson employees.

Ordinance No. 517 was advanced to a second reading at the May 28, 2024 Council Meeting.

Your consideration and concurrence is appreciated.

C: Jonathan Greene, City Manager

Ordinance No. 517

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

THE CITY OF JACKSON ORDAINS:

Section 1: Definition. For purposes of this ordinance, the term “Administrative and Supervisory Employees” shall mean employees and appointed officials of the City of Jackson not covered by a current labor agreement.

Section 2: As of July 1, 2024, Administrative and Supervisory Employees shall be compensated on the basis of the annual salary rates shown on the attached “Schedule I, Administrative and Supervisory Employee Pay Rates,” according to the employee's appropriate step rate within the Class Grade assigned the individual’s classification title under the Personnel Policy.

Section 3: Eligible employees must be actively employed by the City of Jackson thirty (30) days from the date of final adoption of this ordinance to be eligible for the new salary rate adjustment. The salary rate adjustments shall be retroactive to July 1, 2024. Employees whose wages are “red-circled” in accordance with Article XI – Compensation, Section XI-1, Salary Schedules of the Personnel Policy shall not receive annual increases granted by City Council ordinances for compensation to employees. Section 4: Repeal. Ordinance 515 is hereby repealed as of July 1, 2024.

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

******

The foregoing Ordinance No. 517 was adopted by the Jackson City Council on June 11, 2024 and a summary was published on June 16, 2024.

_____

Daniel Mahoney, Mayor

_____

Andrea Muray, City Clerk

JACKSON
Founded 1829

City Clerk's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4025

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Andrea Muray, City Clerk

DATE: June 11, 2024

SUBJECT: Second Reading/Final Adoption Ordinance No. 2024-04

RECOMMENDATION:

Approve the second reading/final adoption of Ordinance No. 2024-04 regulating loitering and accosting of persons within the City of Jackson

Ordinance No. 2024-04 was advanced to a second reading at the May 28, 2024 Council Meeting.

Your consideration and concurrence is appreciated.

C: Jonathan Greene, City Manager

ORDINANCE NO. 2024-04

An Ordinance amending Article V of Chapter 18 of the Code of Ordinances of the City of Jackson, Michigan by adding Section 18-110, Miscellaneous Offenses, to regulate loitering and accosting of persons within the City of Jackson.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

CHAPTER 18 – OFFENSES

ARTICLE V. - OFFENSES AGAINST PUBLIC PEACE

Sec. 18-110. Miscellaneous Offenses.

(1) Definitions. As used in this Section and unless otherwise defined:

(a) Loitering means lingering or hanging around without any apparent purpose in a place described in Subsection (2)(a) or (2)(b) of this Section.

(b) Accost means repeated nonconsensual conduct directed to another person in such a manner as would cause a reasonable person to feel harassed, intimidated, or that a commission of a criminal act was about to occur.

(2) No person shall:

(a) Loiter in any public building or in any other building or premises owned by another person after having been requested to leave by the lawful owner or occupant or a representative of the owner or occupant.

(b) Loiter in or obstruct a doorway in such a manner that interferes with the functioning of the door, or an individual's ability to pass through the doorway.

(c) Accost another person:

(i) Within twenty (20) feet of any Automated Teller Machine (ATM);

(ii) In any public transportation vehicle, such as a bus or train, or within twenty (20) feet of where such a vehicle takes on or releases passengers;

(iii) In any outdoor dining area or within twenty (20) feet of any outdoor space where individuals are consuming food or beverage; or

(iv) At any permitted special event or within twenty (20) feet of a permitted special event entrance or exit.

(3) Penalty.

(a) A person who violates or fails to comply with any of the provisions of this section shall be guilty of a misdemeanor punishable by a fine of up to five hundred dollars ($500), plus costs, or imprisonment for up to ninety (90) days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense and a separate violation subject to enforcement action.

(b) This section does not prohibit a person from being charged with, convicted of, or punished for any other violation of law, including a violation of law arising out of the same transaction as the violation under this section.

(4) Severability.

Should any section, subdivision, clause or phrase of this Ordinance be declared by the courts to be invalid, the validity of the Ordinance as a whole, or in part, shall not be affected other than the part invalidated.

Sec. 18-110—18-130. - Reserved.

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

The foregoing Ordinance No. 2024-04 was adopted by Jackson City Council on June 11, 2024 and a summary was published on June 15, 2024.

_____ _____

Andrea Muray, City Clerk Daniel Mahoney, Mayor

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 11, 2024

SUBJECT: Amendment to Sec 22-8 Special Assessments

Recommendation:

Approve the amendment to Section 22-8

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Jonathan Greene, City Manager

DATE: June 11, 2024

RECOMMENDATION:

ISSUE STATEMENT

In 2020 Chapter 22 of the Code of Ordinances was amended to provide an opportunity for those affected by special assessments to draft a petition against the project and require 6 affirmative votes by council members to proceed with the project. This has had the unintended consequence of limiting or denying much needed projects that benefit from additional state and federal funds.

DESCRIBE THE CONSEQUENCES

If we continue to allow carte blanch ability for property owners to block much needed infrastructure projects that are required for the good of the city, we will risk missing out on funding opportunities that could make projects less burdensome to property owners. Additionally, continued denial of projects will result in no new investment in our infrastructure, thus making the remedy for deteriorating infrastructure that much more expensive.

OWNERSHIP

As City Manager I have a broad view of the city and its needs. While projects may be individually burdensome, the needs of the greater good must be placed above the desires of a few. It is my intent to allow for the continuance of leveraging state and federal resources on much-needed infrastructure projects.

SOLUTION

By amending Section 22-8 of the Special Assessment Ordinance to allow property owners an opportunity to officially voice their dissent of a project on local streets or those not receiving project specific state and federal resources but not on those that do receive said resources we can better strike the balance of being responsive to our constituents concerns while also making the necessary improvements to city infrastructure.

FACILITATE IMPLEMENTATION

Approve the amendment to Section 22-8

ATTACHMENTS

1. Sec._22_8 SA amendment MMH revised 6.5.24

Sec. 22-8. Hearing; action on roll.

The city council sitting as a board of review shall review the special assessment roll and consider all objections and comments made at the public hearing. The city council may correct or amend such roll as to any assessment or description of property or any other matter appearing thereon. The city council may reject such assessment roll and the same proceedings shall be had in making a new roll as in the making of an original roll. If, after hearing all objections and comments and making any corrections to the special assessment roll it deems necessary the city council determines that assessments are in proportion to benefits derived or to be derived, it shall pass a resolution reciting said determination, confirming said roll and stating all of the following:

(a) The date upon which the first installment of the special assessment, if installment payments are allowed, is due and payable;

(b) The number of annual installments, which shall not exceed fifteen (15), in which the special assessment may be paid; and

(c) The rate of interest to be charged upon such annual installments.

If the public improvement consists of improvements to a local city street as defined under MCL 247.658, including repaving, resurfacing, and/or reconstructionng of the a local street and was originally commenced by resolution of the city council on its own initiative as provided in section 22-1, no original assessment roll shall be confirmed except by affirmative vote of six (6) members of the city council if prior to such confirmation, written objections to the proposed improvement have been filed with the city clerk by 5:00 p.m. on the date of the city council vote by the owners of more than fifty percent (50%) of the lots or parcels of land in the proposed special assessment district. Those lots or parcels which are exempt from taxation, and not subject to special assessment, shall be excluded from the percentage calculation. Theis provisions of this paragraph shall not apply to special assessmentspublic improvements consisting of proposed improvements to the city's major street systems. and/or projects utilizing project specific public infrastructure funds from state and federal sources.

The city council shall also authorize the city treasurer to collect the various amounts on the roll in accordance with the resolution. Such roll shall have the date of confirmation by the city council endorsed thereon by the city clerk, and shall be final and conclusive for the purpose of the public improvement to which it pertains.

(Ord. No. 98-20, § 4, 8-18-98; Ord. No. 2013-16, § 2, 8-13-13, eff. 9-12-13; Ord. No. 2020-11, 8-11-20)

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 11, 2024

SUBJECT: Approve a Resolution to Amend the Fiscal Year 2023/24 General Fund, Project Safe Neighborhood Fund, and Recreation Millage Fund Budgets

---

Recommendation:

Approve the resolution to amend the fiscal year 2023/24 General Fund, Project Safe Neighborhood Safe Neighborhood Fund, and Recreation Millage Fund budgets

Attached is a memo from Heather Ehnis, Finance Director, regarding the budget amendment requests and resolution.

I recommend your approval of this resolution. Your consideration and concurrence is appreciated.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Heather Ehnis, Chief Financial Officer

DATE: June 11, 2024

RECOMMENDATION: Approval of a budget resolution to amend the fiscal year 2023/24 General Fund, Project Safe Neighborhood Safe Neighborhood Fund, and Recreation Millage Fund budgets.

ISSUE STATEMENT

The General Fund Treasurer's Department and Office of Highway Safety Planning activities, Project Safe Neighborhood Fund, and Recreation Millage Fund require a budget resolution to amend the fiscal year 2023/24 budgeted revenue and expenditures.

DESCRIBE THE CONSEQUENCES

This is an amendment to the fiscal year 2023/24 budget to increase revenue and expenditures. Funding for the increased expenditures in each activity or fund is supported by current year revenue.

OWNERSHIP

The City Council previously approved the fiscal year 2023/24 budgets. The budgets require an amendment to reflect increased expenditures to remain in compliance with the Adopted Budget and the State Budget Act.

Each year when the May financial statements are available, budgets for the current fiscal year are reviewed to determine if estimated expenditures will exceed budgeted amounts. The current fiscal year budget is amended annually in May by the City Council through the budget process and resolution. Therefore, it is impossible to include any necessary adjustments found during this review in that resolution.

SOLUTION

GENERAL FUND
The Treasurer's Department experienced increased expenses due to termination pay from an employee retirement and the purchase of a copier originally planned for fiscal year 2024/25. The amendment adds additional expenses of $20,000 and is supported by current year revenue

in the general fund.

The Office of Highway Safety Planning (OHSP) grant was overlooked when revising the fiscal year 2023/24 budget. The amendment adds grant revenue and expenditures of $9,836 to each.

PROJECT SAFE NEIGHBORHOOD FUND
This grant's performance period is scheduled to end in September 2024. The police department and its community partners are scheduling staff to utilize the funds before they expire. Grant revenue and expenditures will be amended to increase by $86,512 each.

RECREATION MILLAGE FUND
The Recreation Millage Fund experienced a significant increase in program activity in the fiscal year 2023/24 due to increased community interest from previous years. As such, additional equipment is needed to accommodate participants. The Recreation Millage Fund requests an additional $30,000 to further the recreation programs. The increase is supported by current year revenue.

FACILITATE IMPLEMENTATION

I recommend approval of the resolution to amend the fiscal year 2023/24 General Fund, Project Safe Neighborhood Fund, and Recreation Millage Fund budgets to remain in compliance with the Adopted Budget and the Budget Act.

ATTACHMENTS

1. Budget Resolution_2024-06-11

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the City adopted the amended 2023/24 Budget on May 28, 2024; and

WHEREAS, the General Fund Treasurer's Department and Office of Highway Safety Planning Fund projected expenditures to exceed amounts currently budgeted for the fiscal year 2023/24; and

WHEREAS, the Project Safe Neighborhood Fund and Recreation Millage Fund also anticipates projected expenditures to exceed amounts currently budgeted for fiscal year 2023/24; and

WHEREAS, sufficient funds exist in the General Fund, Project Safe Neighborhood Fund, and Recreation Millage Fund to offset the increased expenditures;

NOW, THEREFORE, BE IT RESOLVED, that the fiscal year 2023/24 budget be amended as follows:

		Increase	Decrease
	GENERAL FUND		
REVENUES:			
101-000-000-699.000	Appropriation from General Fund	$ 20,000	
101-311-224-501.000	Federal Grant	9,836	
		$ 29,836	$ -
EXPENDITURES:			
101-253-000-702.000	Termination Pay	$ 15,000	
101-253-000-980.001	Office Equipment	5,000	
101-311-224-709.000	FICA	140	
101-311-224-713.000	Overtime	9,600	
101-311-224-724.000	Workers Compensation	96	
		$ 29,836	$ -
	PROJECT SAFE NEIGHBORHOOD FUND		
REVENUES:			
273-323-220-501.000	Federal Grant	$ 86,512	
		$ 86,512	$ -
EXPENDITURES:			
273-323-220-709.000	FICA	$ 848	
273-323-220-713.000	Overtime	58,481	
273-323-220-724.000	Workers Compensation	293	
273-323-220-831.065	Blackman Twp. Dept. of Public Safety	4,741	
273-323-220-831.066	Jackson County Prosecutor's Office	400	
273-323-220-831.067	Jackson County Sherriff's Office	12,653	
273-323-220-831.068	Michigan Department of Corrections	2,072	
273-323-220-831.069	Michigan State Police	4,563	
273-323-220-831.070	Michigan State University	2,461	
		$ 86,512	$ -

		Increase	Decrease
RECREATION MILLAGE FUND			
REVENUES:			
297-000-000-699.000	Appropriation from Recreation Millage Fund	$ 30,000	$ -
		$ 30,000	$ -
EXPENDITURES:			
297-757-000-761.019	Program Supplies - Athletic Programs	$ 30,000	-
		$ 30,000	$ -

****

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

I, Andrea Muray, 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 by the Jackson City Council on June 11, 2024.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the Seal of the City of Jackson, Michigan, on this 12th day of June, 2024.

Andrea Muray, City Clerk

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 11, 2024

SUBJECT: Approve Amendment 1 to the 60-inch Interceptor Cleaning and Televising Engineering contract with Fishbeck of Lansing, Michigan

---

Recommendation:

Approve Amendment 1 to the 60-inch Interceptor Cleaning and Televising Engineering contract with Fishbeck of Lansing, Michigan at a not-to-exceed cost of $5,000.00 and authorization for the City Manager and City Engineer to execute the appropriate documents.

Attached is a report from Jon Dowling, City Engineer, regarding an amendment to the above referenced contract.

I recommend approval of the amendment. Your consideration and concurrence is appreciated.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Jon Dowling, Engineer

DATE: June 11, 2024

RECOMMENDATION: Approve Amendment 1 to the 60-inch Interceptor Cleaning and Televising Engineering contract with Fishbeck of Lansing, Michigan at a not-to-exceed cost of $5,000.00 and authorization for the City Manager and City Engineer to execute the appropriate documents.

ISSUE STATEMENT

On September 26, 2023, City Council awarded the 60-inch Interceptor Cleaning and Televising Engineering contract to Fishbeck for preliminary design and construction engineering of a project to clean and televise the 60-inch North Extension Sewer between the Myrtle Lift Station and the waste water treatment plant. This work requires railroad and ACE/EGLE (Army Corp of Engineers / Michigan Department of Environment, Great Lakes and Energy) permits and an analysis of the sludge in the subject sewer to determine means of disposal along with other duties.

DESCRIBE THE CONSEQUENCES

During the design of the project it was determined that an access road needed to be built from the Waste Water Treatment Plant to a manhole on the north side the railroad that crosses over the subject sewer. This area involves wetlands and was not part of the original scope of the engineering contract.

The attached letter from Fishbeck describes the issues with the wetlands and their request for an additional $5,000

OWNERSHIP

Engineering is responsible for overseeing professional services contracts relating to sewer construction.

SOLUTION

Compensate the consultant, Fishbeck, for the added time and associated costs as itemized on the attached letter dated May 24, 2024.

FACILITATE IMPLEMENTATION

Approve Amendment 1 to the 60-inch Interceptor Cleaning and Televising Engineering contract with Fishbeck of Lansing, Michigan at a not-to-exceed cost of $5,000.00 and authorization for the City Manager and City Engineer to execute the appropriate documents.

ATTACHMENTS

1. LT_Jackson_Interceptor Cleaning and Televising2_2024_0524

fishbeck
Engineers | Architects | Scientists | Constructors

5913 Executive Drive, Suite 100
Lansing, Michigan 48911

517.882.0383 | fishbeck.com

May 24, 2024
Project No. 232056

Troy White
Assistant City Engineer
City of Jackson
161 West Michigan Avenue
Jackson, MI 49204

Additional Compensation Request
Cleaning and Televising of the 60-inch Interceptor – Jackson, Michigan

Fishbeck would like to respectively request additional compensation to finalize the bid documents for cleaning and televising of the 60-inch interceptor that runs from the Myrtle Pump Station to the Wastewater Treatment Plant (WWTP).

During EGLE's permitting process for the permanent access drive from the WWTP to MH 00-010, they required additional information and another site visit. Along with the added requests, EGLE was going to require costly wetland mitigation with the assumption that the proposed drive fell within forested wetland. Fishbeck recommended a $2,500 wetland boundary assessment in hopes that this would greatly reduce or eliminate the mitigation requirements. The proposed drive is now outside of the wetland, and the permit is on public notice. We anticipate that the permit will be in hand by approximately June 3, 2024. Extra time and effort was required during the permit process for the drive which was not assumed as part of the original contract.

Fishbeck is requesting Five Thousand Dollars ($5,000) for the additional work to complete the bid documents for the make-ready contract, along with the cleaning and televising contract.

If you have any questions or require additional information, please contact me at 517.887.4009 or defalkowski@fishbeck.com.

Sincerely,

Deann E Falkowski

Deann E. Falkowski, PE
Vice President/Senior Civil Engineer

By email

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 11, 2024

SUBJECT: Approve a resolution to enter into an agreement with the United States Department of Transportation (USDOT) and the Michigan Department of Transportation (MDOT) for street reconstruction

---

Recommendation:

Approve a resolution to enter into an agreement with the United States Department of Transportation (USDOT) and the Michigan Department of Transportation (MDOT) for street reconstruction on Martin Luther King Jr Drive from South Street to Morrell Street and authorize the Mayor and City Clerk to execute the appropriate documents.

Attached is a report and resolution from Jon Dowling, City Engineer, requesting adoption to enter into a three party agreement with USDOT and MDOT as outlined above and in the attached report.

I recommend adoption of the resolution. Your consideration and concurrence is appreciated.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Jon Dowling, Engineer

DATE: June 11, 2024

RECOMMENDATION: Approve a resolution to enter into an agreement with the United States Department of Transportation (USDOT) and the Michigan Department of Transportation (MDOT) for street reconstruction on Martin Luther King Jr Drive from South Street to Morrell Street and authorize the Mayor and City Clerk to execute the appropriate documents.

ISSUE STATEMENT

The City of Jackson has been awarded a federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant in the amount of $6,785,245 for street reconstruction on Martin Luther King Jr Drive from South Street to Morrell Street.

A three party agreement, R23-MI-MLK, has been prepared for the USDOT to provide the grant funds, MDOT to provide oversight of the grant funds and the City of Jackson to administer the construction contract for the grant funded project work.

DESCRIBE THE CONSEQUENCES

If agreement R23-MI-MLK is not approved by City Council, the RAISE grant will expire.

The construction estimate for the roadwork is $7,539,161 with the RAISE grant being $6,785,245 and the City share being $753,916.

OWNERSHIP

Engineering is responsible for planning and executing the construction of capital improvements to the City's infrastructure. To this end, Engineering has obtained the subject RAISE grant to reconstruct Martin Luther King Jr Drive from South Street to Morrell Street.

SOLUTION

Approve the subject three party agreement R23-MI-MLK between USDOT, MDOT and the City of Jackson so that the grant funding can be exercised and the project to reconstruct Martin Luther King Jr Drive can proceed.

FACILITATE IMPLEMENTATION

Approve a resolution to enter into a three party agreement with the United States Department of Transportation (USDOT) and the Michigan Department of Transportation (MDOT) for grant funding for street reconstruction on Martin Luther King Jr Drive from South Street to Morrell Street, and authorize the Mayor and City Clerk to execute the appropriate documents.

ATTACHMENTS

1. RESOLUTION for USDOT MDOT Agreement approval MLK

RESOLUTION

BY CITY COUNCIL:

WHEREAS, Martin Luther King Jr Drive from South Street to Morrell Street is in need of improvements; and

WHEREAS, the project has been awarded a federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant in the amount of $6,785,245 for this project; and

WHEREAS, the agreement R23-MI-MLK for this project has been prepared by the United States Department of Transportation (USDOT) and Michigan Department of Transportation (MDOT) and forwarded to the City of Jackson for approval; and

WHEREAS, the estimate for the construction work is $7,539,161 with the RAISE grant being $6,785,245 and the City share being $753,916.

NOW, THEREFORE, BE IT RESOLVED that the City Council does approve the reconstruction on Martin Luther King Jr Drive from South Street to Morrell Street; and

BE IT FURTHER RESOLVED that the City Council does approve entering into agreement R23-MI-MLK with the USDOT and MDOT for the reconstruction on Martin Luther King Jr Drive from South Street to Morrell Street; and

BE IT FURTHER RESOLVED that the City Council does authorize the Mayor and the City Clerk to sign the agreement documents on behalf of the City.

* * * *

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

I, Andrea Muray, 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 11th day of June, 2024.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 12th day of June, 2024.

_____
Daniel Mahoney, Mayor

_____
Andrea Muray, City Clerk

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 11, 2024

SUBJECT: Approve Change Order 2 to the MLK Equality Trail, West to Prospect contract with Dunigan Brothers, Inc.

Recommendation:

Approve Change Order 2 to the MLK Equality Trail, West to Prospect contract with Dunigan Brothers, Inc. in the increased amount of $722.70 to balance contract quantities to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.

Attached is a report and documentation from Jon Dowling, City Engineer, regarding approval of Change Order 2 to the MLK Equality Trail, West to Prospect contract.

I recommend approval of the change order. Your consideration and concurrence is appreciated.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Jon Dowling, Engineer

DATE: June 11, 2024

RECOMMENDATION: Approve Change Order 2 to the MLK Equality Trail, West to Prospect contract with Dunigan Brothers, Inc. in the increased amount of $722.70 to balance contract quantities to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.

ISSUE STATEMENT

Work for the MLK Equality Trail, West to Prospect contract with Dunigan Brothers, Inc. is now complete. As such, the attached balancing Change Order has been prepared to align estimated contract quantities with actual quantities placed in the field.

As demonstrated on the attached table, the final field quantities for the turf restoration have been item increased. This was necessary for additional turf restoration work performed in the spring to address rutting from vehicle traffic on the trail over the past winter season.

Balancing change orders do not represent a significant change or expansion in the scope of contract. It is standard practice for balancing change orders to be prepared and approved by both the owner and the contractor at the conclusion of a construction project to ensure there is agreement by both parties regarding the work completed.

DESCRIBE THE CONSEQUENCES

The agreement between the City and the contractor on balancing change orders is a part of the process for completing and closing out contracts. Once the balancing change order is approved, the process to close the contract can be concluded.

The work contained with the attached work order is minor in scope and was time sensitive so that turf could be established during the spring growing season. As such, the work contained within this change order was ordered to proceed prior to its approval. Failure to approve the attached change order will impact the City's ability to take minor but time sensitive corrective action to address defects that are not the fault of the contractor and outside of the scope of the contract.

This change order represents an increase of $722.70, bringing the current contract amount to $660,487.24.

OWNERSHIP

Engineering is responsible for planning and executing the construction of capital improvements to the City's infrastructure - including the trail network. To this end, Engineering developed this project to reconstruct the pavement on the Martin Luther King Equality Trail from West Avenue to Prospect Street.

On June 13, 2023, City Council approved the award of the contract to Dunigan Brothers, Inc. of Jackson, Michigan in the amount of $695,719.55.

On January 16, 2024, City Council approved change order one to the contract in the decreased amount of $35,955.01 to balance the majority of the work that was performed in 2023.

SOLUTION

Engineering has prepared this balancing Change Order Two after final quantities were measured in the field. The contractor is in agreement with the final quantity contained with this balancing change order.

FACILITATE IMPLEMENTATION

Approve Change Order 2 to the MLK Equality Trail, West to Prospect contract with Dunigan Brothers, Inc. in the increased amount of $722.70 to balance contract quantities to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.

ATTACHMENTS

1. ENG23-07_MLK TRAIL_WEST TO PROSPECT_CO2_BALANCING CO_SIGNATURE SHEET

CHANGE ORDER NO. 2
To Contract for
ENG23-07 MLK Equality Trail from West Avenue to Prospect Street
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	**$**	**695,719.55**
APPROVED CHANGE ORDER NO. 1	**$**	**(35,955.01)**
CURRENT CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 1	**$**	**659,764.54**
CHANGE ORDER NO. 2	**$**	**722.70**
NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 2	**$**	**660,487.24**

REASON FOR CHANGE:

To balance contract quantities for authorized items to match quantities placed in the field.

CONTRACT COMPLETION:

The contract completion date remains unchanged.

Prepared by Troy R. White, P.E.
Assistant City Engineer

ACCEPTED BY:

Dunigan Brothers, Inc. Date:

ACCEPTED BY:

Jon H. Dowling, P.E., City Engineer Date:

ACCEPTED BY:

Jonathan Greene, City Manager Date:

ENG23-07 MLK EQUALITY TRAIL RECONSTRUCTION
FROM WEST AVENUE TO PROSPECT STREET
BALANCING CHANGE ORDER NUMBER 2

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

Prop Line	Item Code	Item Description	Current Contract Quantity	Quantity Change	Final Quantity	Units	Unit Price	Amount	
								ADD	DEDUCT
0001	1100001	Mobilization, Max	1.00	0.00	0.00	LS	$ 35,000.00	$ -	$ -
0002	2010001	Clearing	1.44	0.00	0.00	Acre	$ 21,310.00	$ -	$ -
0003	2020004	Tree, Rem, 6 inch to 18 inch	4.00	0.00	0.00	Ea	$ 1,620.00	$ -	$ -
0004	2040020	Curb and Gutter, Rem	170.50	0.00	0.00	Ft	$ 7.90	$ -	$ -
0005	2040055	Sidewalk, Rem	267.54	0.00	0.00	Syd	$ 5.90	$ -	$ -
0006	2047001	_ Pavt, Sawcut	59.00	0.00	0.00	Ft	$ 3.00	$ -	$ -
0007	2047011	_ HMA Surface, REM, Modified	3,249.00	0.00	0.00	Syd	$ 4.60	$ -	$ -
0008	2050031	Non Haz Contam Matl Handling and Disp,	0.00	0.00	0.00	Cyd	$ 62.00	$ -	$ -
0009	2057011	_ Subgrade Undercutting, 1 x 3	0.00	0.00	0.00	Syd	$ 82.20	$ -	$ -
0010	2057021	_ Geogrid	0.00	0.00	0.00	Cyd	$ 3.90	$ -	$ -
0011	2080016	Erosion Control, Gravel Access Approach	0.00	0.00	0.00	Ea	$ 196.60	$ -	$ -
0012	2080036	Erosion Control, Silt Fence	0.00	0.00	0.00	Ft	$ 3.10	$ -	$ -
0013	2087050	_ Erosion Control, Inlet Protection, Grate F	0.00	0.00	0.00	Ea	$ 66.50	$ -	$ -
0014	2090001	Project Cleanup	1.00	0.00	0.00	LS	$ 5,895.00	$ -	$ -
0015	3027011	_ Aggregate Bae, 6 inch, 21AA, Modified	4,400.00	0.00	0.00	Syd	$ 22.00	$ -	$ -
0016	3060020	Maintenance Gravel	0.00	0.00	0.00	Ton	$ 1.20	$ -	$ -
0017	5010025	Hand Patching	0.00	0.00	0.00	Ton	$ 272.40	$ -	$ -
0018	6020015	Conc Base Cse, Nonreinf, 6 inch	0.00	0.00	0.00	Syd	$ 65.40	$ -	$ -
0019	6020104	Conc Pavt, Nonreinf, 8 inch	38.00	0.00	0.00	Syd	$ 87.20	$ -	$ -
0020	8020002	Curb, Conc, Det E2	0.00	0.00	0.00	Ft	$ 38.70	$ -	$ -
0021	8027001	_ Curb and Gutter, Conc, Det F4	81.50	0.00	0.00	Ft	$ 36.30	$ -	$ -
0022	8030010	Detectable Warning Surface	79.50	0.00	0.00	Ft	$ 48.40	$ -	$ -
0023	8030030	Curb Ramp Opening, Conc	89.00	0.00	0.00	Ft	$ 36.30	$ -	$ -
0024	8030044	Sidewalk, Conc, 4 inch	453.00	0.00	0.00	Sft	$ 6.10	$ -	$ -
0025	8032002	Curb Ramp, Conc, 6 inch	764.00	0.00	0.00	Sft	$ 9.40	$ -	$ -
0026	8060020	Shared use Path, Conc	4,887.00	0.00	0.00	Syd	$ 51.00	$ -	$ -
0027	8060030	Shared use Path, Grading	3,592.00	0.00	0.00	Ft	$ 17.50	$ -	$ -
0028	8100371	Post, Steel, 3 lb	364.00	0.00	0.00	Ft	$ 10.30	$ -	$ -
0029	8100402	Sign, Type III, Erect, Salv	0.00	0.00	0.00	Ea	$ 90.80	$ -	$ -
0030	8100403	Sign, Type III, Rem	24.00	0.00	0.00	Ea	$ 90.80	$ -	$ -
0031	8100405	Sign, Type IIIB	120.00	0.00	0.00	Sft	$ 21.80	$ -	$ -
0032	8110041	Pavt Mrkg, Ovly Cold Plastic,12in,X-Walk	96.00	0.00	0.00	Ft	$ 6.10	$ -	$ -
0033	8110343	Rem Spec Mrkg	0.00	0.00	0.00	Sft	$ 6.10	$ -	$ -
0034	8120012	Barr, Type III, High Inten, Dbl Sided, Ltd, F	17.00	0.00	0.00	Ea	$ 67.00	$ -	$ -
0035	8120013	Barr, Type III, High Inten, Dbl Sided, Ltd, C	17.00	0.00	0.00	Ea	$ 6.10	$ -	$ -
0036	8120026	Pedestrian Type II Barricade, Temp	8.00	0.00	0.00	Ea	$ 121.10	$ -	$ -
0037	8120035	Channelizing Device, 42 in, Fluor, Furn	0.00	0.00	0.00	Ea	$ 18.20	$ -	$ -

ENG23-07 MLK EQUALITY TRAIL RECONSTRUCTION
FROM WEST AVENUE TO PROSPECT STREET
BALANCING CHANGE ORDER NUMBER 2

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

Prop Line	Item Code	Item Description	Current Contract Quantity	Quantity Change	Final Quantity	Units	Unit Price	Amount	
								ADD	DEDUCT
0038	8120036	Channelizing Device, 42 in, Fluor, Oper	0.00	0.00	0.00	Ea	$ 1.20	$ -	$ -
0039	8120140	Lighted Arrow, Type C, Furn	0.00	0.00	0.00	Ea	$ 242.10	$ -	$ -
0040	8120141	Lighted Arrow, Type C, Oper	0.00	0.00	0.00	Ea	$ 121.10	$ -	$ -
0041	8120170	Minor Traf Devices	1.00	0.00	0.00	LS	$ 14,110.00	$ -	$ -
0042	8120350	Sign, Type B, Temp, Prismatic, Furn	376.25	0.00	0.00	Sft	$ 2.40	$ -	$ -
0043	8120351	Sign, Type B, Temp, Prismatic, Oper	376.25	0.00	0.00	Sft	$ 1.20	$ -	$ -
0044	8120352	Sign, Type B,Temp,Prismatic,Spec, Furn	70.50	0.00	0.00	Sft	$ 8.50	$ -	$ -
0045	8120353	Sign, Type B,Temp,Prismatic,Spec, Oper	70.50	0.00	0.00	Sft	$ 1.20	$ -	$ -
0046	8120370	Traf Regulator Control	1.00	0.00	0.00	LS	$ 1.00	$ -	$ -
0047	8122199	Reflective Panel for Temp Sign Supp,Oper	0.00	0.00	0.00	Ea	$ 33.10	$ -	$ -
0048	8150002	Watering and Cultivating, 1st Season, Min	1.00	0.00	0.00	LS	$ 3,025.00	$ -	$ -
0049	8150003	Watering and Cultivating, 2nd Season, Mir	1.00	0.00	0.00	LS	$ 3,025.00	$ -	$ -
0050	8150145	Acer rubrum 'Red Sunset', 2 inch	2.00	0.00	0.00	Ea	$ 823.20	$ -	$ -
0051	8152885	Platanus x acerifolia 'Bloodgood', 2 inch	2.00	0.00	0.00	Ea	$ 774.70	$ -	$ -
0052	8157050	_ Bench, Rem	2.00	0.00	0.00	Ea	$ 136.10	$ -	$ -
0053	8157050	_ Bench, Covered, Rem	1.00	0.00	0.00	Ea	$ 393.20	$ -	$ -
0054	8157050	_ Landscape Planter, Rem	2.00	0.00	0.00	Ea	$ 491.40	$ -	$ -
0055	8157050	_ Steel Gate and Fence, Rem	1.00	0.00	0.00	Ea	$ 408.20	$ -	$ -
0056	8157050	_ Tree, Transplan, 6.0 to 7.0 inch Caliper	1.00	0.00	0.00	Ea	$ 1,815.00	$ -	$ -
0057	8167011	_ Turf Establishment, Performance	9,148.00	99.00	9,247.00	Syd	$ 7.30	$ 722.70	$ -
0058	8197050	_ Light, Shobox, Install	2.00	0.00	0.00	Ea	$ 1,415.00	$ -	$ -
0059	8207001	_ Conduit, 1-1/2 inch, Sch 80/PVC (Empty	0.00	0.00	0.00	Ft	$ 92.00	$ -	$ -
0060	8207050	_ Infrared Bollar, Fdn	0.00	0.00	0.00	Ea	$ 2,265.00	$ -	$ -
0061	8207050	_ Infrared Bollard, Reinstall	4.00	0.00	0.00	Ea	$ 1,910.00	$ -	$ -
0062	8207050	_ Infrared Bollard, Fdn, Rem	4.00	0.00	0.00	Ea	$ 1,310.00	$ -	$ -
0063	8207050	_ Infrared Bollard, Rem and Salv	4.00	0.00	0.00	Ea	$ 566.10	$ -	$ -
0064	8207050	_ Lending Library, Relocate	0.00	0.00	0.00	Ea	$ 266.10	$ -	$ -
0069	4030006	Dr Structure Cover, Adj, Case 2	1.00	0.00	0.00	Ea	$ 400.00	$ -	$ -
0074	8182363	Wood Pole, Rem	6.00	0.00	0.00	Ea	$ 200.00	$ -	$ -
0079	2050010	Embankment, CIP	180.00	0.00	0.00	Cyd	$ 25.00	$ -	$ -
							Total:	$ 722.70	$ -
							Net Change:	$ 722.70	
							Current Contract Amount:	$ 659,764.54	
							Revised Contract Amount:	$ 660,487.24	

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 11, 2024

SUBJECT: Approve acknowledgment of a third party agreement with Consumers Energy

---

Recommendation:

Approve acknowledgment of a third party agreement with Consumers Energy to allow Jackson County's Mike Levine Lakelands Trail Extension easement to cross the City's sanitary sewer easement and authorize the City Manager and City Clerk to execute the appropriate document.

Attached is a report and documentation from Jon Dowling, City Engineer, regarding the acknowledgement of third party agreement with Consumers Energy for an easement to Jackson County for the construction of the Mike Levine Lakelands Trail Extension that will cross the City easement for sanitary sewer.

I recommend that the easements be granted. Your consideration and concurrence is appreciated.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Jon Dowling, Engineer

DATE: June 11, 2024

RECOMMENDATION: Approve acknowledgment of a third party agreement with Consumers Energy to allow Jackson County's Mike Levine Lakelands Trail Extension easement to cross the City's sanitary sewer easement and authorize the City Manager and City Clerk to execute the appropriate document.

ISSUE STATEMENT

Construction of the Lake to Lake non-motorized trail from Lake Michigan (at South Haven) to Lake Huron (at Port Huron) commenced in 1991 and has continued in segments across southern Michigan since that time. In the Jackson area, the Falling Waters Trail in Summit Township, the Martin Luther King Equality Trail in the City of Jackson and the Mike Levine Lakelands Trail in Blackman Township are segments of the Lake to Lake Trail. This is also part of the Iron Belle Trail which the state of Michigan established in 2012.

Jackson County has received a grant to build this trail segment between the northernmost end of the City's Martin Luther King Equality Trail (at the intersection of Monroe Street and the Grand River) and the southernmost end of the Mike Levine Lakelands Trail (at the intersection of Parnall Road and Cooper Street). The segment that Jackson County will construct is named the Mike Levine Lakelands Trail Extension.

The route for the County's proposed trail extension will cross the City's sanitary sewer to the wastewater treatment plant. The City's sewer is on property owned by Consumers Energy and within an easement obtained from Consumers Energy dated September 6, 1934. The City must acknowledge that the new County trail extension easement will cross the City's existing sewer easement before Consumers Energy will grant the trail extension easement to the County.

The acknowledgment of the County's easement and resulting trail extension construction will not impact the operation and maintenance of the City's sanitary sewers or the wastewater treatment plant.

DESCRIBE THE CONSEQUENCES

- If the City of Jackson acknowledges and allows the requested easement, construction of the trail will proceed.
- If the City of Jackson does not approve the grant the requested easements, this segment of the Lake to Lake trail will not be constructed with the current grant.

OWNERSHIP

- Although most of subject trail segment is beyond the City Limits, it will provide a benefit to the City of Jackson as it will provide connectivity to the larger state-wide trail system and help make Jackson a recreation destination. This project is part of the previously approved Jackson City + County Non-motorized Plan.
- There is no cost to the City for the construction of this trail segment or the easement acknowledgment.

SOLUTION

The acknowledgement of the easement grant requests will allow the construction of Jackson County's project to proceed.

FACILITATE IMPLEMENTATION

Approve acknowledgment of a third party agreement with Consumers Energy to allow Jackson County's Mike Levine Lakelands Trail Extension easement to cross the City's sanitary sewer easement and authorize the City Manager and City Clerk to execute the appropriate document.

ATTACHMENTS

1. 3rd party acknowledgement form.

3RD PARTY ACKNOWLEDGEMENT FORM

Jackson County Department of Transportation has requested use of Consumers Energy property for an improvement project within your agreement area.

By your signature below you acknowledge and accept that you have reviewed and understand the implications of the improvement as it relates to your agreement area.

_____

Signature Date

_____

Signature Date

Name(s):_____

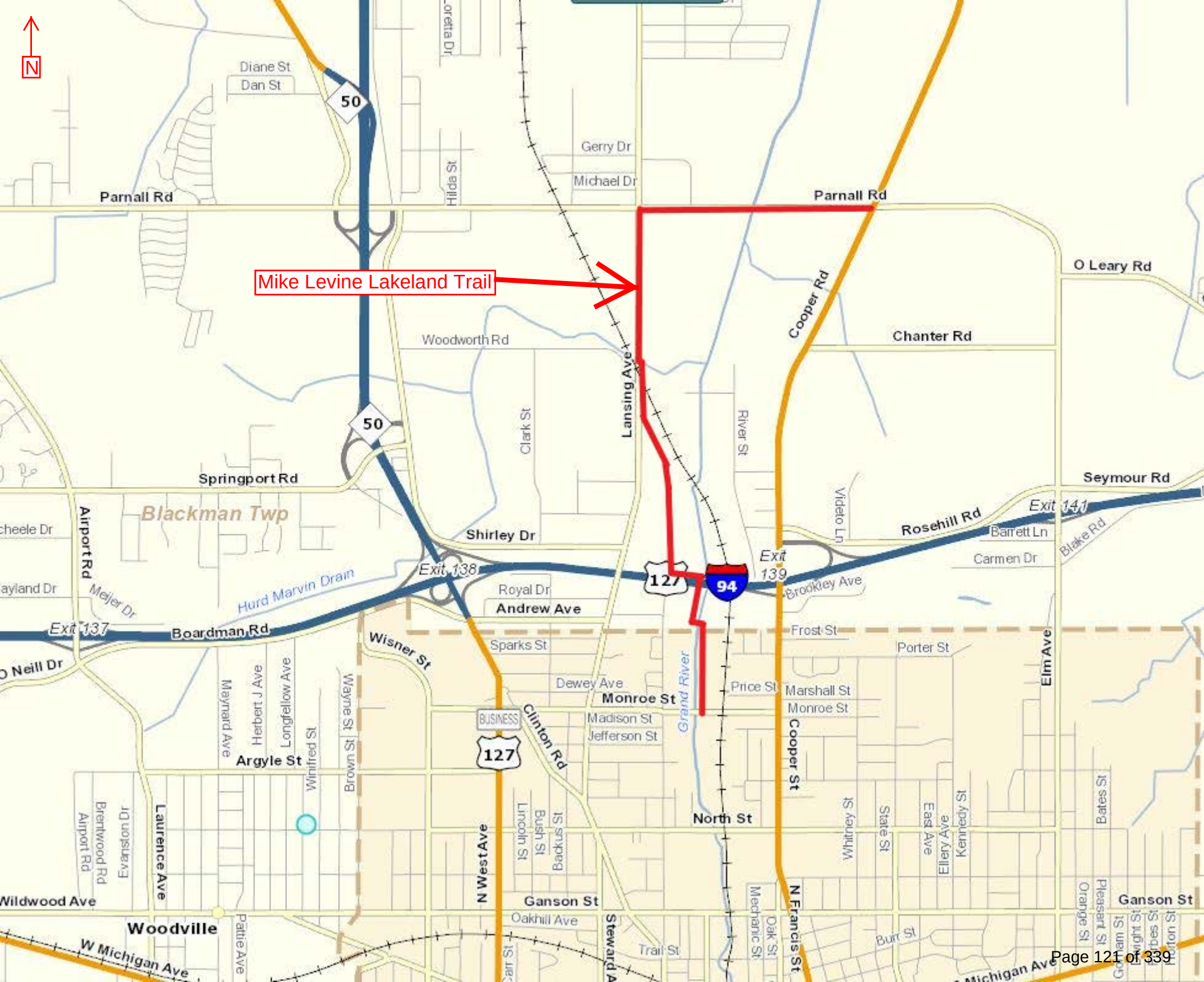
Address: _____

Phone: _____

Email: _____

If you need information regarding your agreement with Consumers Energy, please contact your Land Manager listed below.

Lisa Groom
Cell: 517.745.5973
Email: lisa.groom@cmsenergy.com


N
Mike Levine Lakeland Trail
Parnall Rd
Diane St
Dan St
50
Gerry Dr
Michael Dr
Hill St
Loretta Dr
Woodworth Rd
Lansing Ave
Clark St
River St
Cooper Rd
Chanter Rd
O Leary Rd
Springport Rd
Blackman Twp
Airport Rd
Shirley Dr
Exit 138
Hurd Marvin Drain
Meijer Dr
Exit 137
Boardman Rd
127
94
Exit 139
Rosehill Rd
Exit 141
Seymour Rd
Videto Ln
Barrett Ln
Carmen Dr
Blake Rd
Brookley Ave
Royal Dr
Andrew Ave
Frost St
Porter St
Elm Ave
Sparks St
Wisner St
Dewey Ave
Monroe St
Price St
Marshall St
Monroe St
Grand River
Madison St
Jefferson St
BUSINESS
127
Clinton Rd
Cooper St
Argyle St
Maynard Ave
Herbert J Ave
Longfellow Ave
Winifred St
Wayne St
Brown St
North St
Whitney St
State St
East Ave
Ellery Ave
Kennedy St
Bates St
N West Ave
Lincoln St
Bush St
Backus St
Laurence Ave
Brentwood Rd
Airport Rd
Evanston Dr
Wildwood Ave
Ganson St
Oakhill Ave
Stewart Ave
Trail St
Mechanic St
Oak St
N Francis St
Burr St
Orange St
Pleasant St
Ganson St
Woodville
W Michigan Ave
Pattie Ave
Michigan Ave

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 11, 2024

SUBJECT: 2024-25 Insurance Renewal

Recommendation:

Approve the Renewal of the City of Jackson's Liability and Property Insurance Through the Michigan Municipal League's Liability & Property Pool in the Amount of $699,294.00, and Authorize the City Attorney and Finance Director to Take Any Actions Necessary to Effectuate the Policy.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Matt Hagerty, City Attorney

DATE: June 11, 2024

RECOMMENDATION: Approve the Renewal of the City of Jackson's Liability and Property Insurance Through the Michigan Municipal League's Liability & Property Pool in the Amount of $699,294.00, and Authorize the City Attorney and Finance Director to Take Any Actions Necessary to Effectuate the Policy.

ISSUE STATEMENT

Attached is a proposal and cost summary from the MML Liability & Property Pool for insurance coverage for the City of Jackson for Fiscal Year 2024-25. The amount of the annual premium is $699,294.00. This amount represents an increase of $13% over last year's premium of $620,298.00. There are various factors contributing to the increase, but the primary one was the increase in total property coverage due to a comprehensive appraisal completed last year covering all City facilities, personal property, buildings, and related infrastructure. The total property coverages increased by 88% from $189.9M to $358M in insurable assets based on the appraisal. Other factors contributing to the increase were an increase in payroll by 8.3% and 4 additional autos included on the Policy. As in years past, the City will be receiving a dividend again this year in the amount of $53,675, which will reduce the "net premium" payable by the City to $645,917. As Council is aware, we have been with the MML Pool for a number of years. The City Attorney's Office and other staff have been very pleased with both the service and coverage provided by the Pool. The MML Pool provides the City with counsel who are very experienced and experts in their fields, and a staff that promptly assists with the processing of any claims. It is my recommendation that we renew our insurance coverage with the MML Pool.

DESCRIBE THE CONSEQUENCES

The City is required to maintain liability and property insurance coverage by law, and this renewal approval will timely effectuate the 2024-25 policy prior to the expiration of the current policy in July.

OWNERSHIP

Upon renewal, the City Attorney's Office, in coordination with any affected City Department, will process and handle all coverage matters and claims made under the policy, facilitate coverage determinations; coordinate with counsel; and finalize any settlements for covered claims.

SOLUTION

Approve the 2024-25 Insurance Policy Renewal with the MML Liability & Property Pool

FACILITATE IMPLEMENTATION

Approve the Renewal of the City of Jackson’s Liability and Property Insurance Through the Michigan Municipal League’s Liability & Property Pool in the Amount of $699,294.00, and Authorize the City Attorney and Finance Director to Take Any Actions Necessary to Effectuate the Policy.

ATTACHMENTS

1. Insurance Renewal - Jackson Proposal 2024

michigan municipal league

Liability & Property Pool

Proposal

for the

City of Jackson

Presented By:

James Newman, LUTCF
MML Liability & Property Pool
(517) 243-5865

May 31, 2024

Table of Contents

EXECUTIVE OVERVIEW 3

OUR MISSION 3

INTRODUCTION 4

WHAT YOU CAN EXPECT OF US 4

YOUR POOL INSURES MORE THAN . . . 4

COST AND COVERAGE SUMMARY 5

YOUR TEAM OF EXPERTS 8

BENEFITS OF POOLING WITH THE MML 9

CITY OF JACKSON HAS . . . 10

INCREASED LIABILITY LIMITS 10

HIGHLIGHTS OF COVERAGES PROVIDED 11

WHO IS INSURED? 11
GENERAL LIABILITY 11
GENERAL LIABILITY EXCLUSIONS . . . 11
PUBLIC OFFICIALS LIABILITY COVERAGE 12
PUBLIC OFFICIALS LIABILITY EXCLUSIONS 12
PERSONAL INJURY & ADVERTISING / BROADCASTERS LIABILITY COVERAGE 12
POLICE PROFESSIONAL LIABILITY COVERAGE 12
PROPERTY COVERAGE 13
PROPERTY EXCLUSIONS 13
COMPREHENSIVE CRIME COVERAGE 14
AUTOMOBILE COVERAGE HIGHLIGHTS 14
WHAT IS COVERED? 14
AUTO COVERAGES PROVIDED 14

POOL RISK MANAGEMENT SERVICES 15

MEMBER EDUCATION 15

ONLINE SERVICES 15

MEMBERSHIP RESPONSIBILITIES 16

This proposal is intended to be only a summary of coverages and services. For specific details on coverage terms and conditions, please refer to the Michigan Municipal League Liability and Property Pool coverage document.

Executive Overview

The Michigan Municipal League Liability and Property Pool has been a stable source of comprehensive municipal insurance and risk management services since 1982. It is financially secure and positioned for long-term stability.

The Pool staff is made up of municipal insurance experts. Municipal risk management is our only business, and we're proud of it!

The Pool provides insurance coverage designed specifically for Michigan municipal exposures, combined with a package of loss control programs, claims administration, legal defense and membership services that you won't find anywhere else in Michigan.

This quotation is based on the limits of coverage requested by the **City of Jackson.** Higher limits may be available, subject to underwriting review by Pool Management. Please submit requests for higher limits in writing to your Account Executive. Your request will be considered by Pool Management.

The insurance and related services described more fully in this proposal are being offered to the **City of Jackson** for an annual premium of **$699,592.** (In addition, the MML Liability & Property Pool Board of Trustees voted to return another post-renewal dividend for Members renewing in 2024. The city's portion of the dividend return is estimated to be **$53,675**.The city will receive this dividend in the month following payment of your 2024 renewal premium.)

We encourage you to compare the Pool with our competition. Compare us based on price, coverage, service, financial security, experience and commitment to municipal risk management. When you do, the advantages of Pool membership become clear.

Thank you for being a Pool member. We look forward to servicing your risk management program for many years to come.

Our Mission

To be a long-term, stable, cost-effective risk management alternative for members of the Michigan Municipal League Liability and Property Pool.

Introduction

What You Can Expect Of Us

- ✓ A commitment to learn, understand and respond to your insurance needs;
- ✓ Continuous planning and innovation in product development and service delivery;
- ✓ Products that meet your needs in terms of price, coverage and service;
- ✓ Prompt, accurate, and courteous response to your questions, problems and claims; and
- ✓ Knowledgeable and professional staff serving your needs consistently and with integrity.

Your Pool Insures More Than . . .

- ✓ 433 Public Entity Members
- ✓ 139 Fire Departments
- ✓ 170 Law Enforcement Agencies
- ✓ 2,195 Police Officers
- ✓ 5,772 Miles of Streets/Roads
- ✓ 6,950 Vehicles
- ✓ 16 Electric Utilities
- ✓ 195 Water Utilities
- ✓ 218 Sewer Utilities
- ✓ 24 Municipal Marinas
- ✓ $5 Billion of Property Values
- ✓ 206 Water Service Operations
- ✓ 17 Dams

michigan municipal league
Liability & Property Pool

Coverage and Cost Summary
City of Jackson

Effective 07-01-2024 to 07-01-2025

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Municipal General Liability (Coverage A)	$5,000,000	N/A	$2,500
Nat'l Railroad Passenger Corp.	$5,000,000	N/A	$0
Nat'l Railroad Passenger Corp.	$5,000,000	N/A	$0
Norfolk Southern Railway	$5,000,000	N/A	$0
Norfolk Southern Railway Co.	$5,000,000	N/A	$0
State of Michigan, Michigan Dept. of Transportation, MDOT, Operating Railroads	$5,000,000	N/A	$0
Sewer Back-Up Sublimit	$100,000	$100,000	$0
Personal Injury Liability (Coverage B)	$5,000,000	N/A	$2,500
Medical Payments (Coverage C)	$10,000	N/A	N/A
Public Officials Liability (Coverage D)	$5,000,000	N/A	$2,500
Law Enforcement Liability (Coverages A, B, and D)	$5,000,000	N/A	$2,500
Employee Benefit Liability	$1,000,000	$1,000,000	$2,500
Fire Legal Liability	$100,000	N/A	N/A
Cyber Liability & Data Breach Response	$100,000	$100,000	See Declaration
Dam Liability	No Coverage	N/A	N/A
Marina Operator Liability	No Coverage	N/A	N/A
Uninsured/Underinsured Motorists Coverage	$100,000	N/A	$0
Automobile Liability (Coverages A and B)	$5,000,000	N/A	$0

# Vehicles	Comp	Coll
3	NO COV	NO COV
186	$1,000	$1,000

Agreed Amount, if applicable 32 Vehicles for a total of $5,115,859

Coverages A, B, and D are provided with a combined single limit of liability. The most the Pool will pay for any one occurrence is $5,000,000 regardless of the number of coverages involved in the occurrence.

Property			
Property - Blanket Basis	$358,228,034	N/A	$2,500
Boiler and Machinery	Included	N/A	$2,500
Building(s)	Included	N/A	$2,500
Cemetery Property - up to $500 per headstone	# Plots: 43,319	N/A	$500
Contents	Included	N/A	$2,500
Property in the Open	Included	N/A	$2,500
Protection & Preservation	Included	N/A	N/A

michigan municipal league
Liability & Property Pool

Coverage and Cost Summary
City of Jackson

Effective 07-01-2024 to 07-01-2025

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Property - Actual Cash Value	N/A	N/A	N/A
Property - Limited Replacement Cost	N/A	N/A	N/A
Property - No Coverage	N/A	N/A	N/A
Property - Replacement Cost	See Schedule	N/A	$0
(4) YU2A 2024 Yamaha Golf Cars, each @ $11,790	$47,160	N/A	$250
2021 Inmar Inflatable Rescue Boat w/2021 Genesis Trailer	$8,385	N/A	$250
Accounts Receivable	$100,000	N/A	$250
Allmand Portable Light Towers	$36,000	N/A	$250
Cameras	$30,970	N/A	$250
Consequential Damage	$100,000	N/A	N/A
Contractors Equipment	$5,371,962	N/A	$250
Debris Removal - the lesser of 25% of physical damage loss or	$5,000,000	$5,000,000	N/A
Demolition & Increased Costs of Construction Limit	$100,000	N/A	N/A
Earth Movement	$2,000,000	$2,000,000	$5,000
Electronic Data Processing Equip	$2,267,523	N/A	$250
Expediting Expense	$100,000	N/A	N/A
Extra Expense	$100,000	N/A	N/A
Fine Arts	$4,000,000	$4,000,000	$250
Fire Equipment	$613,135	N/A	$250
Flood (Except for Members located in Flood Zone A, AO, AH, A1-A999, AE, or AR)	$1,000,000	$1,000,000	$5,000
Fungal Pathogens	$25,000	$25,000	$250
Golf Equipment	$375,000	N/A	$250
Loss of Income	$100,000	N/A	N/A
Loss of Rents	$100,000	N/A	N/A
Miscellaneous Equipment	$57,622	N/A	$250
National Portable Signal Solar Arrow Boards	$18,000	N/A	$250
Ornamental Trees, Shrubs, Plants or Lawn	$100,000	$100,000	$250
Personal Effects & Property of Others	$500	$2,500	$250
Police Equipment	$494,502	N/A	$250
Radio Equipment	$869,085	N/A	$250
Trailers, mounted equipment	$184,900	N/A	$250
Valuable Papers	$100,000	N/A	$250
Voting Equipment	$349,669	N/A	$250

michigan municipal league
Liability & Property Pool

Coverage and Cost Summary
City of Jackson

Effective 07-01-2024 to 07-01-2025

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Water Department Equipment	$7,658	N/A	$250
Weapons	$37,800	N/A	$250
Comprehensive Crime Coverage			
Employee Dishonesty Blanket/Faithful Performance	$100,000	N/A	N/A
Computer Fraud	$100,000	N/A	N/A
Depositors Forgery	$100,000	N/A	N/A
Funds Transfer Fraud	$100,000	N/A	N/A
Impersonation Fraud	$100,000	N/A	N/A
Money and Securities Inside	$100,000	N/A	N/A
Money and Securities Outside	$100,000	N/A	N/A
Money Orders and Counterfeit Paper	$100,000	N/A	N/A
Bonds			
Bond #: A Treasurer	$100,000	N/A	N/A
Bond #: B Clerk	$100,000	N/A	N/A
Bond #: C Purchasing Director	$100,000	N/A	N/A
Bond #: D DDA Director	$100,000	N/A	N/A

Only one deductible applies to claims involving two or more property coverages.

The Michigan Municipal League Liability and Property Pool is pleased to offer all coverages and services described in this proposal for an annual premium of $699,592.

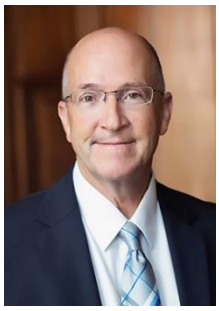
TOWER 1 Limit	**POLICY AGGREGATE LIMIT OF LIABILITY**	$100,000	For all Damages, Claims Expenses, Penalties and PCI Fines, Expenses and Costs
	Information Security and Privacy Sublimit	$100,000	each Claim and in the Aggregate
	Regulatory Defense and Penalties Aggregate Sublimit:	$20,000	each Claim and in the Aggregate
	Website Media and Content Liability Aggregate Sublimit:	$100,000	each Claim and in the Aggregate
	PCI Fines, Expenses and Costs Aggregate Sublimit:	$10,000	each Claim and in the Aggregate
	Cyber Extortion Aggregate Sublimit:	$25,000	each Claim and in the Aggregate
	First Party Data Protection Aggregate Sublimit:	$25,000	each Claim and in the Aggregate
	First Party Network Business Interruption Aggregate Sublimit:	$25,000	each Claim and in the Aggregate
	Note: The above Sublimits are part of, and not in addition to, the overall Policy Aggregate Limit of Liability		
	Liability Retention Per Claim:		
TOWER 1 Retention	All other coverages Retention:	$0	each Claim
	Cyber Extortion:	$5,000	each Extortion Threat
	First Party Data Protection:	$5,000	each Data Protection Loss
	First Party Network Business Interruption:	$5,000	each Business Interuption Loss
			Waiting Period: 12 hours
	Limits of Coverage - Privacy Breach Response Services		
TOWER 2 Limit	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Aggregate Sublimit:	$50,000	per Incident and in the Aggregate
TOWER 3 Limit	Notified Individuals:	10,000	Notified Individuals in the Aggregate
	A sublimit of up to 10% of Notified Individuals residing outside the United States, which is part of and not in addition to the Notified Individuals Aggregate Limit of Coverage		
	Note: The Privacy Breach Response Services Limits of Coverage are separate from and in addi		
	Privacy Breach Response Services Threshold/Retention (Each Incident):		
TOWER 2 Retention	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Retention:	$0	each Incident
TOWER 3 Retention	Notification Services/Call Center Services/Breach Resolution and Mitigation Services Threshold:	0	each Incident

The retention increased from $2,500 to $5,000.

Your Team of Experts



James Newman, LUTCF
Municipal Account Executive
(517) 243-5865



Michael J. Forster
Pool Administrator
(734) 669-6340

Ellen Skender is retiring and 1-1-22, the new CSR is Katelyn Petracca



Katelyn Petracca
248-204-6160
Alpha Split: (Le – Z)



Joan Opett
248-204-8579
(A – La)

Customer Service Representatives



Tracy Mattiello
Claims Manager
(248) 204-8094



Rod Pearson
Loss Control Manager
(248) 204-8036

Benefits of Pooling with the MML

- ✓ Proven long-term availability and stability
- ✓ Broad coverage document written specifically for Michigan municipalities
- ✓ Services tailored to unique needs of Michigan municipalities
- ✓ Member assets controlled by an elected Board of municipal officials
- ✓ Equitable rating based on Pool experience in Michigan
- ✓ Aggressive defense strategy – positive impact on case law
- ✓ Professional, dedicated, and experienced local management, oversight and service
- ✓ Decisions made and problems resolved by a group of your peers
- ✓ Investment income and underwriting surplus used to benefit members
- ✓ Lower expenses through tax-exempt and non-profit status
- ✓ Special loss avoidance training sessions including:
- ✓ Safety aspects of emergency vehicle operations
- ✓ Accident investigation for supervisors
- ✓ Confined spaces training

The advantages of pooling can be summarized by:

Service + Control + Value

City of Jackson Has . . .

- ✓ $17,593,136. Annual Payroll
- ✓ $358,228,034 of total values for real and personal property
- ✓ 189 Vehicles
- ✓ 45 Law Enforcement Officers

Increased Liability Limits

We cannot guarantee the adequacy of any limit of liability. Due to the following factors, it may be prudent to consider higher limits:

- ✓ Increased jury awards in your jurisdiction
- ✓ Increased litigation trends
- ✓ Protection of tax base against judgments in excess of your policy limits

If you are interested in increasing your liability limits, please contact your Account Executive.

Highlights of Coverages Provided

Who Is Insured?

The Pool member entity, elected and appointed officials, employees and authorized volunteers, and any person officially appointed to a Board or Commission

General Liability

In addition to standard liability coverages (bodily injury, property damage, products and completed operations) the Pool provides coverages that municipalities need on an ***occurrence* basis with *no aggregate liability limits***:

- ✓ Liability resulting from mutual aid agreements
- ✓ Premises medical payments
- ✓ Host liquor liability
- ✓ Watercraft liability, owned less than 26' and non-owned less than 50'
- ✓ Special events ***excluding*** -
  - •Fireworks (unless endorsed)
  - •Liquor Liability
  - • Mechanical Amusement Rides
- ✓ Fire legal liability for real property
- ✓ Ambulance and EMT malpractice

Fireworks Coverage Options: (Fireworks application must be completed before coverage is endorsed)

1. The MML Liability & Property Pool is primary (the Member is not added as an additional insured on a pyrotechnician's coverage):

Annual Aggregate Sublimit	Additional Premium
$500,000	Yes
$1,000,000	Yes

2. The MML Liability & Property Pool is excess (the Member is added as an additional insured on a pyrotechnician's coverage):

   NO ADDITIONAL PREMIUM

- ✓ Athletic participation liability
- ✓ Employee benefit liability
- ✓ Cemetery operations coverage
- ✓ Marina Operators coverage available
- ✓ Up to $10 million in liability limits available
- ✓ Pollution coverage for Hazardous Response Teams
- ✓ Cyber Liability and Data Breach Response Coverage – as described on MMLCYD (09/17)

General Liability Exclusions . . .

The following is a partial list of general liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution (except for Hazmat operations).
- ✓ Nuclear energy / nuclear material hazards
- ✓ Expected or intended injury
- ✓ Breach of contract
- ✓ Failure of dams (unless endorsed)
- ✓ Backup of Sewers and Drains (**exception -- $100,000 Annual Aggregate Sublimit for Sewer and Drain Liability)**
- ✓ Aircraft Liability – (Unless Endorsed -- Limited Coverage for Unmanned Aircraft—MML236)
- ✓ Contractual Liability
- ✓ Failure to supply utilities
- ✓ Electromagnetic radiation
- ✓ Medical malpractice for doctors and physicians
- ✓ Criminal activity--Intentional acts w/knowledge of wrongdoing

Cyber Liability and Data Breach Response Coverage

- ✓ Information Security and Privacy Liability
- ✓ Privacy Breach Response Services
- ✓ Regulatory Defense and Penalties
- ✓ Website Media Content Liability
- ✓ PCI Fines, Expenses and Costs
- ✓ Cyber Extortion
- ✓ First Party Data Protection
- ✓ First Party Business Interruption

Public Officials Liability Coverage

"Wrongful Acts", including intentional acts, defined as any actual or alleged error, misstatement, act of omission, neglect or breach of duty including:

- ✓ Neglect of duty
- ✓ Zoning defense and land use litigation
- ✓ Malfeasance
- ✓ Violation of civil rights
- ✓ Discrimination
- ✓ Employment practices
- ✓ Misfeasance
- ✓ Cable TV broadcasting

Public Officials Liability Exclusions

The following is a partial list of public officials' liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution and Nuclear Energy
- ✓ Fraud, dishonesty, intentional and criminal acts
- ✓ Failure to purchase coverage or adequate coverage
- ✓ Return of governmental grants or subsidies
- ✓ Intentional acts with knowledge of wrongdoing
- ✓ Eminent domain / takings
- ✓ Illegal profit
- ✓ Labor union actions
- ✓ ERISA violations
- ✓ Backup of Sewers and Drains

Personal Injury & Advertising / Broadcasters Liability Coverage

- ✓ Mental anguish and stress
- ✓ Libel, slander or defamation of character; violation of an individual's right of privacy
- ✓ Proactive services for non-monetary damage claims

Police Professional Liability Coverage

Police Professional Liability coverage is contained within the General Liability and Public Official Liability Coverage Parts

- ✓ Discrimination
- ✓ Violation of civil rights
- ✓ Jail operations
- ✓ Assault or battery
- ✓ Improper service of suit
- ✓ Coverage assumes officers act with intent
- ✓ False arrest, detention or imprisonment, or malicious prosecution
- ✓ Wrongful entry or eviction or other invasion of the right of private occupancy

Property Coverage

In addition to covering buildings, contents and personal property, the Pool provides:

- ✓ Blanket coverage -- All member-owned property insured (unless specifically excluded)
- ✓ Coverage based on ownership rather than on a “schedule on file” avoids coverage gaps due to errors or oversight
- ✓ Property of others in custody of the Member for which the Member has an obligation to provide coverage
- ✓ Boiler & Machinery coverage, including Boiler certification inspections
- ✓ Replacement Cost or Actual Cash Value available
- ✓ Fungal Pathogens (Mold) Limited Coverage
- ✓ Demolition/increased cost of construction
- ✓ No coinsurance
- ✓ Valuable papers
- ✓ Loss of Rents
- ✓ Property in the open
- ✓ Extra expense
- ✓ Expediting expense

Property Exclusions

The following is a partial list of property coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Nuclear reaction/ contamination
- ✓ War
- ✓ Cyber Risk
- ✓ Fungal Pathogens (Mold) excess of sub-limit
- ✓ Failure to supply utilities
- ✓ Transmission Lines and Poles
- ✓ Dishonest acts
- ✓ Acts of Terrorism excess of Pool’s Aggregate Sublimit -- MMLC TR (9/1/10)
- ✓ Wear and tear
- ✓ Computer failures/ viruses

Only <u>one</u> deductible applies to claims involving two or more property coverages.

Comprehensive Crime Coverage

- ✓ Employee Dishonesty/ Faithful Performance of Duty coverage provided on a blanket basis
- ✓ Loss Inside the Premises
- ✓ Loss Outside the Premises
- ✓ Money Orders/ Counterfeit Currency
- ✓ Depositors Forgery
- ✓ Position Fidelity Bonds
- ✓ Computer Fraud
- ✓ Funds Transfer Fraud

Automobile Coverage Highlights

What Is Covered?

Coverage is afforded while operating land motor vehicles, trailers or semi-trailers designed for travel on public roads.

Auto Coverages Provided

- ✓ Michigan No-Fault Coverage, includes mini-tort coverage for no extra charge
- ✓ Excess protection for use of personal automobile for municipal business
- ✓ Uninsured motorist for municipally owned vehicles
- ✓ Underinsured motorists
- ✓ Non-owned and hired auto
- ✓ Comprehensive - actual cash value basis
- ✓ Collision - actual cash value basis
- ✓ Volunteer firefighter auto accident liability coverage
- ✓ Agreed value coverage for emergency vehicles is available
- ✓ Fire or Rescue Vehicle Rental Reimbursement Coverage

Pool Risk Management Services

- ✓ Review and service of all municipal insurance matters
- ✓ Public entity experts address various liability issues
- ✓ Aggressive, member-oriented defense strategy
- ✓ Former police officials address law enforcement risks
- ✓ Physical inspection by municipal loss control consultants
- ✓ Law enforcement risk control programs (LEAF and LERC)
- ✓ Property appraisal services available

Online Services

www.mml.org (click on the *Insurance* button) – offers Pool members an outstanding resource for municipal risk management information and self-help tools in one attractive, simple-to-navigate location. File a claim on line. Download your renewal application. Request a loss control service visit. E-mail us a question. Other services available online:

- ✓ Online Forms (including Sewer Backup Sample Documents)
- ✓ Risk Resources:
  - ✓ Risk Control Solutions
  - ✓ Safety & Health Manual
  - ✓ Risk Management is Good Management Program
  - ✓ Law Enforcement Newsletters
  - ✓ Access to Safetysurance website -- http://www.safetysurance.com/
- ✓ MML Pool Audited Financial Statements
- ✓ Intergovernmental Contract
- ✓ Board of Directors, Pool Administrator and Staff Profiles and Contact Information

Membership Responsibilities

Membership in the Michigan Municipal League Liability and Property Pool provides numerous benefits. Likewise, individual members have certain responsibilities to the other members, which are detailed in the Intergovernmental Contract. The following is a summary of the membership responsibilities. Please refer to the Intergovernmental Contract, Articles 5 and 6, for more information.

- ✓ If a Member intends to leave the Pool, the Member must send a written notice to the Pool at least 60 days prior to its next renewal date.
- ✓ A Member must pay its premium when due. The Pool must give each member 20 days written notice of intent to terminate membership for nonpayment of premium. Payment of premium before the 20 days notice is effective will entitle the Member to reinstatement.
- ✓ Members must maintain membership or associate membership status in the Michigan Municipal League.
- ✓ A Member will allow attorneys employed by the Pool to represent the Member in defense of any claim made against the Member within the scope of coverage provided by the Pool. A Member will cooperate with the assigned attorneys, claims adjusters, service company or other agents of the Pool relating to the defense of claims for which the Pool is providing coverage.
- ✓ A Member will follow loss reduction and prevention measures established by the Pool.
- ✓ A Member will report to the Pool as promptly as possible all incidents that the Member reasonably believes may result in a claim against the Member.

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 11, 2024

SUBJECT: Approve Updated Program Guidelines for the 100 Homes Program

---

Recommendation:

Approve updated program guidelines for the City of Jackson 100 Homes Program

Attached is a memorandum from Shane LaPorte, Director of the Community Development Department, requesting City Council approve the updated program guidelines for the City of Jackson 100 Homes Program.I recommend approval of the request. Your consideration and concurrence is appreciated.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Shane LaPorte, Director of Community Development

DATE: June 11, 2024

RECOMMENDATION: Approve updated program guidelines for the City of Jackson 100 Homes Program.

ISSUE STATEMENT

At their meeting on June 13, 2023, the Jackson City Council approved the program guidelines for the 100 Homes Program. The 100 Homes Program officially launched in late Fall 2023. Since that time over 750 families have applied for assistance under the program. To date, 29 families have been approved for assistance, and 20 homes are currently under construction. Periodic updates of the program guidelines are needed, and City Council is hereby presented with a draft for consideration.

DESCRIBE THE CONSEQUENCES

Program guidelines for various HUD-based programs (currently administered by the City) should be reviewed on a regular basis for necessary updates. The ARPA-funded 100 Homes Program is no different, and failure to make the suggested updates could result in uncertainty for applicants and program staff. In addition, the suggested updates follow ARPA-recommended practice and have been drafted under consultation with the City's ARPA consultants at Guidehouse. Finally, Community Development want to make program application and administration streamlined and stress-free to participants. These recommended program guidelines provide updated program rules and regulations that will benefit applicants.

OWNERSHIP

The City of Jackson Community Development Department manages the 100 Homes Program. Staff identified various necessary updates within the existing program guidelines, and the responsibility for suggesting changes rests with program staff.

SOLUTION

Interest in the 100 Homes Program continues to be strong. Community Development Department works to ensure a streamlined application/approval process and a stress-free

construction process. Approving the recommended program guidelines updates will allow this already successful program to adapt and better serve our current and future residents.

FACILITATE IMPLEMENTATION

Requested action is for City Council to approve the updated program guidelines for the City of Jackson 100 Homes Program.

ATTACHMENTS

1. 100 Homes Program Guidelines (REVISED), June 2024

CITY OF JACKSON Founded 1829
Community Development Department
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4060 or (517) 788-4012 • Facsimile: (866) 971-2151

Program Guidelines, 100 Homes Program

I. Executive Summary

A. Overview

These Program Guidelines provide guidance to the City of Jackson's Community Development Department to administer financing for the 100 Homes Program. Funding is provided by the U.S. Department of the Treasury's American Rescue Plan Act (ARPA) funds, and is allocated to specific activities by the Jackson City Council. All new home construction assistance under this program must meet guidelines and regulations established by the funding source as well as requirements contained within this manual.

Staff from the Community Development Department must certify that program recipients meet the standards set forth by the U.S. Department of the Treasury and the City of Jackson eligibility requirements. The following Program Guidelines have been prepared to provide direction in the allocation, management, and monitoring of program funds. The Jackson City Council may waive any local policy in this manual not statutorily required by the funding source whenever it is determined undue hardship adversely affects the achievement of the program's purpose.

B. Background

On November 9, 2021, the Jackson City Council officially formed the Affordable Housing Development Board (AHDB). Comprised of seven members, the intent of the board is to promote the health, safety, and general welfare of the people of the City of Jackson through the development of housing goals and objectives catered to low and moderate income residents. Chapter 14, Article IX, Section 14-702, of the City of Jackson Code of Ordinances dictates the AHDB shall oversee and administer the City's affordable housing fund, provide for the preservation and development of affordable housing, and ~~to~~ make recommendations to the City Manager and City Council on programs, policies, expenditures and projects to create decent, safe, and affordable housing options in the City of Jackson.

The City of Jackson contracted with Guidehouse for assistance with the expenditure of its ARPA funds. Guidehouse was tasked with conducting a City-wide housing assessment, and a draft of their "Housing Strategy and Policy Framework" was presented to the AHDB for review in November 2022. This comprehensive, data-driven analysis of Jackson's current and future housing needs outlined numerous housing objectives, with an implementation target of ten years, including:

- The construction of 1,500 new units;
- The preservation of 3,000 existing units;
- A first-time homebuyer program; and,
- A public land strategy.

Between 2012 and 2017, the City of Jackson utilized federal Troubled Assets Relief Program (TARP) funds, combined with other program dollars, for a large-scale demolition program in an effort to remove blight residential neighborhoods. The City currently owns roughly 600 clean, buildable vacant residential lots for the reconstruction of its neighborhoods.

At their meeting on March 21, 2023, the Jackson City Council approved a recommendation from the Jackson Affordable Housing Development Board to allocated $2.5 million in buyer supports for a discount homebuilding program, referred to here as the "100 Homes Program." These funds are part of the ARPA dollars apportioned to the City of Jackson in response to the recent Coronavirus pandemic.

C. Goals and Objectives

The 100 Homes Program aims to construct 100 new houses in the City of Jackson ~~over the next 3 years,~~ from 2024-2026, utilizing vacant City residential lots. All homes will be sold to qualified buyers earning between up to 120% of the Area Median Income (AMI) as defined by the U.S. Department of Housing and Urban Development (HUD) and must be owner-occupied. Acknowledging the need to keep these homes affordable, the City of Jackson will provide $25,000 down-payment assistance per home (up to 100 Homes). All funds for this program must be expended by December 31, 2026.

The City recognizes that homeownership stabilizes families, builds neighborhoods, strengthens communities, and provides the opportunity for generational wealth. The City of Jackson also recognizes that down-payment assistance alone may not be enough to make a home truly affordable for Jackson families. Working as a facilitator, the City of Jackson will oversee this program with the support of many uniquely positioned groups, including builders, financial institutions, and others as needed.

D. Authorization to Proceed

Approval of this Policy and Procedure Manual by the Jackson City Council authorizes staff of the Community Development Department to administer the 100 Homes Program. Deviations from any policy or procedure must be approved by the Jackson City Council at its next regularly scheduled meeting. The Jackson City Council may waive any local policy set forth in this ~~Rehabilitation~~ Policy and Procedure Manual for extenuating circumstances, but does not have authority to waive any statutory or regulatory federal requirement.

II. Partners

The 100 Homes Program will create a path to affordable home ownership through partnerships and collaboration. All entities will work together to offer financial supports and other homebuyer assistance through a multi-layered approach. This program will be successful if each partner recognizes their unique role in the process and works together with all participants to achieve the common goal of affordable home ownership. Partnerships will be codified through written agreements, such as a Memorandum of Understanding or Memorandum of Agreement. Detailed responsibilities are set forth in subsequent sections of this Program Guide.

A. City of Jackson

The City of Jackson will serve as the program facilitator to ensure partners work in unison to achieve the stated goals of the 100 Homes Program. Residentially-zoned vacant lots owned by the City will be selected at the City's sole discretion to offer for program use.

City staff will negotiate set construction prices with Developers for the 100 Homes Program. In addition to a discounted lot price, numerous incentives will be offered to the Developer, such as a curb cut for the driveway, sidewalk repairs, one (1) street tree, and water/sewer connections at no cost. Developers will also receive priority site and building plan reviews.

The City will establish and maintain a list of pre-qualified homebuyers and facilitate access to homebuyer education classes, counseling, and other assistance deemed necessary to prepare purchasers for homeownership. The City will also seek out additional financial supports, and will work to bring developers and homebuyers to successful home closings.

The City of Jackson does not discriminate against any individual or group because of their actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity.

B. Developers

Developers in the 100 Homes Program will be expected to construct quality homes at a pre-determined price negotiated with the City. Homes must meet all federal, state, and local codes imposed by the City. Developers will fully finance all projects with no subsidy from the City, recouping its construction costs upon sale of the property to the homebuyer.

C. Financial Institutions

Financial institutions participating in the 100 Homes Program will work directly with the City, offering mortgage products affordable to the qualified purchaser.

D. Homebuyers

Homebuyers participating in the 100 Homes Program must adhere to the income qualification requirements, which may not exceed 120% AMI. The purchaser must also successfully complete homebuyer education and other classes deemed necessary. Purchasers must use the property as their primary residence during the five (5) year period of affordability.

III. The Home

A. Site Selection and Plans

All lots will be preselected by the City of Jackson Community Development Department. Properties must remain owner-occupied for the duration of the affordability period. All home designs shall be pre-approved by the City of Jackson Community Development Department, and shall meet all building design standards as set forth in Chapter 28, City of Jackson building code.

B. Home Design

A mixture of one and two-story homes will be constructed, matching the overall neighborhood fabric of their locations. Two-story homes will have a minimum of three (3) bedrooms and one-and-one-half (1.5) bathrooms. One-story homes will have a minimum of two (2) bedrooms and one-and-one-half (1.5) bathrooms. All homes must also have a detached shed for storage. Additional minimum requirements shall include:

1. Concrete or asphalt driveway
2. Full basement
3. Covered front porch
4. Front and rear entrance with necessary landing

Certain home upgrades may be made available by the developer, and program participants shall have the right to include any optional builder-approved upgrades at an additional cost to be incurred by the buyer. The City of Jackson will work with selected builder(s) to ensure homes are of quality construction and meet all necessary federal, state, and local building codes.

C. Developer Incentives

The City of Jackson shall provide certain site improvements, including:

1. Concrete drive cut
2. Sewer tap and lead stub to property line (back of City sidewalk)
3. Water tap and connection to City stop box at sidewalk
4. Replacement of any damaged City sidewalks in front of new home build sites
5. Street trees where required

IV. Developer Guidelines

One or more pre-qualified Developers will be selected by the City of Jackson to participate in the 100 Homes Program through an RFP process.

A. Basic Requirements

To be eligible for participation in the 100 Homes Program, all Developers and their subcontractors must:

1. Be actively licensed by the State of Michigan and registered with the City of Jackson. Subcontractors employed by the contractor shall hold the appropriate certifications and licensing required to perform the work as required by the State of Michigan or City of Jackson. Contractors and subcontractors must be actively registered with the City of Jackson.
2. Possess “tools of the trade” which include basic contracting tools and vehicle for transporting materials, tools, and accessing the property.
3. Be familiar and at ease with the use of communication tools, i.e., computer and have access to electronic mail (email) and telephone.
4. Have a thorough knowledge of, and adequately apply construction industry methodologies and standards.
5. Have an acceptable past performance record.
6. The Developer is responsible for obtaining all permits and/or submitting design review documents as required.

7. The Developer shall monitor day-to-day progress of their work to ensure high quality workmanship and timely completion. The City's Chief Building Official and/or Trades Inspector will require notification for certain critical inspections, completion of progress work and completion of final work. Failure to contact the Chief Building Official or Trades Inspector for such an inspection may result in critical delays.
8. The finished product must secure a Certificate of Occupancy before being offered for sale. Upon the sole discretion of the Chief Building Official, a Temporary Certificate of Occupancy may be used to begin the sale process; however, a full Certificate of Occupancy must be issued by the closing date.

B. Equal Opportunity

The Developer and its subcontractors shall take the necessary steps to ensure that employees and applicants for employment are treated without regard to their race, color, religion, sex, national origin, age or disability. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Developer and its subcontractors also agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth provisions of this non-discrimination clause. All solicitations or advertisements for employees placed by or on behalf of the Developer and its subcontractors, must state all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, or disability. The Developer and its subcontractors shall comply with the provisions of Federal Executive Order 11246 of 1965 as amended by Federal Executive Order 11375 of 1967 and the Equal Employment Act of 1972.

C. Conflict of Interest

In order to avoid personal conflict of interest in awarding contracts or making purchases of property or service under this program:

1. No contract or procurement will be made with any organization in which any person in an administrative capacity may benefit unless specifically authorized by the City Council, in conformity with applicable federal, state and local laws.
2. No contract or procurement will be made to any organization in which an immediate family member of a person in an administrative capacity with the Community Development Department may benefit unless authorized in writing to do so by the City Council.
3. No employee shall solicit or accept gratuities, favors or anything of monetary value from contractors, providers or potential subcontractors.
4. No employee shall be related by blood to any builder or builder's family.

D. Insurance

The Developer will be required to show evidence of automobile and commercial general liability insurance, worker's compensation insurance and professional liability insurance (where applicable), which is acceptable to the City. The commercial general liability insurance policies shall name the City, its agents, representatives, officers and employees as additional insureds to protect their interests. Both bodily injury and property damage insurance must be on an occurrence basis; and said policies shall provide that the coverage afforded thereby shall be primary coverage to the full limits of liability stated in the declarations, and if said City, agents, representatives, officers or employees have

other insurance against the loss covered by said policies, the other insurance shall be excess insurance only. The Developer shall secure and maintain during the progress of the work such insurance from financially responsible insurance companies, licensed in the State of Michigan, and approved by the City, that it will protect the Developer, its subcontractors, and the City from claims for bodily injury, death, or property damage which may arise from the performance of the contract. The Developer shall at the time of execution of the contract file with the City certificate(s) of insurance, which shall cover all of the insurance as required herein. The certificates shall reference the project or contract to which they apply. Upon request by the City, the Developer shall submit all insurance policies for review. The amounts and types of such insurance required shall be in accordance with ~~all~~ the City of Jackson's Purchasing Manual.

V. Program Administration

A. Basic Requirements

City staff will:

1. Establish coordinated prequalification requirements, in accordance with State and Local Fiscal Recovery Fund guidelines, for all potential homebuyers and maintain a pool of qualified buyers.
2. Facilitate access to homebuyer education classes and other assistance as needed to prepare buyers for homeownership.
3. Participate in all necessary closings with title company
4. Market program through print and digital communication
5. Follow all federal guidelines related to this program, including all reporting requirements established by the U.S. Department of the Treasury

B. Layered Supports

The City recognizes that homeownership stabilizes families, builds neighborhoods, strengthens communities, and provides the opportunity for generational wealth. The City of Jackson also recognizes that down-payment assistance alone may not be enough to make a home truly affordable for Jackson families. The City will seek out additional financial supports for homebuyers, in an effort to lower both the overall cost of the new home purchase, and the monthly expenses required to maintain the home long-term. This complete outline of available financial supports shall be provided to prospective homebuyers. Please note, homebuyers are not required to accept any/all layered supports offered should they wish to purchase a new home built for this program. However, anyone accepting any/all supports offered must meet all additional income qualification requirements, as stated in sections II and VI.

C. Participant Qualification Requirements

The following basic requirements must be met by all prospective homebuyers:

1. Combined household income may not exceed 120% AMI, adjusted for household size.
2. Once sold, the property must be the primary residence of the homeowner.
3. Pursuant to the Welfare Reform Act of 1966 and Section 401 of Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), non-citizens who are not qualified aliens as defined in Section 431, is not eligible for any Federal public benefit.

D. Intake

All intake procedures shall be determined and administered by City staff, and shall meet all requirements set forth by the U.S. Department of the Treasury. Household income level must be documented using HUD's Income Eligibility Calculator found at https://www.hudexchange.info/incomecalculator/. Results must be kept on file electronically with a printed copy placed in the applicant's file.

E. Income Guidelines

~~Verification~~

Verification and certification of income ~~and assets~~ is required to determine program eligibility. Income includes all wages and salaries, interest and dividends, alimony, and child support for all adults living in the house. It excludes food stamps, medical reimbursement, and foster childcare assistance. The calculation used to determine annual household income shall be consistent with HUD regulations at 24 CFR Part 5 (Part 5 income, formerly referred to as Section 8 income) and HUD's definition of income including the sources of income that are to be included or excluded from the calculation. Income of all household residents 18 years of age and older, unless they are a full-time student, will be included in the total annual household income determination.

~~Asset Test~~

~~If an applicant's current assets total is in excess of $25,000, that applicant is determined to have substantial resources and does not qualify for the 100 Homes Program.~~

1. ~~Assets include funds in checking and savings accounts, interest or dividends earned from Certificates of Deposit, stocks, bonds or mutual funds. Assets also include the value of real estate (other than primary residence).~~
2. ~~Assets do **not** include pre-tax payroll deductions, deferred compensation accounts, 401Ks, health or dependent care allowances, two vehicles, the subject property and furnishings and fixtures.~~
3. ~~If assets are $5,000 or above, income on all assets (actual or imputed per worksheet) must be included to determine income eligibility. However, earnings from retirement accounts do **not** need be included unless the funds are being removed from the account.~~

F. Conflict of Interest

In order to avoid personal conflict of interest in awarding contracts or making purchases of property or service under this program:

1. No contract or procurement will be made with any organization in which any person in an administrative capacity may benefit unless specifically authorized by the City Council, in conformity with applicable federal, state and local laws.
2. No contract or procurement will be made to any organization in which an immediate family member of a person in an administrative capacity with the Community Development Department may benefit unless authorized in writing to do so by the City Council.
3. No employee shall solicit or accept gratuities, favors or anything of monetary value from contractors, providers or potential subcontractors.

VI. Homebuyer

A. Basic Requirements

All income-eligible buyers may participate in the 100 Homes Program. The following basic requirements must be met by any/all homebuyers:

1. Combined household income may not exceed 120% AMI, adjusted for household size.
2. The property must be the primary residence of the property owner.
3. Verification and certification of income ~~and assets~~ is required to determine program eligibility.
4. ~~If an applicant's current assets total in excess of $25,000, that applicant is determined to have substantial resources and does not qualify for homeowner assistance.~~
5. Applicants must complete three steps for program acceptance, including eligibility approval (City), homebuyer education (buyer), and mortgage approval (lender).
6. See section V (above) for additional income verification and initial application requirements.

B. Construction Timeline

All approved participants must select a current City-owned lot and sign a purchase agreement with a program builder within 60 days of official program acceptance. Should an approved participant fail to select and lot and sign a purchase agreement within that time, they will be withdrawn from the 100 Homes Program and are welcome to reapply in the future, should down payment funds still be available. Any applicant approvals occurring after January 1, 2026 may be subject to different program rules and timelines, as determined by City of Jackson staff.

C. Down Payment Assistance

The City of Jackson will provide $25,000 down-payment assistance per home (up to 100 Homes). Funds can only be applied to the purchase price of a new-construction home built by a City-approved builder as part of the 100 Homes Program. The City's down payment assistance can only be used to pay for the actual cost of the home, certain builder upgrades, and reasonable closing costs. A portion of the $25,000 City of Jackson down-payment assistance must be applied to the actual non-upgraded cost of the home.

~~B.~~ D. Repayment of funds

The grant amount provided as down-payment assistance must be repaid to the City of Jackson (specific repayment schedule below) if any of the following occur:

1. The property is sold within five (5) years from the date of closing
2. The property is transferred or otherwise conveyed voluntarily or involuntarily either while the Borrower is living or by reason of death of the Borrower (except a conveyance to the Borrower's spouse upon his/her death and as noted below)
3. The property ceases for any other reason to be the Borrower's principal place of residence.

The required grant repayment amount will decrease by 1/60th each month, beginning one (1) month after the date of closing. 0% repayment will be required at the conclusion of five (5) years. Any grant funds repaid as part of the 100 Homes Program shall be considered program income, and specific uses for said funds shall be restricted to ARPA-funded housing-related programming.

If the homeowner dies, the City of Jackson may approve assumption of these responsibilities for the duration of the affordability period, under the following circumstances:

1. An heir to the property lives in the house, is income eligible, and will use the home as their primary residence
2. An immediate family member to an heir of the property desires to use the property as their primary residence, is income qualified, and all other heirs to the property are in agreement.

The homeowner shall reserve the right to refinance the original mortgage during the five-year residency period, provided there is not a change of ownership and/or no home equity funds are received by the homeowner as part of the refinancing.

~~C.~~ E. Support Opt-Out

Homebuyers are not required to accept any/all layered supports offered should they wish to purchase a new home built for this program. In the case of complete homeowner support opt-out, all income, asset, debt-to-income ratio, and down payment assistance repayment requirements will not apply. However, anyone accepting supports offered by the City of Jackson as part of the 100 Homes Program must meet all additional income qualification requirements (as stated in section V above) and complete all homebuyer education courses (as needed).

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 11, 2024

SUBJECT: Approved Proposals for HOME-ARP Affordable Rental Construction

---

Recommendation:

> Approve proposals from the Welcome Home Organization and Kings Community Homes for the construction of affordable rental housing as part of the HOME-ARP grant program, with each organization to be awarded funds to construct two (2) homes with finalized development and grant agreements to be presented at a future date.

Approve proposals from the Welcome Home Organization and Kings Community Homes for the construction of affordable rental housing as part of the HOME-ARP grant program, with each organization to be awarded funds to construct two (2) homes with finalized development and grant agreements to be presented at a future date. Attached is a memorandum from Shane LaPorte, Director of the Community Development Department, requesting City Council approve the proposals for HOME-ARP affordable rental construction.I recommend approval of the request. Your consideration and concurrence is appreciated.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Shane LaPorte, Director of Community Development

DATE: June 11, 2024

RECOMMENDATION: Approve proposals from the Welcome Home Organization and Kings Community Homes for the construction of affordable rental housing as part of the HOME-ARP grant program, with each organization to be awarded funds to construct two (2) homes with finalized development and grant agreements to be presented at a future date.

ISSUE STATEMENT

The Jackson City Council approved the HOME-ARP allocation plan at their meeting on March 21, 2023. Included in that plan is the construction of affordable rental housing for qualifying populations. At their meeting on March 5, 2024, the City of Jackson Affordable Housing Development Board (AHDB) approved the release of the Request for Proposals for the creation of affordable rental housing under the HOME-ARP grant program. Proposals were due in early May, and two (2) proposals were received. Community Development staff reviewed each proposal, and provided a recommendation to the AHDB to award construction to both proposing organizations. The AHDB reviewed the recommendation from staff, and does hereby recommend the approval of two proposals for the construction of four (4) total homes (two per organization) as part of the HOME-ARP grant program.

DESCRIBE THE CONSEQUENCES

Funds under the HOME-ARP grant program must be expended by September of 2030. Many new homes are currently being constructed throughout the City of Jackson, and our needs for safe, secure, and affordable housing are vast. Now is the time to capitalize on this new-construction momentum and continue working to provide top-quality housing for our current and future residents. Failure to accept these proposals could cause the City to miss the perfect opportunity to insert housing into these neighborhoods in the immediate future, and to continue the momentum of new construction already underway.

OWNERSHIP

The City of Jackson Community Development Department manage funds for the HOME-ARP grant program. Staff created the request for proposals (in collaboration with the Affordable Housing Development Board) and managed the application process. Community Development

staff will manage all projects funded with HOME-ARP dollars, including short and long-term reporting and rules adherence.

SOLUTION

The construction of safe, secure, affordable, and top-quality housing is necessary in the City of Jackson. Our current housing study supports this work, as does the statewide housing study published by the Michigan State Housing Development Authority. City Council previously approved the HOME-ARP allocation plan, which includes the construction of affordable rental housing for qualifying populations. Approval of proposals for affordable rental housing construction is the next step in this process, and supports the work of the AHDB and City staff. It also helps the two proposing organizations to build capacity and provide valuable housing and services to current and future Jackson residents.

FACILITATE IMPLEMENTATION

Requested action is for City Council to Approve proposals from the Welcome Home Organization and Kings Community Homes for the construction of affordable rental housing as part of the HOME-ARP grant program, with each organization to be awarded funds to construct two (2) homes with finalized development and grant agreements to be presented at a future date

---

ATTACHMENTS

1. RFP, HOME ARP Affordable Rental Housing
2. Kings Community Homes HOME-ARP Proposal (final)
3. WHO HOME-ARP Proposal (final)

CITY OF JACKSON
Founded 1829

Community Development Department
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4060 or (517) 788-4012 • Facsimile: (866) 971-2151

REQUEST FOR PROPOSALS

Construction of Affordable Rental Housing

Program Summary

On September 21, 2021, the City of Jackson was notified of its eligibility to receive HOME Investment Partnerships Program – American Rescue Plan (HOME-ARP) funds from the U.S. Department of Housing and Urban Development (HUD). The purpose of this supplemental funding is to provide homelessness assistance and supportive services through several eligible activities, including the construction of affordable rental housing. The final allocation plan was approved by both City Council and HUD in the Spring of 2023, and the City is welcoming proposals only for the construction of affordable rental housing at this time. Proposals will be reviewed by City of Jackson staff, in consultation with the Affordable Housing Development Board, with possible recommendations for selected applicant(s) sent to City Council for final approval. Total investment of City/federal funds for all selected projects will not exceed $850,000. Specific locations for the construction of affordable homes as part of the HOME-ARP program were selected based on data from the City of Jackson Community Master Plan. The City reserves the right to adjust its total project expenditure up or down depending on the proposals received. All proposals must be received by May 1, 2024 (12 pm).

Scope of Work

The City of Jackson is seeking proposals for the development of affordable rental housing. Successful proposals will include all components as outlined in this RFP. Construction shall commence on or before October 1, 2024. All HOME-ARP projects must support one (or more) of the following qualified-populations:

1. **Homeless** (as defined in 24 CFR 91.5 Homeless (1), (2), or (3))
2. **At risk of homelessness** (as defined in 24 CFR 91.5 At risk of homelessness)
3. **Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking** (as defined by HUD)
4. **Other Populations where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) would prevent the family's homelessness or would serve those with the greatest risk of housing instability.** HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:
    a. Other Families Requiring Services or Housing Assistance to Prevent Homelessness
    b. At Greatest Risk of Housing Instability

All proposed projects must adhere to the following guidelines (applicants shall provide a plan for adherence in submitted proposals):

1. Demonstrate site-control either through ownership, signed agreement, or plan for use of current City-owned property
2. Construction must occur in either the Flatiron District or King neighborhoods, as outlined below:
    a. Greenwood Avenue (western border), Cooper Street (eastern border)
    b. Morrell Street (northern border), High Street (southern border)
3. The construction of 12 or more units will require compliance with wage standards as outlined in the Davis Bacon Act.

4. At least 70% of HOME-ARP funded units must be reserved for qualifying populations (as defined above); no more than 30% of HOME-ARP funded units may be reserved for low-income populations (as defined by HUD)
5. All HOME-ARP funded units must maintain compliance of all rules/regulations/rental limits/etc. for at least fifteen (15) years.
6. Applicants must provide a minimum of 30% of the total project cost in matching funds. The City of Jackson will provide a maximum construction investment of $140,000 per unit.
7. Upon completion, all units must be owned, operated, and maintained by the applicant.
8. All units must be constructed in locations mutually agreed upon by the selected applicant(s) and the City of Jackson.

The complete HOME-ARP guidelines, as published by HUD, can be viewed by visiting https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf

Construction Specifications

Home construction to consist of two story home construction from 1,200-1,400 sq. ft. in areas of the City with primarily 2 story home neighborhoods or minimum 1-story 960 sq. ft. home construction in areas of the city with primarily 1 story homes. 2 story homes to provide minimum 3 bedrooms and 1 ½ bathrooms. 1 story homes to provide minimum 2 bedrooms and 1 ½ bathrooms. Plan sets must be provided to the City of Jackson Building Department for final review for any accepted proposal(s).

Ancillary costs provided and funded by the City of Jackson shall include:

1. Concrete drive cut
2. Sewer tap and lead stub to property line (back of City sidewalk)
3. Water tap and connection to City stop box at sidewalk
4. Street trees where required
5. Expedited plan review

Additional home specifications shall include:

- Site design- Provide home design in accordance with Chapter 28 of the Jackson City Code of Ordinances and provide plan design and overall appearance to compliment the surrounding neighborhoods.
    1. Setbacks per Chapter 28- Section 28-43 Lot, width, yard, building height requirements- Residential Districts
    2. Driveway- 4”concrete or 3 ½”asphalt driveway to extend 30’ beyond front of home
    3. Private Sidewalk- 4” concrete to extend from driveway to front porch
    4. Minimum 8” overhangs on eave and rakes of home
    5. Roof pitch and general layout of exterior facades and building materials to compliment the surrounding neighborhood and as permitted by 28-115 Table of Acceptable Wall Materials
- Basement
    1. Provide 8’ poured wall basement
        - Min 8”x16” spread footing
            - Provide minimum 20’ rebar in footing for electrical service bonding with rebar extended through top of foundation wall near electrical service location
        - 8” poured walls with #4 rebar 48” o.c. with minimum 3- #4 horizontal
        - Provide egress window and composite window well to meet requirements for Michigan Building Code 2015 for size/ladder. Provide drain tile at base of well to connect to foundation perimeter drain system
        - Provide form a drain or 4” drain tile full interior/exterior perimeter drained to daylight or to sealed sump crock
            - Provide pea stone cover over all foundation drainage
        - Damp-proof coat all exterior foundation walls to grade
        - Provide 4” pea stone at basement grade with 6 ml plastic below 4” concrete floor
        - Provide radon provisions as required by the MRC 2015

- Front porch
    1. Provide minimum 5'x16' covered front porch
        - Concrete foundation and cap
        - Provide maintenance free post wraps, guardrail, stairway and hand-railings
- Rear landing or deck
    1. Provide code compliant stair landing/stairway/handrails/guardrails at rear exit doorway
- Wall Construction
    1. Provide 2x4 or 2x6 wall framing with double top plate 16" o.c. with insulation systems to meet requirements of the Michigan Energy Code 2015 Chapter 11 requirements for foundation walls, house walls, ceilings, windows, doors, lighting, HVAC
- Roof Construction
    1. Provide trussed roof system on primary home and truss or rafter framing on porch, overhangs and decorative elements in accordance the Michigan Residential Code Chapter 8 requirements
    2. Provide gutters and downspouts of colors to compliment home architectural design and color
- HVAC system
    1. Provide high efficiency furnace and water heater with all ductwork and ventilation in accordance with Michigan Residential Code 2015
    2. Provide central air conditioning system
- Electrical System
    1. Provide 200 amp service
        - Provide service mast and conduit entrance feeder to home.
    2. Interior wiring systems to be provided in accordance with the Michigan Residential Code 2015
    3. Provide hard wired with battery backup smoke detectors and carbon monoxide detectors to requirement of Michigan Residential Code Sections R314/R315
- Plumbing
    1. Provide minimum 1 full bathroom on second floor of home (2 story homes) adjacent to bedroom areas and 1 half bath on main floor.
        - Single story homes to provide 1 ½ bathrooms
    2. Provide fiberglass tub/shower unit- Aker or equivalent
    3. Provide all plumbing supply/drains/venting and fixtures for bathrooms, kitchen sink, dishwasher, ice maker hookup, laundry and front and rear exterior hose connection.
- Complete kitchen appliance package, including electric range/oven, refrigerator, microwave, and dishwasher
- Kitchen and bath cabinetry- Provide solid wood cabinetry
- Shed- Provide minimum 8'x8' shed to meet City Zoning setback requirements and of complimentary design as primary home structure OR single-car attached or detached garage
- Yard installation- Provide 3" top soil/seed/straw

Proposal Requirements

What follows are the submission requirements for this Request for Proposals (RFP). All specific response items in this section represent the minimum information to be submitted. Deletions or incomplete submittals in terms of content, or deviation in format, may lead to non-acceptance of a proposal. Respondents should submit and organize and proposals in the order listed below. Additional information above and beyond these requirements is always welcome.

1. ***Letter of Interest***
    a. Basic business information and main point of contact for program administration
    b. Summary of qualifications
    c. Organizational details and mission
    d. Any other relevant information

2. ***Experience Statement***
    a. Explanation of organizational capacity
    b. Summary of relevant successful projects completed
    c. Any other relevant information
3. ***Financial Information***
    a. 2 years financial statements
    b. Summary for any financial support needed to assist with program administration costs
    c. Evidence of required matching funds
    d. Any other relevant information
4. ***Specific Project Details***
    a. Project budget
    b. Timeline (including all facets of the project)
    c. Home locations and evidence of site control (either through ownership, signed agreement, or plan for use of current City-owned property)
    d. Complete plan sets including architectural renderings, floor plans, and site plans
5. ***Plan for Program Administration***
    a. Explanation of tenant prequalification, application, and acceptance rules and procedures
    b. Outline of layered financial supports and additional partner contributions, if any
    c. Plan for recordkeeping and compliance monitoring
    d. Outline of support services to be provided (housing, employment, financial, etc.), if applicable
    e. Any other relevant information and/or procedures

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Qualifications and experience of the applicant
2. Ability to leverage matching funds at or above required level to maximize number of units constructed
3. Financial feasibility of the project
4. Overall project scope and potential neighborhood and/or community impact

Additional Considerations

The City of Jackson and selected Developer(s) will enter into a development agreement before construction commences. Developers must maintain an active risk insurance policy for the duration of the program. All documents/plans/details submitted as part of this proposal are subject to revision by City staff to meet all applicable HOME-ARP rules and regulations. All HOME-ARP projects will also be subject to the complete environmental review process, as prescribed by HUD and SHPO. The City of Jackson reserves the right to select any number of qualified developers to participate in the construction of HOME-ARP affordable rental housing.

Submission and Receipt of Proposals

All proposals should be submitted electronically to cmays@cityofjackson.org, no later than 12 pm (noon) on May 1, 2024. Late or incomplete proposals will not be accepted. With your submission, please include a cover letter introducing your agency and summarizing your housing development experience. This letter should also provide contact information for the applicant, including address, telephone number, email address, and website (if applicable). Proposals submitted by any means other than electronic (email) delivery will not be considered. All submissions should be labeled “HOME-ARP Affordable Rental Housing Proposal.”

Inquiries

Prospective applicants may make written inquiries by email to Cory Mays, Grant Coordinator: cmays@cityofjackson.org

Mr. Fred Parker, Sr.
President
Jackson Inter Faith Non-Profit Housing Corporation
DBA/Kings Community Homes
325 E. Morrell Street
Jackson, Michigan 49203

May 1, 2024

Mr. Cory Mays
Grant Coordinator
City of Jackson
161 W. Michigan Avenue
Jackson Michigan 40201

Letter of Interest

Greetings Mr. Mays,
In response to the City of Jackson's Request for Proposals-Affordable Rental Housing issued April 1, 2024 the Kings Community Homes is submitting a proposal to develop affordable housing to support the Qualifying Population (QP) described below:

(4) Other Populations where providing supportive services or assistance under section 212 (a) of NAHA (42 U.S.C. 12742 (a) would prevent the family's homelessness or would serve those with the greatest risk of housing instability does not qualify under any of the following populations:

a) *Homeless;*

b) *At risk of homelessness;*

c) *Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault stalking, or human trafficking (as defined by HUD).*

Kings Community Homes is operated through a Domestic Non-Profit Corporation, the Jackson Interfaith Non-Profit Housing Corporation. The organization was incorporated on July 25, 1969 and was established under the State Housing and Development Authority Act of 1966 for the exclusive purpose to provide housing for persons of low to moderate income and to use all income generated through its operation for that purpose.

Kings Community Homes provides a home to families that would otherwise spend more than 30% of their household income for housing expenses and is committed to its mission to provide affordable housing. Kings Community Homes has over fifty years of experience serving families

that are an aggregate of the Qualified Populations (QP) served by the ARPA funds. These homes have provided housing stability for hundreds of families since its inception and were historically managed and maintained by staff hired by the organization. Therefore Kings Community Homes is an experienced property management company that maintains each property according to Federal and State Guidelines in accordance with a HAP Agreement with the Michigan Housing & Development Authority (MHSDA). In addition, the units owned and managed by the organization were modernized at some point after construction. Each unit receives ongoing maintenance and mandatory updates in conformity with local and state protocols are annually inspected from a third party.

Affordable housing is out of reach for families living in poverty, as well as working households that use more than thirty percent of their income for housing. Partnering with the City of Jackson and the City of Jackson Affordable Housing Commission incentivizes Kings Community Homes to expand the breadth and depth of their reach by increasing its current asset portfolio to serve an emerging need not only in the City of Jackson, but across the State of Michigan. Constructing new single family homes for the development of affordable housing for families needing supportive services to prevent homelessness is in alignment with the mission of our organization.

Enclosed is a proposal from Kings Community Homes. If you have questions or need additional information, please do not hesitate to contact me at (517)416-3950. Thank you for the opportunity.

Sincerely,

Fred Parker Sr.
President
Jackson Inter Faith Non-Profit Housing Corporation
DBA/Kings Community Homes

Experience Statement

Explanation of Organization Capacity

Kings Community Homes located in Jackson, Michigan is a federally funded low-income housing community consisting of 81 single family and town home structures situated throughout neighborhoods In the City of Jackson. The current assets are located within the boundaries of Morell, Cooper, High and Francis Streets, have provided housing stability for hundreds of families since its inception and is managed and maintained by staff hired by the organization. As a result, Kings Community Homes is an experienced property management organization that maintains each property in compliance with Federal and State guidelines and in accordance with a HAP Agreement with the Michigan State Housing & Development Authority. Each unit has been modernized at some point and receives routine maintenance, mandatory updates in conformity with local and state protocols and are annually inspected by a third party .

Jackson Inter-Faith Non-Profit Housing Corporation is governed by a Board of Directors that is not less than three and no more than 25 members. The Board oversees the management of staff, establishes policy for employee conduct and asset management. The organization abides by Federal, State and Local Fair Housing Laws. Currently, the Board of Directors has authorized a contract with an asset management company to oversee the day-to-day operation, resident selection, property management and program compliance & monitoring. The property manager assures that staff performs routine maintenance and mitigate maintenance emergencies 24 hours a day. The property manager is onsite during normal business hours to direct the activities of staff that includes:

1). Receiving and processing applications for residency
2). Responding to tenant complaints and resolving matters of concern
3). Assures all residents experience peaceful enjoyment of their dwellings and that all units are safe and sanitary
4). Performing move-ins and move-outs of residents
5). Updating resident information as needed to maintain program compliance and proof of eligibility
6). Processing lease violations and filing court petitions for actions that potentially affect resident tenancy

Summary of Relevant Successful Projects Completed

Kings Community Homes were developed and constructed by Jackson Inter-Faith Non-Profit Housing Corporation in the early 1970's. Therefore, the organization developed a significant number of affordable units with 81 remaining in the organization's portfolio.

Financial Information

Included in an attached file are the following:

a) Two (2) years financial statements for the Kings Community Homes;
b) Certification of the funds from the organization's financial institution (s) as evidence of required matching funds for gap financing

Project Budget

The Independent Cost Estimate is for the construction of four (4) single family homes. Each dwelling is approximately $240,000 per structure. *The amount mentioned does not include due diligence costs that include Architectural Fees, Engineering, Permits, Environmental Review, Appliance, Landscaping and Administrative Costs.* The budget for the project is included in the table below. The proposed budget is based on weighted percentages for the various stages of construction of a 1400 sq. foot dwelling. Included with the financials is a statement from the organization's CPA certifying the available funds committed to the project by Kings Community Homes. Kings Community Homes will obtain estimates from a minimum of four (4) reputable home builders.

Kings Community Home- RFP Construction of Affordable Rental Housing		
Simplified Budget		
Construction Category	**Percentage of Budget**	**Amount**
Interior Finishes	24%	$57,000
Framing	20.5%	$49,200
Major Systems Roughing	17.9%	$42,960
Exterior Finishes	11.8%	$28,320
Foundation	11%	$26,400
Site Work	7.4%	$17,760
Final Steps	5.9%	$14,160
Other Costs	1.75%	$ 4,200
Total Per Structure		**$240,000**
Total Amount Requested		**$672,000**

Project Timeline

The estimated timeline for construction will commence July 15, 2024 with an expected completion of the first two (2) dwellings by late fall 2024 or early 2025. The second phase of construction which includes two (2) dwellings will commence May 2025 with an expected completion of fall 2025.

Specific Home Locations and Evidence of Site Control

Kings Community Homes has entered a Purchase Agreement with the City of Jackson for the purchase of the following parcels:

Parcel ID No.	**Address**
5-049500000	908 S. Milwaukee
5-049400000	911 Everhard Street
5-051300000	924 Everhard Street
5-0513.2000	128 Mitchell Street
5-0513.2000	124 Mitchell Street

Complete Plan Sets

Included are designs for two single family homes. However, Kings Community Homes is requesting to reserve the right to change designs if increasing or reducing the square footage and/or if the use of alternate designs are most advantageous to the Scope of Work described in the RFP and the overall project budget. Kings Community Homes will build each structure in accordance with the Construction Specification outlined in the RFP. In addition the size and scope of the proposed dwellings are consistent with the City of Jackson's Master Plan.

The overall impact will create needed infill housing on lots that are in close proximity to Kings Community Homes' current portfolio.

Plan for Program Administration

The Qualified Populations (QP) seeking rapid housing and supportive housing services will gain access to Kings Community Homes through the Jackson County Continuum of Care (CoCC) Coordinated Entry System where participating agencies will conduct a phased assessment to coordinate supportive services and determine the appropriate housing for the applicant. (Please see the Jackson County Continuum of Care Coordinated Entry System Policy & Procedures).

Kings Community Homes' management will coordinate entry with the referring agency and obtain information regarding the supportive services provided for the applicant, as well as, the payment structure for rent and utilities. Kings Community Homes' management will also establish procedures to comply with the conditions of funding sources.

Cory Mays

From: John Willis <jwillis@cityofjackson.org>
Sent: Tuesday, April 23, 2024 4:20 PM
To: 'chelseapoole922@gmail.com'
Cc: 'Fred Parker'; Fred Parker Jr.; Dennis Treadway; Tony Horne
Subject: RE: Urban In-field Sample Elevations

Here are the renderings.

John Willis
Chief Equity Officer
City of Jackson

PHONE: 517-768-6454
MOBILE: 517-936-8770
EMAIL: jwillis@cityofjackson.org
WEBSITE: www.cityofjackson.org
ADDRESS: 161 W. Michigan Ave, Jackson, MI 49203

From: William Doxie [mailto:willdoxie@gmail.com]
Sent: Wednesday, December 29, 2021 8:06 PM
To: Fred Parker <fparker26@yahoo.com>; John Willis <jwillis@cityofjackson.org>; treadwaydennis@yahoo.com; fredparker22@gmail.com; hornetribe7@gmail.com
Subject: Urban In-field Sample Elevations

Good evening Gentlemen -

Per our meeting yesterday, attached you will find elevations of potential single-family and duplex units which could be built on the vacant lots. I was unable to locate the photos from the builder I've worked with in the past, but I have reached out to him to obtain photos of units he constructed in South Bend, Benton Harbor and Gary, IN. The attached elevations may be used to explain what a unit could look like. I selected pallets which might fit the neighborhood, but we can discuss if these units do not meet your needs. I'm flexible and willing to locate additional renderings.

Will



www.houseplans.pro by Bruinier & associates, inc. building designers

1304 SW Bertha Blvd. Portland, Oregon 97219 (503-246-3022)



One Level, 3 Bedroom, 2 Bath, 2 Car Garage, Covered Porch





The Welcome Home Organization
(WHO)

EIN: 84-3678704

UEI: PJDDND7GKLD1-1174

DUNS: 117494579

MAY 13, 2024

Welcome Home Organization (WHO)
Vittoria Jimerson, Executive Director
Thewhovision2020@gmail.com
Whovision.org | FB@thewelcomehomeorganization

City of Jackson RFP - Narrative
(Construction of Affordable Rental Housing)

Letter of Interest

The Welcome Home Organization (WHO) is submitting a Letter of Intent (LOI) before the City of Jackson for the Construction of Affordable Housing Request for Proposal. The Welcome Home Organization has met with and coordinated with the City of Jackson's Zoning Department (Mr. Chris Atkin) to verify that the housing plans and zoning meet the specifications required by the City of Jackson. Our goal for the subject RFP is to build four (4) rental homes on the following lots, purchased from the City of Jackson for $300.00 each. WHO currently owns 1203 First Street (4-1324), 1213 First Street (4-1322), 1206 Woodbridge Street (4-1310), 1210 Woodbridge Street (41311), and 1212 Woodbridge (4-1312). We would like to build the rental homes on the following allocated lots:

- 1203 Woodbridge (4-101900000)
- 1221 Woodbridge (4-115300000)
- 1226 Woodbridge (4-115500000)
- 1227 Woodbridge (4-115600000)

We believe that with the allocation of grant funding from the City of Jackson ARP funding we will be able to adhere to our mission, vision, and goals for the Flat Iron District of Jackson.

Mission: Directly impact our community by creating opportunities for housing, creation of employment opportunities, and offering attainable, dependable, and viable childcare within the Greater Jackson Community. We plan to attain these goals through viable collaborations and purposeful partnerships resulting in equitable housing, inclusive community building and accessibility for all.

Vision: A community that has immediate access to quality, dependable, and safe housing, childcare and employment pathways.

Goals:

- Develop affordable, attainable housing options and opportunities for families, individuals and young adults facing housing insecurity.
- Create jobs within Jackson, Michigan, and surrounding areas.
- To provide and partner to create quality, dependable, affordable, and safe childcare.
- Provide innovative paths to learning sustainability through agriculture and agribusiness education and exploration.

Experience Statement

Explanation of Organizational Capacity

Our organization's capacity includes our board providing sound governance, effective management, dedicated to results and continuously conducting rigorous assessments for our programming, projects, and initiatives. Our ability to adapt, develop, and consistently improve over time has been proven by our dedication and progress for advancing our community in the last four years. Our board members have been steadfast in supporting the initiatives and dedicated to the three tenants of our organization:

Advancement of Youth, Reintegration of Veterans, and the Urban Roots Initiative providing educational and career opportunities in the areas of Agriculture and Agribusiness.

Improving our goals and effectivity since 2019 has been our goal and we have continuously stepped up to the challenge. The importance of ongoing business and operational activities, as well as long-term planning has been essential to both setting our organizational goals, achieving them, and continuously analyzing and evaluating what gaps we need to fill in our community. Not only is our board diverse in culture, but we are diverse in backgrounds, educational levels, lived experiences, careers, socio-economic levels and subject matter experts in our own areas of specialties. Our board are strategic thinkers, forward moving, community assets, and we ensure that we harness our organizational culture in optimizing our performance collaboratively as an organization, and personally. The Welcome Home Organization has leadership that not only talks about diversity, inclusivity, equitability, and accessibility for all, we live it each day. We believe that our differences and experiences bring strength to our organization because we look at them as our most valuable assets to be able to bring the most to our communities.

- Currently house and rent two thousand square feet of space to the only Zoned and Approved 24-Hour Childcare Center (Gems of Jackson Childcare and Education Center) in Jackson County (2023). Owned and Operated by an African American Woman Entrepreneur.
- Currently have Youth Programming (Bowling Camp) in collaboration with the City of Jackson providing access to sports to over fifty young scholars each week. With this collaboration we have been in contact with youth and families at over ten schools within Jackson County and Homeschool Families.
- Provided access, support, food, gas cards, pathways to services/benefits, sports, and entrepreneurial opportunities to over 4000 families since 2019.
- Currently has three bowling programs, and two golf programs for youth and families providing access to a sport that may not be affordable for most families within the Greater Jackson Community. We have provided new and used sports equipment raising funds through grants, donations, fundraising and equipment donations to provide access to families.
- Hold tutoring workshops for youth in the Greater Jackson Community for Math, Science and Reading and no charge to families (served over 100 youth with tutoring).
- Hold an annual Summer Agriculture Program utilizing United States Department of Agriculture curriculum for youth ages 6-18 in our Gramma T's Educational Garden and Greenhouse. Held on Monday/Wednesday/Friday from 10am-Noon and each youth receives $5.00 per week for working in the garden and keeping the community free of litter.
- Provide Veterans access to social events throughout each year. WHO has held 8 Veteran outreach events including: Meet & Mingle, Army National Guard Family Day (Jackson), Holistic Health Day for Women Veterans, Veteran Halloween Event, and Breakfast with a Vet.
- Free Store (Jackson), Free Store (Albion), providing necessities, including Food, Clothing, Boots, Household Goods, Baby Items, and a hot meal to families in need.
- Collaborative Ground-breaking with Greater Jackson Habitat for Humanity's first Veteran Home located on Bates St. (Jackson). Our board member, Dr. Kim Mitchell was the guest speaker (2023).

Project Leads

Program/Project Management, Strategic Development (Organizational)

- Vittoria Jimerson has worked for the Department of Defense for over 19 years, focusing on Logistics, Operations and Contracting. Vittoria is currently a Professor of Logistics for the Department of Defense (Defense Acquisition University). Vittoria obtained her bachelor's degree from Capital University in Public Administration, her master's degree in business administration and marketing from Franklin University. She completed her Ph.D. in Organizational Development (ABD) and is currently completing her Doctorate in Education from Gwynedd Mercy University (2025). Vittoria has also achieved her Certificate in Early Childhood Education, Certification in Cybersecurity, Certification in Medical Billing and Coding and completed the Real Estate One Academy: Salesperson's Fundamentals of Real Estate and Fair Housing Instruction Certification. She is the owner of Five Gems Consulting LLC, and Gems of Jackson Childcare and Education Center (focused on STEM/STEAM based learning). Vittoria has previously taught at Baker College (Auburn Hills, MI), Northwood University (Troy, MI), and Lansing Community College in the areas of Supply Chain Management, Logistics, Contracting, and Corporate Trainings.

Construction Support & Strategic Development (Construction Trades)

- Mr. Daniel Phipps is a small business owner (Nile Construction, Allen Park, MI) for over 25 years and works primarily with creating ADA Compliant Homes for the elderly and disabled to be able to stay in their homes. Nile Construction's goal is working to create a better quality of life for those struggling with proper access to maintain and sustain in their own homes without having to be placed in assisted living facilities. Daniel played a key role in building the Detroit Veteran's Tiny Home Community in Wayne County Michigan. Daniel also has a passion for providing positive pathways for young people entering the Trades Industry. Daniel's philanthropic goals are not only as a board member of WHO, but the Daniel Moore Foundation in the pursuit of working and supporting young people within Metro Detroit to pursue better career opportunities and personal fulfillment.

Community Footprint & Agricultural Impact (Advocacy & Outreach)

- Mr. Jason Overmyer is currently focusing his efforts on philanthropy in the Greater Jackson, Michigan community. Mr. Overmyer is a graduate of Michigan State University with a degree in Turfgrass Management and is currently completing the MSU Organic Farmer Certification. Jason is very passionate about teaching life lessons through bowling and golf. He strongly believes that these two games go hand in hand when making decisions in life. He goes on to say, "If someone can call a penalty on themselves while on the golf course, they're going to be able to hold themselves accountable in life." Not to mention, while bowling, "Every day is a new frame, and every frame is a new day!" "An opportunity to make a better effort, an opportunity to learn from mistakes." Bowling and golf are two games that most definitely mirror life.

Financial Information

2-Years Financial Statements

- 2020 – 990 EZ (Found at IRS.Gov/Non-Profit)
- 2021 – 990 EZ
- 2022 – 990 EZ
- 2023 Overview:

		Current Org.		Current YTD	Notes
		Anticipated Funding Budget	Date Received	Actuals	Details
Revenue					
Government grants & contracts					
Foundations					
JGSF			Mar-23	20,000	Building Updates
Jackson Community Foundation			May-23	500	GWG
Corporations					
Vista Grande Ville (Greenhouse)			Mar-23	10,000	
Vista Grande Ville (Tools)			Mar-23	1000	
Religious institutions					
United Way, combined federal & other federated					
EFSP Grant (UWJC)			Mar-23	3,000	
Individual contributions					
C. Butler			May-23	600	Veteran Lot Purchase (City of Jackson)
Dr. K. Mitchell			May-23	2,000	Veteran Lot Purchase (City of Jackson)
L. Ansera				5,000	
Fundraising events & products				62000	
Michigan Non-Profit Assoc.				25000	
Membership and program income					
Other					
Total Revenue				$ [illegible]	

Grants & Donations Achieved to Date:

- USDA Feasibility Grant for the Regional Business Development Grant Initiative ($30,000) – 2023-2024
- Jackson Community Foundation ($35,000+)
- Albion Community Foundation ($12,000+)
- Benefactor ($114,000+) – 2023-2024
- United Way Southcentral Michigan ($30,000+)
- Michigan Non-Profit Association ($25.000)
- Donations ($100,000+)

Evidence of Required Matching Funds - Awarded

LEO Community Center Grant: Awarded - $300,000 (Collaborative Grant w/Jackson Interfaith Shelter, Altering Outcomes, MyPlace Jackson)

*Please see attached letter from Fiduciary

Evidence of Matching Funds – Applied

- MEDC Grant: $250,000 (Anticipated Award Date: August 2024)
- USDA RBDG Grant: $300,000 (Anticipated Award Date: July 2024)
- UAIP Grant: $300,000 (Anticipated Award Date: August 2024)
- MDARD Grant: $50,000 (Anticipated Award Date: June 2024)

Michigan Food Endowment Fund Grant: $500,000 (Anticipated Award Date: August 2024)

Specific Project Details

Home ARP Budget

HOME ARP – RFP Budget			
Applicant Name:	**The Welcome Home Organization**	**Total Proposed Amount:**	**590,800.00**
Budget Contact:	**Vittoria Jimerson**	**Budget Period:**	**24 Months**
Budget Contact Phone:	**248-421-4594**	**Budget Contact Email:**	**thewhovision2020@gmail.com**
Complete Address:	**1203 1st St. Jackson, MI 49203**	**Federal ID Number:**	**84-3678704**
LINE-ITEM BUDGET DESCRIPTOR		**Total Budget**	
House Builds (4 @140,000.00) - RFP Requested Amount - Direct Cost			$ 560,000.00
Staff - Administrative Support - Direct Cost			$ 25,800.00
General Supplies - Direct Cost			$ 5,000.00
Totals			$ 590,800.00
Matching Funds			$ 177,240.00
Totals			$ 768,040.00

House Build Breakdown

Material	Cost
Excavation	2,000
Footings	7500
Concrete Slab	7500
Framing Material & Labor	36,000
Siding & Roofing Material & Labor	15,000
Plumbing	15,000
Electrical	15,000

Mechanical	15,000
Insulation	7,200
Drywall	11,000
Paint	6,800
Kitchen Cabinets & Counter	6,000
Trim/Doors/Labor	5,500
Windows & Doors Exterior	3,000
Floor	7,000
Misc.	22500
Total Cost Per Home	$ 182,000.00
Total Cost (4)	$ 728,000.00

(Cost Estimate obtained from Licensed General Contractor Byler Builders LLC:517-202-5591)

Timeline



Timeline Phases

PHASE I

- Present for Jackson City/ County support
- Establish Collaborative Community Agreements
- Locking in Programmatic Requirements
- Identify funding and leadership roles/responsibilities
- Secure/Placement

PHASE II

- Full Occupancy
- Evaluation of additional needs & staff
- Evaluation of Funding Opportunities (Local/State/Federal)
- Symposium of Military Family Needs (Local/State/Federal)

PHASE III

- Post Program Assessment
- Community Assessment
- Evaluation of Post Housing Support
- Implementing Improvement Strategies (Assessment Based)
- Expansion, if needed

17

Complete plan sets including architectural renderings, floor plans, and site plans.



Exterior

7

*Please see attached document for architectural drawings (Attachment 2).

Plan for Program Administration

Property Management & Project Oversight (WHO Houses)

ANONYMITY & TENANT PREQUALIFICATION

- Housing is numbered
- Referral from partner organizations
- Proof of Progress

WHOLE HEALTH INITIATIVE

- Community Resources
- Community Connections
- Enhanced Stabilization
- Personal Growth
- Suicide Prevention
- Meetings (Women Empowerment/Celebrate Recovery/AA/Mental Health Support

SUPPORT STAFF

- Masters of Counseling (Counseling Support)
- Masters of Social Work
- Community Health Workers
- Holistic Health Services
- Administrative
- Educational & Trades Resources (Collaboration with CCAC, AFL-CIO, IBEW, Jackson College, Albion College, MSU, Workforce Development Institute-Access for All and others)

16

Housing Opportunities

Focused Housing Opportunities



YOUTH TRANSITIONING OUT OF FOSTER CARE

- Youth between the ages of 16-24
- Shared housing experience
- Life Skills Support
- Educational/Trades Opportunities & Guidance
- Long-Term Engagement



FAMILIES IN TRANSITION

- Families displaced due to housing shortage, domestic violence, and transitional housing



YOUTH IN TRANSITION

- Children with home challenges
- Separation from legal guardian

18

Record Keeping & Compliance Monitoring

- Creating an Internal Compliance Monitoring Plan
- Conduct a Regulatory Compliance Audit
- Identify and Focus on the Areas of Highest Risk
- Automate Our Regulatory Monitoring Processes
- Robust Compliance Reporting Protocols
- Monitor the Effectiveness of Your Compliance Initiatives (Key Performance Indicators-KPI's)
    - Employee complaints
    - Customer or client complaints
    - How long it takes to discover issues.
    - How long does it take to resolve those issues?
    - Violations of laws and regulations
- Enlist Subject Matter Experts for Specialist Knowledge and Insight into Specific Sets of Risks
- Following anti-discrimination policies as laid out by the Equal Employment Opportunity Commission (EEOC)
- Making sure wages meet or exceed the federal minimum wage specified by the Fair Labor Standards Act (FLSA)
- Ensuring compliance with worker safety rules defined by the Occupational Safety and Health Administration (OSHA)

- Transitional Housing
    - 1 – Veteran Family in Transition
    - 1 – Group House for Youth Aging out of Foster Care
    - 1 – Group House for Individuals transitioning out of Homelessness
    - 1 – Family Home for a family transitioning out of Homelessness
- Peer Support & Mentorship
- Preventative Case Management
- Community Engagement
- Lifting Barriers between Civilian and Military Lifestyles
- Life Skills, Employment Opportunities, Financial Education

Thank you for your time and consideration.
Vittoria Jimerson, Executive Director
Welcome Home Organization

Statement of Commitment

The Welcome Home Organization commits to the following:

- Maintains accountability to low-income community residents by: I. Maintaining at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representative of low-income neighborhood organizations.
- For urban areas, "community" may be a neighborhood or neighborhoods, city, county or metropolitan area; for rural areas, it may be a neighborhood or neighborhoods, town, village, county, or multi-county area (but not the entire State); and ii. Providing a formal process for low-income program beneficiaries to advise the organization in its decisions regarding the design, siting, development, and management of affordable housing.
- Working with and in conjunction with the rules, regulations, building ordinances, and documentation to legally provide housing build and provide housing within Jackson, Michigan. Ensure that there is constant communication and documented correspondence with the City of Jackson and the neighborhood governing leadership within the communities that we serve.
- Ensure continued transparency and the dedicated commitment to operate with proper ethical standards, unbiased decisions, equitable solutions, diversity in mind, inclusion as the motive, and accessibility as a driving force.

Vittoria Jimerson

Vittoria Jimerson, Executive Director
Welcome Home Organization
501 C-3

JACKSON interfaith SHELTER

May 11, 2024

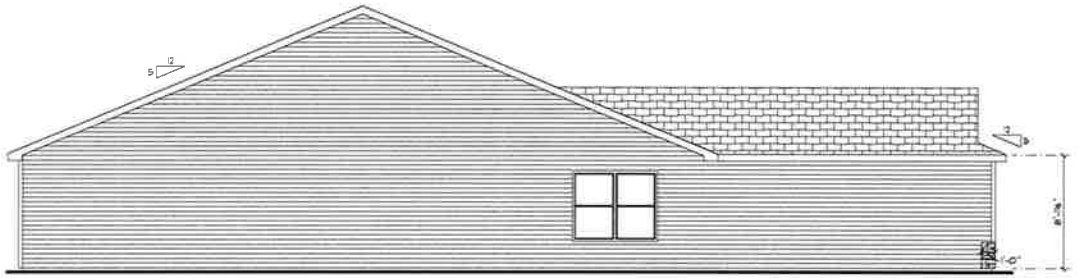
To Whom it May Concern:

We are writing to confirm that the Jackson Interfaith Shelter (JIS) is the fiduciary for the LEO Community Center Grant administered by the State of Michigan for $2,000,000.00. The $2M was awarded as a collaborative grant to the following organizations: JIS (approx. $1M award), Altering Outcomes (approx. $500,000 award), The Welcome Home Organization (approx. $300,000 award), and MyPlace Jackson (approx. $200,000 award).

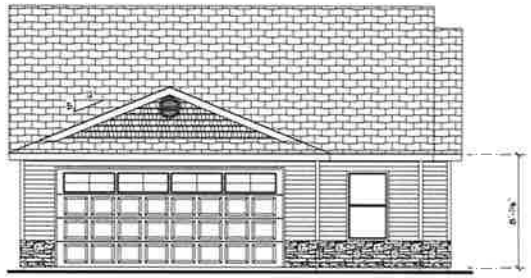
Warm regards,

Steve Castle
CEO
Jackson Interfaith Shelter

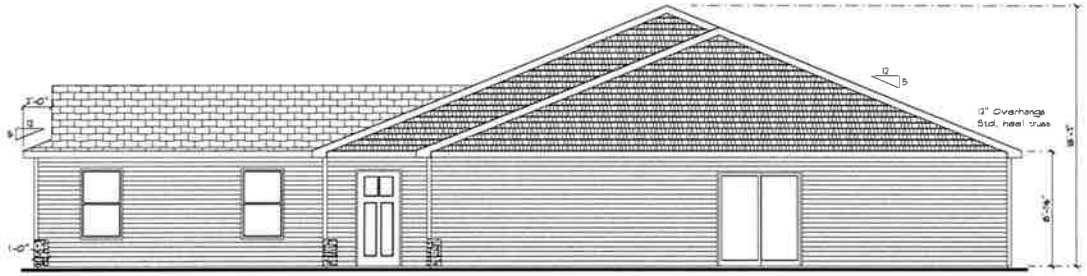
414 S BLACKSTONE STREET, JACKSON, MI, 49201
517.789.8735 | INTERFAITHSHELTER.COM



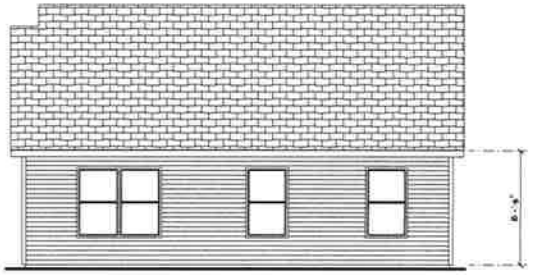
LEFT ELEVATION



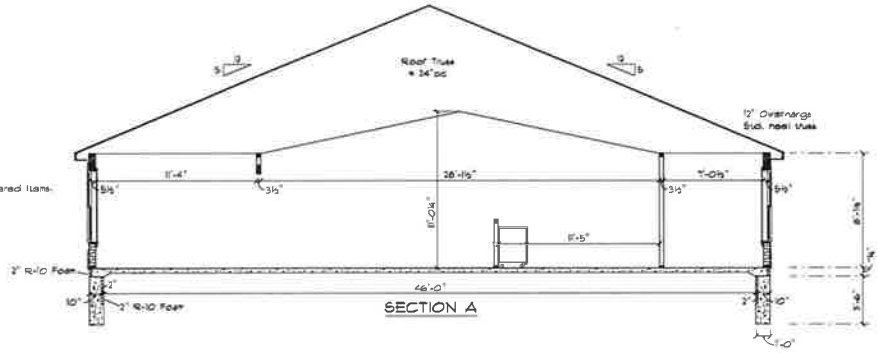
FRONT ELEVATION



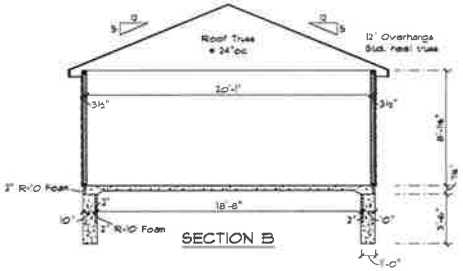
RIGHT ELEVATION



REAR ELEVATION



SECTION A



SECTION B

Building Code = 2015 MICHIGAN RESIDENTIAL CODE

All engineered products are the responsibility of the manufacturer. Install all products according to manufacturer specifications in accordance with local and state building codes.

All windows, door, cabinets, items to be ordered, etc. must be reviewed by the owner and contractor to verify proper shape, size, clearance, overall design prior to ordering. Straightline Home Design cannot be held responsible for miss ordered items.

Window sills must comply with R312.2.1
24" above the finished floor where the exterior grade is 72" or more.
Windows must be tempered in all areas indicated by Section 308
whether specifically indicated on these plans or not

Electrical, mechanical, and plumbing are to be design build systems by others. Layouts furnished by individual contractors to meet all state and local codes and requirements of any other governing agencies. Any layouts shown are suggestions and not complete systems.

Provide and install certified smoke and carbon monoxide detectors as required by Michigan Residential Code (MRC2015) Section R314 & R315

Provide and install Ground Fault Circuit Interrupters (GFI's) per Michigan Residential Code (MRC2015)

Foam plastic shall comply with MRC2015 Sec. R316
Coverad by 1/2" gypsum or equivalent thermal barrier from the interior of a building.

Copyright 2023

Straightline Home Design
19385 Preserve Marketplace • 105 Ocoee, FL 33596
Mike@yourstraightline.biz (689) 788-7814

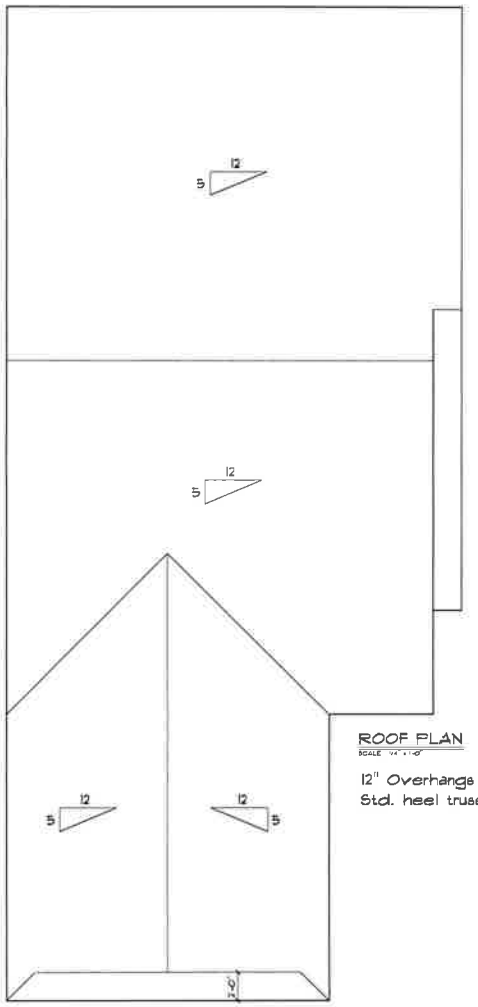
Project Location:
City of Jackson

W40 - #1

Thursday July 20, 2023

Scale: 1/4" = 1'-0"

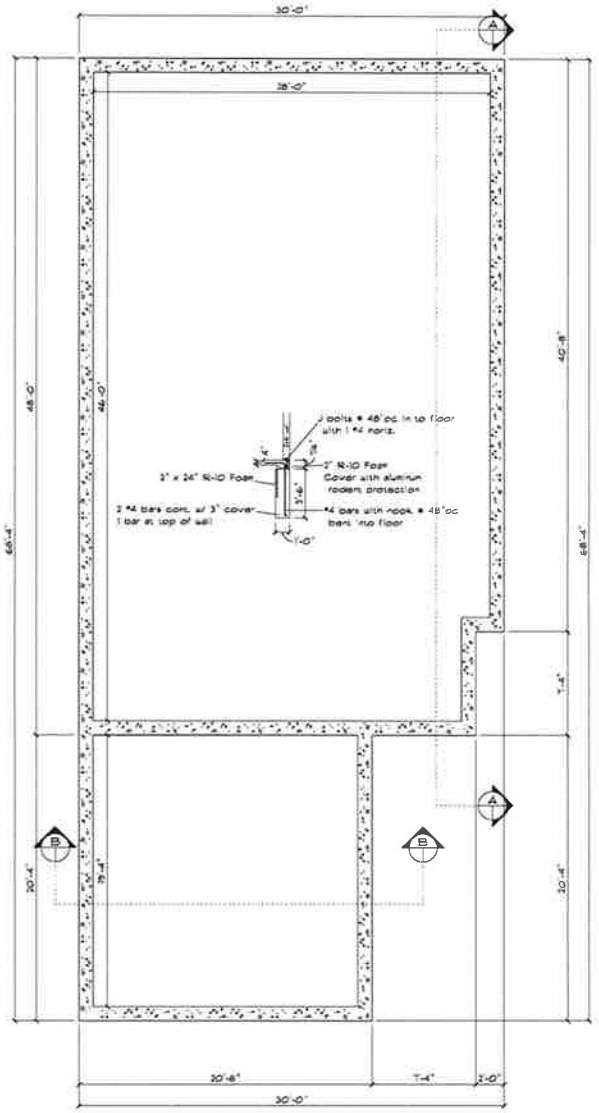
Sheet:
PG-1



ROOF PLAN

SCALE: 1/4" = 1'-0"

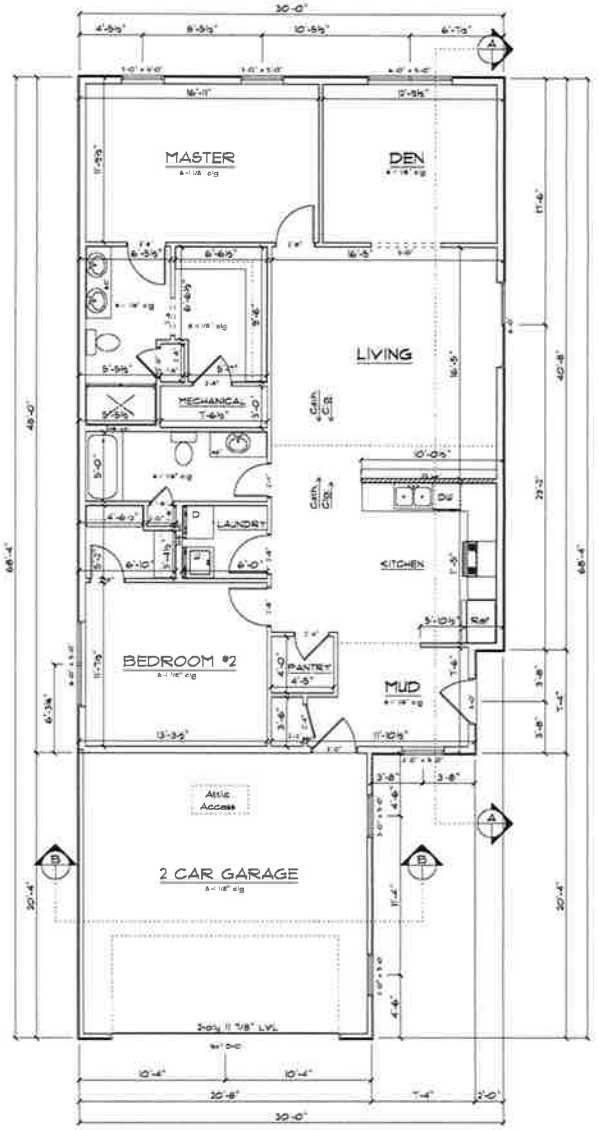
12" Overhangs
Std. heel truss



FOUNDATION PLAN

SCALE: 1/4" = 1'-0"

Foundation walls are 42" tall on 16" x 8" concrete footings



MAIN FLOOR PLAN

SCALE: 1/4" = 1'-0"

Exterior walls are 2x6 + 1" + 1/8" tall

LIVING AREA	
NAME	AREA
Main Floor Living Area	1,825.3 sq ft

Copyright 2023

WHO - #1

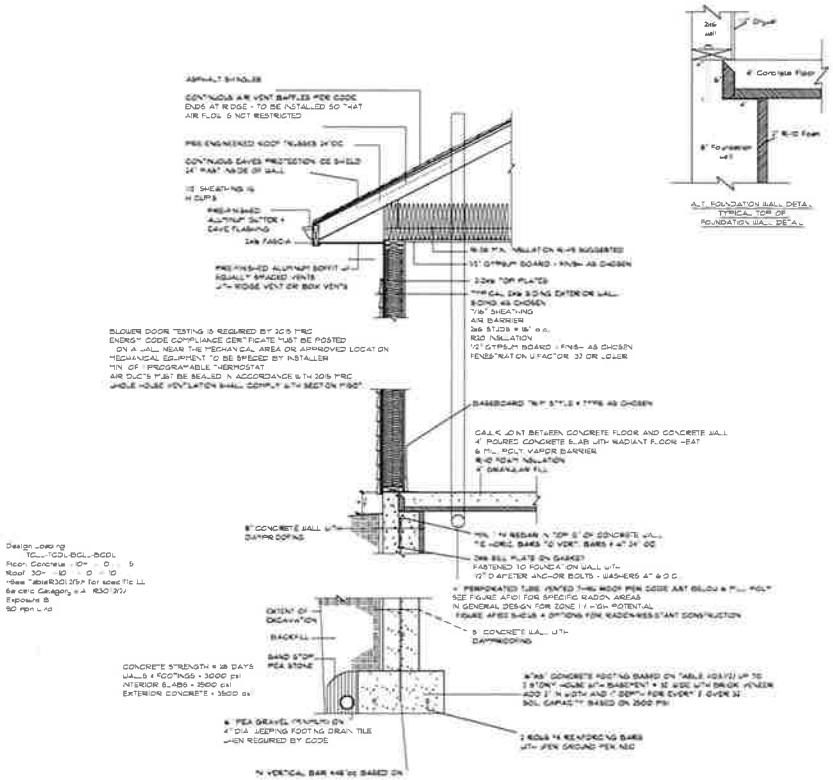
Straightline Home Design
15985 Preserve Parkway Place #105, Odessa, FL 33556
Jason@yourdesignbiz (765) 586-1514

Project Location
City of Jackson

Thursday, July 20, 2023

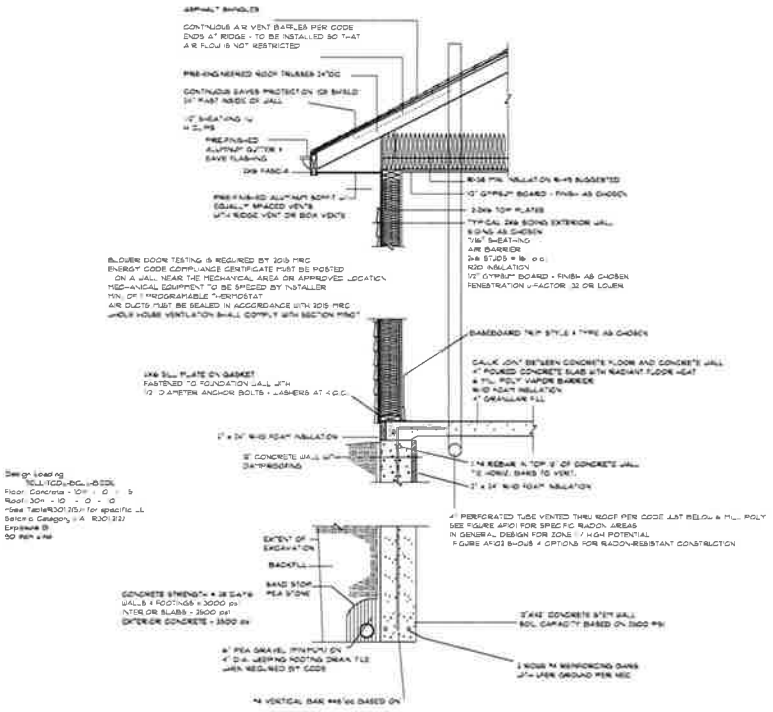
Scale: 1/4" = 1'-0"

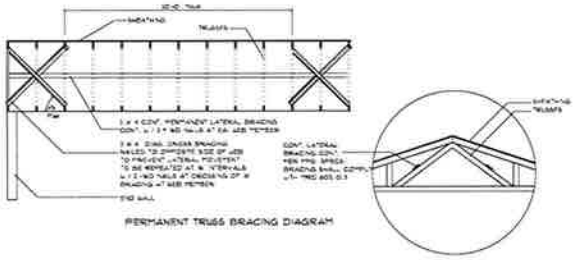
Sheet
PG-2

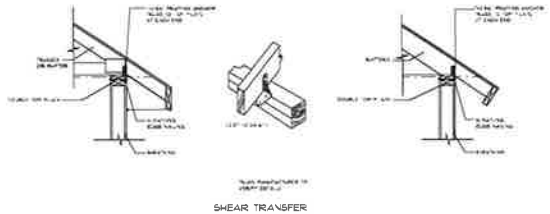


ALTERNATE FOOTING DESIGN

A-1 FOUNDATION WALL DETAIL
TYPICAL TOP OF FOUNDATION WALL DETAIL







SHEAR TRANSFER

Copyright 2023

WHO - #1

Project Location
City of Jackson

Straightline Home Design
19985 Preserve Marketplace #105, Orlando, FL 32836
Jason@yourdesignbiz (269) 186-7914

Thursday, July 20, 2023

Scale: 1/4" = 1'-0"

Sheet
PG-3

Sep 5, 2023

To whom it may concern,

This letter is to express our strong support for The Welcome Home Organization of Jackson, MI (WHO) in their application for the Michigan Community Center Grant.

Greater Jackson Habitat for Humanity (Jackson Habitat) has been providing safe and affordable housing in Jackson County, MI since 1987. We are also part of neighborhood revitalization efforts in the city of Jackson where WHO is headquartered. We have partnered with WHO in serving low-income, military veteran families becoming homeowners through Habitat programming.

WHO has established their credibility with stakeholders throughout the community and are well positioned to engage a wide spectrum of individuals and families. Their staff has the vital skill set of making real connections with community members and helping lay out pathways to a better life that fit each household. WHO utilizes a whole family approach, serving multiple generations, that results in true change.

WHO shares Jackson Habitat's belief that a home can be life changing. And while that applies to families having stable housing in the most literal sense, it is also crucial for *communities* to have spaces that feel like home. Currently, there are no large community gathering spaces embedded in any Jackson neighborhood. This limits organic community development and creates barriers between non-profits with resources to offer and the isolated or marginalized families with which they desire to connect.

Community member's tangible barriers, like transportation and childcare, and intangible barriers, like comfort and a sense of welcome, limit household's ability to engage in Jackson Habitat's current program. WHO's proposed expansion of programming and new facilities help answer this need. A community center that is trusted and is the beating heart of multiple kinds of community engagement, is a much more effective space to host classes and have informational events instead of requiring individuals to come to the Jackson Habitat offices.

251 W Prospect
Jackson MI 49202
517-784-6620

If funds are granted to construct the community center, Jackson Habitat intends to utilize the space to host classes like our "Home Repair 101" and "Becoming a Homeowner" offerings and to meet with families for initial eligibility screenings for Habitat services.

Beyond Habitat specific uses, we also predict that the construction of a community center will dovetail with local neighborhood revitalization efforts by providing a space for strengthening relational ties and mutual aid between neighbors.

Thank you for considering this investment into our community.

Sincerely,

Sheila M Everts

Sheila M. Everts, MA, CEO
sheilae@jacksonhabitat.org
517-798-0369

251 W Prospect
Jackson MI 49202
517-784-6620



March 24, 2024

Vittoria Jimerson
Welcome Home Organization
1203 First Street
Jackson, MI 49203

To the Review Committee:

I'm writing on behalf of Altering Outcomes in recognition of collaboration with The Welcome Home Organization to achieve the goal of providing housing for veterans in Jackson, MI. Our collaborative model of services addresses the unique and unmet needs of individuals in the local area.

Our organization recognizes that success requires a multi-sector partnership amongst public and private organizations, educational institutions, businesses, and the involvement and support of local and state governments and agencies.

Altering Outcomes is in keeping with the goals of The Welcome Home Organization to fill a much-needed gap and address housing solutions for veterans in need.

We look forward to continuing to work with The Welcome Home Organization in addressing the unmet needs for veterans of our community.

Sincerely,

Eric Rice
Altering Outcomes
rice.eric@icloud.com
(248) 417-2201

CITY OF JACKSON
Founded 1829

Office of the Mayor

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4028 • Facsimile: (866) 384-1772

Mr. Daniel Mahoney, Mayor of Jackson
City of Jackson
161 W. Michigan Avenue
Jackson, Michigan 49201

January 24, 2023

Re: Support for the Non-Profit (501 C-3) Welcome Home Organization, Veteran Initiative and Urban Roots Initiative

I, Daniel Mahoney, Mayor of Jackson am writing on behalf of the City of Jackson, Michigan to express my support for the Veteran Initiative (Housing & Resources), and Urban Roots Initiative (Sustainability, Agriculture, Agribusiness & Access to Healthy Foods) being pursued by the Welcome Home Organization (84-3678704). The Welcome Home Organization is located in our Ward 1 (Represented by Councilmember, Arlene Robinson), which is considered an opportunity zone.

The project aims to create temporary to permanent housing opportunities for Veterans and their families, foster youth in transition, and provide resources for some of our city's most vulnerable citizens. The Urban Roots Initiative's goals are to provide individuals with employment opportunities, education advancement, research and accessibility in the areas of sustainability, agriculture, and explore careers in agribusiness. Ward 1, being considered a food desert and opportunity zone within the Jackson, Michigan community is a location where the Welcome Home Organization will continue to make a major impact.

The project is of significant value to the Mayor's Office and the City of Jackson for a multitude of reasons including the personal and professional advancement of our citizens, bringing economic benefits to our community and supporting a non-profit in our community that seeks and is dedicated to continue bringing positive change and a long-term impact to the City of Jackson.

I am confident that these initiatives, along with the dedication of the Founders and Board Members of the Welcome Home Organization will yield valuable results both immediately and for years to come. I encourage your support for these initiatives, to not only bring much needed resources to our community but providing opportunities to our citizens.

For any questions, you may contact me at dmahoney@cityofjackson.org. Thank you for your time and consideration.

Sincerely,

Mr. Daniel Mahoney, Mayor of Jackson

CITY OF JACKSON
Founded 1829

City of Jackson

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4028 • Facsimile: (866) 384-1772

Ms. Arlene Robinson, City Council, Ward 1
City of Jackson
161 W. Michigan Avenue
Jackson, Michigan 49201

January 24, 2023

Re: Support for the Non-Profit (501 C-3) Welcome Home Organization, Veteran Initiative and Urban Roots Initiative

I, Arlene Robinson, City Councilmember, Ward 1 am writing on behalf of the City of Jackson, Michigan to express my support for the Veteran Initiative (Housing & Resources), and Urban Roots Initiative (Sustainability, Agriculture, Agribusiness & Access to Healthy Foods) being pursued by the Welcome Home Organization (84-3678704). The Welcome Home Organization is located in our Ward 1, which is considered an opportunity zone.

The project aims to create temporary to permanent housing solutions for Veterans and their families, foster youth in transition, and provide resources for some of our city's most vulnerable citizens. The Urban Roots Initiative's goals are to provide individuals with employment opportunities, education advancement, research and accessibility in the areas of sustainability, agriculture, and explore careers in agribusiness. Ward 1, being considered a food desert and opportunity zone within the Jackson, Michigan community is a location where the Welcome Home Organization will continue to make a major impact.

The project is of significant value to the City of Jackson for a multitude of reasons including the personal and professional advancement of our citizens, bringing economic benefits to our community and supporting a non-profit in our community that seeks and is dedicated to continue bringing positive change and a long-term impact to the City of Jackson.

I am confident that these initiatives, along with the dedication of the Founders and Board Members of the Welcome Home Organization will yield valuable results both immediately and for years to come. I encourage your support for these initiatives, to not only bring much needed resources to our community but providing opportunities to our citizens.

For any questions, you may contact me at arobinson@cityofjackson.org. Thank you for your time and consideration.

Sincerely, Arlene Robinson

Ms. Arlene Robinson, City of Jackson City Councilmember, Ward 1

CITY OF JACKSON
Founded 1829

City of Jackson

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4028 • Facsimile: (866) 384-1772

Mr. Freddie Dancy, Councilmember, Ward 2
City of Jackson
161 W. Michigan Avenue
Jackson, Michigan 49201

January 24, 2023

Re: Support for the Non-Profit (501 C-3) Welcome Home Organization, Veteran Initiative and Urban Roots Initiative

I, Freddie Dancy, City Councilmember, Ward 2 and Army Veteran am writing on behalf of the City of Jackson, Michigan to express my support for the Veteran Initiative (Housing & Resources), and Urban Roots Initiative (Sustainability, Agriculture, Agribusiness & Access to Healthy Foods) being pursued by the Welcome Home Organization (84-3678704). The Welcome Home Organization is located in our Ward 1, which is considered an opportunity zone.

The project aims to create temporary to permanent housing opportunities for Veterans and their families, foster youth in transition, and provide resources for some of our city's most vulnerable citizens. The Urban Roots Initiative's goals are to provide individuals with employment opportunities, education advancement, research and accessibility in the areas of sustainability, agriculture, and explore careers in agribusiness. Ward 1, being considered a food desert and opportunity zone within the Jackson, Michigan community is a location where the Welcome Home Organization will continue to make a major impact.

The project is of significant value to the City of Jackson for a multitude of reasons including the personal and professional advancement of our citizens, bringing economic benefits to our community and supporting a non-profit in our community that seeks and is dedicated to continuing to bring positive change and a long-term impact to the City of Jackson.

As a Veteran and City Councilmember I am confident that these initiatives, along with the dedication of the Founders and Board Members of the Welcome Home Organization will yield valuable results both immediately and for years to come. I encourage your support for these initiatives, to not only bring much needed resources to our community but providing opportunities to our citizens.

For any questions, you may contact me at fdancy61@gmail.com. Thank you for your time and consideration.

Sincerely,

Mr. Freddie Dancy, City of Jackson, City Councilmember, Ward 2

CITY OF JACKSON
Founded 1829

City of Jackson

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4028 • Facsimile: (866) 384-1772

Jonathan Greene, City Manager
City of Jackson
City Hall
161 W. Michigan Avenue
Jackson, Michigan 49201

January 24, 2023

Re: Support for the Non-Profit (501 C-3) Welcome Home Organization, Veteran Initiative and Urban Roots Initiative

I, Jonathan Greene (City Manager, Jackson, Michigan), am writing on behalf of the City of Jackson, Michigan to express my support for the Veteran Initiative (Housing & Resources), and Urban Roots Initiative (Sustainability, Agriculture, Agribusiness & Access to Healthy Foods) being pursued by the Welcome Home Organization (84-3678704).

The project aims to create temporary to permanent housing opportunities for Veterans and their families, foster youth in transition, and provide resources for some of our city's most vulnerable citizens. The Urban Roots Initiative's goals are to provide individuals with employment opportunities, education, research and accessibility in the areas of sustainability, agriculture, and explore careers agribusiness in what is considered a food desert and opportunity zone within the Jackson, Michigan community.

The project is of significant value to the City Manager's Office and the City of Jackson for a multitude of reasons including the personal and professional advancement of our citizens, bringing economic benefits to our community and supporting a non-profit in our community that seeks and is dedicated to continuing to bring positive change and a long-term impact to the City of Jackson.

I am confident that these initiatives, along with the dedication of the Founders and Board Members of the Welcome Home Organization will yield valuable results both immediately and for years to come. I encourage your support for these initiatives, to not only bring much needed resources to our community but providing opportunities to our citizens.

For any questions, you may contact me at jgreene@cityofjackson.org. Thank you for your time and consideration.

Sincerely,

Jonathan Greene

CITY OF JACKSON
Founded 1829

City of Jackson
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4028 • Facsimile: (866) 384-1772

Mr. Shane LaPorte, Assistant City Manager
City of Jackson
City Hall
161 W. Michigan Avenue
Jackson, Michigan 49201

January 24, 2023

Re: Support for the Non-Profit (501 C-3) Welcome Home Organization, Veteran Initiative and Urban Roots Initiative

I, Shane LaPorte (Assistant City Manager, Jackson, Michigan), am writing on behalf of the City of Jackson, Michigan to express my support for the Veteran Initiative (Housing & Resources), and Urban Roots Initiative (Sustainability, Agriculture, Agribusiness & Access to Healthy Foods) being pursued by the Welcome Home Organization (84-3678704).

The project aims to create temporary to permanent housing opportunities for Veterans and their families, foster youth in transition, and provide resources for some of our city's most vulnerable citizens. The Urban Roots Initiative's goals are to provide individuals with employment opportunities, education, research and accessibility in the areas of sustainability, agriculture, and explore careers agribusiness in what is considered a food desert and opportunity zone within the Jackson, Michigan community.

The project is of significant value to the City Manager's Office and the City of Jackson for a multitude of reasons including the personal and professional advancement of our citizens, bringing economic benefits to our community and supporting a non-profit in our community that seeks and is dedicated to continuing to bring positive change and a long-term impact to the City of Jackson.

I am confident that these initiatives, along with the dedication of the Founders and Board Members of the Welcome Home Organization will yield valuable results both immediately and for years to come. I encourage your support for these initiatives, to not only bring much needed resources to our community but providing opportunities to our citizens.

For any questions, you may contact me at slaporte@cityofjackson.org. Thank you for your time and consideration.

Sincerely,

Mr. Shane LaPorte

March 25, 2024

Alexandria Fagan, LMSW
MyPlace, Inc.
406 S Blackstone St.
Jackson, MI 49201

Vittoria Jimerson
Welcome Home Organization
1203 First Street
Jackson, MI 49203

To the Review Committee of the City of Jackson HOME-ARP Program:

MyPlace, Inc. is proud to be in collaboration with the Welcome Home Organization (WHO). The nature of our collaboration is to fill vital gaps in services in the Jackson Community. We recognize that one of those gaps is affordable housing for Veterans and other vulnerable populations.

We are eager to continue our local collaboration as we strive to ethically serve the unmet needs of aging out foster youth vulnerable to trafficking, the homeless, Veterans, those with transitional housing needs, and more. The HOME-ARP program is a perfect opportunity for the WHO to continue their important work in this community.

The WHO has our unwavering support, as they continue to step into spaces in great need of their services, and they do so while always showing the utmost dignity and respect to their service recipients.

Sincerely,

Alex Fagan, LMSW

Alexandria Fagan, LMSW
Executive Director
MyPlace, Inc.
alex@myplacejakson.org
313-505-4372

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 11, 2024

SUBJECT: Phase Three Marihuana Facilities License - Lettuce 01, LLC

Recommendation:

Approve a marihuana facilities license for Lettuce 01, LLC to operate a retail establishment, contingent upon the receipt of the final license from the State of Michigan and installation and completion of final landscaping on the site plan as approved by the Chief Building Official, as recommended by the Marihuana Licensing Review Committee.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Andrea Muray, City Clerk

DATE: June 11, 2024

RECOMMENDATION:

ISSUE STATEMENT

Phase Three review is the completion of the application process for Marihuana Facilities Licenses.

DESCRIBE THE CONSEQUENCES

The proposed marihuana facility will not have the ability to operate if the application is denied impacting approximately 14 employees.

OWNERSHIP

Chapter 16, Article XVIII, Section 16-516 provides that the final application for a full marihuana license be submitted to the City Clerk. Upon receipt, the application is provided to the City Attorney, Engineer, Manager, Treasurer, and the Directors of Community Development and Police and Fire Services. Each are provided an opportunity to provide comments after which the application is submitted to the marihuana licensing review committee.

SOLUTION

Due to the fact that Lettuce 01, LLC has only been pre-qualified for a license through the State of Michigan, providing the applicant with conditional approval will prevent excessive delays after the State has made a determination on the application.

FACILITATE IMPLEMENTATION

Approve a marihuana facilities license for Lettuce 01, LLC to operate a retail establishment, contingent upon the receipt of the final license from the State of Michigan, as recommended by the Marihuana Licensing Review Committee.

ATTACHMENTS

1. Lettuce 01 LLC Certifications
2. Com_. Recommendation for Final License Lettuce

JACKSON
Founded 1829

City Clerk's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4025

CITY MANAGER PHASE THREE
MARIHUANA ESTABLISHMENT CERTIFICATION

Applicant: LETTUCE 01, LLC

Pursuant to Article XVIII, Section 16-516, Jackson Code of Ordinances, I, Jonathan Greene, City Manager for the City of Jackson, do hereby certify to the Jackson City Council the following:

- The structure for said applicant is complete.
- The Certificate of Occupancy for the structure containing the facility has been issued to the applicant listed above.
- The Zoning Compliance Certificate for the structure containing the facility has been issued to the applicant listed above.

Date: 6/2/24 Signature:

JACKSON
Founded 1829

City Clerk's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4025

CITY TREASURER PHASE THREE
MARIHUANA ESTABLISHMENT CERTIFICATION

Applicant: Lettuce 01, LLC

Pursuant to Article XVIII, Section 16-516, Jackson Code of Ordinances, I, Martin Griffin, City Treasurer for the City of Jackson, do hereby certify to the Jackson City Council the following:

- The above applicant is not in default to the City of Jackson.
- No person(s) considered an applicant under the Michigan Regulation and Taxation of Marihuana Act (MRTMA) is in default to the City of Jackson.
- No entity considered an applicant under the Michigan Regulation and Taxation of Marihuana Act (MRTMA) is in default to the City of Jackson.

Date: 6-04-2024 Signature: Martin Griffin

CITY OF JACKSON
Founded 1829

City Attorney's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4050, (517) 788-4023 • Facsimile: (866) 971-2117

CITY ATTORNEY CERTIFICATION

PHASE THREE MARIHUANA LICENSE APPLICATION FOR: LETTUCE O1 LLC

MEMO TO: Andrea Muray, City Clerk

FROM: Matthew M. Hagerty, City Attorney

DATE: May 31, 2024

RE: Lettuce 01 LLC; Phase III City Attorney Certification Pursuant to City Code Section 16-516(c)(1)

DEPARTMENT CERTIFICATION

Madam Clerk:

In accordance with Chapter 16, Article 18, Sec. 16-516(c)(1) of the City Code, and pursuant to the phase three City Council approval and marihuana license issuance process set forth therein, this correspondence will serve to confirm that I hereby certify that that there are no criminal or civil actions pending against the above-named applicant or any person or entity considered an applicant under the MMFLA or the MRTMA that were not disclosed by the applicant in the submitted application.



_____

Matthew M. Hagerty
City Attorney

Cc: Marihuana Licensing Review Committee – via electronic mail

CITY OF JACKSON
Founded 1829

Neighborhood & Economic Operations

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4060, (517) 788-4012 • Facsimile: (866) 971-2151

Andrea Muray
City Clerk
City of Jackson
161 W. Michigan Avenue
Jackson, MI 49201

RE: 2201 E. Michigan Ave. Lettuce (Objective) Marihuana Retailer License

Dear Madam Clerk,

On May 31, 2024.the City of Jackson Marihuana Licensing Review Committee reviewed the Lettuce Phase 2 and 3 application. The Committee has voted to make recommendation to proceed with an affirmative final license recommendation to City Council to approve the requisite retailer license.

Regards,

Shane LaPorte
Director of Community Development

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene

FROM: Doria LaPorte

DATE: June 11, 2024

RECOMMENDATION: Approve Personnel Policy Changes Effective July 1, 2024

ISSUE STATEMENT

The City of Jackson provides essential services and infrastructure to promote the social and economic health of the community and improve the quality of life for our residents. We accomplish this mission through the provision of efficient services, local leadership, financial responsibility, and community equity.

Currently, the City employs 226 full-time employees. City staff are comprised of one of three categories: contract, represented and non-represented. There are four represented labor groups within the City's workforce (approximate membership figures): full-time classified and unclassified non-union positions (75) the civilian bargaining unit, Michigan Association of Public Employees, "MAPE" (76), the unionized firefighters, International Fire Fighters Association, "IAFF" (31), the unionized police officers, Police Officer's Labor Council, Jackson Non-Supervisory Unit, "POLC NS" (35) and Police Officer's Labor Council, Supervisory Unit Jackson Division, "POLC S" (9).

The Personnel Department administers the City's personnel functions and employment policies in accordance with applicable federal and state law. The City's Personal Policy manual is designed to acquaint the employee with the City of Jackson and provide information about working conditions, employee benefits, and policies affecting employment. These policies apply to all employees of the City unless specified otherwise. It describes many of the employees responsibilities and outlines the programs developed by the City to benefit employees. As the City grows and transforms through the City's commitment towards continual improvement for the Jackson community, so should the personnel policies and guidelines.

Respectfully, the Personnel Department requests approval of modifications to the Personnel Policy in the areas of employee policy, job classifications, compensation & performance evaluations, vacation, rules of conduct, insurance & employee wellness, retiree health insurance eligibility, and employee pension provisions.

DESCRIBE THE CONSEQUENCES

The City's Personnel Department is committed to maintaining current and comprehensive set of employment policies that outline the policies, procedures and rules that impact City staff to protect both the City and the employee. A thorough revision to address necessary changes to the Personnel Policy captures vital policy changes that positively affect workplace performance, best practices, legal updates and ensures that smooth operations continue. Additionally, the release of the newly revised manual provides employees

with the opportunity to refamiliarize themselves with current policies in place; employees who ask policy questions during this time become well-versed in the interpretation of our policies, procedures, and rules, thus reducing miscommunication and misunderstandings among departments and staff.

OWNERSHIP

The Personnel Department administers the City's personnel functions and employment policies in accordance with applicable federal and state law. The City's Personal Policy manual is designed to acquaint the employee with the City of Jackson and provide information about working conditions, employee benefits, and policies affecting employment. These policies apply to all employees of the City unless specified otherwise. It describes many of the employees responsibilities and outlines the programs developed by the City to benefit employees. As the City grows and transforms through the City's commitment towards continual improvement for the Jackson community, so should the personnel policies and guidelines.

The Human Resources Division respectfully requests approval of changes to the Personnel Policy in the areas of employee policy, job classifications, compensation & performance evaluations, vacation, rules of conduct, insurance & employee wellness, retiree health insurance eligibility, and employee pension provisions.

The following are the substantive changes to the current Personnel Policy in place (further detail as attached):

- **Introduction- EEO Statement (Pg iii):**
  - In accordance with anti-discrimination law, it is the purpose of the City's EEO statement to effectuate these principles and mandates.
- **References (Pg. v):**
  - The addition of the Michigan Paid Leave Act (PMLA) is now referenced in this section.
- **Article 1- Promulgation of Personnel Policy & Adoption of Classified and Unclassified Service (Pg 1):**
  - Strike of language referencing "Classified" and "Unclassified positions". These applied terms are obsolete and no longer apply to our workforce. The previously referenced "Classified" and "Unclassified" job titles are now listed under the revised title of "Job Classifications". Corresponding class grades are no longer listed as they are no longer applicable under the newly adopted wage scale provided by GovHR.
- **Article XI-Compensation (Pg 12-16):**
  - New language entered to reflect the new addition of the Merit Award Policy to include Appendix G (Merit Award Policy Performance Appraisal Form). GovHR recommended that the City adopt an Open Range Merit Plan. An Open Range Merit Plan has salary ranges with minimums and maximums, but without defined percentage increments in between. Employees are advanced through the ranges based on an annual satisfactory performance evaluation, with the percentage of their increase determined by their supervisor and City Administration. The Open Range Merit Plan also allows maximum flexibility for the City relative to recruitment and funding as employees can be hired within the range and the increases provided annually for meritorious performance can fluctuate based on available funding. Given Jackson's goal to recruit, reward

and retain motivated, high-performing employees, the Open Range Merit Plan was selected for recommendation.

- Strike of all language within this article referencing the automatic advancement of a nonunion employee to a higher step on the month and date of their hire and/or promotion (anniversary step increase)as the Merit Award Policy replaces this past practice.
- Strike of language removing the provision of a $660 a year residency allowance for full time nonunion employees who live within the downtown core.
- $5000 increase towards the tuition reimbursement allowance for all nonunion employees "when such costs are not covered by other programs, the cost of job-related course work (up to $15,000 $20,000) for any applicable, previously approved, and budgeted, classes and/or certification". The structure of the Merit Award Policy encourages City staff to demonstrate mastery of the job duties through job training and/or certifications, as such, the tuition amount for employees has been adjusted.

- **Article XIII- Annual Evaluations/Feedback Assessments (Pg 18)**
  - Strike of this Article as it has been replaced with new language referencing the Merit Award Policy.
- **Article XIV- Discipline/Rules of Conduct (Pg 19)**
  - Modification of Item U to include "as granted permission by the City Manager".
- **Article XV- Vacation and Other Leave Time (Pg 23)**
  - The language regarding vacation and other leave time has been revised to remove the terms "Classified" and "Unclassified"(all references) and summarized into simpler terms applicable to all nonunion employees regardless of their date of hire. Modifying this language to clearly reflect our current vacation accrual process in place will not have an impact to any nonunion employee's current vacation accrual amount currently or in the future.
  - A GovHR review of the benefits offered in Jackson versus our eight (8) comparable communities shown that the City's benefits are competitive with the other entities surveyed.
- **Article XVII- Insurance (Pg 32-41)**
  - Removal of the provision requiring nonunion employees enrolled in City insurance and their dependents to comply with annual cotinine testing to receive a wellness incentive reducing the cost of their healthcare.
  - Reference chart(s) pertaining to the section Duty/Non-Duty Disability & Service Retirees have been condensed to one (1) chart to provide clarity to include the strike of aged language/dates that no longer apply.
  - Strike of language in the section Nonunion Retiree Prescription Drug Coverage to clarify the benefit provided to nonunion retirees. The remaining corresponding chart (B) to this section maintains the appropriate retiree benefit level.
- **Article XXI- Pension Improvements (Pg 46)**
  - Modification of language in this section to modestly restructure and simplify the service retirement plan eligibility for nonunion employees. This section now reference's one chart to include the strike of aged language/dates that no longer apply.

SOLUTION

At this time, staff is asking the Council to consider the approval of the Personnel Policy changes effective July 1, 2024.

FACILITATE IMPLEMENTATION

Staff recommends approval of the Personnel Policy Changes Effective July 1, 2024.

CITY OF JACKSON
Founded 1829

City Manager's Office
Human Resources Division

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4046 • Facsimile: (866) 522-9005

Effective July 1, 2024

Personnel Policy Amendments for Nonunion Employees

Summary of Revisions

1. **Introduction- EEO Statement (Pg iii):**
   - Revision of statement to explicitly define all existing protected classes: *"The City of Jackson will provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age (40 an older), religion, national origin, citizenship, ancestry, pregnancy, sexual orientation, gender identity, gender expression, family medical history and genetic information, physical and mental disability, military & veteran status, arrest record, marital status, height, or weight as required by applicable law"*. In accordance with anti-discrimination law, it is the purpose of this statement to effectuate these principles and mandates.
   - **This change is to reflect changes in state and/or federal law**

2. **References (Pg. v):**
   - The addition of the Michigan Paid Leave Act (PMLA) is now referenced in this section.
   - **This change is to reflect changes in state and/or federal law**

3. **Article 1- Promulgation of Personnel Policy & Adoption of Classified and Unclassified Service (Pg 1):**
   - Strike of language referencing "Classified" and "Unclassified positions". These applied terms are obsolete and no longer apply to our workforce. The previously referenced "Classified" and "Unclassified" job titles are now listed under the revised title of "Job Classifications". Corresponding class grades are no longer listed as they are no longer applicable under the newly adopted wage scale provided by GovHr.
   - **This change is to reflect many changes in federal employment law over the years most recently having to do with overtime elgibility.**

4. **Article XI-Compensation (Pg 12-16):**
   - New language entered to reflect the new addition of the Merit Award Policy to include Appendix G (Merit Award Policy Performance Appraisal Form).
   - Strike of all language within this article referencing the automatic advancement of a nonunion employee to a higher step on the month and date of their hire and/or promotion (anniversary step increase)as the Merit Award Policy replaces this past practice.
   - Strike of language removing the provision of a $650 a year residency allowance for full time nonunion employees who live within the downtown core.
   - $5000 increase towards the tuition reimbursement allowance for all nonunion employees "when such costs are not covered by other programs, the cost of job-related course work (up to ~~$15,000~~ $20,000) for any applicable, previously approved, and budgeted, classes and/or certification".
   - **The Merit Pay idea derived from the GovHR Compensation study. After researching the idea, examining policies, and thinking about the future of the City of Jackson workforce, I decided a merit based system would create a stronger work environment, reward stellar employees, accept that not all employees wish to evolve, and manage payroll costs.**
   - **The Anchor Inititive has sunsetted and it feels like this provision should also be removed.**
   - **Our amount for tuition reimbursement has not been changed in a number of years and has not kept up with the costs of higher education.**

5. **Article XIII- Annual Evaluations/Feedback Assessments (Pg 18)**
   - Strike of this Article as it has been replaced with new language referencing the Merit Award Policy.
   - **The Merit Award Policy has changed this.**

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4046 • Facsimile: (866) 522-9005

6. **Article XIV- Discipline/Rules of Conduct (Pg 19)**
   - Modification of Item U to include "as granted permission by the City Manager".
   - **Some CPL holders have expressed a desire to continue to carry while on duty for the City of Jackson. I looked at the issue and worked with City Attorney Matt Hagerty to develop a policy that protects the city while allowing the carry of a firearm**
7. **Article XV- Vacation and Other Leave Time (Pg 23)**
   - The language regarding vacation and other leave time has been revised to remove the terms "Classified" and "Unclassified"(all references) and summarized into simpler terms applicable to all nonunion employees regardless of their date of hire. Modifying this language to clearly reflect our current vacation accrual process in place will not have an impact to any nonunion employee's current vacation accrual amount currently or in the future.
   - **Over the years this portion of the policy has been amended in distorted and detrimental ways which have resulted in a disjointed policy lacking logic or benchmarking. This new policy is in line with peer communities from the GovHR study.**
8. **Article XVII- Insurance (Pg 32-41)**
   - Removal of the provision requiring nonunion employees enrolled in City insurance and their dependents to comply with annual cotinine testing to receive a wellness incentive reducing the cost of their healthcare.
   - Reference chart(s) pertaining to the section Duty/Non-Duty Disability & Service Retirees have been condensed to one (1) chart to provide clarity to include the strike of aged language/dates that no longer apply.
   - Strike of language in the section Nonunion Retiree Prescription Drug Coverage to clarify the benefit provided to nonunion retirees. The remaining corresponding chart (B) to this section maintains the appropriate retiree benefit level.
   - **This portion of the policy is being changed to reflect the reality of our employees and healthcare coverage. Tobacco is the cancer and disease causing ingredients in products containing nicotine. However, tobacco use cannot be tested for and has been a problem since this policy's implementation. Nicotine is not an inherently unhealthy substance. It is merely found in unhealthy substances. There has been a profilference in nicotine replacement products that do not carry cancer/disease causing concerns. This has made the policy tough to administer. Additionally, the Affordable Care Act dictates employee wellness programs be reward and not punitive based.**
   - **The reference charts for retiree healthcare was complicated and disjointed. It carried different incongruent provisions that made adminsteriung the policy problematic.**

9. **Article XXI- Pension Improvements (Pg 46)**
   - Modification of language in this section to modestly restructure and simplify the service retirement plan eligibility for nonunion employees. This section now reference's one chart to include the strike of aged language/dates that no longer apply.
     - New chart/language entered below. The previous chart's required service years/ages are referenced in blue to outline the modification.

10 years of service and 65 (~~62, 64, 68, 70~~) years of age
27 years of service and 58 (~~59~~)years of age
35 ~~(32,39,40)~~years of service and any age
*Because of the Reciprocal Retirement Act of 1961, years of service shall include employment by any city, village, township, or county.

   - **These changes seek to bring several different retirement requirements that did not align with other retiree provisions (like healthcare for employees hired before 7/1/2012) into alignment so new employees and those thinking about retirement the ability to make decisions about their future without ambiguity.**

Comparable Community	Vacation	Longevity
Allen Park	1-4 yrs=15 days; 5-19 yrs=20 days; 20-24 yrs=25 days; 25+ yrs=30 days	No
Bay City	Upon Employment 40 hours. January 1 after completion of 1st year: 40 hrs plus 8 hrs for each month worked during 1st yr (max 12 days). Calendar Yrs 2-4: 15 days. CYs 5-9: 20 days. CYs 10+: Add 1 day/yr until max of 30 days in CY 19	
East Lansing		No
Eastpointe		
Ferndale		No
Garden City		
Holland	0-2 yrs=15 days; 2=6 yrs=20 days; 6-16 yrs=25 days; 16-23 yrs=30 days; 23+ yrs=35 days	No
Lincoln Park		No
Madison Heights	1-4 yrs=10 days; 5-9 yrs=15 days; 10-19 yrs=20 days; 20+ yrs=25 days	No
Monroe	NU: 1-5 yrs=10 days; 10-14 yrs=15 days; 15-19 yrs=20 days; 20-24 yrs=22.5 days; 25+yrs=25 days	No
Muskegon		
Oak Park	1-5 yrs=10 days; 5-10 yrs=15 days; 10-20 yrs=20 days; 20+ yrs=25 days	No
Port Huron	At 6 mos.: 6.5 days; at 1 yr=6.5 days; at 1/1 after 1st yr: pro-rated; at 1/1 after 2nd yr=13 days; every 1/1 thereafter: 18 days	No
Romulus	NU-Ex: At 6 mos.=2 weeks; at 1 yr=add'l 3 weeks (Total per year=5 weeks) NU-NE: At 1 yr=5 days; at 2 yrs=10 days; at 5 yrs=15 days; at 10 yrs=15 + 1 day/add'l yr of services up to 25 days	No
Saginaw		
Southgate		
Wyandotte	0-5 yrs=12 days; 5-10 yrs=15 days; 10-15 yrs=18 days; 15-20 yrs=21 days; 20-25 yrs=24 days	
Jackson	Policy currently in place for hired, transferred or promoted on or after 1/1/2016: First year to year 2=80 hrs/yr; Yrs 2-4=96 hrs/yr; Yrs 5-7=120 hrs/yr; Yrs 7-10=144 hrs/yr; Yrs 10-30=160 hrs/yr; 30+ yrs=160 hrs/yr	No

CITY OF JACKSON, MICHIGAN

PERSONNEL POLICY

CITY OF JACKSON
Founded 1829

City Manager's Office
Human Resources Division

161 W. Michigan Ave. • Jackson, MI 49201

CITY OF JACKSON
Founded 1829

City Manager's Office
Human Resources Division

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4046 • Facsimile: (866) 522-9005

TABLE OF CONTENTS		05/01/2022	
INTRODUCTION		05/01/2022	iii
SCOPE/REFERENCES		12/19/14	v
ARTICLE I	- PROMULGATION OF PERSONNEL POLICY ~~AND ADOPTION OF CLASSIFIED AND UNCLASSIFIED SERVICE~~	07/14/15	1
ARTICLE II	- APPLICATION AND INTERPRETATION	03/01/02	1-2
ARTICLE III	- ADMINISTRATION AND MAINTENANCE	12/19/14	3
ARTICLE IV	- PERSONNEL FILES	12/19/14	4-5
ARTICLE V	- JOB CLASSIFICATIONS~~CLASSIFIED SERVICE~~	11/17/15	5-6
~~ARTICLE VI~~	~~- UNCLASSIFIED SERVICE~~	~~12/15/15~~	~~7-9~~
ARTICLE VII	- PUBLICIZING OF VACANCIES	12/15/15	10
ARTICLE VIII	- LENGTH AND CONTINUITY OF SERVICE	03/01/02	10-11
ARTICLE IX	- LAYOFFS/SEVERANCE	11/17/15	11-12
ARTICLE X	- REQUESTS FOR CLASS/COMP ADJ	12/19/14	12
ARTICLE XI	- COMPENSATION	11/17/15	13-16
ARTICLE XII	- OVERTIME WORK	05/01/2022	16-17
ARTICLE XIII	- ANNUAL EVALUATION/FEEDBACK ASSESSMENT	11/17/15	17
ARTICLE XIV	- DISCIPLINE/RULES OF CONDUCT	07/14/15	18-21
ARTICLE XV	- VACATION AND OTHER LEAVE TIME	05/01/2022	22-30
ARTICLE XVI	- HOLIDAYS	05/01/2022	30-31
ARTICLE XVII	- INSURANCE	05/01/2022	31-42
ARTICLE XVIII	- WORKERS' COMP ADMIN PROCEDURES	03/01/02	42
ARTICLE XIX	- PERSONALLY OWNED AUTOMOBILE	11/17/15	43
ARTICLE XX	- HARASSMENT	03/01/02	43-45
ARTICLE XXI	- PENSION IMPROVEMENTS	05/01/2022	46-49
ARTICLE XXII	- INFORMATION TECHNOLOGY POLICIES	07/01/06	49
APPENDIX A	- ADMINISTRATIVE & SUPERVISORY PAY RATES	11/17/15	51-52
APPENDIX B	- DEFINITION OF TERMS/WORD USAGE	11/17/15	53-54
INDEX		05/10/16	56-58

INTRODUCTION

The Personnel Policy contained in the pages of this document in no manner should be construed as a contract or promise to any employee or prospective employee that the procedures, classifications, class grades or benefits contained will remain in effect or continue in existence. This document is merely an outline of the procedures, classifications, class grades and benefits which existed at the time of the enactment by the City Council. The procedures, classifications, class grades and benefits contained herein may be altered, decreased, changed or eliminated at any time by action of the City Council and the interpretation of the procedures and this entire document shall be in the sole discretion of the City Council.

It must be specifically understood by each and every employee or prospective employee that this document does not constitute a contract of employment between the City of Jackson and any employee or prospective employee or a continuing promise of the continuation of any provisions contained herein. Specifically, no employee or prospective employee should rely upon this document or any of the provisions contained herein as a condition of continuing employment or as a condition of accepting employment.

~~Equal Employment Opportunity~~
Equal Employment Opportunity Statement -The City of Jackson will provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age (40 an older), religion, national origin, citizenship, ancestry, pregnancy, sexual orientation, gender identity, gender expression, family medical history and genetic information, physical and mental disability, ~~miltary~~military & veteran ~~status,arrest~~status, arrest record, marital status, height, or weight as required by applicable law.~~The City of Jackson will provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, religion, national origin, sexual orientation, gender identity, family medical history and genetic information, disability, marital status, height, or weight as required by applicable law.~~

At Will Employees - None of the language contained within this Personnel Policy shall be deemed to vest any employee with any "just cause" rights that prevent his or her dismissal without cause. It is the policy of the City that all employees of the City are "at will" employees, and, subject to the terms and conditions of applicable labor agreements, the City retains the right to discharge any employee without cause.

Performance Evaluations - The City Manager may establish a system of performance evaluations. If established, the system shall be incorporated into this policy.

Safety Committee - The City Manager may establish a Safety Committee. If injured, an employee shall file a claim in accordance with the Michigan Workers' Disability Compensation Act.

Residency Requirement – Non-union full-time City employees who maintained their residency status within the Jackson City Limits for the entire previous calendar year (~~12 month~~12-month period) are eligible to receive a $1,800.00 residency stipend in January of each year. (Note: This stipend will be prorated for partial year residency on a monthly basis.)

In order to qualify for the residency stipend, the employee must meet the following residency requirements: Establish and occupy a dwelling within the limits defined in the previous paragraph; and maintain this dwelling as their primary residence at which they eat their meals, receive their mail, sleep, maintain their voter registration, driver's license address, tax address, and in all manners maintain as a normal residence.

All union employees are governed by the residency language in their respective labor agreement or past practice. Such past practice shall continue until a change is negotiated with the respective labor organization.

REF: Civil Service Rules and Regulations, Section 17, Residency Requirements.
Michigan Public Act 212 of 1999

EFFECTIVE DATE:

- Revision dated July 1, 2024
- Revision dated May 1, 2022
- Revision dated August 14, 2018
- Revision dated November 15, 2017
- Revision dated January 10, 2017
- Revision dated May 10, 2016
- Revision dated December 15, 2015
- Revision dated November 17, 2015
- Revision dated July 14, 2015
- Revision dated April 27, 2015
- Revision dated December 19, 2014
- Revision dated October 1, 2014
- Revision dated July 1, 2008
- Revision dated July 1, 2006
- Revision dated July 1, 2005
- Revision dated July 1, 2004
- Revision dated September 1, 2003
- Revision dated April 1, 2003
- Revision dated July 1, 2002
- Revision dated March 1, 2002
- Revision dated July 1, 2000
- Revision dated September 21, 1998
- Revision dated August 15, 1997
- Revision dated January 21, 1997

SCOPE

This Personnel Policy covers all employees of the City of Jackson and does not apply to affiliated organizations such as the Downtown Development Authority or Jackson Housing Commission. Those employees covered by labor agreements shall be governed by the provisions of said labor agreements. In the absence of specific provisions or where the labor agreement is silent, this policy shall apply. In the case of a conflict between this Policy and a labor agreement, the labor agreement language shall prevail over this Policy for employees covered by a labor agreement.

REFERENCES

Administrative Regulations
Americans with Disabilities Act of 1990 (Federal Mandate)
Civil Service Rules and Regulations
Drug Policy (Administrative Regulation No. 29) Fair Labor Standards Act (Federal Mandate)
Family Medical Leave Act (1993) (Federal Mandate)
General Retirement Plan
Genetic Information Nondiscrimination Act of 2008
Jackson City Code
Michigan Public Act 212 of 1999 (Residency) Michigan Public Act 152 of 2011
Michigan Public Act 54 of 2011
The Patient Protection and Affordable Care Act of 2010 (Federal Mandate) Rules of Conduct
Workers' Disability Compensation Act 317 of 1969 (State of Michigan)
Michigan Paid Leave Act (MPMLA)

ARTICLE I - PROMULGATION OF PERSONNEL POLICY ~~AND ADOPTION OF CLASSIFIED AND UNCLASSIFIED SERVICE~~

Section I-1. Purpose of the Personnel Policy. It is the purpose of the City of Jackson Personnel Policy to establish an equitable and consistent personnel administration system for the City and its employees in order to insure that the most effective and efficient services are provided to the City of Jackson community. It is also the purpose of this Personnel Policy to clearly explain the duties, rules, and expectations of the City and its employees and to accurately describe the rights and benefits offered to City employees in order to attract and retain a proficient and skilled workforce. Furthermore, this policy shall govern all City/employee relationships of a non-union nature and all City/employee relationships for union personnel where the labor agreement is silent. The City reserves and retains the unilateral right to amend, modify, change, add to or terminate any provisions in this policy at any time.

~~Section I-2. Adoption of Personnel Policy and Classified and Unclassified Positions. The Classified and Unclassified positions as set forth in Articles V. and VI. of this policy and the specifications for the respective classes are hereby adopted and shall constitute the basis upon which all positions shall be classified. All positions shall be subject to the provisions of Civil Service in accordance with the City Ordinances and the rules and regulations of the Civil Service Board, except those in the Unclassified Service, as specified in Article VI.~~

~~Section I-3. Preparation and Content of Class Specifications. Descriptions of the above-referenced positions shall be prepared by the appropriate Department Head and reviewed for final content by the Director of Human Resources, and approved by the City Manager, giving the duties of all positions and the qualifications for successful performance of such duties. In addition to the qualifications as set forth in the class specifications, it shall be understood that all positions require: Ability to read, write, speak and understand the English language and to follow written and oral instructions; Ability to get along with others, sobriety, integrity, loyalty and a record of orderly law-abiding citizenship.~~

ARTICLE II - APPLICATION AND INTERPRETATION

Section II-1. Allocation of Existing Positions. The positions in the Class Specifications~~Classified Service~~ are hereby allocated to appropriate classes in accordance with the schedules attached hereto.

Section II-2. Interpretation of Class Specifications.

A. Purpose and Effect of Class Specifications: Each class specification outlines the main characteristics and qualification requirements of position in the class and gives examples of special duties which employees holding such positions may properly be required to perform. The class specification is descriptive and explanatory, but not restrictive. The listing of particular examples of duties does not preclude the assignment of other tasks of related kind or character or of lesser skills. Likewise, the assignment of an employee to a class does not preclude the assignment of duties from another class to the employee or the assignment of the employee to another class.

B. Application of Specifications to Positions: In determining the class to which a position should be allocated, the specification of each class shall be considered in relation to the specifications of other classes in the Personnel Policy.

C. Statement of Qualifications: The statement of qualifications in a class specification is intended to be used as a guide in determining the eligibility of candidates for competitive examinations; as an aid in the preparation of such examinations; and, for use in determining the relative value of positions in a class in relation to positions in other classes.

Section II-3. Employer's Rights. The City, as an employer and on behalf of the electors of the City of Jackson, hereby retains and reserves unto itself all powers, authority, duties and responsibilities conferred upon and vested in it by law and by the Constitution of the State of Michigan and of the United States, the Jackson City Charter and City Code, and any modifications made thereto.

Further, all rights which ordinarily vest in and are exercised by employers are reserved to and remain vested in the City, including, but without limiting the generality of the foregoing the right to:

A. Manage the affairs of the City efficiently and economically, including the determination of quantity and quality of services to be rendered;

B. Introduce new equipment, methods, machinery or change and/or eliminate existing equipment and institute technological changes, decide on materials, supplies, services, equipment and tools to be purchased;

C. Determine the size of the work force and increase or decrease its size;

D. Hire, assign and permanently or temporarily lay off employees;

E. Direct the work force, assign work and determine classifications and prescribe and assign job duties, content and classification;

F. Establish, change, combine or discontinue job classifications and prescribe and assign job duties, content and classification;

G. Discipline and discharge employees;

H. Adopt reasonable work rules; and

I. Select employees for promotion or transfer and determine the qualifications and competency of employees to perform available work.

ARTICLE III - ADMINISTRATION AND MAINTENANCE

Section III-1. Responsibilities of the Director of Human Resources. All references to the City-County Director of Human Resources are synonymous with the City's title of Director of Human Resources**.** The Director of Human Resources shall direct necessary reviews and preparation of reports recommending appropriate action to ensure that the Personnel Policy is kept current and to assure that any important changes in duties and responsibilities in any existing positions and of new positions are reflected in the Policy. The Director of Human Resources shall provide, subject to the approval of the City Manager, for the reallocation of any position from one class to another class, whenever a change in duties and responsibilities of such position make the class to which the position was previously allocated no longer applicable. Any actual reallocation to be made shall be made with the knowledge of the employee concerned and his/her Department Head.

The Director of Human Resources shall be responsible for the work of administering and maintaining the Personnel Policy. This shall include but not be limited to, the processing of salary advancements, the determination of proper salary rates within existing Policy provisions and the preparation of recommendations for revisions to the Policy on the basis of changes in prevailing rates of pay for comparable positions outside the City Service.

Section III-2. Changes Requiring Approval of the City Council. The approval of the City Council shall be required for all policy changes to this document, but not for amendments of an administrative nature. Such changes shall take the form of amendments to this Personnel Policy.

Section III-3. Changes Requiring Approval of the City Manager. The approval of the City Manager shall be required for all administrative changes to this document. The City Council will receive written notice of all administrative amendments to the Personnel Policy at least fifteen (15) days before they take effect.

Section III-4. Repeal of Conflicting Resolutions. All resolutions or parts thereof in conflict with the provisions of this Policy are hereby repealed.

Section III-5. Savings Clause. If any section, sentence, clause or phrase of this Policy shall be held for any reason to be inoperative or unconstitutional, void or invalid, the validity of the remaining portions of this Policy shall not be affected thereby, it being the intent of the City Council in adopting this Policy that no portion thereof or provision herein shall become inoperative or fail by reason of the unconstitutionality or invalidity of any other portion or provision and the City Council of the City of Jackson, Michigan, does hereby declare that it would have severally passed and adopted the provisions contained herein, separately and apart one from the other.

ARTICLE IV - PERSONNEL FILES

Section IV-1. Personnel Files. A personnel file is maintained by the Human Resources Department on every employee of the City (except Parks and Recreation seasonal employees, City Clerk election workers, Police Reserve Officers and School Crossing Guards). However, the aforementioned seasonal employees and election workers' personnel files must be retained in accordance with Federal, State, and City laws, ordinances, and regulations by the hiring departments**.** All material in these files is strictly confidential and secured under the custodianship of the Human Resources Department. All personnel files are subject to the provisions of the Bullard-Plawecki Right-To-Know Act and the Freedom of Information Act. Medical records are secured in a file that is separate from the personnel records. Information in an employee's personnel file may include the following:

A. Original application and accompanying documents (i.e.**,** resume, transcripts, references, investigation reports, military papers).

B. Personnel Action Requests or notices of pay changes and accompanying documents.

C. Performance evaluation forms and related materials.

D. Letters of commendation or complaint connected with employment.

E. Promotional opportunity application and related materials.

F. Forms pertaining to fringe benefit programs and related programs.

G. Documents submitted by the employee.

H. Certificates or notices of accomplishment of the employee in the area of training or employee development.

I. Documentation of disciplinary action.

J. Materials submitted as part of the record for an appeal or a decision or other action and copies of related proceedings.

Section IV-2. Official Access. The following personnel shall have the right of access to an inspection of an employee's personnel file.

A. The employee who is the subject of the file.

B. An attorney or designee of the employee when the employee has provided written authorization to his or her file.

C. Supervisory employees who are considering the employee for promotion, transfer, reassignment, demotion, dismissal or other personnel action.

D. The City Attorney or other appropriate agent when needed in connection with any legal action involving the employee and the City.

E. Authorized representatives of the Human Resources Department.

F. A person or persons making a proper legal request under the Freedom of Information Act (FOIA).

Section IV-3. Limited Access. Information in an employee's personnel file shall not be made accessible to anyone except the Human Resources Department, the employee and those listed in Article IV, Section IV-2 above. The only information provided over the telephone is verification of any employee's job title, dates of employment and salary. No other information will be given by phone unless the employee provides a written release absolving the City, its employees, agents and officials from any responsibilities of the consequences of disclosure.

Section IV-4. Written Reprimands. Unless otherwise provided by law, whenever a reprimand is placed into an employee's file for the purpose of reflecting a negative facet of that employee's performance, the employee shall be provided a copy of the entry.

Section IV-5. Employee Access. An employee, upon written request to the Human Resources Department, may periodically review at reasonable intervals, generally not more than two (2) times per year, his or her personnel record. The review shall take place in the Human Resources Department during normal office hours, unless inconvenient to the employee due to an unusual shift or job site, at which time a mutually convenient time and place shall be arranged.

An employee may obtain a copy of information contained in his or her personnel file. If there is disagreement with information contained in the personnel file, an employee may submit a written statement explaining his or her position which shall then be made part of the personnel file, with a copy provided to the supervisor.

ARTICLE V ~~–~~ JOB CLASSIFICATIONS~~CLASSIFIED SERVICE~~

Section V-1. Job Classifications~~Classified Service~~. Job classifications ~~The Classified Service~~ shall consist of the following classes of non-union positions, with such changes as may be made from time to time by the City Council by amendment to this Personnel Policy. All~~The class grade refers to the classification and corresponding salary range by which all~~ positions of the class shall be paid as set forth from time to time by action of the City Manager or City Council action. ~~The hours of work in the normal average work week for each Occupational Group are indicated and shall apply to all classes of the group, except those where the normal work week upon which compensation is based is otherwise indicated.~~ For purposes of this Personnel Policy, all employees and officials of the Jackson Housing Commission are not employees of the City of Jackson. For purposes of the Civil Service ordinance, all union personnel are deemed to be ~~unclassified~~ employees whose personnel rights and responsibilities shall be resolved under the provisions of their applicable labor agreement.

~~Section V-2.~~ Occupational List of Class Titles

A. CLERICAL, ADMINISTRATIVE AND FISCAL GROUP
(Non-union positions – occupied or vacant)

~~Class Grade~~	Class Title	~~Class Title~~
~~7~~	Account Clerk Supervisor	
~~4~~	Administrative Secretary I	
~~6~~	Administrative Secretary II	
~~8~~	Appraiser	
~~6~~	Evidence Management Coordinator	
~~10~~	Financial Analyst	
~~11~~	GIS Coordinator	
~~9~~	Labor Relations Technician	
~~7~~	Legal Secretary	
~~10~~	Neighborhood and Economic Operations Planner	
~~6~~	Property Management Coordinator	
~~6~~	Purchasing Technician	
~~7~~	Recreation Services Coordinator	
~~10~~	Senior Appraiser	
~~9~~	Senior Citizen & Recreation Activities Coordinator	
~~11~~	Tax Supervisor	

B. ENGINEERING, INSPECTION AND TECHNICAL GROUP
(Non-union positions – occupied or vacant)

~~Class Grade~~	Class Title
~~11~~	Civil Engineer II
~~12~~	Civil Engineer III
~~10~~	Engineering Assistant
~~10~~	Parking Manager/Engineering Assistant
~~10~~	Wastewater Treatment Plant Industrial Pretreatment Supervisor

C. LABOR AND TRADES SUPERVISION GROUP
(Non-union positions – occupied or vacant)

~~Grade~~	~~Class~~ Class Title ~~Class Title~~
~~10~~	Assistant Water Treatment Plant Supervisor
~~8~~	Building Maintenance Supervisor
~~10~~	Chief Wastewater Treatment Plant Operator
~~10~~	Meter Services Supervisor
~~9~~	Public Works Assistant
~~11~~	Public Works General Foreman

ARTICLE VI - UNCLASSIFIED SERVICE

Section VI-1. Unclassified Service. The Unclassified Service shall consist of the following classes of non-union positions, with such changes as may be made from time to time by the City Council by amendment to this Personnel Policy. The class grade refers to the classification and corresponding salary range by which all positions of the class shall be paid as set forth from time to time by City Council action and/or action of the City Manager. For purposes of this Personnel Policy, all employees and officials of the Jackson Housing Commission are not employees of the City of Jackson. For purposes of the Civil Service ordinance, all union personnel are deemed to be unclassified employees whose personnel rights and responsibilities shall be resolved under the provisions of their applicable labor agreement.

Section VI-2. Occupational List of Class Titles.

D. A. APPOINTIVE OFFICIALS (Non-union positions – occupied or vacant). Unless otherwise noted, all contractual employees are at will and on scale.

Class Grade	Class Title
7	Administrative Assistant
6	Administrative Assistant to the Director of Police and Fire Services
10	Administrative Assistant to the City Manager
12	Assistant to the City Manager
12	Assistant City Assessor
15	Assistant City Engineer
17	Assistant City Manager/Operations
18	Assistant City Manager/Community Development Economic Development Director (Contractual Employee)
15	Assistant Finance Director
15	Assistant Director of Human Resources
15	Assistant Director of Community Development Neighborhood and Economic Operations (NEO)
14	Assistant Director of Parks, Recreation, and Grounds
14	Assistant Director of Public Works – Public Utilities Administration
13	Assistant Superintendent of Wastewater Treatment Plant
10	Building Inspector
14	Chief Building Official
17	City Assessor (Contractual Employee)
20	City Attorney (Contractual Employee)
3	City Clerk (part time on scale)
19	City Engineer
22	City Manager (Contractual Employee)
7	Code Enforcement Officer I (Contractual Employee)
8	Code Enforcement Officer II (Contractual Employee)
9	Code Enforcement Officer III (Contractual Employee)
13	Code Enforcement Director
	Department of Public Works/Utilities Fiscal Supervisor
16	Deputy City Attorney
11	Deputy City Clerk
10	Deputy City Treasurer

~~17~~	Deputy Director of Police and Fire Services, Fire Division (Contractual Employee)
~~17~~	Deputy Director of Police and Fire Services, Police Division (Contractual Employee)
~~20~~	Director of Finance/Purchasing Agent (Contractual Employee @ 80% of the scale)
~~17~~	Assistant Director of Human Resources (Contractual Employee)
~~19~~	Director of Community Development~~Neighborhood and Economic Operations (NEO)~~
~~18~~	Director of Parks, Recreation and Grounds
~~20~~	Director of Police and Fire Services (Contractual Employee)
~~20~~	Director of Public Works (Contractual Employee)
~~20~~	Economic Development Director
~~9~~	Economic Development Specialist (Contractual Employee)
~~9~~	Elections and Records Coordinator (Contractual Employee)
~~13~~	Electrical Inspector (Contractual Employee)
~~11~~	Grant Coordinator
~~13~~	Grant & Front Office Supervisor
~~10~~	Housing Rehab Specialist (Contractual Employee)
~~11~~	Community Development~~Neighborhood and Economic~~ Grant Coordinator
~~11~~	Neighborhood Outreach Coordinator/Recreation Services Supervisor (Contractual Employee)
~~9~~	Paralegal ~~(Contractual Employee)~~
~~14~~	Planning Director
~~12~~	Plumbing and Mechanical Inspector (Contractual Employee)
~~8~~	Public Information Officer (Contractual Employee)
~~10~~	Purchasing Coordinator
~~10~~	Recreation Services Supervisor
~~10~~	Records Management Supervisor (CD~~NEO~~/Police)
~~12~~	Rehabilitation Coordinator (Contractual Employee)
~~16~~	Senior Assistant City Attorney
~~11~~	Senior Planner (NEO)
~~12~~	Staff Accountant
~~9~~	Staff Attorney (Contractual Employee)
~~14~~	Superintendent of Parks and Golf Operations
~~10~~	Supervisor of Management of Information Services
~~14~~	Wastewater Treatment Plant Superintendent
	Water Billing Supervisor
~~14~~	Water Treatment Plant Supervisor
~~11~~	Water and Sewer Maintenance Foreman

E~~B~~. ELECTIVE OFFICIALS:

- Mayor and City Councilmembers
- City Treasurer (also serves as Income Tax Administrator)

F~~C~~. POLICE DEPARTMENT GROUP
(Non-union positions – occupied or vacant)

~~Class~~ ~~Grade~~	Class Title ~~Class Title~~
-	[2] Police Cadet

[2] Compensation to be determined by ordinance of City Council.

GD. PUBLIC SAFETY GROUP
(Non-union positions – occupied or vacant)

~~Class Grade~~	Class Title
-	[3] Community Service Officer
-	[4] School Crossing Guard:

- One appearance at a corner
- Two appearances at a corner
- Three appearances at a corner

[3] Compensation to be adjusted annually with other job classification ~~Unclassified Service~~ positions.

[4] Compensation to be determined by ordinance of City Council. Persons classified as "School Crossing Guards," as above provided for, shall not be vested with any police powers, and their classification, in a class of the Public Safety Group, for the purpose of this Policy, shall not be deemed to be eligible to participate in any City pension plan.

HE. PART-TIME APPOINTIVE OFFICIALS
(Non-union positions – occupied or vacant)

~~Class Grade~~	Class Title
-	Administrative Hearing Officers

ARTICLE VII - PUBLICIZING OF VACANCIES

Section VII-1. Equal Employment Opportunity/Affirmative Action. It is the policy of the City of Jackson to implement equal opportunity on an affirmative basis to all qualified employees and applicants for employment in accordance with State and Federal Law. Positive action shall be taken to ensure the fulfillment of this policy.

Section VII-2. Full-Time Positions in the City Service. The City reserves the right to fill certain highly technical, specialized, and/or managerial non-union positions from within as part of reorganization or internal department promotions. Otherwise, whenever a vacancy occurs in a position in the City Service , ~~, whether classified or unclassified,~~ such vacancy shall be advertised on the City's website, other public media, and association newsletters, professional journals, trade papers or other suitable publications or electronic media as deemed appropriate. The advertising of vacancies in positions in the City Service is done not only to secure competent applicants, but also to fulfill the obligations of the City to apprise interested qualified applicants of the vacancies and position. Notwithstanding the above, vacancies in the common labor group and in seasonal, temporary provisional and emergency positions need not be advertised if the City Manager or his/her designee determines there will be a satisfactory pool of applicants without such advertising.

Section VII-3. Anti-Nepotism. Effective November 18, 2015 the City will not hire the relative of any current employees, elected and/or appointed officials; however, the City Manager has the authority to waive this requirement when special circumstances can be demonstrated. For purposes of this section, "relative" shall mean any of the following family members whether by blood or marriage: spouse, child, step-child, foster child, parent, step-parent, foster parent, brother, step brother, sister, step- sister, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, niece, nephew and cousin or any other individual that is a member of the employee or elected official's household for which the employee or elected official is financially responsible. This policy ensures that all applicants are considered on the basis of their qualifications and are not given preferential consideration based on their relationship to current employees or elected officials**.**

However, employees who marry while employed, shall have 90 days to transfer out of a superior-subordinate relationship resulting from the marriage. In the event the transfer cannot be made within the noted timeframe, the employee with the least seniority shall be terminated. This policy applies to all categories of employment, including full- and part-time and temporary or seasonal classifications**.**

REF: City of Jackson, Ethical Standards of Conduct Ordinance No. 2015-18

ARTICLE VIII - LENGTH AND CONTINUITY OF SERVICE

Section VIII-1. Requirements as to Length and Continuity of Service.

A. Service requirements for advancement within Salary Schedules and for other purposes as specified in this Policy shall require employment in the City Service without break or interruption.

B. The following absences shall not affect continuity of service and time on such absences shall

count toward length of service:

1. Authorized leave of absence with pay;

2. Authorized leave of absence without pay of thirty (30) calendar days or less; or

C. Absences for purposes of serving with the Armed Forces of the United States shall not break continuous service only if the laws of the State of Michigan and/or the United States require reinstatement without a break in service at the time the person completes military service and reapplies for employment.

D. Leaves of absences without pay of over thirty (30) calendar days shall be deducted from length of service, but shall not have the effect of interrupting continuity of service. Deduction from length of service may be accomplished by moving the employee's anniversary date forward by the appropriate number of calendar days.

E. All absences without authorized leave of more than two (2) days shall be deducted from and shall interrupt continuous service.

F. The Family Medical Leave Act and the Americans with Disability Act will be administered in accordance with those Acts (Ref: Article XIV, Section XIV-3).

ARTICLE IX - LAYOFFS/SEVERANCE

Section IX-1.

A. Layoffs. Whenever the City in its discretion determines that a layoff is necessary due to a lack of funds, lack of work, or due to a reorganization, such layoff shall be made in such classifications as the City may designate. Layoffs shall be made in accordance with procedures to be developed by the Director of Human Resources.

B. Recall from Layoffs. The order of recall of laid-off employees shall be in the inverse order in which the employees were laid-off and shall be subject to the same conditions as prescribed in a lay-off. However, it shall only apply to classified employees and shall not exceed a two (2) year call back period.

C. Severance. Severance from the City service shall be in accordance with procedures to be developed by the Director of Human Resources and approved by the City Manager, and shall only be available for all those employees with an at will employment agreement. Severance codified in an employment contract is governed by the employment contract in increments of days or months.

D. Constructive Dismissal. All contractual employees titled as a department head or appointed official shall have a signed at will employment agreement which includes a constructive dismissal clause. The section shall state that all claims alleged to be a constructive dismissal (an employee terminates their employment in response to the employer's treatment of them) shall be submitted in writing to the Director of Human Resources no later than 30 days after the occurrence. The documentation must show that they have resigned in response to a

fundamental breach of contract by the employer (Employment Rights Act 1996). If the constructive dismissal claim is deemed to have merit, all such employees shall be granted their severance pay in accordance with their employment agreement.

REF: City of Jackson, Civil Service Rules and Regulations, Section 6.4 and Section 8.1a.

ARTICLE X - REQUESTS FOR CLASSIFICATION/COMPENSATION ADJUSTMENTS

Section X-1. Employee Requests for Classification Adjustments. Any employee shall have the right to consideration of any request he/she may have with respect to a change in the classification of his/her position. The employee shall make his/her request initially to the head of his/her department. If the head of the department feels that the request is reasonable, he/she shall notify the Director of Human Resources of the request and give his/her opinion or recommendation. If the head of the department feels the request is not a reasonable one, he/she shall reject the request, but notify the employee of his/her right to appeal to the Director of Human Resources. The Director of Human Resources shall give due consideration to the requests he/she receives from Department Heads and employees, and in those cases where he/she feels a change in classification is required, he/she shall recommend to the City Manager such action on the matter as he/she may deem appropriate. The decision of the City Manager shall be final.

Section X-2. Employee Requests for Compensation Adjustments. Any employee shall have the right to the consideration of any request he/she may have with respect to changes in the application of the Personnel Policy to his/her position. The employee shall initially make his/her request to the Department Head, who shall promptly seek to arrive at a solution which is consistent with the Personnel Policy and acceptable to the employee. When the Department Head is unable to resolve such a request in a manner which is satisfactory to the employee, the matter shall be submitted to the Director of Human Resources for review. In the event the employee remains unsatisfied after review by the Director of Human Resources, he/she may appeal to the City Manager. The City Manager shall review such appeal and issue a decision on it within 45 days. The decision of the City Manager shall be final.

ARTICLE XI - COMPENSATION

Section XI-1. Salary Schedules. The pay of City employees shall be on the basis of appropriate bi-weekly and/or hourly salary schedules as set from time to time by City Ordinance for each of the respective classes of positions in the City service as established by this policy or by labor agreement. Said schedules as contained in Appendix A and as revised from time to time by City Council action, shall be deemed as part of this Personnel Policy. (Salary Schedules for those employees belonging to a union are contained in the respective labor agreement.) ~~All non-union persons who are "red circled" (or wage-frozen), excluding those with an at will employment agreement, shall not receive annual increases (including step increases, except in such cases where the step increase of the lower wage scale is higher than the employee's current hourly rate of pay) granted by City Council ordinances for compensation to employees. These ordinances shall in all instances reflect compensation for hours actually worked or provided for under other sections of this Policy and shall not be construed as a guaranteed weekly or bi-weekly salary for those not considered exempt employees under the Fair Labor Standards Act.~~ Each salary schedule shall consist of a minimum entrance rate, intermediate salary rates, and a maximum rate.

A. Merit Award Policy~~POLICY~~

~~A.~~ A Merit Award may be granted to an employee to recognize accomplishments which directly impact the efficiency, ~~economy~~economy, and effectiveness of city operations and/or positively impacts the City's service to the public.

~~B.~~ Recognition of ~~a merit~~merit pay will be based on the high level of performance of the employees to the City of Jackson. Merit pay will not be withheld, denied, or awarded for an illegal reason including: discrimination based on sex, race, age, religion, national origin, marital status, covered veteran status, disability, or membership in the Uniformed Services.

~~C.~~ The City Manager has authority to approve merit awards, based upon the Human Resources Manager recommendations.

~~1.~~ The Merit Award may be made for a period of exceptional productivity. A complete and approved performance appraisal as determined by the city manager, must be completed by the employee's supervisor detailing the employee's achievements. Depending on the employee's performance appraisal the following actions may be taken:

1. No increase
2. An amount equal to ½ step in the employees current salary/wage grade
3. 1 full step increase in the employee's current salary/wage grade

Section XI-2. Compensation for Hourly Paid Employees.

A. Employees to be paid in accordance with the applicable labor agreement and ordinance.

B. Part-time, seasonal and temporary positions shall be paid in accordance with Section XI-7.

Section XI-3. Full-Time Basis of Salary Schedules. The salaries prescribed by action of the City Council are fixed on the basis of full-time service for normal work weeks as indicated for the several

groups in Article V. ~~and VI.~~ of this Personnel Policy.

Section XI-4. Entrance Salary Rates.

A. Starting Rate on Initial Employment. Original appointment to any position shall be made at the entrance rate and advancement from the entrance rate to the maximum rate within a pay range shall be as approved by the City Manager. The City Manager may approve an initial compensation rate higher than the minimum rate for the class when, in his or her opinion, the needs of the City Service make such action necessary. However, in all cases, a PAR request shall be submitted to, and reviewed by, the Director of Human Resources, and subsequently approved by the City Manager, in advance of hiring all new employees (full time, part time, temporary and/or seasonal).

B. Starting Rate on Return to Duty. When an employee returns to duty in the same classification after a separation from the City service of not more than one (1) year, which separation was not due to discreditable circumstances, such employee shall receive the pay~~step~~ rate received at the time of separation, and shall subsequently serve at his or her reentry rate for at least such period as is normally required for advancement to the next higher rate per the terms of the Merit Award Policy.

~~C.~~ Starting Rate on Return from Military Service. Any employee who leaves or has left the City service to enter the active service of the Armed Forces of the United States shall, upon severance of service, be entitled to reinstatement in accordance with the applicable laws prevailing at the time the employee makes application for reinstatement.

~~.~~

D. Rate of Pay Upon Demotion. In case an employee is demoted, credit shall be given for continuous service in the higher paid position in determining the proper rate in the Salary Schedule for the lower paid position, provided that the salary rate after demotion shall not be higher than that prior to demotion.

E. Starting Rate in New Positions (Non-union). Whenever an employee not represented by a union is placed in another position not previously held by him/her, or a union employee accepts a non-union position he/she has not previously held, the employee shall be compensated at a rate deemed appropriate by the City Manager in the salary schedule established for this position. However, a PAR must be submitted and approved in advance of the employee moving into the new position.

F. Rate of Pay Upon Promotion (Non-union). Whenever an employee not represented by a union, or a union employee accepting a non-union position is promoted to a position in a higher ~~—~~class grade than the position he/she currently holds, the employee shall be compensated at a rate deemed appropriate by the City Manager in the salary schedule established for the position. Future step increases, if applicable ~~,~~ will be based on ~~the~~ the terms of the Merit Award Policy. ~~revised anniversary date for the most recent promotion.~~ However, a PAR must be submitted and approved in advance of the employee's promotion.

G. Rate of Pay Upon Position Reclassification (Non-union). An employee not represented by a union and whose position is reclassified to a higher class grade, shall be compensated at a step rate deemed appropriate by the City Manager in the class grade schedule established for

the position. Future step increases, if ~~applicable, will~~applicable will be based on the the terms of the Merit Award Policy. ~~employee's original date of hire or on the date of the most recent promotion~~. ~~Step increase dates are not revised due to position reclassifications.~~ However, a PAR must be submitted and approved in advance of the employee's reclassification.

Section XI-5.

A. Probationary Period. After initial appointment or promotion to a position in the City Service, the first one thousand and forty (1,040) hours actually worked in the position shall be considered the period of probation. The probationary period for any employee represented by a union shall be in accordance with provisions of their respective labor agreement for his/her employee classification.

~~Upon satisfactory conclusion of the first one thousand and forty (1,040) hours actually worked after initial appointments or after promotion, the salary of the employee, including those in the Fire Department Group and Police Department Group, shall be advanced one-half (½) of the increment to the next higher step in the Salary Schedule for the class to which the position is allocated, provided the employee's starting rate is the first step rate.~~ In the event that the employee does not satisfactorily complete the probationary period, he/she shall be separated from the service and shall not have recourse to appeal his/her separation before the Civil Service Commission, except that in the case of promotion from a position in which an employee had Civil Service status, he/she will revert to such position as he/she may be entitled to under Civil Service rules, provided the employee's failure to satisfactorily complete probation was not for a reason which necessitated the employee's termination.

~~B. Annual Step Increase. At the completion of the first year of service the employee shall be advanced to the next higher rate in the appropriate salary schedule, provided his/her supervisor and Department Head determine the service rendered to be satisfactory. Subsequently, the employee shall be advanced to the next higher rate at the conclusion of each succeeding year of satisfactory service in his/her position until he/she has reached the maximum base rate of the salary schedule appropriate to the Class to which his/her position is allocated.~~

Section XI-6. Recommendations for Salary Advancements within Grade. The Department Heads shall recommend in writing to the Director of Human Resources the advancement in salary of their employees who have met the requirements for salary advancement as enumerated above per the Merit Award Policy. ~~In the case of salary advancement upon completion of the initial one thousand and forty (1,040) hours actually worked in a position, the recommendation shall include the certification that the period has been successfully completed.~~ All such requests shall be reviewed by the Director in advance of the City Manager's approval.

Section XI-7. Computation of Salaries of Part-Time, Seasonal and Temporary Employees. Part-time, seasonal and temporary employees may be employed on an as-needed basis and if employed shall be paid only for hours actually worked and at an hourly rate established by the City. Part-time, seasonal and temporary employees shall not be eligible for any fringe benefits during their employ.

Section XI-8. Special Salary Provisions.

A. Plus Rates for Special Skills: In any case when an ~~unclassified~~ employee is qualified for and is temporarily required, in writing by his/her supervisor, to regularly serve in and accept

responsibility for work in a higher class or position, such employee shall receive the entrance salary rate of that class grade or his/her present rate plus one class grade, whichever is higher, while so assigned, subject to the approval of the City Manager. A non-union, non-exempt employee, who is required to work in a higher class or position continuously for a period of five (5) or more consecutive days, shall be deemed "temporarily required to regularly serve and accept responsibility for work in a higher class position," as is a non-union exempt employee who is required to work in such higher class or position continuously for a period of thirty (30) or more consecutive days, unless either employee is so assigned for training purposes. In case of vacancies in the City Service where a non-union employee is required in writing by the City Manager to fill a vacancy in a higher class or position and assume full responsibility for that position until it is permanently filled, such employee shall be compensated for the duration of such assignment as though permanently promoted to the position in accordance with Article XI, Section XI-4, H. of the Personnel Policy.

B. In any case when a non-union ~~classified~~ employee is regularly assigned in charge of one or more persons in positions of the same class grade, such employee shall be paid at the corresponding step rate in the next higher class grade upon recommendation of the Department Head and approval of the City Manager.

~~C. As a means of supporting the Anchor Initiative, the City offers a $600 a year residency allowance for non-union full-time City employees who live within the downtown core which is generally delineated by Van Buren to the north, Franklin Street to the south, Cooper Street to the east, and Second Street to the west (aka Target Market Analysis area). The allowance is paid for each consecutive 12 month period of downtown residency and full time City employment beginning November 18, 2015 and is paid the following month after the full year of residency and employment are established. The allowance is only payable to one (1) City employee per household per year.~~

Section XI-9. Temporary Acting Positions. When a ~~classified~~ employee is required by his or her supervisor to temporarily transfer from one job classification to another, the employee shall continue to be paid at the rate applicable to his or her permanent job classification; provided, however, if the employee is transferred for a period in excess of forty (40) working hours during a pay period to a job classification for which the maximum rate of pay is higher, the employee shall automatically receive the higher salary rate for the time actually worked out of grade.

Section XI-10. Step Increases for Temporary Acting Positions. In any case where an ~~classified or unclassified~~ employee is placed in a temporary acting position, he/she shall continue to accrue service credit for all salary and benefit purposes. When an employee is due to receive a step increase and he/she is currently working in a temporary acting position, such step increase shall be processed via the following steps: (1) process PAR returning employee from temporary acting position to his/her regular position; (2) process PAR for step increase at his/her regular position; (3) process PAR to take employee back up to temporary acting position. The effective date may be the same on all three PAR's. When such employee returns to his/her former position, they will do so at a rate of pay that allows them to receive the step increase they would have received had they been working in their regular position at the time of the step increase date.

Section XI-11. Tuition Reimbursement. Effective November 18, 2015, the City agrees to furnish all non-union employees, when such costs that are not covered by other programs, the cost of job related course work (up to $~~15~~20,000) for any applicable, previously approved and budgeted, classes and/or certification. The employee is further restricted from reimbursement if the City has previously reimbursed the employee for any other degree and/or if the employee is requesting reimbursement

associated with a second similar degree (i.e., second bachelor's degree or second master's degree). Any such programs or courses must have written approval of, and shall be at the sole discretion of the City Manager, as recommended by the department head, prior to taking such courses to be eligible for reimbursement and the employee must agree to and sign a form indicating an understanding of all program stipulations. In order to be eligible for reimbursement, the employee must demonstrate matriculation. Additionally, the employee must continue to work for the City for four (4) years following final reimbursement. The employee that voluntarily leaves his employment with the City shall be responsible to refund any reimbursements received within the prior four (4) years.

ARTICLE XII - OVERTIME WORK

Section XII-1. Overtime Administration. In emergencies, a Department Head may prescribe, with the approval of the City Manager, reasonable periods of overtime work to meet operational needs. Such overtime shall be reported and justified as required by the City Manager.

Section XII-2. Compensation for Overtime. Employees of the City of Jackson shall be compensated for authorized overtime work in accordance with applicable laws or labor agreements.

Section XII-3. Leave Time in Lieu of Overtime Compensation for Certain Employees and Appointed Officials.

A. Employees who are legally exempted from coverage by the Federal Fair Labor Standards Act, who are not covered by a labor agreement, shall be considered salaried employees who shall be paid an annual salary, prorated on a biweekly basis, regardless of the number of hours worked in a given two-week period, subject to the standards established below.

It is generally understood that the salaried employees described in this section, by the nature of their work, titles and duties are expected to work in excess of the normal work day and/or workweek when it is necessary to accomplish their assignments, and that the salaries established for their positions provide appropriate compensation for the anticipated responsibilities, and not for a specific number of hours of work per day, week or year.

Effective July 1, 2000, in recognition of the flexibility these employees exercise in performing work assignments outside the regular work day, these employees may adjust their work schedules within a work day to take care of personal business, as the work load will allow and in accordance with any procedures established by the City Manager, without deducting said hours from any leave bank (such as sick or vacation leave time).

B. Employees who are legally covered by the terms of the Fair Labor Standards Act (i.e., not exempt), who are not covered by a labor agreement, shall be considered hourly employees. All such hourly employees shall be eligible for compensation for all hours worked in excess of forty (40) per week at a rate of one and one-half times their normal hourly rates. Effective July 1, 2000, this group of hourly employees may be offered the opportunity to choose to earn compensatory leave time in lieu of overtime compensation for all hours worked in excess of forty (40) per week at a rate of one and one-half times the additional hours worked, subject to a maximum compensatory leave bank of forty (40) hours. If the employee is to be offered the opportunity to choose between overtime payment or accruing compensatory time off, the employee and the supervisor must reach that understanding prior to the performance of the additional work. Compensatory time off will be scheduled between the employee and his/her supervisor, taking into account workload, scheduling concerns and the employee's

preferences. Compensatory leave banks for hourly employees shall be payable in cash at the time of an employee's termination of employment through resignation, retirement, dismissal or death, subject to the maximum accrual limit of forty (40) hours.

REF: Exempt Employees (Administrative Regulation No. 27)
Overtime Compensation (Administrative Regulation No. 28)

~~ARTICLE XIII – ANNUAL EVALUATIONS/FEEDBACK ASSESSMENTS~~

~~Section XIII-1 – Beginning on June 1, 2016, all supervisors shall be required to complete an annual evaluation/feedback assessment of each of their employees.~~

~~Section XIII-2 – The intent of this assessment is strictly to provide and receive feedback on the employee's performance during the prior twelve (12) months and under no circumstances is to be utilized for disciplinary matters, promotions, raises, etc.~~

~~Section XIII-3 – The forms and procedures for this assessment will be established by the Director of Human Resources.~~

ARTICLE XIV – DISCIPLINE/RULES OF CONDUCT

Section XIV-1 - At will~~/unclassified~~ employees by definition serve at the pleasure of the City Manager and may be dismissed at any time for any reason without recourse to any procedure.

Section XIV-2 - Temporary, part-time or probationary employees may be disciplined or terminated without recourse to the disciplinary procedure provided in the City of Jackson Rules of Conduct.

Section XIV-3 - All notices of discipline will be forwarded to the Human Resources Department by the Department Head for placement in the employee's personnel file.

Section XIV-4 - All City of Jackson employees are expected to perform their assignments with a level of care and commitment that indicates they are putting forth a reasonable effort to effectively and safely perform their public service responsibilities. Full-time employees who choose to work more than one job are expected to follow Civil Service guidelines regarding the additional employment, which includes notifying their supervisor about the additional job, and ensuring that their job with the City is treated as their primary employment. If an employee suspects a potential conflict of interest between his/her job with the City and his/her second job or outside interest, the employee is responsible to raise the question with his/her department head.

Section XIV-5 - All City of Jackson employees are expected to treat all persons with whom they have contact in the course of their assignments with dignity and respect. Employees are expected to comply with all legal standards related to illegal discrimination and harassment while in the course of their employment.

Section XIV-6 - Grounds and procedures for discipline and/or termination of ~~regular/classified (not including at will/unclassified)~~ employees are as outlined in the following City of Jackson Rules of Conduct:

RULES OF CONDUCT

Applicable to all Michigan Association of Public Employees and non-union employees except at will ~~/unclassified~~ employees.

Section 1. For violations of any of the following rules an employee shall be subject to severe discipline up to and including discharge:

A. Refusal to comply with supervisor's instructions or other insubordinate conduct.

B. Gross neglect of duty.

C. Immoral or indecent conduct.

D. Intentional falsification of employer's records.

E. Knowingly making the time card of another, having one's time card marked by another or unauthorized altering of a time card.

F. Theft or intentional destruction of employer's or another employee's property or removal of City property from employer's premises without authorization of the employer.

G. Unauthorized use of the employer's property (including computers and other various forms of media).

H. Sleeping on the job.

I. Drinking or possessing any alcoholic beverage on employer's time, premises or equipment or reporting to work while under the influence of alcoholic beverages. Possession or use of a controlled substance on employer's time, premises or equipment or reporting for work or working under the influence of a controlled substance.

J. Conviction of a felony while an employee of the City of Jackson.

K. Deliberate or careless conduct endangering the safety of himself or others.

L. Damage or destruction of the employer's or public's property in excess of $500.

M. Abusive, threatening or coercive treatment of members of the public, fellow employees or supervisor.

N. Conviction of any moving traffic violation for which an employee receives 6 or more points during a 12-month period while driving the employer's vehicles.

O. Absence from work for three consecutive, regularly scheduled working days without an excuse acceptable to the employer.

P. Suspension or loss of driver's license (employees who are required to drive in the service of the employer).

Q. Sabotage.

R. Permitting any person who is not an employee to enter or ride in a City vehicle without authorization of the employer.

S. Failure to be available for emergency call to duty or failure to respond to said call.

T. Serious violation of a safety rule or safety practice.

U. Possessing, carrying or otherwise using a firearm or other lethal weapon while on duty, except as may be required of a sworn police officer or granted permission by the City Manager.

V. Intentionally discriminating against another employee or member of the public while in the performance of one's duties, based upon a legally protected classification. (Examples: race, gender, color, ethnic heritage, disability, religion, age, height, weight.)

W. Accepting or asking for special benefits or payments from a member of the public, business, etc., to either perform required duties or to influence the manner in which duties are performed.

X. Any other offense of equal magnitude to the above.

Section 2. For the commission of the following offenses an employee shall receive a counseling memo for the first offense. For a second violation of the same rule, a written reprimand is appropriate. If an employee receives: (1) two written reprimands (for the same or different offenses) within a period of twelve (12) consecutive months; or (2) discipline under Section 1 of these rules and one written reprimand under this section (within a period of twelve [12] consecutive months); or (3) two written reprimands or disciplinary suspensions (for the same or different offenses) within a period of eighteen [18] consecutive months, such employee shall thereupon be subject to discharge upon commission of the third offense.

A. Late to work without an excuse acceptable to supervisor.

B. Carelessness which necessitates the scrapping or repairing of employer's equipment or property or unintentional damage or destruction of the employer's or public's property of less than $500.

C. Inattentiveness to work, failing to start work at the designated time, quitting work before proper time or leaving the job during the working hours without permission of the supervisor. Inattentiveness to work includes lack of productivity, use of work time to perform personal business, unreasonable use of phones (work or personal) during work hours for personal calls, playing computer games outside break or lunch periods, etc.

D. Smoking in unauthorized areas.

E. Minor violations of safety rules or safety practices.

F. Failure to report to work without giving the employer advance notice unless it was impossible to give such advance notice.

G. Creating or contributing to poor housekeeping in the building or equipment of the employer.

H. Vending, soliciting or collecting contributions on the employer's time or premises without written authorization from the employer.

I. Posting, removing or defacing any matter on the employer's bulletin board or property

without authorization from the employer.

J. Failure to perform work as instructed in an efficient and timely manner. Poor workmanship.

K. Accepting gratuities inconsistent with the City's ethics ordinance, but not arising to the level of the violation referred to in Section 1. W., above.

L. Any offense of equal magnitude to the above.

REF: (1) Article XI, Section XI-4, F. Rate of Pay Upon Demotion.

(2) Any absence without leave shall be handled in accordance with Article XV-8, Absence Without Leave.

(3) Administrative Regulation No. 29, Drug Policy.

ARTICLE XV - VACATION AND OTHER LEAVE TIME

Section XV-1. Vacation Leave.

A. Crediting Employees with Vacation.

~~1. Effective December 31, 2015, Classified officers or employees~~ Employees in the City ~~service, not covered by a labor or at will employment agreement, except temporary, part-time and seasonal employees, and except as described in Section A.2. or A.3 below, shall be allowed vacation leave with pay as follows:~~

~~Years of Service~~	~~Vacation Accrued Each Year~~
~~First year through four plus years~~	~~Two (2) calendar weeks per year~~
~~Five (5) years (starting with the calendar year in which they attain such service)~~	~~Two (2) calendar weeks and two (2) days per year~~
~~Seven (7) years (starting with the calendar year in which they attain such service)~~	~~Three (3) calendar weeks per year~~
~~Ten (10) years (starting with the calendar year in which they attain such service)~~	~~Four (4) calendar weeks~~
~~Fifteen (15) years (starting with the calendar year in which they attain such service)~~	~~Four (4) calendar weeks per year~~
~~Twenty (20) years (starting with the calendar year in which they attain such service)~~	~~Four (4) calendar weeks and three (3) days per year~~

~~2. All Unclassified employees within one of the positions listed in Section VI-2.A. as of December 31, 2015, and certain other salaried, professional positions as may be designated by the City Manager at the time of hire or promotion, shall be allowed vacation leave with pay as follows, unless specified by an At-Will Contract:~~

~~Years of Service~~ ~~Vacation Accrued Each Year~~

~~First partial year of service, through December 31 of the same year~~ ~~Prorated portion of four (4) calendar weeks~~

~~First full calendar year through four plus years~~ ~~Four (4) calendar weeks on January 1~~

~~Five years (starting with the calendar year in which they attain such service)~~ ~~Five (5) calendar weeks on January 1~~

~~3. E~~For ~~Classified and Unclassified officers or e~~employees in the City service ~~hired, transferred or promoted on or after January 1, 2016 with a Class title listed in Section V-2 A, B, C and Section VI-2 A and C of the Personnel Policy~~ not covered by a ~~labor or at will/fringe employment agreement,~~ except temporary, part-time and ~~seasonal~~ employees shall be allowed vacation leave with pay as follows:

Years of Service	Vacation Accrued Each Year
~~First year~~ Hire date to year two (2)	Eighty (80) hours per year (prorated 1st year)
Years two (2) through four (4)	Ninety-six (96) hours per year
Years five (5) to year seven (7)	One hundred twenty (120) hours per year
Years seven (7) to year ten (10)	One hundred forty-four (144) hours per year
Years ten (10) to year thirty (30)	One hundred sixty (160) hours per year
Years 30 and beyond	One hundred sixty (160) hours per year

Vacation credit shall accrue annually in January of each year (prorated 1st year until the following January). ~~4. Vacation credit for Classified employees described in Section A.1 shall accrue at the rate of one-half (1/2) of the employee's current annual vacation leave for each six (6) months of continuous service. In January of the employee's fifth year of service, vacation begins to be credited on an annual basis. Employees are then treated as five-year employees regardless of whether they have actually reached their five-year anniversary. The 500 hour rule (see C.2.) applies.~~

~~5. Vacation credit for Classified and Unclassified employees described in A.3 shall accrue as a prorated portion of the employee's current annual vacation leave on January 1 of each calendar year. The 500 hour rule (see C.2.) applies.~~

C . ~~B.~~ Vacation Carryover.

~~An employee covered by Section A.1 with less than seven (7) years of service shall be~~

~~entitled to accumulate not more than one (1) calendar week in addition to his/her current annual vacation allowance unless said employee is covered under separate contract. An employee covered by Section A.2 and A.3 without regard to years of service, and employees covered by Section A.1 with seven (7) or more years of service, shall be entitled to accumulate not more than two (2) calendar weeks per year cumulative in addition to his/her current annual vacation allowance. Carry-over of vacation accrual in excess of these amounts will only be upon written authorization of the City Manager.~~ Appointed City officials (City Assessor, City Clerk, City Attorney, and City Manager) shall be allowed to maintain up to twelve (12) calendar weeks in their vacation bank and may annually carryover four (4) weeks until that amount is reached. Any carryover in excess of twelve (12) weeks by the City Assessor, City Clerk and ~~and~~ City Attorney must be approved by the City Manager. ~~All other employees are limited to a maximum carryover of eighty (80) hours from one year to the next.~~

An employee may automatically carryover 80 h~~40 h~~ours of unused vacation time to the next calendar year.

In the event that an employee has been unable to use his/her accrued vacation during the calendar year and has more than the allowable yearly carryover, the employee may submit a written request to the City Manager to be compensated for the unused vacation bank hours, subject to the following conditions: (1) the request for compensation in lieu of vacation will indicate the employee was not able to schedule the vacation consistent with work demands or scheduling problems; (2) the department head will approve the payment. ~~; (3) no vacation leave hours will be compensated within the yearly allowable carryover amount for non-appointed officials; (4) the maximum vacation hours that will be converted to a wage payment will be eighty (80) per year for full-time non-appointed employees and one hundred and sixty (160) per year for appointed officials; and any hours in excess of the allowable carryover and allowable compensation for hours in excess of carryover will be forfeited by the employee.~~

C. Vacation Use and Scheduling. Vacation leave may normally be granted in periods of not less than one (1) week and not more than the maximum accumulation allowed. Vacation use of less than a full week will be considered by department heads on a case by case basis, and will not be unreasonably denied. Vacation leave will not be granted in excess of vacation credit earned by service prior to the starting date of leave.

Department heads shall schedule vacation leave with particular regard to seniority of employees and in accordance with operating requirements and, insofar as possible, with the written request of the employees. Department heads shall prepare such reports of leave taken as may be required by the City Manager.

Any legal or declared holiday falling within a vacation period shall not be counted as a day of vacation leave. Absence on account of sickness, injury or disability in excess of that hereinafter authorized for such purposes may, at the request of the employee and within the discretion of the department head, be charged against vacation leave allowance.

Vacation Pay Out Upon Termination of Employment.

~~1.~~ If an employee ~~employee covered by Sections A.1., A.2, and A.3.,~~ with less than five (5) years of service, who is otherwise eligible for vacation with pay, quits or is discharged and is not reinstated prior to the end of the calendar year in which the

employee quits or is discharged~~on or after the anniversary date upon which the employee qualified for such vacation with pay without having received the same,~~ such employee ~~-~~will receive, along with his/her final paycheck, the pro-rated vacation pay for which the employee qualified as of such anniversary date. ~~If such employee quits or is discharged prior to the anniversary date upon which he would have qualified for vacation with pay, the employee will not be entitled to any portion of the vacation pay for which he would have qualified on such anniversary date.~~

1. _____

2. Employees ~~covered by Sections A.1., A.2. and A.3~~ with five (5) or more years of service are eligible to use vacation and/or receive a lump sum pay~~-~~out for vacation in the employee's final year of service (whether terminating or retiring), subject to the employee being physically present and working at least five hundred (500) hours during said year. If said employee takes vacation during the final year and leaves employment of the City without working the required five hundred (500) hours, any vacation paid to the employee shall be deducted from the employee's final wages or other payoffs.

Section XV-2. Sick Leave. Effective with the initial date of employment, every officer and employee, not covered by a labor agreement, in the City Service, except temporary, part-time and seasonal employees who do not qualify for sick leave per the Paid Medical Leave Act, 2018 Public Act MPMLA, shall be granted one (1) work day sick leave allowance for each completed calendar month of service, during which the employee has actually worked or been on approved leave with pay. However, those on sick leave exceeding one hundred twenty (120) hours per month, shall not accumulate sick leave during the applicable months. It is the policy of the City of Jackson to comply with the Paid Medical Leave Act, 2018 Public Act 338 (MPMLA). Part-time employee's shall be paid sick leave in accordance with this act (MPMLA).

Such sick leave allowance may only be used by an employee when incapacitated to perform his/her duties due to sickness or injury, when quarantined, or in the event of serious illness or death in the employee's immediate family. All foreseeable leave for such purposes shall require specific prior approval of the Department Head. In the event of sick leave for any purpose, the Department Head may require a certificate of a medical doctor or other competent professional individual giving information as to the circumstances involved.

The immediate family for these purposes shall be regarded to include the parents, spouse, children, brothers, sisters, grandparents, grandchildren and immediate in-laws, domestic partners, and foster or step relatives thereof.

A non-union employee shall receive the amount of pay he/she would have received on a regular eight (8) hour straight time basis for time necessarily lost during his/her normal scheduled work week, not to exceed three (3) days, to make arrangements for and to attend the funeral of a member of his/her immediate family. Additional days may be allowed upon approval of the Director of Human Resources and said additional days shall be deducted from sick leave.

The City's sick leave policy is compliant with the State of Michigan Earned Sick Time Act, MCL 408.964, Sec. 4, as amended, which provides that sick time allowance may be used for the following reasons:

- The employee's mental or physical illness, injury, or health condition; medical diagnosis, care, treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.

- The employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for a family member of the employee.

- If the employee or the employee's family member is a victim of domestic violence or sexual assault, the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim service organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.

- For closure of the employee's primary workplace by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or if it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

Upon retirement or voluntary resignation and after no less than three (3) years of continuous service, non-union employees may be paid for unused sick leave as follows:

Date of Hire	Maximum Number of Days (up to)
On or Before June 30, 1990 AND Regardless of hire date, all those with an at will employment agreement and titled as a Department Head of above	90 days
July 1, 1990 through June 30, 1995	70 days
July 1, 1995 through June 30, 2000	50 days
July 1, 2000 through June 30, 2005	30 days
July 1, 2005 through June 30, 2010	20 days
July 1, 2010 through June 30, 2015	10 days
On or After July 1, 2015	5 days

Unless otherwise provided by contract (employment or union), this provision shall only apply to persons who retire, are eligible for immediate pension benefits, voluntary retire or resign as noted above.

Employees not covered by a labor agreement shall be paid, in cases of duty-related death, an amount equal to fifty percent (50%) of salary for unused sick leave with a maximum of up to one hundred eighty (180) days' accumulation. Such benefits shall be payable to the employee's designated beneficiary or, where such beneficiary has not been designated, to the personal representative of the employee's estate.

Effective July 31, 2000, employees not covered by a labor agreement, who are eligible to accrue sick leave and who have a sick leave balance, may use up to sixteen (16) hours of accrued sick leave per fiscal year to attend to personal business and/or civic functions. (Such time shall not be used for vacation, recreation or similar purposes.) Requests to schedule sick leave for personal business will generally be made in advance and are subject to department head approval. There shall be no carryover of unused personal business use of sick leave from one fiscal year to another fiscal year.

Additionally, effective August 1, 2015, all future sick leave banks shall be capped at 1,440 hours (180 days) for those with less than the capped amount in their bank. Anyone who subsequently reaches the cap shall be exempt from receiving additional sick time until their bank falls below this threshold.

Section XV-3. Family Leave Policy.

A. Purpose. To define the policy and procedure of the City with regard to family leave required by the Family and Medical Leave Act of 1993.

B. Definitions.

"*Serious health condition"* means an illness, injury, impairment, or physical or mental condition that involves continuing inpatient or outpatient care at a hospital, hospice, or residential care medical facility under the supervision of a licensed physician.

"Son or daughter" means a biological, adopted, or foster child or stepchild, or legal ward.

"Spouse" means a husband or wife; it does not mean an unmarried domestic partner.

C. Policy. Employees who have worked for the City for at least twelve (12) months and at least 1,250 hours during the prior twelve (12) months may take up to twelve (12) weeks of unpaid leave for the following reasons:

1. Birth of a child of the employee;

2. Placement of a son or daughter into the employee's family by adoption, foster care, or other legal arrangement;

3. To care for the employee's spouse, son or daughter, or biological parent who has a serious health condition; and

4. The presence of a serious health condition which renders the employee unable to perform the functions of the employee's position.

In the case of unpaid leave for the birth or placement of a child, intermittent leave or working a reduced number of hours is not

permitted unless the employee and the City agree in advance to such an arrangement. If both spouses are employed by the City, the combined leave for the family unit shall not exceed twelve (12) weeks.

In the case of unpaid leave for serious health conditions, the leave may be taken intermittently or on a reduced hour basis only if such leave is medically necessary. If intermittent or reduced hour type of leave is required, the City may in its sole discretion temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates that type of leave.

Employees on an approved FMLA for themselves or other eligible person shall not abuse or misuse the FMLA leave or commit FMLA fraud. Any employee found to committing FMLA fraud, abuse or misuse, may be subject to disciplinary action up to and including immediate termination of their employment. For example, an employee on an approved FMLA to care for the serious health condition of their spouse, child or parent and who is discovered to be spending substantial time away from providing such care, may be considered to be misusing or abusing FMLA leave and/or committing FMLA fraud and may be subject to disciplinary action up to and including immediate termination of their employment.

During a family leave, the City will continue to pay its portion of the health insurance premiums covering the employee and his/her family. The employee must continue to pay his/her share of this premium, if applicable. Failure of the employee to pay his/her share of the health insurance premium may result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the City for payment of health insurance premiums during the family leave, unless the employee does not return because of the presence of a serious health condition which prevents the employee from performing his/her job or the failure to return is due to circumstances beyond the control of the employee. While on family leave under this policy, the employee shall not accrue vacation pay, sick pay, pension, service credit, or seniority. Employment benefits accrued by the employee up to the day on which the family leave begins will not be lost.

Use of leave banks:

(1) Health Related Leaves: Unless the employee is eligible for benefits pursuant to the Worker's Compensation Statute, in all cases involving the employee's absence from work due to the employee's own, or a family member's, serious health condition, as defined by the Act and its regulations, the employee shall be required to use his/her unused sick leave credits. If the employee uses all his/her accrued sick leave while absent or does not have any unused sick leave credits, the employee must then use his/her accrued unused vacation time off until all but forty (40) hours are expended (or until the vacation bank is exhausted, at the employee's option) or the employee returns to work. Use of such paid leave time shall be concurrent with the twelve week FMLA benefit period.

(2) Parental Leaves: In all cases involving the employee's absence from work to care for an infant or newly adopted child (i.e., not medically

necessary), the employee will first use up to five (5) days of unused sick leave credits. If the absence continues beyond five (5) days, the employee shall use his/her accumulated vacation days until all but forty (40) hours are expended (or until the vacation bank is exhausted, at the employee's option) or the employee returns to work. Use of such paid leave time shall be concurrent with the twelve week FMLA benefit period.

(3) Medical verification: For all qualifying absences involving the serious health condition of the eligible employee or his/her family member, the terms of the Family and Medical Leave Act will be assumed to be effective for absences of more than three (3) consecutive days. Additionally, upon return from the FMLA leave granted for the employee's own serious health condition, the employee will provide a medical statement indicating the employee is fit to perform the essential functions of his job.

NOTE: The Family Leave Policy does not override any less restrictive labor agreement provisions regarding the use of vacation/sick time.

Employees who return to work from family leave within or on the business day following the expiration of the twelve (12) weeks are entitled to return to their job or an equivalent position without loss of benefits or pay.

Applications for family leave must be submitted in writing. Applications shall be submitted at least thirty (30) days before the leave is to commence, or as soon as possible if thirty (30) day notice is not possible. Appropriate forms supported by adequate medical or other necessary documentation must be submitted to the Personnel Department to initiate a family leave or to return the employee to active status.

Section XV-4. Disability Leave. Any appointed official, officer or employee of the City who suffers an injury or illness as a result of a service-connected accident or condition may be granted, upon proper authorization by the City Manager, leave with full pay for a period not to exceed three (3) calendar months for each incident; provided, however, that such period of time may be extended up to an additional nine (9) calendar months at the discretion of the City Manager. The City Manager's discretion will be predicated upon satisfactory medical evidence secured by the City.

Provided, further, that a deduction in the pay granted under this section may be made to the extent of any sums the appointed official, officer or employee may receive from any workers' compensation fund to which the State, County or City contribute. In the event of service-connected illness or injury resulting in extended absence, the employee may elect to supplement any Workers' Compensation benefits to which he is entitled by use of ordinary sick leave credit and vacation leave credit to the maximum extent of such credit.

Section XV-5. Military Leave. Any employee who presents official orders requiring his/her attendance for a period of training, examinations, or other active duty as a member of the United States

Armed Forces, including the Michigan National Guard, shall be entitled to military leave without any form of discrimination, and upon return shall be eligible for reinstatement as per the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law.

Section XV-6. Special Leave.

A. In addition to leaves authorized above, a Department Head may authorize an employee, not covered by a labor agreement, to be absent without pay for personal reasons for a period or periods not to exceed thirty (30) working days in any calendar year. The City Manager may authorize special leaves of absence with or without pay for any period or periods not to exceed three (3) calendar months in any one (1) calendar year for purposes that are deemed beneficial to the City Service.

The City Council, upon the recommendation of the City Manager, may grant leaves of absence with or without pay in excess of the limitations above for the purpose of attending extended courses of training at a recognized university or college and for other purposes that are deemed beneficial to the City Service.

B. Jury Duty. An employee, upon completing his probationary period, who is summoned and reports for jury duty as prescribed by applicable law, for each day on which he reports for or performs jury duty and on which he otherwise would have been scheduled to work for the Employer, shall be paid the difference between what he receives from the Court as daily jury duty fees and what he would have earned from the Employer on that day on the basis of eight (8) hours of work at this regular hourly rate of pay, provided that if such employee is excused from jury duty during regular working hours he promptly returns to work. The Employer's obligation to pay an employee for jury duty as above provided is limited to a maximum of ninety (90) days in any calendar year.

In order to receive the payment above referred to, an employee must give the Employer prior notice that he has been summoned for jury duty and must furnish satisfactory evidence that he reported for or performed jury duty on the days and to the extent for which he claims such payments, and produce satisfactory evidence as to the amount he was paid by the Court for such jury duty. The provisions of this section are not applicable to an employee who, without being summoned, volunteers for jury duty.

C. Court Witness.

1. When a non-union non-exempt employee, as a result of performing his/her duties as a City of Jackson employee, is subpoenaed to make a court appearance or appearance before an administrative agency during off-duty hours, the employee shall be paid for the actual time necessarily spent at the court or before the administrative agency at time and one-half (½) his/her hourly rate of pay. As a condition of receiving such payment, the employee shall assign the court or administrative agency appearance fee to the City of Jackson.

2. When a non-union exempt employee, as a result of performing his/her duties as a City of Jackson employee, is subpoenaed to make a court appearance or appearance before an administrative agency, the employee shall be paid actual straight time. The exempt employee may retain the court or administrative agency appearance fee.

3. When a union employee, as a result of performing his/her duties as a City of Jackson employee, is subpoenaed to make a court appearance or appearance before an administrative agency during off-duty hours, the employee shall be paid according to the appropriate union labor agreement.

Section XV-7. Absence without Leave. An officer or employee, who is absent from duty, shall report the reason therefore to his/her supervisor prior to the date of absence when possible and in no case later than noon of the first day of absence. All unauthorized and unreported absences shall be considered absence without leave and deduction of pay shall be made for the period of absence.

Such absence may be made the grounds for disciplinary action up to and including discharge. If an employee is absent without leave for three (3) or more regularly scheduled working days, said employee shall be terminated from employment unless said employee presents a justifiable reason acceptable to the City Manager. Any exceptions may be made in the discretion of the City Manager if extenuating circumstances or an emergency made said notification impossible.

REF: (1) Article VIII, Length and Continuity of Service.
(2) Sick Leave Policy, Administrative and Supervisory Personnel (Admin. Rule No. 30)

ARTICLE XVI - HOLIDAYS

Section XVI-1.

A. All regular, full-time employees not covered by a labor agreement shall receive their regular compensation for the following legal holidays or parts thereof:

Day	Month	Holiday
1st	January	New Year's Day
3rd Monday	January	Martin Luther King Day
3rd Monday	February	President's Day
Friday (immediately preceding Easter)		Good Friday
Last Monday	May	Memorial Day
19th	June	Juneteenth
4th	July	Independence Day
1st Monday	September	Labor Day
11th	November	Veteran's Day
4th Thursday	November	Thanksgiving Day
Friday (immediately after Thanksgiving)	November	
24th	December	Christmas Eve Day
25th	December	Christmas Day

If a holiday falls on an employee's regularly scheduled day off, the employee shall celebrate such holiday on his/her closest regularly scheduled working day. If a salaried employee other than a Department Head or Assistant Department Head is required to work on such holiday, such work shall be treated as overtime work, to be compensated for at two (2) times regular rate of pay in addition to holiday pay.

In addition to the above, any day may be designated as a holiday by proclamation of the Mayor, upon the approval of the City Council.

B. An employee shall forfeit his/her right to payment for any such holiday if he/she has an unexcused absence on his/her last regularly scheduled work day preceding such holiday or on his/her first regularly scheduled work day following such holiday.

C. Part-Time Employees and Paid Holidays – Part-time employees are defined as those working in regularly budgeted positions which work year-round and work on average of 29 hours per week are not eligible for paid City holidays. Department heads may adjust the part-time employee's work hours/days during holiday weeks, at their discretion based upon operational needs, but such adjustment is not mandatory and such adjustment may not exceed the budgeted hours for the position. Seasonal and temporary workers are not eligible for paid City holidays.

ARTICLE XVII - INSURANCE

Section XVII-1. Health Insurance Benefits. The City may in its sole discretion choose to offer a single health insurance plan or a variety of health insurance plans to eligible full-time employees. The plan year runs from July 1 to June 30. The City reserves and retains the unilateral right to amend, modify, change, add to or terminate any benefit level, employer contribution, employee contribution or co-pay, premium, benefit plan, or cash-in-lieu of health benefits for any non-union employee or non-union retiree. The City retains the right to change active employee/retiree insurance providers and active employee/retiree health insurance plan design for all non-union active employees and non-union retirees, regardless of dates of retirement or employment. Substantive changes in the City's health insurance plans (i.e., dependent coverage, elimination/addition of a benefit, etc.) shall be submitted by City administration to City Council for review and adoption. This applies to all non-union active employees and non-union employees retiring from any City sponsored pension systems.

Section XVII-2. Health Insurance Credits. Effective July 1, 2016, non-union full-time officers or employees in the City Service, not covered by a labor agreement, except temporary, seasonal and part-time employees, shall be provided an amount not to exceed seven hundred ($750) dollars in any given fiscal year, for the employee, his/her spouse and dependent children for dental and/or vision insurance expenses. In addition, the above-mentioned employees will receive the following insurance credits not to exceed their eligible coverage levels: Single - $1,500; Two Person - $1,850 and Family - $2,200 in any given fiscal year, for the employee, his/her spouse and dependent children under age 26 for health insurance expenses. In the event the employee selects to opt-out of any combination of health, dental and/or vision coverage, the employee will receive the opt-out balance, prorated and paid on a bi-weekly basis. There shall be no carryover of unused benefits from any fiscal year to another. The City reserves and retains the unilateral right to amend, modify, change, add to or terminate any benefit level, employer contribution, employee contribution or co-pay, premium, benefit plan, or cash-in-lieu of health benefits for any non-union employee or non-union retiree (if eligible).

Section XVII-3**.** Life Insurance. Administrative and Supervisory Employees in the City Service, not covered by a labor agreement, except temporary, part-time and seasonal employees and the Director

of Police and Fire Services, Deputy Police Chief, and Deputy Fire Chief (Ref: Article XVI, Section XVI-6), shall be provided a term life insurance equal to one times their annual earnings, but in no case shall it be less than $30,000.00 or more than $125,000, and rounded to the next highest multiple of $1,000 and at no cost to the employee. There is an additional provision for payment of double face value for accidental death benefits and benefits for dismemberment. Furthermore, all employees with at will employment agreement which guarantee a higher dollar value paid for by the City shall be allowed to maintain such coverage at their own cost.

Section XVII-4**.** Medical, Surgical, Hospitalization and Prescription Drug Insurance. Medical, surgical and hospitalization and prescription drug insurance shall be provided to all non-union employees, including the Director of Police and Fire Services, Deputy Police Chief and Deputy Fire Chief in accordance with this Personnel Policy and shall not be tied to any collective bargaining agreement.

A. Current Officers and Employees**.** It is the current intent of the City to provide for current full-time regular employees or full-time officers in the City service, who are not covered by a labor agreement, a medical, surgical, prescription drug and hospitalization insurance plan of the City's choosing. Such health insurance plans may be modified, changed or discontinued altogether at the City's discretion. The City reserves and retains the unilateral right to amend, modify, change, add to or terminate any benefit level, employer contribution, employee contribution or co-pay, premium, benefit plan, or cash-in-lieu of health benefits for any non-union employee or non-union retiree (if eligible). Such benefits are not provided to temporary, part-time and seasonal employees. Non-union employees eligible for such health insurance plans are required to pay no less than twenty (20%) percent of premium share for such coverage. However, the following exceptions apply:

1. Wellness Incentive Program. ~~.~~ All employees shall be enrolled in an ~~outcome based~~outcome-based ~~-~~wellness program designed to improve the overall health of our employees while also ~~-~~reducing health insurance costs. ~~The goal is to achieve a tobacco free workforce. Unless an employee chooses to opt out of the program all employees shall receive a City paid test to determine the presence of nicotine (in all forms including E-cigarettes and chewing tobacco). Tests shall be administered between May and July of EACH calendar year for the purposes of determining the employee Illustrative cost. The employer shall also have the ability to administer a random test at any time. A positive test is a result of 20ng/ml or greater. A positive urine test result, along with all those choosing to opt out, will result in having to pay an additional amount of 30% towards that year's health insurance illustrative cost: Commencing May 2022, all employees choosing to participate in family or two person health insurance coverage are required to have any spouse covered by City health insurance comply with the above referenced testing. If the spouse covered by City sponsored healthcare, tests positive under the same guidelines and criteria as stated in Article XVII, the listed health insurance illustrative cost shall be in effect. Nicotine test for spouse will be paid for by the employer, at a test site determined by the employer. An Employer sponsored smoking tobacco cessation program will be provided to those choosing to do so but only within their first year after entering the program. Each employee and spouse covered by City health insurance, will be reevaluated on an annual basis at which time their status may be adjusted; however, an opt-out employee may only be reconsidered every three (3) years, unless recommended by the Department Head and approved by the City Manager.~~

~~Upon receiving a negative test result (i.e. no cotinine), employees will be entered into the reimbursement program for a one (1) year individual membership at the gym of their choosing in an amount up to their actual costs but not to exceed $60/month.~~

~~An Employer sponsored smoking cessation program will be provided to those choosing to do so but only within their first year after entering the program. Each employee will be reevaluated on an annual basis at which time their status may be adjusted; however, an opt-out employee may only be reconsidered every three (3) years, unless recommended by the Department Head and approved by the City Manager. Additionally, E~~employees seeking eligibility for the gym membership will only be reimbursed up to $60/month after demonstrating via a facility usage report no less than fifty-two (52) visits every six (6) months during the fiscal year or prorated for the duration of their 6 month period.

~~Commencing January 1, 2018 all employees choosing to participate in family health insurance coverage are required to have individual family members covered by City health insurance comply with the above reference testing provided said individuals/s are at least 18 years of age. Additionally, all rules regarding wellness program still apply. All persons who retired on or after January 1, 2017 and family members eligible for City paid healthcare insurance shall also comply with testing and co-pay requirements of the wellness program.~~

2. In the event of non-duty disability leave of absence of an employee with resulting incapacity to work, the Employer will continue to pay its portion of premiums (with the employee paying at least twenty (20%) percent) of said insurance and on the insurance provided for in Article XVII, Section XVII-3, above, hereof only for the period of time equal to such employee's accrued sick leave or for a period of six (6) months during disability, whichever is the greater.

Spouse Healthcare Eligibility – For all benefit eligible employees, if a member's spouse who is a full-time employee with another employer and who is eligible for medical coverage under his/her own employer's plan but elects not to enroll in that plan even if they have to pay for coverage, is NOT eligible for coverage under the City of Jackson's plan, except as provided as follows. A member's spouse may be put on the City of Jackson's plan as ~~secondary, once~~secondary once a copy of the primary insurance cards are received by the City of Jackson. If the premium share of the spouse's costs for their own employer's health insurance plan is more than $1800 annually for single coverage or more than $2400 annually for two person or family coverage, effective July 1, 2022, the spouse is not required to enroll in their employer's plan and shall be covered under the City of Jackson's plan. The spouse may be covered by the City of Jackson's plan upon becoming ineligible to be covered by the other source.

B. Duty Disability Retirees. Duty disability retirees are defined as those who are totally physically disabled to work, or who subsequently become totally physically disabled to work as a result of an illness or injury sustained in the course of their duties while employed by the City of Jackson and are eligible for immediate pension benefits pursuant to a City of Jackson Retirement Plan. The City reserves and retains the unilateral right to amend, modify,

change, add to or terminate any benefit level, employer contribution, employee contribution or co-pay, premium, benefit plan, or cash-in- lieu of health benefits for any non-union employee or non-union retiree (if eligible). Non- Union Employees hired on or after December 11, 2012 shall participate in the Retiree Health Savings Account and shall not be eligible for traditional retiree health insurance plans. Non- Union employees hired before December 11, 2012 in a City sponsored the pension plan who retire on or after February 1, 2013 as a duty-disability retiree, may be eligible for retiree health insurance. Such insurance may also cover the spouse to whom the retiree is married to at the time of retirement if such spouse meets the City's spouse health insurance eligibility requirements and the insurance will cover the dependent children under twenty (26) years of age. The duty-disability retiree who retires on or after February 1, 2013, must pay a portion of the retiree health insurance premium as follows: Duty-disability retirees must have at least fifteen (15) years of service to be eligible for retiree health insurance and the retiree must pay the percentage of the premium share for retiree health insurance as is codified in Tables A ~~, B, or C~~ in the Non-Duty Disability and Service Retiree sub-section in this Article. An employee who retires on a duty disability pension on or after July 1, 1979 and subsequently ceases to be covered by the City's insurance because of his/her employment or his/her spouse's employment and resulting insurance may upon termination of such coverage elsewhere, reenter the insurance coverage as specified in this section. If a retiree who is receiving retiree health insurance should expire, the retiree's surviving eligible spouse and/or dependent children may continue coverage while they remain eligible and while they continue to receive pension benefits. The cost of such continuation will be the responsibility of the survivor(s) and will be paid from the pension benefit on a payroll deduction basis and only applicable until the surviving spouse and/or/dependent children have other health care benefits for which they are eligible. The applicable retiree and City premium share contributions shall continue in such cases where said survivors are eligible per policy.

C. Non-Duty Disability and Service Retirees.

1. General: Non-Union Employees hired on or after December 11, 2012 shall participate in Healthcare Savings Plan (HCSP) and shall not be eligible for traditional retiree health insurance plans. The City will provide access to retiree health insurance for non-union employees hired before December 11, 2012, defined in Article XVII, Section XVII-4.A., above, and who are members of a City sponsored pension plan, when they become non-duty disability and retirees according to the following table~~s~~ [including their spouses at the time of retirement (assuming their spouse meets the City's eligibility requirements and their dependent children under twenty-six (26) years of age], and as otherwise provided in this section. The City reserves and retains the unilateral right to amend, modify, change, add to or terminate any benefit level, employer contribution, employee contribution or co-pay, premium, benefit plan, or cash-in-lieu of health benefits for any non-union employee or non-union retiree (if eligible). The non-duty, duty-disability retiree or service retiree eligibility and retiree health insurance premium share contributions are as follows:

~~a. Non-Union Employees in a City sponsored pension plan hired before December 11, 2012 and who retire by or on March 31, 2017 shall be subject to the following terms of eligibility for retiree health insurance in accordance with Table A below:~~

~~TABLE A~~

Non-Union Full Time City Retiree Eligibility for Retiree Health Insurance	Retiree Premium Share
Must have 30 yrs. of full time City service and be at least age 58 at the time of retirement to be eligible for retiree health insurance (service retirees), or	20%
Must have 27 yrs. of full time City service and be at least age 60 at the time of retirement to be eligible for retiree health insurance (service retirees), or	30%
Must have between 20 - 26 yrs. of full time City service and be at least age 60 at the time of retirement to be eligible for retiree health insurance (service retirees)	35%
Must have at least 15 yrs. of full time City service as of December 11, 2012 and be at least age 62 at the time of retirement to be eligible for retiree health insurance (service retiree)	40%
Duty disability retiree, must have at least 20 yrs. of full time City service to be eligible for retiree health insurance	25%
Non-duty disability retiree, must have at least 20 yrs. of full time City service to be eligible for retiree health insurance	45%

A. ~~b.~~ Non-Union Employees in a City sponsored pension plan hired before ~~December 11, 2012 and who retire between December 1, 2017 and December 31, 2025 shall be subject to the following terms of eligibility for retiree health insurance in accordance with Table B below:~~

TABLE A~~B~~

Non-Union Full Time City Retiree Eligibility for Retiree Health Insurance	Retiree Premium Share
~~Must have 30 yrs. of total full time local government service with at least 5 years as a full time employee of the City of Jackson and reach age 56 years of age to be eligible for retiree health~~	20%
~~Must have 27 yrs. of full time City service and be at least age 60 at the time of retirement to be eligible for retiree health insurance (service retirees) or~~	~~30%~~ 25%
~~Must have between 20 - 26 yrs. of full time City service and be at least age 60 at the time of retirement to be eligible for retiree health insurance (service retirees)~~	~~35~~ 30%
Duty disability retiree, must have at least 15 yrs. of full time City service to be eligible for retiree health insurance ~~Must have at least 15 yrs. of full time City service as of December 11, 2012 and be at least age 65 at the time of retirement to be eligible for retiree~~	30%~~40%~~
Non-duty disability retiree, must have at least 20 yrs. of full time City service and 60 years of age to be eligible for retiree health insurance.	50%~~30%~~
~~Non-duty disability retiree, must have at least 20 yrs. of full time City service and 60 years of age to be eligible for retiree health insurance~~	~~50%~~

Footnote:

- Any employee with no less than 30 years of full time City service (non-reciprocal) as of April 1, 2016 who as of that date does not receive City health insurance may retire any point thereafter with the ability to receive City sponsored retiree health care upon loosing coverage from a spouse. If said employee enters the City's health insurance plan between age 55 and 58 the premium share contribution would be 35%, if between age 59 and 61 the premium share would be 30% and after the age of 62 it would be 20%.

c. Non-Union Employees in a City sponsored pension plan hired before December 11, 2012 and who retire on or after January 1, 2026 shall be subject to the following terms of eligibility for retiree health insurance in accordance with Table C below:

TABLE C

Non-Union Full Time City Retiree Eligibility for Retiree Health Insurance	Retiree Premium Share
Must have 36 yrs. of total full time local government service with at least 10 years as a full time employee of the City of Jackson and reach 60 years of age to be eligible for retiree health insurance, or	20%
Must have 36 yrs. of full time local government service with at least 12 years as a full time employee of the City of Jackson and reach age 58 to be eligible for retiree health insurance, or	22%
Must have 34 yrs. of total full time local government service with at 5 years as a full time employee of the City of Jackson and reach age 60 to be eligible for retiree health insurance, or	25%
Must have 32 yrs. Of total full time local government service with at 20 years as a full time employee of the City of Jackson and reach age 64 to be eligible for retiree health insurance (service retirees), or	35%
Must have 30 years of full time City service ad be at least age 62 at the time of retirement to be eligible for retiree health insurance (service retirees), or	25%
Must have 27 yrs. Of full time City service and be at least age 62 at the time of retirement to be eligible for retiree health insurance (service retirees), or	30%
Must have between 20 – 26 yrs. of full time City service and be at least age 60 at the time of retirement to be eligible for retiree health insurance (service retirees)	35%
Duty disability retiree, must have at least 20 yrs. of full time City service to be eligible for retiree health insurance	40%
Non-duty disability retiree, must have at least 20 yrs. of full time City service to be eligible for retiree health insurance	50%

- Full time Local Government Service shall mean full time work performed or pension service held for a city, village, township, county, or a subdivision thereof. (Jackson Housing Commission Employees are not eligible for City Healthcare Benefits)

Full time Local Government Service shall mean full time work performed or

~~pension service held for a city, village, township, county, or a subdivision thereof. (Jackson Housing Commission Employees are not eligible for City Healthcare Benefits)~~

B~~d~~. Non-Union Employees in a City sponsored pension plan hired before December 11, 2012 shall be subject to the following terms of eligibility for retiree health insurance in accordance with Table D below:

TABLE B~~D~~

Non-Union Full Time City Retiree Eligibility for Retiree Health Insurance	Retiree Premium Share

Prescription drug coverage limited to only three (3) years from retirement or until Medicare eligible, (whichever is less). ~~After three (3) years, the non-union retiree may have access to prescription drug coverage but must pay 100% of the premium unless an employment agreement states otherwise. The latter is at the discretion of the City Manager but is only applicable for Department heads and above.~~	Retiree must pay the same premium share percentage for prescription drug coverage as they pay for retiree health insurance coverage. When such retired employee reaches an age or otherwise becomes eligible for Medicare coverage, the City shall pay a maximum of $325 per month for the retiree or $450 for the retiree and spouse to purchase Medicare supplemental and prescription drug coverage. ~~The~~The~~and the~~ retiree (and spouse at such time as they reach age 65) shall be removed from the City's insurance plan upon reaching age 65.
New Non-Union Employees Hired On or After December 11, 2012 - Eligible for Healthcare Savings Plan (HCSP) Only. No retiree health insurance shall be offered. City contributes $1,750/yr., with $100 inflationary adjustment every five (5) years. Employee contributes $750/yr., with $50 inflationary adjustment every five (5) years. Non Union Supervisory Contractual Employees hired on or after December 11, 2012 – Eligible for Healthcare Savings Plan Only. No retiree health insurance shall be offered. City contributes $3,000/yr., with $100 inflationary adjustment every five (5) years. Employee contributes $350/yr., with $50 inflationary adjustment every five (5) years.	NA
Medicare Eligibility – City to pay maximum of $325 per month for retiree or $450 for retiree and spouse to purchase Medicare supplemental and prescription drug coverage. U~~u~~pon reaching Medicare age shall be removed from City's insurance plan at that time.	Retiree responsible for securing their own Medicare supplemental and prescription drug coverage with the City providing partial stipend as noted.

Non-Union ACT 345 managers (including the classifications of Director of Police and Fire Services, Assistant Director of Police and Fire Services – Fire Division, and Assistant Director of Police and Fire Services – Police Division) shall remain in the ACT 345 pension system and may be eligible for retiree health insurance. Active employees hired before July 1, 2012 and working in or promoted into a non-union ACT 345 manager classification will be eligible for retiree healthcare and the retiree premium share shall be in accordance with the table below. Such insurance may also cover the spouse to whom the retiree is married at the time of retirement if such spouse meets the City's spouse health insurance eligibility requirements and the insurance will cover the dependent children under twenty (26) years of age.

Years of Service	Retiree Healthcare Premium Share
25-29	30%
30	20%

Non-Union Retirements On or Before December 2012 – Non-union employees in a City sponsored pension plan who retire ON OR BEFORE December 11, 2012, or who retire between December 11, 2012 and January 31, 2013, shall pay 10% of the retiree health insurance/prescription drug/Medicare supplement premium share effective July 1, 2013; shall pay 15% of the retiree health insurance/prescription drug/Medicare supplement premium share effective 7/1/2014; and shall pay 20% of the retiree health insurance/prescription drug/Medicare supplement premium share effective July 1, 2015. Such retirees who are paying 20% or more for retiree premium share will continue pay at that premium share level. Such retirees will also have their Medicare stipend paid by the City amended to $325 per month for retiree or $450 for the retiree and spouse effective February 1, 2013. The City reserves and retains the unilateral right to amend, modify, change, add to or terminate any benefit level, employer contribution, employee contribution or co-pay, premium, benefit plan, or cash-in-lieu of health benefits for any non-union employee or non-union retiree (if eligible).

Deferred Retirement –- Employees who terminate service before they are eligible to receive a City of Jackson service retirement pension, for a reason other than disability, (i.e., "deferred retirees") are not ——eligible to participate in any health insurance plan provided by the City to its retirees until the date in which they can draw retirement benefits. To be eligible for health insurance benefits as a service retiree, non-duty disability retiree or duty- disability retiree, the employee must acquire the minimum years of service credit as stipulated in the relevant sections of this policy, excluding service credit earned pursuant to the application of the Reciprocal Retirement Act (MCL 38.1101, et seq.) and excluding service time purchased pursuant to the Employee Retirement System ordinance (Jackson City Code, 2-501, et seq.).

The applicable insurance coverage and the City's liability to pay its portion of the premium shall cease if the retired employee accepts employment with another employer who provides health insurance coverage or if the retired employee's spouse is/was employed and the spouse's employer provides health insurance coverage. An eligible retiree may reenter the City-provided insurance program if he/she discontinues City-provided insurance because he/she was eligible for insurance coverage through his/her employment or his/her spouse's employment, and such other insurance coverage is

subsequently terminated.

If a retiree who is receiving retiree health insurance should expire, the retiree's surviving eligible spouse and/or dependent children may continue coverage while they remain eligible and while they continue to receive pension benefits. The cost of such continuation will be the responsibility of the survivor(s) and will be paid from the pension benefit on a payroll deduction basis. The applicable retiree and City premium share contributions shall continue in such cases.

~~NON-UNION RETIREE PRESCRIPTION DRUG COVERAGE - Effective August 13, 2013, all non-union pre-age 65 non-Medicare eligible retirees (all retirement categories, i.e., service, duty-disability, and non-duty disability retirees) who retired on or after August 13, 2010, shall at the conclusion of the three years of City-provided prescription benefit coverage, have access to the City's retiree prescription drug benefit plan with the non-union retiree paying 100% of the cost until such time as they are Medicare-eligible.~~

~~Effective July 1, 2021 all Non-Union ACT 345 managers (including the classifications of Director of Police and Fire Services, Assistant Director of Police and Fire Services – Fire Division, and Assistant Director of Police and Fire Services – Police Division) who retired on or after August 13, 2010, shall at the conclusion of the five years of City-provided prescription benefit coverage, have access to the City's retiree prescription drug benefit plan with the non-union retiree paying 100% of the cost until such time as they are Medicare-eligible.~~

~~The City reserves and retains the unilateral right to amend, modify, change, add to or terminate any benefit level, employer contribution, employee contribution or co-pay, premium, benefit plan, or cash-in-lieu of health benefits for any non-union employee or non-union retiree (if eligible).~~

4. NON-UNION RETIREE OPT-OUTS (Cash-in-lieu) OF RETIREE HEALTH INSURANCE - Effective February 6, 2013, all non-union employees eligible for retiree health insurance, regardless of date of retirement, who are pre-age 65, who must opt-out if they have other comparable coverage available to them, will receive the following opt-out payment: Single opt-out is $2,500 per year; Two-person opt-out is $2,850 per year, or Family Opt-out is $3,200 per year. The annual opt-outs are prorated and paid on a per month basis. This applies to non-union employees retiring from the City under any City sponsored pension systems. The City reserves and retains the unilateral right to amend, modify, change, add to or terminate any benefit level, employer contribution, employee contribution or co-pay, premium, benefit plan, or cash-in-lieu of health benefits for any non-union employee or non-union retiree (if eligible).

Section XVII-5. Long Term Disability. The City agrees to furnish and pay for the cost of a Long Term Disability Policy for all employees effective July 1, 1997, or as soon thereafter as processing will allow. The benefit level shall be sixty percent (60%) of each employee's salary, with a benefit duration to age 65, and shall include a ninety (90) day elimination period. Such policy shall be "guaranteed issue," subject to the 3/12 preexisting condition clause, with the exact terms and conditions of the policy subject to availability within the market place.

Section XVII-6. Director of Police and Fire Services, Assistant Director of Police and Fire Services – Fire Division, and Assistant Director of Police and Fire Services – Police Division. Wages, benefits, and terms and conditions of employment for the positions of Director of Police and Fire Services, Assistant Director of Police and Fire Services – Fire Division, and Assistant Director of Police and Fire Services – Police Division shall be in accordance with this Personnel Policy and shall not be tied to any collective bargaining agreement. The City reserves and retains the unilateral right to amend,

modify, change, add to or terminate any benefit level, employer contribution, employee contribution or co-pay, premium, benefit plan, or cash-in-lieu of health benefits for any non-union employee or non-union retiree (if eligible).

ARTICLE XVIII – WORKERS' COMPENSATION ADMINISTRATIVE PROCEDURES

All workers' compensation claims as submitted by City employees shall be processed under the guidelines of the Michigan Workers' Compensation Act.

Section XVIII-1 - Reporting of Incidents. When an employee is injured, the employee's supervisor or department representative shall contact the Personnel and Labor Relations Department via telephone. The Human Resources Department will contact the medical clinic to give authorization for treatment and let them know that the injured employee will be coming in. If an employee is injured after hours when the clinic is not open, the employee may be taken to the hospital for treatment. The department will then notify the Human Resources Department of the injury via telephone on the first working day following the incident.

Section XVIII-2 - Life-Threatening Injuries. When an employee is involved in a serious or life-threatening injury, he/she will be transported immediately to the hospital. The employee's department will notify Human Resources as soon as possible following the incident.

Section XVIII-3 - Written Employee Incident/Injury Report. A written "Incident/Injury Report" shall be completed by the employee's department and forwarded to the Human Resources Department within five (5) working days of the incident. This report is needed in order to assure a timely filing of the workers' compensation claim with the insurance company.

Section XVIII-4 – Employee's Time off Due to Injury/Illness. The employee and/or department shall keep the Human Resources Department up-to-date on the following: Time off work due to workers' compensation injury/illness; return to work date; and days worked on light duty.

Section XVIII-5 - Prescriptions for Work-Related Injuries. Not all pharmacies will accept workers' compensation claims. Employees should contact the Human Resources Department for a referral to an appropriate pharmacy.

Section XVIII-6 -Medical Reports/Bills - The original of all medical reports and bills for services shall be forwarded to the Human Resources Department which will in turn forward same to the workers' compensation insurance carrier. Employees are responsible for informing any medical provider that an incident is work related. Work related incidents shall not be charged to an employee's health care insurance (i.e., BC/BS or HMO).

REF: ARTICLE XV, Section XV-4 - Disability Leave.

ARTICLE XIX - PERSONALLY OWNED AUTOMOBILE

Section XIX-1. Automobile Allowance. An officer or employee of the City who is required and specifically authorized by the City Manager to use his/her personally-owned automobile in the conduct of City business shall be paid, therefore, in accordance with Administrative Regulations as established by the City Manager. The City Manager may, at his/her discretion, increase the mileage allowance to equal, but not exceed, any mileage allowance determined by the Internal Revenue Service as an appropriate amount for tax purposes.

ARTICLE XX – HARASSMENT

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

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

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

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

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

Section XX–2. Definitions.

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

Harass: verbal or physical conduct designed to threaten, intimidate or coerce based on a protected status. Harassment includes verbal taunting which impairs an employee's ability to perform his or her job. Examples of inappropriate verbal conduct include racial or ethnic slurs, verbal abuse or kidding of a sexual nature, including comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes," or any other tasteless, sexual comment, innuendo or action. Examples of inappropriate non-verbal and physical conduct include distribution (including by e-mail), display or discussion of any written or graphic material that ridicules, denigrates, insults or otherwise shows hostility or aversion toward an individual or group because of a protected status. Inappropriate physical conduct could include pushing, blocking or otherwise physically intimidating an employee based upon a legally protected status.

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

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

Section XX-3. Complaint Process.

A. Reporting an Incident – Victim

When an employee believes she or he is the victim of prohibited harassment or discrimination, the employee is strongly encouraged to tell the offending party/parties that the conduct is offensive and unwelcome. In some situations, the employee will achieve his or her desired result based on this action alone. The affected employee is also strongly encouraged to document all incidents of harassment or discrimination as soon as

practical after they occur, including identifying other possible witnesses, in order to facilitate investigation of the employee's complaint. It is helpful if the employee drafts a written complaint before speaking with a supervisor or administrator; otherwise, the employee will be required to sign a written complaint shortly after orally reporting the allegations.

The complaint may be filed with any of the following:

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

B. Reporting an Incident – Observer

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

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

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

C. Investigation

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

D. Confidentiality

Employees may request confidentiality when making an inquiry about potentially filing a complaint (so long as specific details about the alleged misconduct are not provided),

when asking general questions about this policy, or related nonspecific matters, and those requests will be honored to the fullest extent possible. Employees may also confidentially seek advice on handling uncomfortable work situations or relationships through the Employee Assistance Program.

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

E. Retaliation

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

ARTICLE XXI – PENSION IMPROVEMENTS

Section XXI-1. Retirement Plan Eligibility. Unless noted to the contrary within this policy and/or in an employment agreement, all employees eligible for membership in the City of Jackson Employees Retirement System (ERS) or other comparable City sponsored plans shall come under the terms of said Retirement System and the following table:

~~Requirements for those retiring on or before October 31, 2029: *~~	
	~~10 years of service and 62 years of age~~ ~~27 years of service and 58 years of age~~ ~~32 years of service and any age~~
~~Requirements for those retiring on or after November 1, 2029 and hired before December 31, 2018:~~	
	~~10 years of service and 64 years of age~~ ~~27 years of service and 59 years of age~~ ~~32 years of service and 58 years of age~~
~~Requirements for those hired on or between January 1, 2019 :~~	
	~~10 years of service and 68 years of age~~ ~~39 years of service and any age~~
~~Requirements for those hired on or after January 1, 2020:~~	
	~~10 years of service and 70 years of age~~ ~~40 years of service and any age~~

~~Requirements for those hired on or after January 1, 2022:~~	
	~~10 years of service and 72 years of age~~ ~~41 years of service and any age~~

The age and service conditions for voluntary retirement are as follows:(1)[Non-union benefit group general.] The table below applies to non-union benefit group general but does not include those members of non-union benefit group general who have elected deferred retirement prior to the effective date of this section.

10 years of service and 65 years of age
27 years of service and 58 years of age
35 years of service and any age
*Because of the Reciprocal Retirement Act of 1961, years of service shall include employment by any city, village, township, or county.

~~The age and service conditions for voluntary retirement are as follows:(1)[Non-union benefit group general.] The table below applies to non-union benefit group general, but does not include those members of non-union benefit group general who have elected deferred retirement prior to the effective date of this section.~~

~~10 years of service and 65 years of age~~

~~of service and 65 years of age~~

~~27 years of service and 58 years of age~~

~~35 years of service and any age~~

~~*Because of the Reciprocal Retirement Act of 1961, years of service shall include employment by any city, village, township, or county.~~

~~* Employees who continue to work in exceedance of the minimum years of service for which they are eligible to retire shall be eligible for an annual lump sum payment into a separate defined contribution (DC) plan equal to the amount of a one (1) step increase as outlined in Appendix A.~~

Those employees who separate city service with less than a full service retirement and defer their retirement benefits may do so ~~according to the table below~~ until their retirement age requirement.

Hire Date	Minimum years of age in order to draw a deferred retirement benefit
Hired prior to December 31, 2011	56

Hired between January 1, 2012 and December 31, 2017	60
Hired between January 1, 2018 and December 31, 2023	64
After January 1, 2024	68

Section XXI-2. Full-time non-union employees hired before July 1, 2012, shall participate in the City's Employees Retirement System (ERS), a defined benefit pension plan, with a 2.0% pension multiplier unless they have an at will employment agreement that states otherwise. The deduction for pension purposes shall be a city contribution rate of 12.04% and a rate of 7.5% as of July 1, 2024.~~as follows for both the City's contributions and non-union employees' contributions:~~

~~City contribution rate is 12.42% as of July 1, 2019~~

~~Employee contribution rate is 10.88% as of July 1, 2019~~

~~The above deduction level may change as per the yearly valuation of the Actuary but that amount is subject to final City Council approval.~~

Full-time non-union non-contract employees hired on or after July 1, 2012, shall participate in the ERS defined benefit (DB) plan with a 1.25% pension multiplier and shall also participate in the City's Municipal Employees Retirement System (MERS) defined contribution (DC) pension plan, thus participating in a hybrid pension plan. The City shall contribute 4% on behalf of the non-union employee with the employee contributing a minimum of 4% up to 20% to the DC pension plan. Full-time at will contractual employees who are appointed by the City Manager and who are offered a pension plan, shall be offered hybrid pension plan consistent with this section of the Personnel Policy unless their employment agreement states otherwise. The deduction for pension purposes shall be a city contribution rate of 12.04% and a ~~as follows for both the City's contributions and~~ non-union employees' contribution for the DB portion of the hybrid plan shall be 5.50% as of July 1, 2024.~~:~~

~~City contribution rate is 12.27% as of July 1, 2021~~

~~Employee contribution rate for pre-2012 employees is 9.97% as of July 1, 2021.~~
~~Employee contribution rate for post-2012 employees is 6.81 % as of July 1, 2021.~~

The above deduction levels in this section may change as per the yearly valuation of the Actuary but that amount is subject to final City Council approval.

Employees covered by a collective bargaining agreement shall be governed by terms of the applicable collective bargaining agreement for pension purposes.

Section XXI-3. Effective July 14, 2015 the calculation of the Final Average Compensation (FAC) shall be as follows:

Hired before December 31, 1996: The average of the employee's last three (3) consecutive years of credited service.

Hired on or after January 1, 1997 and before June 30, 2012: The average of the employee's last four (4) consecutive years of credited service.

Hired on or after July 1, 2012 and before December 31, 2016: The average of the employee's last six (6) consecutive years of credited service.

Any employee hired on or after January 1, 2017: the average of the employees last eight (8) consecutive years of service.

Any employee hired on or after January 1, 2018: the average of the employees last nine (9) consecutive years of service.

Any accrued sick time, vacation time, and overtime shall not be counted towards the final average compensation.

Section – XXI-4 Pension Cap. The maximum annual pension amount for all employees governed by the Personnel Policy shall be:

General Employee Retirement Plan Employees (Hired before June 30, 2012		Hybrid Pension Plan Employees (Hired on or after July 1, 2012)	
Years of Service	Pension Cap as percentage of FAC	Years of Service	Pension Cap as percentage of FAC
Over 10 and less than 20	35%	Over 10 and less than 20	24%
Over 20 and less than 25	47%	Over 20 and less than 25	28%
Over 25 and less than 30	54%	Over 25 and less than 30	32%
Over 30 and less than 32	62%	Over 30 and less than 35	41%
Over 32 and less than 35	68%	35 and less than 40	45%
Over 35 and less than 36	70%	40 and less than 45	47%
Over 36 and less than 38	71%		
Over 38	73%		

ARTICLE XXII – INFORMATION TECHNOLOGY POLICIES

Section XXII-1. Software Licenses. All users of City-owned information technology equipment will abide by licensing agreements that the City has entered into with software manufacturers. No software will be installed on a City computer without written permission of the designated Manager in the MIS Department.

Section XXII-2. Software Standardization. Software standards will be established by the MIS Department to maximize the compatibility of data exchange between City computers and to ensure cost effective interdepartmental communications and other exchanges.

Section XXII-3. E-Mail Use. The City of Jackson e-mail system was established for City of Jackson business, and there is no right to privacy for users of the City's e-mail system, except as a particular message may be exempt from disclosure pursuant to the Freedom of Information Act. The City Manager will establish and enforce standards for users of the City's e-mail system. If an official, employee or volunteer uses the e-mail system for personal matters, the use must be *de minimas* and meet the same standards established for professional use.

Section XXII-4. Internet Use. The City of Jackson internet system was established to support performance of City business, and there is no right to privacy for users of the City's internet system. The City Manager will establish and enforce standards for users of the City's internet system. If an official, employee or volunteer uses the internet system for personal matters, the use must be *de minimas* and meet the same standards established for professional use.

Section XXII-5. Misuse of Information Technology. The use of City-owned information technology is a privilege that may be revoked. Misuse and/or abuse of City-owned technology may result in disciplinary action and/or referral to law enforcement authorities for legal intervention.

*******THIS PAGE INTENTIONALLY LEFT BLANK*******

*******THIS PAGE INTENTIONALLY LEFT BLANK*******

APPENDIX B – DEFINITION OF TERMS/WORD USAGE

- Anniversary Date – The annual anniversary date of continuing employment with the City as a regular full-time employee.

- City Sponsored Pension Plan/System – Shall include the defined benefit plan, defined contribution plan, the hybrid system, or any other pension system offered to a full time City employee.

- Classification Plan - A listing of the positions in the City government group by job classifications.

- Common Labor Group – Any non-department and/or division head position.

- Compensation - Monetary exchange for services rendered to the City by an employee and including longevity pay (if applicable).

- Compensatory Time - Time off the job in lieu of overtime for exempt employees for time worked beyond forty (40) hours per week.

- Demotion - A change in employment status from a position in one job classification to a position in another job classification having a lower maximum salary limit than the original job classification.

- Department Head - Those employees of the City in charge of an established City department.

- Discipline - Corrective action taken by supervisory personnel to change or control the behavior of subordinate employees.

- Dismissal - Permanent separation from City service for inefficiency, misconduct, repeated infractions of the rules or other just cause.

- Employee - Those persons in the employ of the City of Jackson who are covered by these rules in whole or in part.

- Employee Organization - Any formally recognized employee group engaged in collective bargaining with the City which results in a written contract.

- Exempt Employees - As defined by the Fair Labor Standards Act.

- Full time Local Government Service – Full time work performed for, or pension service achieved for a city, village, township, county, or a subdivision thereof.

- Grievance – Any at will non-union employee complaint including, but not limited to an allegation that a provision of this Personnel Policy has been violated.

- Disabled Person - Anyone who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

- Immediate Family – Unless otherwise specified, it shall include parents, spouse, children, brothers, sisters, grandparents, grandchildren and immediate in-laws.

- Job Classification - A group of positions sufficiently alike in duties, authority, and responsibility to justify the same title, qualifications, and pay scale.

- Layoff - The temporary or permanent separation of an employee as the result of the abolishment of the position or the reduction of work.

- Narcotics - Substances defined as narcotic by state and/or federal regulations and not prescribed by a qualified physician.

- Non-Exempt Employees -As defined by the Fair Labor Standards Act.

- Non-Union Employees - Employees who are not represented by an Employee Organization.

- Overtime - Time worked beyond eight (8) hours per day or forty (40) hours per week for hourly employees and for which they can expect time-and-one-half their hourly rate of pay.

- Overtime Exempt - Employees who are not granted overtime pay for hours worked in excess of forty (40) hours per week.

- Part-Time Employee **–** Employees who regularly work not less than twenty (20) but no more than 29 hours per week.

- Performance Appraisal - A report form filled out by the immediate supervisor of an employee rating the employee's quantity and quality of work and work attitudes.

- Position - A group of duties and responsibilities assigned or delegated by the City Manager requiring a full-time or part-time employee.

- Probation - A working test of the abilities of an employee to carry out the responsibilities of a position.

- Probationary Employee - An employee who has not yet completed the required probationary period.

- Qualified Person with a Disability - A person who, with reasonable accommodation, can perform the essential function of the job in question.

- Red-Circled - Employees whose rate of compensation has been frozen due to demotion or

reassignment. These employees shall not receive annual step increases until his/her rate of pay is consistent with the current salary schedule.

- Regular Full-Time Employee - An employee who is scheduled to work the standard work week of a department, holds title to a Full-Time position, and whose employment is expected to continue in duration.

- Seasonal Employee - An employee appointed for a limited period of time - especially one hired for a specific season of the year.

- Step Increase Date - Date of an individual employee's latest promotion and upon which date an employee receives his/her step increase.

- Supervisor - An individual with the authority to assign, direct and review the work of subordinates.

- Suspension - Temporary separation from City service with or without pay for disciplinary reasons.

- Temporary Employee - One who is appointed for a twelve (12) month or less period and not holding title to a position.

- Vacancy - A position duly created by the City Council, established in the budget, and not currently occupied by an incumbent.

- Verbal Reprimand - A verbal rebuke given to an employee by a supervisor for infractions of the rules.

- Workers' Compensation - Compensation for a disability or death as a result of personal injury suffered in the course and scope of employment; or disability or death due to an occupational disease contracted in the course and scope of employment.

- Written Reprimand - A written statement prepared by an employee's supervisor stating an infraction of the rules by the employee and providing pertinent information about the infraction.

WORD USAGE

- The words "shall" or "will" are to be construed as mandatory and the word "may" as permissive.

- The masculine gender shall be construed to include the feminine gender.

INDEX

Absence Without Leave 29
ADMINISTRATION AND MAINTENANCE OF PERSONNEL POLICY 3
Adoption of Personnel Policy ~~and Classified and Unclassified~~ Positions 1
Allocation of Existing Positions 1
ANNUAL EVALUATIONS/FEEDBACK ASSESSMENTS 17
Annual Step Increase 15
Anti-Nepotism 10
APPLICATION AND INTERPRETATION OF PERSONNEL POLICY 1
At Will Employees ii
Automobile Allowance 41
Changes Requiring Approval of the City Council 3
Changes Requiring Approval of the City Manager 3
Job Classifications 5
~~CLASSIFIED SERVICE ..... 5~~
COMPENSATION 13
Compensation for Hourly Paid Employees 13
Compensation for Overtime 16
Court Witness 29
DEFINITION OF TERMS 50
Disability Leave 28
DISCIPLINE 18
Downtown Anchor Initiative 15
Duty Disability Retirees/Insurance 33
EFFECTIVE DATE iii
Employee Requests for Classification Adjustments 12
Employee Requests for Compensation Adjustments 12
Employer's Rights 2
Entrance Salary Rates 13
Equal Employment Opportunity/Affirmative Action 10
Family Leave Policy 26
Full-Time Basis of Salary Schedules 13
Full-Time Positions in the City Service (Publicizing of) 10
HARASSMENT 43
Harassment/Definitions of 43
Harassment/Statement Against 43
HOLIDAYS 30
INFORMATION TECHNOLOGY POLICIES 47
INSURANCE 31
Interpretation of Class Specifications 1
INTRODUCTION ii
Jury Duty 29
LAYOFFS 11
Layoffs/Order of 11
Layoffs/Recall From 11
Leave Time in Lieu of Overtime Comp. for Certain Employees & Appointed Officials 16
LEAVE TIME 22
LENGTH AND CONTINUITY OF SERVICE 10

INDEX (Cont'd)

Life Insurance 31
Long-Term Disability 39
Medical, Surgical, Hospitalization and Prescription Drug Insurance 31
Medical, Surgical and Hospitalization Insurance Coverage for Director of Police and Fire Services, Assistant Director of Police and Fire Services – Fire Division, and Assistant Director of Police and Fire Services – Police Division 39
Military Leave 28
Non-Duty Disability Retirees Insurance 33
Non-Union ACT 345 Managers 36
Occupational List of Class Titles ~~(Classified)~~ 5
Occupational List of Class Titles ~~(Unclassified)~~ 7
Overtime Administration 16
OVERTIME WORK 16
PENSION IMPROVEMENTS (General Retirement Plan) 46
Performance Evaluations ii
PERSONALLY OWNED AUTOMOBILE 41
PERSONNEL FILES 4
Personnel Files/Employee Access to 5
Personnel Files/Limited Access to 5
Personnel Files/Official Access to 4
Plus Rates for Special Skills 15
Preparation and Content of Class Specifications 1
Probationary Period 14
PROMULGATION OF PERSONNEL POLICY ~~AND ADOPTION OF CLASSIFIED~~ AND ~~UNCLASSIFIED SERVICE~~ ..... ~~1~~
PUBLICIZING OF VACANCIES 10
Purpose of the Personnel Policy 1
Rate of Pay Upon Demotion 14
Rate of Pay Upon Position Reclassification (Non-union) 14
Rate of Pay Upon Promotion (Non-union) 14
Recommendations for Salary Advancements Within Grade 15
REFERENCES iv
Repeal of Conflicting Resolutions 3
REQUESTS FOR CLASSIFICATION/COMPENSATION ADJUSTMENTS 12
Residency Requirement iii
Responsibilities of the Director of Human Resources 3
Retirement – General Plan (Pension Improvements) 46
RULES OF CONDUCT 18
Safety Committee ii
Salaries of Part-Time, Seasonal and Temporary Employees 16
Salary Provisions/Special 15
Salary Schedule - Administrative and Supervisory Employees 51
Savings Clause 3
Salary Schedule 13
SCOPE iv
Service Retirees Insurance 34
Severance 11

INDEX (Cont'd)

Sick Leave 25
Special Leave 28
Starting Rate in New Positions (Non-union) 14
Starting Rate on Initial Employment 13
Starting Rate on Return from Military Service 13
Starting Rate on Return to Duty 13
Step Increases/Annual 15
Step Increases for Temporary Acting Positions 16
TABLE OF CONTENTS i
Temporary Acting Positions 16
Tuition Reimbursement 16
~~UNCLASSIFIED SERVICE ..... 7~~
VACATION AND OTHER LEAVE TIME 22
Vacation Carryover 23
Vacation Leave 22
Vacation Pay Out Upon Termination of Employment 24
Vacation Use and Scheduling 24
Wellness Incentive Program 32
WORD USAGE 53
WORKERS' COMPENSATION ADMINISTRATIVE PROCEDURES 40
Written Reprimands 5

*******THIS PAGE INTENTIONALLY LEFT BLANK*******

CITY OF JACKSON, MICHIGAN

PERSONNEL POLICY

CITY OF JACKSON Founded 1829

City Manager's Office
Human Resources Division
161 W. Michigan Ave. • Jackson, MI 49201

CITY OF JACKSON Founded 1829

City Manager's Office
Human Resources Division
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4046 • Facsimile: (866) 522-9065

TABLE OF CONTENTS		05/01/2022	
INTRODUCTION		05/01/2022	iii
SCOPE/REFERENCES		12/19/14	v
ARTICLE I	- PROMULGATION OF PERSONNEL POLICY	07/14/15	1
ARTICLE II	- APPLICATION AND INTERPRETATION	03/01/02	1-2
ARTICLE III	- ADMINISTRATION AND MAINTENANCE	12/19/14	3
ARTICLE IV	- PERSONNEL FILES	12/19/14	4-5
ARTICLE V	- JOB CLASSIFICATIONS	11/17/15	5-6
ARTICLE VII	- PUBLICIZING OF VACANCIES	12/15/15	10
ARTICLE VIII	- LENGTH AND CONTINUITY OF SERVICE	03/01/02	10-11
ARTICLE IX	- LAYOFFS/SEVERANCE	11/17/15	11-12
ARTICLE X	- REQUESTS FOR CLASS/COMP ADJ	12/19/14	12
ARTICLE XI	- COMPENSATION	11/17/15	13-16
ARTICLE XII	- OVERTIME WORK	05/01/2022	16-17
ARTICLE XIII	- ANNUAL EVALUATION/FEEDBACK ASSESSMENT	11/17/15	17
ARTICLE XIV	- DISCIPLINE/RULES OF CONDUCT	07/14/15	18-21
ARTICLE XV	- VACATION AND OTHER LEAVE TIME	05/01/2022	22-30
ARTICLE XVI	- HOLIDAYS	05/01/2022	30-31
ARTICLE XVII	- INSURANCE	05/01/2022	31-42
ARTICLE XVIII	- WORKERS' COMP ADMIN PROCEDURES	03/01/02	42
ARTICLE XIX	- PERSONALLY OWNED AUTOMOBILE	11/17/15	43
ARTICLE XX	- HARASSMENT	03/01/02	43-45
ARTICLE XXI	- PENSION IMPROVEMENTS	05/01/2022	46-49
ARTICLE XXII	- INFORMATION TECHNOLOGY POLICIES	07/01/06	49
APPENDIX A	- ADMINISTRATIVE & SUPERVISORY PAY RATES	11/17/15	51-52
APPENDIX B	- DEFINITION OF TERMS/WORD USAGE	11/17/15	53-54
INDEX		05/10/16	56-58

INTRODUCTION

The Personnel Policy contained in the pages of this document in no manner should be construed as a contract or promise to any employee or prospective employee that the procedures, classifications, class grades or benefits contained will remain in effect or continue in existence. This document is merely an outline of the procedures, classifications, class grades and benefits which existed at the time of the enactment by the City Council. The procedures, classifications, class grades and benefits contained herein may be altered, decreased, changed or eliminated at any time by action of the City Council and the interpretation of the procedures and this entire document shall be in the sole discretion of the City Council.

It must be specifically understood by each and every employee or prospective employee that this document does not constitute a contract of employment between the City of Jackson and any employee or prospective employee or a continuing promise of the continuation of any provisions contained herein. Specifically, no employee or prospective employee should rely upon this document or any of the provisions contained herein as a condition of continuing employment or as a condition of accepting employment.

Equal Employment Opportunity Statement -The City of Jackson will provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age (40 an older), religion, national origin, citizenship, ancestry, pregnancy, sexual orientation, gender identity, gender expression, family medical history and genetic information, physical and mental disability, military & veteran status, arrest record, marital status, height, or weight as required by applicable law.

At Will Employees - None of the language contained within this Personnel Policy shall be deemed to vest any employee with any "just cause" rights that prevent his or her dismissal without cause. It is the policy of the City that all employees of the City are "at will" employees, and, subject to the terms and conditions of applicable labor agreements, the City retains the right to discharge any employee without cause.

Performance Evaluations - The City Manager may establish a system of performance evaluations. If established, the system shall be incorporated into this policy.

Safety Committee - The City Manager may establish a Safety Committee. If injured, an employee shall file a claim in accordance with the Michigan Workers' Disability Compensation Act.

Residency Requirement – Non-union full-time City employees who maintained their residency status within the Jackson City Limits for the entire previous calendar year (12-month period) are eligible to receive a $1,800.00 residency stipend in January of each year. (Note: This stipend will be prorated for partial year residency on a monthly basis.)

In order to qualify for the residency stipend, the employee must meet the following residency requirements: Establish and occupy a dwelling within the limits defined in the previous paragraph; and maintain this dwelling as their primary residence at which they eat their meals, receive their mail, sleep, maintain their voter registration, driver’s license address, tax address, and in all manners maintain as a normal residence.

All union employees are governed by the residency language in their respective labor agreement or past practice. Such past practice shall continue until a change is negotiated with the respective labor organization.

REF: Civil Service Rules and Regulations, Section 17, Residency Requirements.
Michigan Public Act 212 of 1999

EFFECTIVE DATE:

- Revision dated July 1, 2024
- Revision dated May 1, 2022
- Revision dated August 14, 2018
- Revision dated November 15, 2017
- Revision dated January 10, 2017
- Revision dated May 10, 2016
- Revision dated December 15, 2015
- Revision dated November 17, 2015
- Revision dated July 14, 2015
- Revision dated April 27, 2015
- Revision dated December 19, 2014
- Revision dated October 1, 2014
- Revision dated July 1, 2008
- Revision dated July 1, 2006
- Revision dated July 1, 2005
- Revision dated July 1, 2004
- Revision dated September 1, 2003
- Revision dated April 1, 2003
- Revision dated July 1, 2002
- Revision dated March 1, 2002
- Revision dated July 1, 2000
- Revision dated September 21, 1998
- Revision dated August 15, 1997
- Revision dated January 21, 1997

SCOPE

This Personnel Policy covers all employees of the City of Jackson and does not apply to affiliated organizations such as the Downtown Development Authority or Jackson Housing Commission. Those employees covered by labor agreements shall be governed by the provisions of said labor agreements. In the absence of specific provisions or where the labor agreement is silent, this policy shall apply. In the case of a conflict between this Policy and a labor agreement, the labor agreement language shall prevail over this Policy for employees covered by a labor agreement.

REFERENCES

Administrative Regulations
Americans with Disabilities Act of 1990 (Federal Mandate)
Civil Service Rules and Regulations
Drug Policy (Administrative Regulation No. 29) Fair Labor Standards Act (Federal Mandate)
Family Medical Leave Act (1993) (Federal Mandate)
General Retirement Plan
Genetic Information Nondiscrimination Act of 2008
Jackson City Code
Michigan Public Act 212 of 1999 (Residency) Michigan Public Act 152 of 2011
Michigan Public Act 54 of 2011
The Patient Protection and Affordable Care Act of 2010 (Federal Mandate) Rules of Conduct
Workers' Disability Compensation Act 317 of 1969 (State of Michigan)
Michigan Paid Leave Act (MPMLA)

ARTICLE I - PROMULGATION OF PERSONNEL POLICY

Section I-1. Purpose of the Personnel Policy. It is the purpose of the City of Jackson Personnel Policy to establish an equitable and consistent personnel administration system for the City and its employees in order to insure that the most effective and efficient services are provided to the City of Jackson community. It is also the purpose of this Personnel Policy to clearly explain the duties, rules, and expectations of the City and its employees and to accurately describe the rights and benefits offered to City employees in order to attract and retain a proficient and skilled workforce. Furthermore, this policy shall govern all City/employee relationships of a non-union nature and all City/employee relationships for union personnel where the labor agreement is silent. The City reserves and retains the unilateral right to amend, modify, change, add to or terminate any provisions in this policy at any time.

ARTICLE II - APPLICATION AND INTERPRETATION

Section II-1. Allocation of Existing Positions. The positions in the Class Specifications are hereby allocated to appropriate classes in accordance with the schedules attached hereto.

Section II-2. Interpretation of Class Specifications.

A. Purpose and Effect of Class Specifications: Each class specification outlines the main characteristics and qualification requirements of position in the class and gives examples of special duties which employees holding such positions may properly be required to perform. The class specification is descriptive and explanatory, but not restrictive. The listing of particular examples of duties does not preclude the assignment of other tasks of related kind or character or of lesser skills. Likewise, the assignment of an employee to a class does not preclude the assignment of duties from another class to the employee or the assignment of the employee to another class.

B. Application of Specifications to Positions: In determining the class to which a position should be allocated, the specification of each class shall be considered in relation to the specifications of other classes in the Personnel Policy.

C. Statement of Qualifications: The statement of qualifications in a class specification is intended to be used as a guide in determining the eligibility of candidates for competitive examinations; as an aid in the preparation of such examinations; and, for use in determining the relative value of positions in a class in relation to positions in other classes.

Section II-3. Employer's Rights. The City, as an employer and on behalf of the electors of the City of Jackson, hereby retains and reserves unto itself all powers, authority, duties and responsibilities conferred upon and vested in it by law and by the Constitution of the State of Michigan and of the United States, the Jackson City Charter and City Code, and any modifications made thereto.

Further, all rights which ordinarily vest in and are exercised by employers are reserved to and

remain vested in the City, including, but without limiting the generality of the foregoing the right to:

A. Manage the affairs of the City efficiently and economically, including the determination of quantity and quality of services to be rendered;

B. Introduce new equipment, methods, machinery or change and/or eliminate existing equipment and institute technological changes, decide on materials, supplies, services, equipment and tools to be purchased;

C. Determine the size of the work force and increase or decrease its size;

D. Hire, assign and permanently or temporarily lay off employees;

E. Direct the work force, assign work and determine classifications and prescribe and assign job duties, content and classification;

F. Establish, change, combine or discontinue job classifications and prescribe and assign job duties, content and classification;

G. Discipline and discharge employees;

H. Adopt reasonable work rules; and

I. Select employees for promotion or transfer and determine the qualifications and competency of employees to perform available work.

ARTICLE III - ADMINISTRATION AND MAINTENANCE

Section III-1. Responsibilities of the Director of Human Resources. All references to the City-County Director of Human Resources are synonymous with the City's title of Director of Human Resources**.** The Director of Human Resources shall direct necessary reviews and preparation of reports recommending appropriate action to ensure that the Personnel Policy is kept current and to assure that any important changes in duties and responsibilities in any existing positions and of new positions are reflected in the Policy. The Director of Human Resources shall provide, subject to the approval of the City Manager, for the reallocation of any position from one class to another class, whenever a change in duties and responsibilities of such position make the class to which the position was previously allocated no longer applicable. Any actual reallocation to be made shall be made with the knowledge of the employee concerned and his/her Department Head.

The Director of Human Resources shall be responsible for the work of administering and maintaining the Personnel Policy. This shall include but not be limited to, the processing of salary advancements, the determination of proper salary rates within existing Policy provisions and the preparation of recommendations for revisions to the Policy on the basis of changes in prevailing rates of pay for comparable positions outside the City Service.

Section III-2. Changes Requiring Approval of the City Council. The approval of the City Council shall be required for all policy changes to this document, but not for amendments of an administrative nature. Such changes shall take the form of amendments to this Personnel Policy.

Section III-3. Changes Requiring Approval of the City Manager. The approval of the City Manager shall be required for all administrative changes to this document. The City Council will receive written notice of all administrative amendments to the Personnel Policy at least fifteen (15) days before they take effect.

Section III-4. Repeal of Conflicting Resolutions. All resolutions or parts thereof in conflict with the provisions of this Policy are hereby repealed.

Section III-5. Savings Clause. If any section, sentence, clause or phrase of this Policy shall be held for any reason to be inoperative or unconstitutional, void or invalid, the validity of the remaining portions of this Policy shall not be affected thereby, it being the intent of the City Council in adopting this Policy that no portion thereof or provision herein shall become inoperative or fail by reason of the unconstitutionality or invalidity of any other portion or provision and the City Council of the City of Jackson, Michigan, does hereby declare that it would have severally passed and adopted the provisions contained herein, separately and apart one from the other.

ARTICLE IV - PERSONNEL FILES

Section IV-1. Personnel Files. A personnel file is maintained by the Human Resources Department on every employee of the City (except Parks and Recreation seasonal employees, City Clerk election workers, Police Reserve Officers and School Crossing Guards). However, the aforementioned seasonal employees and election workers' personnel files must be retained in accordance with Federal, State, and City laws, ordinances, and regulations by the hiring departments. All material in these files is strictly confidential and secured under the custodianship of the Human Resources Department. All personnel files are subject to the provisions of the Bullard-Plawecki Right-To-Know Act and the Freedom of Information Act. Medical records are secured in a file that is separate from the personnel records. Information in an employee's personnel file may include the following:

A. Original application and accompanying documents (i.e., resume, transcripts, references, investigation reports, military papers).

B. Personnel Action Requests or notices of pay changes and accompanying documents.

C. Performance evaluation forms and related materials.

D. Letters of commendation or complaint connected with employment.

E. Promotional opportunity application and related materials.

F. Forms pertaining to fringe benefit programs and related programs.

G. Documents submitted by the employee.

H. Certificates or notices of accomplishment of the employee in the area of training or employee development.

I. Documentation of disciplinary action.

J. Materials submitted as part of the record for an appeal or a decision or other action and copies of related proceedings.

Section IV-2. Official Access. The following personnel shall have the right of access to an inspection of an employee's personnel file.

A. The employee who is the subject of the file.

B. An attorney or designee of the employee when the employee has provided written authorization to his or her file.

C. Supervisory employees who are considering the employee for promotion, transfer, reassignment, demotion, dismissal or other personnel action.

D. The City Attorney or other appropriate agent when needed in connection with any legal action involving the employee and the City.

E. Authorized representatives of the Human Resources Department.

F. A person or persons making a proper legal request under the Freedom of Information Act (FOIA).

Section IV-3. Limited Access. Information in an employee's personnel file shall not be made accessible to anyone except the Human Resources Department, the employee and those listed in Article IV, Section IV-2 above. The only information provided over the telephone is verification of any employee's job title, dates of employment and salary. No other information will be given by phone unless the employee provides a written release absolving the City, its employees, agents and officials from any responsibilities of the consequences of disclosure.

Section IV-4. Written Reprimands. Unless otherwise provided by law, whenever a reprimand is placed into an employee's file for the purpose of reflecting a negative facet of that employee's performance, the employee shall be provided a copy of the entry.

Section IV-5. Employee Access. An employee, upon written request to the Human Resources Department, may periodically review at reasonable intervals, generally not more than two (2) times per year, his or her personnel record. The review shall take place in the Human Resources Department during normal office hours, unless inconvenient to the employee due to an unusual shift or job site, at which time a mutually convenient time and place shall be arranged.

An employee may obtain a copy of information contained in his or her personnel file. If there is disagreement with information contained in the personnel file, an employee may submit a written statement explaining his or her position which shall then be made part of the personnel file, with a copy provided to the supervisor.

ARTICLE V – JOB CLASSIFICATIONS

Section V-1. Job Classifications. Job classifications shall consist of the following classes of non-union positions, with such changes as may be made from time to time by the City Council by amendment to this Personnel Policy. All positions of the class shall be paid as set forth from time to time by action of the City Manager or City Council action. For purposes of this Personnel Policy, all employees and officials of the Jackson Housing Commission are not employees of the City of Jackson. For purposes of the Civil Service ordinance, all union personnel are deemed to be employees whose personnel rights and responsibilities shall be resolved under the provisions of their applicable labor agreement.

Occupational List of Class Titles

A. CLERICAL, ADMINISTRATIVE AND FISCAL GROUP
(Non-union positions – occupied or vacant)

Class Title
Account Clerk Supervisor

Administrative Secretary I
Administrative Secretary II
Appraiser
Evidence Management Coordinator
Financial Analyst
GIS Coordinator
Labor Relations Technician
Legal Secretary
Neighborhood and Economic Operations Planner
Property Management Coordinator
Purchasing Technician
Recreation Services Coordinator
Senior Appraiser
Senior Citizen & Recreation Activities Coordinator
Tax Supervisor

B. ENGINEERING, INSPECTION AND TECHNICAL GROUP
(Non-union positions – occupied or vacant)

Class Title

Civil Engineer II
Civil Engineer III
Engineering Assistant
Parking Manager/Engineering Assistant
Wastewater Treatment Plant Industrial Pretreatment Supervisor

C. LABOR AND TRADES SUPERVISION GROUP
(Non-union positions – occupied or vacant)

Class Title

Assistant Water Treatment Plant Supervisor
Building Maintenance Supervisor
Chief Wastewater Treatment Plant Operator
Meter Services Supervisor
Public Works Assistant
Public Works General Foreman

D. APPOINTIVE OFFICIALS (Non-union positions – occupied or vacant). Unless otherwise noted, all contractual employees are at will and on scale.

Class Title

Administrative Assistant
Administrative Assistant to the Director of Police and Fire Services
Administrative Assistant to the City Manager
Assistant to the City Manager

Assistant City Assessor
Assistant City Engineer
Assistant City Manager/Operations
Assistant City Manager/Community Development Director (Contractual Employee)
Assistant Finance Director
Assistant Director of Human Resources
Assistant Director of Community Development
Assistant Director of Parks, Recreation, and Grounds
Assistant Director of Public Works – Public Utilities Administration
Assistant Superintendent of Wastewater Treatment Plant
Building Inspector
Chief Building Official
City Assessor (Contractual Employee)
City Attorney (Contractual Employee)
City Clerk
City Engineer
City Manager (Contractual Employee)
Code Enforcement Officer I (Contractual Employee)
Code Enforcement Officer II (Contractual Employee)
Code Enforcement Officer III (Contractual Employee)
Code Enforcement Director
Department of Public Works/Utilities Fiscal Supervisor
Deputy City Attorney
Deputy City Clerk
Deputy City Treasurer
Deputy Director of Police and Fire Services, Fire Division (Contractual Employee)
Deputy Director of Police and Fire Services, Police Division (Contractual Employee)
Director of Finance/Purchasing Agent (Contractual Employee @ 80% of the scale)
Assistant Director of Human Resources (Contractual Employee)
Director of Community Development
Director of Parks, Recreation and Grounds
Director of Police and Fire Services (Contractual Employee)
Director of Public Works (Contractual Employee)
Economic Development Director
Economic Development Specialist (Contractual Employee)
Elections and Records Coordinator (Contractual Employee)
Electrical Inspector (Contractual Employee)
Grant Coordinator
Grant & Front Office Supervisor
Housing Rehab Specialist (Contractual Employee)
Community Development Grant Coordinator
Neighborhood Outreach Coordinator/Recreation Services Supervisor
(Contractual Employee)
Paralegal
Planning Director
Plumbing and Mechanical Inspector (Contractual Employee)
Public Information Officer (Contractual Employee)
Purchasing Coordinator
Recreation Services Supervisor
Records Management Supervisor (CD/Police)
Rehabilitation Coordinator (Contractual Employee)
Senior Assistant City Attorney
Senior Planner (NEO)

Staff Accountant
Staff Attorney (Contractual Employee)
Superintendent of Parks and Golf Operations
Supervisor of Management of Information Services
Wastewater Treatment Plant Superintendent
Water Billing Supervisor
Water Treatment Plant Supervisor
Water and Sewer Maintenance Foreman

E. ELECTIVE OFFICIALS:

- Mayor and City Councilmembers
- City Treasurer (also serves as Income Tax Administrator)

F. POLICE DEPARTMENT GROUP
(Non-union positions – occupied or vacant)

Class Title
[2] Police Cadet

[2] Compensation to be determined by ordinance of City Council.

G. PUBLIC SAFETY GROUP
(Non-union positions – occupied or vacant)

Class Title
[3] Community Service Officer
[4] School Crossing Guard:

- One appearance at a corner
- Two appearances at a corner
- Three appearances at a corner

[3] Compensation to be adjusted annually with other job classification positions.

[4] Compensation to be determined by ordinance of City Council. Persons classified as "School Crossing Guards," as above provided for, shall not be vested with any police powers, and their classification, in a class of the Public Safety Group, for the purpose of this Policy, shall not be deemed to be eligible to participate in any City pension plan.

H. PART-TIME APPOINTIVE OFFICIALS
(Non-union positions – occupied or vacant)

Class Title
Administrative Hearing Officers

ARTICLE VII - PUBLICIZING OF VACANCIES

Section VII-1. Equal Employment Opportunity/Affirmative Action. It is the policy of the City of Jackson to implement equal opportunity on an affirmative basis to all qualified employees and applicants for employment in accordance with State and Federal Law. Positive action shall be taken to ensure the fulfillment of this policy.

Section VII-2. Full-Time Positions in the City Service. The City reserves the right to fill certain highly technical, specialized, and/or managerial non-union positions from within as part of reorganization or internal department promotions. Otherwise, whenever a vacancy occurs in a position in the City Service such vacancy shall be advertised on the City's website, other public media, and association newsletters, professional journals, trade papers or other suitable publications or electronic media as deemed appropriate. The advertising of vacancies in positions in the City Service is done not only to secure competent applicants, but also to fulfill the obligations of the City to apprise interested qualified applicants of the vacancies and position. Notwithstanding the above, vacancies in the common labor group and in seasonal, temporary provisional and emergency positions need not be advertised if the City Manager or his/her designee determines there will be a satisfactory pool of applicants without such advertising.

Section VII-3. Anti-Nepotism. Effective November 18, 2015 the City will not hire the relative of any current employees, elected and/or appointed officials; however, the City Manager has the authority to waive this requirement when special circumstances can be demonstrated. For purposes of this section, "relative" shall mean any of the following family members whether by blood or marriage: spouse, child, step-child, foster child, parent, step-parent, foster parent, brother, step brother, sister, step- sister, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, niece, nephew and cousin or any other individual that is a member of the employee or elected official's household for which the employee or elected official is financially responsible. This policy ensures that all applicants are considered on the basis of their qualifications and are not given preferential consideration based on their relationship to current employees or elected officials.

However, employees who marry while employed, shall have 90 days to transfer out of a superior-subordinate relationship resulting from the marriage. In the event the transfer cannot be made within the noted timeframe, the employee with the least seniority shall be terminated. This policy applies to all categories of employment, including full- and part-time and temporary or seasonal classifications.

REF: City of Jackson, Ethical Standards of Conduct Ordinance No. 2015-18

ARTICLE VIII - LENGTH AND CONTINUITY OF SERVICE

Section VIII-1. Requirements as to Length and Continuity of Service.

A. Service requirements for advancement within Salary Schedules and for other purposes as specified in this Policy shall require employment in the City Service without break or interruption.

B. The following absences shall not affect continuity of service and time on such absences shall

count toward length of service:

1. Authorized leave of absence with pay;

2. Authorized leave of absence without pay of thirty (30) calendar days or less; or

C. Absences for purposes of serving with the Armed Forces of the United States shall not break continuous service only if the laws of the State of Michigan and/or the United States require reinstatement without a break in service at the time the person completes military service and reapplies for employment.

D. Leaves of absences without pay of over thirty (30) calendar days shall be deducted from length of service, but shall not have the effect of interrupting continuity of service. Deduction from length of service may be accomplished by moving the employee's anniversary date forward by the appropriate number of calendar days.

E. All absences without authorized leave of more than two (2) days shall be deducted from and shall interrupt continuous service.

F. The Family Medical Leave Act and the Americans with Disability Act will be administered in accordance with those Acts (Ref: Article XIV, Section XIV-3).

ARTICLE IX - LAYOFFS/SEVERANCE

Section IX-1.

A. Layoffs. Whenever the City in its discretion determines that a layoff is necessary due to a lack of funds, lack of work, or due to a reorganization, such layoff shall be made in such classifications as the City may designate. Layoffs shall be made in accordance with procedures to be developed by the Director of Human Resources.

B. Recall from Layoffs. The order of recall of laid-off employees shall be in the inverse order in which the employees were laid-off and shall be subject to the same conditions as prescribed in a lay-off. However, it shall only apply to classified employees and shall not exceed a two (2) year call back period.

C. Severance. Severance from the City service shall be in accordance with procedures to be developed by the Director of Human Resources and approved by the City Manager,and shall only be available for all those employees with an at will employment agreement. Severance codified in an employment contract is governed by the employment contract in increments of days or months.

D. Constructive Dismissal. All contractual employees titled as a department head or appointed official shall have a signed at will employment agreement which includes a constructive dismissal clause. The section shall state that all claims alleged to be a constructive dismissal (an employee terminates their employment in response to the employer’s treatment of them) shall be submitted in writing to the Director of Human Resources no later than 30 days after the occurrence. The documentation must show that they have resigned in response to a

fundamental breach of contract by the employer (Employment Rights Act 1996). If the constructive dismissal claim is deemed to have merit, all such employees shall be granted their severance pay in accordance with their employment agreement.

REF: City of Jackson, Civil Service Rules and Regulations, Section 6.4 and Section 8.1a.

ARTICLE X - REQUESTS FOR CLASSIFICATION/COMPENSATION ADJUSTMENTS

Section X-1. Employee Requests for Classification Adjustments. Any employee shall have the right to consideration of any request he/she may have with respect to a change in the classification of his/her position. The employee shall make his/her request initially to the head of his/her department. If the head of the department feels that the request is reasonable, he/she shall notify the Director of Human Resources of the request and give his/her opinion or recommendation. If the head of the department feels the request is not a reasonable one, he/she shall reject the request, but notify the employee of his/her right to appeal to the Director of Human Resources. The Director of Human Resources shall give due consideration to the requests he/she receives from Department Heads and employees, and in those cases where he/she feels a change in classification is required, he/she shall recommend to the City Manager such action on the matter as he/she may deem appropriate. The decision of the City Manager shall be final.

Section X-2. Employee Requests for Compensation Adjustments. Any employee shall have the right to the consideration of any request he/she may have with respect to changes in the application of the Personnel Policy to his/her position. The employee shall initially make his/her request to the Department Head, who shall promptly seek to arrive at a solution which is consistent with the Personnel Policy and acceptable to the employee. When the Department Head is unable to resolve such a request in a manner which is satisfactory to the employee, the matter shall be submitted to the Director of Human Resources for review. In the event the employee remains unsatisfied after review by the Director of Human Resources, he/she may appeal to the City Manager. The City Manager shall review such appeal and issue a decision on it within 45 days. The decision of the City Manager shall be final.

ARTICLE XI - COMPENSATION

Section XI-1. Salary Schedules. The pay of City employees shall be on the basis of appropriate bi-weekly and/or hourly salary schedules as set from time to time by City Ordinance for each of the respective classes of positions in the City service as established by this policy or by labor agreement. Said schedules as contained in Appendix A and as revised from time to time by City Council action, shall be deemed as part of this Personnel Policy. (Salary Schedules for those employees belonging to a union are contained in the respective labor agreement.) Each salary schedule shall consist of a minimum entrance rate, intermediate salary rates, and a maximum rate.

A. Merit Award Policy

A Merit Award may be granted to an employee to recognize accomplishments which directly impact the efficiency, economy, and effectiveness of city operations and/or positively impacts the City's service to the public.

Recognition of merit pay will be based on the high level of performance of the employees to the City of Jackson. Merit pay will not be withheld, denied, or awarded for an illegal reason including: discrimination based on sex, race, age, religion, national origin, marital status, covered veteran status, disability, or membership in the Uniformed Services.

The City Manager has authority to approve merit awards, based upon the Human Resources Manager recommendations.

The Merit Award may be made for a period of exceptional productivity. A complete and approved performance appraisal as determined by the city manager, must be completed by the employee's supervisor detailing the employee's achievements. Depending on the employee's performance appraisal the following actions may be taken:

1. No increase
2. An amount equal to ½ step in the employees current salary/wage grade
3. 1 full step increase in the employee's current salary/wage grade

Section XI-2. Compensation for Hourly Paid Employees.

A. Employees to be paid in accordance with the applicable labor agreement and ordinance.

B. Part-time, seasonal and temporary positions shall be paid in accordance with Section XI-7.

Section XI-3. Full-Time Basis of Salary Schedules. The salaries prescribed by action of the City Council are fixed on the basis of full-time service for normal work weeks as indicated for the several groups in Article V. of this Personnel Policy.

Section XI-4. Entrance Salary Rates.

A. Starting Rate on Initial Employment. Original appointment to any position shall be made at the entrance rate and advancement from the entrance rate to the maximum rate within a pay

range shall be as approved by the City Manager. The City Manager may approve an initial compensation rate higher than the minimum rate for the class when, in his or her opinion, the needs of the City Service make such action necessary. However, in all cases, a PAR request shall be submitted to, and reviewed by, the Director of Human Resources, and subsequently approved by the City Manager, in advance of hiring all new employees (full time, part time, temporary and/or seasonal).

B. Starting Rate on Return to Duty. When an employee returns to duty in the same classification after a separation from the City service of not more than one (1) year, which separation was not due to discreditable circumstances, such employee shall receive the payrate received at the time of separation, and shall subsequently serve at his or her reentry rate for at least such period as is normally required for advancement to the next higher rate per the terms of the Merit Award Policy.

Starting Rate on Return from Military Service. Any employee who leaves or has left the City service to enter the active service of the Armed Forces of the United States shall, upon severance of service, be entitled to reinstatement in accordance with the applicable laws prevailing at the time the employee makes application for reinstatement.

D. Rate of Pay Upon Demotion. In case an employee is demoted, credit shall be given for continuous service in the higher paid position in determining the proper rate in the Salary Schedule for the lower paid position, provided that the salary rate after demotion shall not be higher than that prior to demotion.

E. Starting Rate in New Positions (Non-union). Whenever an employee not represented by a union is placed in another position not previously held by him/her, or a union employee accepts a non-union position he/she has not previously held, the employee shall be compensated at a rate deemed appropriate by the City Manager in the salary schedule established for this position. However, a PAR must be submitted and approved in advance of the employee moving into the new position.

F. Rate of Pay Upon Promotion (Non-union). Whenever an employee not represented by a union, or a union employee accepting a non-union position is promoted to a position in a higher class grade than the position he/she currently holds, the employee shall be compensated at a rate deemed appropriate by the City Manager in the salary schedule established for the position. Future step increases, if applicable will be based on the terms of the Merit Award Policy. However, a PAR must be submitted and approved in advance of the employee's promotion.

G. Rate of Pay Upon Position Reclassification (Non-union). An employee not represented by a union and whose position is reclassified to a higher class grade, shall be compensated at a step rate deemed appropriate by the City Manager in the class grade schedule established for the position. Future step increases, if applicable will be based on the the terms of the Merit Award Policy. . However, a PAR must be submitted and approved in advance of the employee's reclassification.

Section XI-5.

A. Probationary Period. After initial appointment or promotion to a position in the City Service, the first one thousand and forty (1,040) hours actually worked in the position shall be considered the period of probation. The probationary period for any employee represented by a union shall be in accordance with provisions of their respective labor agreement for his/her

employee classification.

In the event that the employee does not satisfactorily complete the probationary period, he/she shall be separated from the service and shall not have recourse to appeal his/her separation before the Civil Service Commission, except that in the case of promotion from a position in which an employee had Civil Service status, he/she will revert to such position as he/she may be entitled to under Civil Service rules, provided the employee's failure to satisfactorily complete probation was not for a reason which necessitated the employee's termination.

Section XI-6. Recommendations for Salary Advancements within Grade. The Department Heads shall recommend in writing to the Director of Human Resources the advancement in salary of their employees who have met the requirements for salary advancement as enumerated above per the Merit Award Policy. All such requests shall be reviewed by the Director in advance of the City Manager's approval.

Section XI-7. Computation of Salaries of Part-Time, Seasonal and Temporary Employees. Part-time, seasonal and temporary employees may be employed on an as-needed basis and if employed shall be paid only for hours actually worked and at an hourly rate established by the City. Part-time, seasonal and temporary employees shall not be eligible for any fringe benefits during their employ.

Section XI-8. Special Salary Provisions.

A. Plus Rates for Special Skills: In any case when an employee is qualified for and is temporarily required, in writing by his/her supervisor, to regularly serve in and accept responsibility for work in a higher class or position, such employee shall receive the entrance salary rate of that class grade or his/her present rate plus one class grade, whichever is higher, while so assigned, subject to the approval of the City Manager. A non-union, non- exempt employee, who is required to work in a higher class or position continuously for a period of five (5) or more consecutive days, shall be deemed "temporarily required to regularly serve and accept responsibility for work in a higher class position," as is a non-union exempt employee who is required to work in such higher class or position continuously for a period of thirty (30) or more consecutive days, unless either employee is so assigned for training purposes. In case of vacancies in the City Service where a non-union employee is required in writing by the City Manager to fill a vacancy in a higher class or position and assume full responsibility for that position until it is permanently filled, such employee shall be compensated for the duration of such assignment as though permanently promoted to the position in accordance with Article XI, Section XI-4, H. of the Personnel Policy.

B. In any case when a non-unionemployee is regularly assigned in charge of one or more persons in positions of the same class grade, such employee shall be paid at the corresponding step rate in the next higher class grade upon recommendation of the Department Head and approval of the City Manager.

Section XI-9. Temporary Acting Positions. When a employee is required by his or her supervisor to temporarily transfer from one job classification to another, the employee shall continue to be paid at the rate applicable to his or her permanent job classification; provided, however, if the employee is transferred for a period in excess of forty (40) working hours during a pay period to a job classification for which the maximum rate of pay is higher, the employee shall automatically receive the higher salary rate for the time actually worked out of grade.

Section XI-10. Step Increases for Temporary Acting Positions. In any case where an employee is placed in a temporary acting position, he/she shall continue to accrue service credit for all salary and benefit purposes. When an employee is due to receive a step increase and he/she is currently working in a temporary acting position, such step increase shall be processed via the following steps: (1) process PAR returning employee from temporary acting position to his/her regular position; (2) process PAR for step increase at his/her regular position; (3) process PAR to take employee back up to temporary acting position. The effective date may be the same on all three PAR's. When such employee returns to his/her former position, they will do so at a rate of pay that allows them to receive the step increase they would have received had they been working in their regular position at the time of the step increase date.

Section XI-11. Tuition Reimbursement. Effective November 18, 2015, the City agrees to furnish all non-union employees, when such costs that are not covered by other programs, the cost of job related course work (up to $20,000) for any applicable, previously approved and budgeted, classes and/or certification. The employee is further restricted from reimbursement if the City has previously reimbursed the employee for any other degree and/or if the employee is requesting reimbursement associated with a second similar degree (i.e., second bachelor's degree or second master's degree). Any such programs or courses must have written approval of, and shall be at the sole discretion of the City Manager, as recommended by the department head, prior to taking such courses to be eligible for reimbursement and the employee must agree to and sign a form indicating an understanding of all program stipulations. In order to be eligible for reimbursement, the employee must demonstrate matriculation. Additionally, the employee must continue to work for the City for four (4) years following final reimbursement. The employee that voluntarily leaves his employment with the City shall be responsible to refund any reimbursements received within the prior four (4) years.

ARTICLE XII - OVERTIME WORK

Section XII-1. Overtime Administration. In emergencies, a Department Head may prescribe, with the approval of the City Manager, reasonable periods of overtime work to meet operational needs. Such overtime shall be reported and justified as required by the City Manager.

Section XII-2. Compensation for Overtime. Employees of the City of Jackson shall be compensated for authorized overtime work in accordance with applicable laws or labor agreements.

Section XII-3. Leave Time in Lieu of Overtime Compensation for Certain Employees and Appointed Officials.

A. Employees who are legally exempted from coverage by the Federal Fair Labor Standards Act, who are not covered by a labor agreement, shall be considered salaried employees who shall be paid an annual salary, prorated on a biweekly basis, regardless of the number of hours worked in a given two-week period, subject to the standards established below.

It is generally understood that the salaried employees described in this section, by the nature of their work, titles and duties are expected to work in excess of the normal work day and/or workweek when it is necessary to accomplish their assignments, and that the salaries established for their positions provide appropriate compensation for the anticipated responsibilities, and not for a specific number of hours of work per day, week or year.

Effective July 1, 2000, in recognition of the flexibility these employees exercise in performing work assignments outside the regular work day, these employees may adjust their work

schedules within a work day to take care of personal business, as the work load will allow and in accordance with any procedures established by the City Manager, without deducting said hours from any leave bank (such as sick or vacation leave time).

B. Employees who are legally covered by the terms of the Fair Labor Standards Act (i.e., not exempt), who are not covered by a labor agreement, shall be considered hourly employees. All such hourly employees shall be eligible for compensation for all hours worked in excess of forty (40) per week at a rate of one and one-half times their normal hourly rates. Effective July 1, 2000, this group of hourly employees may be offered the opportunity to choose to earn compensatory leave time in lieu of overtime compensation for all hours worked in excess of forty (40) per week at a rate of one and one-half times the additional hours worked, subject to a maximum compensatory leave bank of forty (40) hours. If the employee is to be offered the opportunity to choose between overtime payment or accruing compensatory time off, the employee and the supervisor must reach that understanding prior to the performance of the additional work. Compensatory time off will be scheduled between the employee and his/her supervisor, taking into account workload, scheduling concerns and the employee's preferences. Compensatory leave banks for hourly employees shall be payable in cash at the time of an employee's termination of employment through resignation, retirement, dismissal or death, subject to the maximum accrual limit of forty (40) hours.

REF: Exempt Employees (Administrative Regulation No. 27)
Overtime Compensation (Administrative Regulation No. 28)

ARTICLE XIV – DISCIPLINE/RULES OF CONDUCT

Section XIV-1 - At will employees by definition serve at the pleasure of the City Manager and may be dismissed at any time for any reason without recourse to any procedure.

Section XIV-2 - Temporary, part-time or probationary employees may be disciplined or terminated without recourse to the disciplinary procedure provided in the City of Jackson Rules of Conduct.

Section XIV-3 - All notices of discipline will be forwarded to the Human Resources Department by the Department Head for placement in the employee's personnel file.

Section XIV-4 - All City of Jackson employees are expected to perform their assignments with a level of care and commitment that indicates they are putting forth a reasonable effort to effectively and safely perform their public service responsibilities. Full-time employees who choose to work more than one job are expected to follow Civil Service guidelines regarding the additional employment, which includes notifying their supervisor about the additional job, and ensuring that their job with the City is treated as their primary employment. If an employee suspects a potential conflict of interest between his/her job with the City and his/her second job or outside interest, the employee is responsible to raise the question with his/her department head.

Section XIV-5 - All City of Jackson employees are expected to treat all persons with whom they have contact in the course of their assignments with dignity and respect. Employees are expected to comply with all legal standards related to illegal discrimination and harassment while in the course of their employment.

Section XIV-6 - Grounds and procedures for discipline and/or termination of employees are as outlined in the following City of Jackson Rules of Conduct:

RULES OF CONDUCT

Applicable to all Michigan Association of Public Employees and non-union employees except at will employees.

Section 1. For violations of any of the following rules an employee shall be subject to severe discipline up to and including discharge:

A. Refusal to comply with supervisor's instructions or other insubordinate conduct.

B. Gross neglect of duty.

C. Immoral or indecent conduct.

D. Intentional falsification of employer's records.

E. Knowingly making the time card of another, having one's time card marked by another or unauthorized altering of a time card.

F. Theft or intentional destruction of employer's or another employee's property or

removal of City property from employer's premises without authorization of the employer.

G. Unauthorized use of the employer's property (including computers and other various forms of media).

H. Sleeping on the job.

I. Drinking or possessing any alcoholic beverage on employer's time, premises or equipment or reporting to work while under the influence of alcoholic beverages. Possession or use of a controlled substance on employer's time, premises or equipment or reporting for work or working under the influence of a controlled substance.

J. Conviction of a felony while an employee of the City of Jackson.

K. Deliberate or careless conduct endangering the safety of himself or others.

L. Damage or destruction of the employer's or public's property in excess of $500.

M. Abusive, threatening or coercive treatment of members of the public, fellow employees or supervisor.

N. Conviction of any moving traffic violation for which an employee receives 6 or more points during a 12-month period while driving the employer's vehicles.

O. Absence from work for three consecutive, regularly scheduled working days without an excuse acceptable to the employer.

P. Suspension or loss of driver's license (employees who are required to drive in the service of the employer).

Q. Sabotage.

R. Permitting any person who is not an employee to enter or ride in a City vehicle without authorization of the employer.

S. Failure to be available for emergency call to duty or failure to respond to said call.

T. Serious violation of a safety rule or safety practice.

U. Possessing, carrying or otherwise using a firearm or other lethal weapon while on duty, except as may be required of a sworn police officer or granted permission by the City Manager.

V. Intentionally discriminating against another employee or member of the public while in the performance of one's duties, based upon a legally protected classification. (Examples: race, gender, color, ethnic heritage, disability, religion, age, height, weight.)

W. Accepting or asking for special benefits or payments from a member of the public, business, etc., to either perform required duties or to influence the manner in which duties are performed.

X. Any other offense of equal magnitude to the above.

Section 2. For the commission of the following offenses an employee shall receive a counseling memo for the first offense. For a second violation of the same rule, a written reprimand is appropriate. If an employee receives: (1) two written reprimands (for the same or different offenses) within a period of twelve (12) consecutive months; or (2) discipline under Section 1 of these rules and one written reprimand under this section (within a period of twelve [12] consecutive months); or (3) two written reprimands or disciplinary suspensions (for the same or different offenses) within a period of eighteen [18] consecutive months, such employee shall thereupon be subject to discharge upon commission of the third offense.

A. Late to work without an excuse acceptable to supervisor.

B. Carelessness which necessitates the scrapping or repairing of employer's equipment or property or unintentional damage or destruction of the employer's or public's property of less than $500.

C. Inattentiveness to work, failing to start work at the designated time, quitting work before proper time or leaving the job during the working hours without permission of the supervisor. Inattentiveness to work includes lack of productivity, use of work time to perform personal business, unreasonable use of phones (work or personal) during work hours for personal calls, playing computer games outside break or lunch periods, etc.

D. Smoking in unauthorized areas.

E. Minor violations of safety rules or safety practices.

F. Failure to report to work without giving the employer advance notice unless it was impossible to give such advance notice.

G. Creating or contributing to poor housekeeping in the building or equipment of the employer.

H. Vending, soliciting or collecting contributions on the employer's time or premises without written authorization from the employer.

I. Posting, removing or defacing any matter on the employer's bulletin board or property without authorization from the employer.

J. Failure to perform work as instructed in an efficient and timely manner. Poor workmanship.

K. Accepting gratuities inconsistent with the City's ethics ordinance, but not arising to the level of the violation referred to in Section 1. W., above.

L. Any offense of equal magnitude to the above.

REF: (1) Article XI, Section XI-4, F. Rate of Pay Upon Demotion.

(2) Any absence without leave shall be handled in accordance with Article XV-8, Absence Without Leave.

(3) Administrative Regulation No. 29, Drug Policy.

ARTICLE XV - VACATION AND OTHER LEAVE TIME

Section XV-1. Vacation Leave.

A. Crediting Employees with Vacation.

Employees in the City service not covered by a labor or at will/fringe employment agreement, except temporary, part-time and seasonal employees shall be allowed vacation leave with pay as follows:

Years of Service	Vacation Accrued Each Year
Hire date to year two (2)	Eighty (80) hours per year (prorated 1st year)
Years two (2) through four (4)	Ninety-six (96) hours per year
Years five (5) to year seven (7)	One hundred twenty (120) hours per year
Years seven (7) to year ten (10)	One hundred forty-four (144) hours per year
Years ten (10) to year thirty (30)	One hundred sixty (160) hours per year
Years 30 and beyond	One hundred sixty (160) hours per year

Vacation credit shall accrue annually in January of each year (prorated 1st year until the following January).

C . Vacation Carryover.

Appointed City officials (City Assessor, City Clerk, City Attorney, and City Manager) shall be allowed to maintain up to twelve (12) calendar weeks in their vacation bank and may annually carryover four (4) weeks until that amount is reached. Any carryover in excess of twelve (12) weeks by the City Assessor, City Clerk and City Attorney must be approved by the City Manager.

An employee may automatically carryover 80 hours of unused vacation time to the next calendar year.

In the event that an employee has been unable to use his/her accrued vacation during the calendar year and has more than the allowable yearly carryover, the employee may submit a written request to the City Manager to be compensated for the unused vacation bank hours, subject to the following conditions: (1) the request for compensation in lieu of vacation will indicate the employee was not able to schedule the vacation consistent with work demands or scheduling problems; (2) the department head will approve the payment.

C. Vacation Use and Scheduling. Vacation leave may normally be granted in periods of not less than one (1) week and not more than the maximum accumulation allowed. Vacation use of less than a full week will be considered by department heads on a case by case basis, and will not be unreasonably denied. Vacation leave will not be granted in excess of vacation credit earned by service prior to the starting date of leave.

Department heads shall schedule vacation leave with particular regard to seniority of employees and in accordance with operating requirements and, insofar as possible, with the written request of the employees. Department heads shall prepare such reports of leave taken as may be required by the City Manager.

Any legal or declared holiday falling within a vacation period shall not be counted as a day of vacation leave. Absence on account of sickness, injury or disability in excess of that hereinafter authorized for such purposes may, at the request of the employee and within the discretion of the department head, be charged against vacation leave allowance.

Vacation Pay Out Upon Termination of Employment.

1. If an employee with less than five (5) years of service, who is otherwise eligible for vacation with pay, quits or is discharged and is not reinstated prior to the end of the calendar year in which the employee quits or is discharged such employee will receive, along with his/her final paycheck, the pro-rated vacation pay for which the employee qualified as of such anniversary date.

2. Employees with five (5) or more years of service are eligible to use vacation and/or receive a lump sum payout for vacation in the employee's final year of service (whether terminating or retiring), subject to the employee being physically present and working at least five hundred (500) hours during said year. If said employee takes vacation during the final year and leaves employment of the City without working the required five hundred (500) hours, any vacation paid to the employee shall be deducted from the employee's final wages or other payoffs.

Section XV-2. Sick Leave. Effective with the initial date of employment, every officer and employee, not covered by a labor agreement, in the City Service, except temporary, part-time and seasonal employees who do not qualify for sick leave per the Paid Medical Leave Act, 2018 Public Act MPMLA, shall be granted one (1) work day sick leave allowance for each completed calendar month of service, during which the employee has actually worked or been on approved leave with pay. However, those on sick leave exceeding one hundred twenty (120) hours per month, shall not accumulate sick leave during the applicable months. It is the policy of the City of Jackson to comply with the Paid Medical Leave Act, 2018 Public Act 338 (MPMLA). Part-time employee's shall be paid sick leave in accordance with this act (MPMLA).

Such sick leave allowance may only be used by an employee when incapacitated to perform his/her duties due to sickness or injury, when quarantined, or in the event of serious illness or death in the employee's immediate family. All foreseeable leave for such purposes shall require specific prior approval of the Department Head. In the event of sick leave for any purpose, the Department Head may require a certificate of a medical doctor or other competent professional individual giving information as to the circumstances involved.

The immediate family for these purposes shall be regarded to include the parents, spouse, children, brothers, sisters, grandparents, grandchildren and immediate in-laws, domestic partners, and foster or step relatives thereof.

A non-union employee shall receive the amount of pay he/she would have received on a regular eight (8) hour straight time basis for time necessarily lost during his/her normal scheduled work week, not to exceed three (3) days, to make arrangements for and to attend the funeral of a member of his/her immediate family. Additional days may be allowed upon approval of the Director of Human Resources and said additional days shall be deducted from sick leave.

The City's sick leave policy is compliant with the State of Michigan Earned Sick Time Act, MCL 408.964, Sec. 4, as amended, which provides that sick time allowance may be used for the following reasons:

- The employee's mental or physical illness, injury, or health condition; medical diagnosis, care, treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.

- The employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for a family member of the employee.

- If the employee or the employee's family member is a victim of domestic violence or sexual assault, the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim service organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.

- For closure of the employee's primary workplace by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or if it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

Upon retirement or voluntary resignation and after no less than three (3) years of continuous service, non-union employees may be paid for unused sick leave as follows:

Date of Hire	Maximum Number of Days (up to)
On or Before June 30, 1990 AND Regardless of hire date, all those with an at will employment agreement and titled as a Department Head of above	90 days
July 1, 1990 through June 30, 1995	70 days
July 1, 1995 through June 30, 2000	50 days
July 1, 2000 through June 30, 2005	30 days

July 1, 2005 through June 30, 2010	20 days
July 1, 2010 through June 30, 2015	10 days
On or After July 1, 2015	5 days

Unless otherwise provided by contract (employment or union), this provision shall only apply to persons who retire, are eligible for immediate pension benefits, voluntary retire or resign as noted above.

Employees not covered by a labor agreement shall be paid, in cases of duty-related death, an amount equal to fifty percent (50%) of salary for unused sick leave with a maximum of up to one hundred eighty (180) days' accumulation. Such benefits shall be payable to the employee's designated beneficiary or, where such beneficiary has not been designated, to the personal representative of the employee's estate.

Effective July 31, 2000, employees not covered by a labor agreement, who are eligible to accrue sick leave and who have a sick leave balance, may use up to sixteen (16) hours of accrued sick leave per fiscal year to attend to personal business and/or civic functions. (Such time shall not be used for vacation, recreation or similar purposes.) Requests to schedule sick leave for personal business will generally be made in advance and are subject to department head approval. There shall be no carryover of unused personal business use of sick leave from one fiscal year to another fiscal year.

Additionally, effective August 1, 2015, all future sick leave banks shall be capped at 1,440 hours (180 days) for those with less than the capped amount in their bank. Anyone who subsequently reaches the cap shall be exempt from receiving additional sick time until their bank falls below this threshold.

Section XV-3. Family Leave Policy.

A. Purpose. To define the policy and procedure of the City with regard to family leave required by the Family and Medical Leave Act of 1993.

B. Definitions.

"*Serious health condition"* means an illness, injury, impairment, or physical or mental condition that involves continuing inpatient or outpatient care at a hospital, hospice, or residential care medical facility under the supervision of a licensed physician.

"Son or daughter" means a biological, adopted, or foster child or stepchild, or legal ward.

"Spouse" means a husband or wife; it does not mean an unmarried domestic partner.

C. Policy. Employees who have worked for the City for at least twelve (12) months and at least 1,250 hours during the prior twelve (12) months may take up to twelve (12) weeks of unpaid leave for the following reasons:

1. Birth of a child of the employee;

2. Placement of a son or daughter into the employee's family by adoption, foster

care, or other legal arrangement;

3. To care for the employee's spouse, son or daughter, or biological parent who has a serious health condition; and

4. The presence of a serious health condition which renders the employee unable to perform the functions of the employee's position.

In the case of unpaid leave for the birth or placement of a child, intermittent leave or working a reduced number of hours is not permitted unless the employee and the City agree in advance to such an arrangement. If both spouses are employed by the City, the combined leave for the family unit shall not exceed twelve (12) weeks.

In the case of unpaid leave for serious health conditions, the leave may be taken intermittently or on a reduced hour basis only if such leave is medically necessary. If intermittent or reduced hour type of leave is required, the City may in its sole discretion temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates that type of leave.

Employees on an approved FMLA for themselves or other eligible person shall not abuse or misuse the FMLA leave or commit FMLA fraud. Any employee found to committing FMLA fraud, abuse or misuse, may be subject to disciplinary action up to and including immediate termination of their employment. For example, an employee on an approved FMLA to care for the serious health condition of their spouse, child or parent and who is discovered to be spending substantial time away from providing such care, may be considered to be misusing or abusing FMLA leave and/or committing FMLA fraud and may be subject to disciplinary action up to and including immediate termination of their employment.

During a family leave, the City will continue to pay its portion of the health insurance premiums covering the employee and his/her family. The employee must continue to pay his/her share of this premium, if applicable. Failure of the employee to pay his/her share of the health insurance premium may result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the City for payment of health insurance premiums during the family leave, unless the employee does not return because of the presence of a serious health condition which prevents the employee from performing his/her job or the failure to return is due to circumstances beyond the control of the employee. While on family leave under this policy, the employee shall not accrue vacation pay, sick pay, pension, service credit, or seniority. Employment benefits accrued by the employee up to the day on which the family leave begins will not be lost.

Use of leave banks:

(1) Health Related Leaves: Unless the employee is eligible for benefits pursuant to the Worker's Compensation Statute, in all cases involving the employee's absence from work due to the employee's own, or a family member's, serious health condition, as defined by the Act and its

regulations, the employee shall be required to use his/her unused sick leave credits. If the employee uses all his/her accrued sick leave while absent or does not have any unused sick leave credits, the employee must then use his/her accrued unused vacation time off until all but forty (40) hours are expended (or until the vacation bank is exhausted, at the employee's option) or the employee returns to work. Use of such paid leave time shall be concurrent with the twelve week FMLA benefit period.

(2) Parental Leaves: In all cases involving the employee's absence from work to care for an infant or newly adopted child (i.e., not medically necessary), the employee will first use up to five (5) days of unused sick leave credits. If the absence continues beyond five (5) days, the employee shall use his/her accumulated vacation days until all but forty (40) hours are expended (or until the vacation bank is exhausted, at the employee's option) or the employee returns to work. Use of such paid leave time shall be concurrent with the twelve week FMLA benefit period.

(3) Medical verification: For all qualifying absences involving the serious health condition of the eligible employee or his/her family member, the terms of the Family and Medical Leave Act will be assumed to be effective for absences of more than three (3) consecutive days. Additionally, upon return from the FMLA leave granted for the employee's own serious health condition, the employee will provide a medical statement indicating the employee is fit to perform the essential functions of his job.

NOTE: The Family Leave Policy does not override any less restrictive labor agreement provisions regarding the use of vacation/sick time.

Employees who return to work from family leave within or on the business day following the expiration of the twelve (12) weeks are entitled to return to their job or an equivalent position without loss of benefits or pay.

Applications for family leave must be submitted in writing. Applications shall be submitted at least thirty (30) days before the leave is to commence, or as soon as possible if thirty (30) day notice is not possible. Appropriate forms supported by adequate medical or other necessary documentation must be submitted to the Personnel Department to initiate a family leave or to return the employee to active status.

Section XV-4. Disability Leave. Any appointed official, officer or employee of the City who suffers an injury or illness as a result of a service-connected accident or condition may be granted, upon proper authorization by the City Manager, leave with full pay for a period not to exceed three (3) calendar months for each incident; provided, however, that such period of time may be extended up to an additional nine (9) calendar months at the discretion of the City Manager. The City Manager's discretion will be predicated upon satisfactory medical evidence secured by the City.

Provided, further, that a deduction in the pay granted under this section may be made to the extent of any sums the appointed official, officer or employee may receive from any workers' compensation fund to which the State, County or City contribute. In the event of service-connected illness or injury resulting in extended absence, the employee may elect to supplement any Workers' Compensation benefits to which he is entitled by use of ordinary sick leave credit and vacation leave credit to the maximum extent of such credit.

Section XV-5. Military Leave. Any employee who presents official orders requiring his/her attendance for a period of training, examinations, or other active duty as a member of the United States Armed Forces, including the Michigan National Guard, shall be entitled to military leave without any form of discrimination, and upon return shall be eligible for reinstatement as per the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law.

Section XV-6. Special Leave.

A. In addition to leaves authorized above, a Department Head may authorize an employee, not covered by a labor agreement, to be absent without pay for personal reasons for a period or periods not to exceed thirty (30) working days in any calendar year. The City Manager may authorize special leaves of absence with or without pay for any period or periods not to exceed three (3) calendar months in any one (1) calendar year for purposes that are deemed beneficial to the City Service.

The City Council, upon the recommendation of the City Manager, may grant leaves of absence with or without pay in excess of the limitations above for the purpose of attending extended courses of training at a recognized university or college and for other purposes that are deemed beneficial to the City Service.

B. Jury Duty. An employee, upon completing his probationary period, who is summoned and reports for jury duty as prescribed by applicable law, for each day on which he reports for or performs jury duty and on which he otherwise would have been scheduled to work for the Employer, shall be paid the difference between what he receives from the Court as daily jury duty fees and what he would have earned from the Employer on that day on the basis of eight (8) hours of work at this regular hourly rate of pay, provided that if such employee is excused from jury duty during regular working hours he promptly returns to work. The Employer's obligation to pay an employee for jury duty as above provided is limited to a maximum of ninety (90) days in any calendar year.

In order to receive the payment above referred to, an employee must give the Employer prior notice that he has been summoned for jury duty and must furnish satisfactory evidence that he reported for or performed jury duty on the days and to the extent for which he claims such payments, and produce satisfactory evidence as to the amount he was paid by the Court for such jury duty. The provisions of this section are not applicable to an employee who, without being summoned, volunteers for jury duty.

C. Court Witness.

1. When a non-union non-exempt employee, as a result of performing his/her duties as a City of Jackson employee, is subpoenaed to make a court appearance or appearance before an administrative agency during off-duty hours, the employee

shall be paid for the actual time necessarily spent at the court or before the administrative agency at time and one-half (½) his/her hourly rate of pay. As a condition of receiving such payment, the employee shall assign the court or administrative agency appearance fee to the City of Jackson.

2. When a non-union exempt employee, as a result of performing his/her duties as a City of Jackson employee, is subpoenaed to make a court appearance or appearance before an administrative agency, the employee shall be paid actual straight time. The exempt employee may retain the court or administrative agency appearance fee.

3. When a union employee, as a result of performing his/her duties as a City of Jackson employee, is subpoenaed to make a court appearance or appearance before an administrative agency during off-duty hours, the employee shall be paid according to the appropriate union labor agreement.

Section XV-7. Absence without Leave. An officer or employee, who is absent from duty, shall report the reason therefore to his/her supervisor prior to the date of absence when possible and in no case later than noon of the first day of absence. All unauthorized and unreported absences shall be considered absence without leave and deduction of pay shall be made for the period of absence.

Such absence may be made the grounds for disciplinary action up to and including discharge. If an employee is absent without leave for three (3) or more regularly scheduled working days, said employee shall be terminated from employment unless said employee presents a justifiable reason acceptable to the City Manager. Any exceptions may be made in the discretion of the City Manager if extenuating circumstances or an emergency made said notification impossible.

REF: (1) Article VIII, Length and Continuity of Service.
(2) Sick Leave Policy, Administrative and Supervisory Personnel (Admin. Rule No. 30)

ARTICLE XVI - HOLIDAYS

Section XVI-1.

A. All regular, full-time employees not covered by a labor agreement shall receive their regular compensation for the following legal holidays or parts thereof:

Day	Month	Holiday
1st	January	New Year's Day
3rd Monday	January	Martin Luther King Day
3rd Monday	February	President's
Day Friday (immediately preceding Easter)		Good
Friday Last Monday	May	Memorial
Day		

19th	June	Juneteenth
4th	July	Independence Day
1st Monday	September	Labor Day
11th	November	Veteran's Day
4th Thursday	November	Thanksgiving Day
Friday (immediately after Thanksgiving)	November	
24th	December	Christmas Eve Day
25th	December	Christmas Day

If a holiday falls on an employee's regularly scheduled day off, the employee shall celebrate such holiday on his/her closest regularly scheduled working day. If a salaried employee other than a Department Head or Assistant Department Head is required to work on such holiday, such work shall be treated as overtime work, to be compensated for at two (2) times regular rate of pay in addition to holiday pay.

In addition to the above, any day may be designated as a holiday by proclamation of the Mayor, upon the approval of the City Council.

B. An employee shall forfeit his/her right to payment for any such holiday if he/she has an unexcused absence on his/her last regularly scheduled work day preceding such holiday or on his/her first regularly scheduled work day following such holiday.

C. Part-Time Employees and Paid Holidays – Part-time employees are defined as those working in regularly budgeted positions which work year-round and work on average of 29 hours per week are not eligible for paid City holidays. Department heads may adjust the part-time employee's work hours/days during holiday weeks, at their discretion based upon operational needs, but such adjustment is not mandatory and such adjustment may not exceed the budgeted hours for the position. Seasonal and temporary workers are not eligible for paid City holidays.

ARTICLE XVII - INSURANCE

Section XVII-1. Health Insurance Benefits. The City may in its sole discretion choose to offer a single health insurance plan or a variety of health insurance plans to eligible full-time employees. The plan year runs from July 1 to June 30. The City reserves and retains the unilateral right to amend, modify, change, add to or terminate any benefit level, employer contribution, employee contribution or co-pay, premium, benefit plan, or cash-in-lieu of health benefits for any non-union employee or non-union retiree. The City retains the right to change active employee/retiree insurance providers and active employee/retiree health insurance plan design for all non-union active employees and non-union retirees, regardless of dates of retirement or employment. Substantive changes in the City's health insurance plans (i.e., dependent coverage, elimination/addition of a benefit, etc.) shall be submitted by City administration to City Council for review and adoption. This applies to all non-union active employees and non-union employees retiring from any City sponsored pension systems.

Section XVII-2. Health Insurance Credits. Effective July 1, 2016, non-union full-time officers or employees in the City Service, not covered by a labor agreement, except temporary, seasonal and part-time employees, shall be provided an amount not to exceed seven hundred ($750) dollars in

any given fiscal year, for the employee, his/her spouse and dependent children for dental and/or vision insurance expenses. In addition, the above-mentioned employees will receive the following insurance credits not to exceed their eligible coverage levels: Single - $1,500; Two Person - $1,850 and Family - $2,200 in any given fiscal year, for the employee, his/her spouse and dependent children under age 26 for health insurance expenses. In the event the employee selects to opt-out of any combination of health, dental and/or vision coverage, the employee will receive the opt-out balance, prorated and paid on a bi-weekly basis. There shall be no carryover of unused benefits from any fiscal year to another. The City reserves and retains the unilateral right to amend, modify, change, add to or terminate any benefit level, employer contribution, employee contribution or co-pay, premium, benefit plan, or cash-in-lieu of health benefits for any non-union employee or non-union retiree (if eligible).

Section XVII-3**.** Life Insurance. Administrative and Supervisory Employees in the City Service, not covered by a labor agreement, except temporary, part-time and seasonal employees and the Director of Police and Fire Services, Deputy Police Chief, and Deputy Fire Chief (Ref: Article XVI, Section XVI-6), shall be provided a term life insurance equal to one times their annual earnings, but in no case shall it be less than $30,000.00 or more than $125,000, and rounded to the next highest multiple of $1,000 and at no cost to the employee. There is an additional provision for payment of double face value for accidental death benefits and benefits for dismemberment. Furthermore, all employees with at will employment agreement which guarantee a higher dollar value paid for by the City shall be allowed to maintain such coverage at their own cost.

Section XVII-4**.** Medical, Surgical, Hospitalization and Prescription Drug Insurance. Medical, surgical and hospitalization and prescription drug insurance shall be provided to all non-union employees, including the Director of Police and Fire Services, Deputy Police Chief and Deputy Fire Chief in accordance with this Personnel Policy and shall not be tied to any collective bargaining agreement.

A. Current Officers and Employees**.** It is the current intent of the City to provide for current full-time regular employees or full-time officers in the City service, who are not covered by a labor agreement, a medical, surgical, prescription drug and hospitalization insurance plan of the City's choosing. Such health insurance plans may be modified, changed or discontinued altogether at the City's discretion. The City reserves and retains the unilateral right to amend, modify, change, add to or terminate any benefit level, employer contribution, employee contribution or co-pay, premium, benefit plan, or cash-in-lieu of health benefits for any non-union employee or non-union retiree (if eligible). Such benefits are not provided to temporary, part-time and seasonal employees. Non-union employees eligible for such health insurance plans are required to pay no less than twenty (20%) percent of premium share for such coverage. However, the following exceptions apply:

1. Wellness Incentive Program. All employees shall be enrolled in an outcome-based wellness program designed to improve the overall health of our employees while also reducing health insurance costs. Employees seeking eligibility for the gym membership will only be reimbursed up to $60/month after demonstrating via a facility usage report no less than fifty-two (52) visits every six (6) months during the fiscal year or prorated for the duration of their 6 month period.

2. In the event of non-duty disability leave of absence of an employee with resulting incapacity to work, the Employer will continue to pay its portion of

premiums (with the employee paying at least twenty (20%) percent) of said insurance and on the insurance provided for in Article XVII, Section XVII-3, above, hereof only for the period of time equal to such employee's accrued sick leave or for a period of six (6) months during disability, whichever is the greater.

Spouse Healthcare Eligibility – For all benefit eligible employees, if a member's spouse who is a full-time employee with another employer and who is eligible for medical coverage under his/her own employer's plan but elects not to enroll in that plan even if they have to pay for coverage, is NOT eligible for coverage under the City of Jackson's plan, except as provided as follows. A member's spouse may be put on the City of Jackson's plan as secondary once a copy of the primary insurance cards are received by the City of Jackson. If the premium share of the spouse's costs for their own employer's health insurance plan is more than $1800 annually for single coverage or more than $2400 annually for two person or family coverage, effective July 1, 2022, the spouse is not required to enroll in their employer's plan and shall be covered under the City of Jackson's plan. The spouse may be covered by the City of Jackson's plan upon becoming ineligible to be covered by the other source.

B. Duty Disability Retirees. Duty disability retirees are defined as those who are totally physically disabled to work, or who subsequently become totally physically disabled to work as a result of an illness or injury sustained in the course of their duties while employed by the City of Jackson and are eligible for immediate pension benefits pursuant to a City of Jackson Retirement Plan. The City reserves and retains the unilateral right to amend, modify, change, add to or terminate any benefit level, employer contribution, employee contribution or co-pay, premium, benefit plan, or cash-in- lieu of health benefits for any non-union employee or non-union retiree (if eligible). Non-Union Employees hired on or after December 11, 2012 shall participate in the Retiree Health Savings Account and shall not be eligible for traditional retiree health insurance plans. Non- Union employees hired before December 11, 2012 in a City sponsored the pension plan who retire on or after February 1, 2013 as a duty-disability retiree, may be eligible for retiree health insurance. Such insurance may also cover the spouse to whom the retiree is married to at the time of retirement if such spouse meets the City's spouse health insurance eligibility requirements and the insurance will cover the dependent children under twenty (26) years of age. The duty-disability retiree who retires on or after February 1, 2013, must pay a portion of the retiree health insurance premium as follows: Duty-disability retirees must have at least fifteen (15) years of service to be eligible for retiree health insurance and the retiree must pay the percentage of the premium share for retiree health insurance as is codified in Tables A in the Non-Duty Disability and Service Retiree sub-section in this Article. An employee who retires on a duty disability pension on or after July 1, 1979 and subsequently ceases to be covered by the City's insurance because of his/her employment or his/her spouse's employment and resulting insurance may upon termination of such coverage elsewhere, reenter the insurance coverage as specified in this section. If a retiree who is receiving retiree health insurance should expire, the retiree's surviving eligible spouse and/or dependent children may continue coverage while they remain eligible and while they continue to receive pension benefits. The cost of such continuation will be the responsibility of the survivor(s) and will be paid from the pension benefit on a payroll deduction basis and only applicable until the surviving spouse and/or/dependent children have other health care benefits for which they are eligible. The applicable retiree and City premium share contributions shall continue in such cases where said survivors are eligible per policy.

C. Non-Duty Disability and Service Retirees.

1. General: Non-Union Employees hired on or after December 11, 2012 shall participate in Healthcare Savings Plan (HCSP) and shall not be eligible for traditional retiree health insurance plans. The City will provide access to retiree health insurance for non-union employees hired before December 11, 2012, defined in Article XVII, Section XVII-4.A., above, and who are members of a City sponsored pension plan, when they become non-duty disability and retirees according to the following table [including their spouses at the time of retirement (assuming their spouse meets the City's eligibility requirements and their dependent children under twenty-six (26) years of age], and as otherwise provided in this section. The City reserves and retains the unilateral right to amend, modify, change, add to or terminate any benefit level, employer contribution, employee contribution or co-pay, premium, benefit plan, or cash-in-lieu of health benefits for any non-union employee or non-union retiree (if eligible). The non-duty, duty-disability retiree or service retiree eligibility and retiree health insurance premium share contributions are as follows:

A. Non-Union Employees in a City sponsored pension plan hired before December 11, 2012

TABLE A

Non-Union Full Time City Retiree Eligibility for Retiree Health Insurance	Retiree Premium Share
35 years of service and any age	20%
27 years of service and 58 years of age	25%
10 years of service and 65 years of age	30%
Duty disability retiree, must have at least 15 yrs. of full time City service to be eligible for retiree health insurance	30%
Non-duty disability retiree, must have at least 20 yrs. of full time City service and 60 years of age to be eligible for retiree health insurance.	50%

Footnote:

- Any employee with no less than 30 years of full time City service (non-reciprocal) as of April 1, 2016 who as of that date does not receive City health insurance may retire any point thereafter with the ability to receive City sponsored retiree health care upon loosing coverage from a spouse. If said employee enters the City's health insurance plan between age 55 and 58 the premium share contribution would be 35%, if between age 59 and 61 the

premium share would be 30% and after the age of 62 it would be 20%.

- ❖ Full time Local Government Service shall mean full time work performed or pension service held for a city, village, township, county, or a subdivision thereof. (Jackson Housing Commission Employees are not eligible for City Healthcare Benefits)

B. Non-Union Employees in a City sponsored pension plan hired before December 11, 2012 shall be subject to the following terms of eligibility for retiree health insurance in accordance with Table D below:

TABLE B

Non-Union Full Time City Retiree Eligibility for Retiree Health Insurance	Retiree Premium Share
Prescription drug coverage limited to only three (3) years from retirement or until Medicare eligible, (whichever is less).	Retiree must pay the same premium share percentage for prescription drug coverage as they pay for retiree health insurance coverage. When such retired employee reaches an age or otherwise becomes eligible for Medicare coverage, the City shall pay a maximum of $325 per month for the retiree or $450 for the retiree and spouse to purchase Medicare supplemental and prescription drug coverage. The retiree (and spouse at such time as they reach age 65) shall be removed from the City's insurance plan upon reaching age 65.

New Non-Union Employees Hired On or After December 11, 2012 - Eligible for Healthcare Savings Plan (HCSP) Only. No retiree health insurance shall be offered. City contributes $1,750/yr., with $100 inflationary adjustment every five (5) years. Employee contributes $750/yr., with $50 inflationary adjustment every five (5) years. Non Union Supervisory Contractual Employees hired on or after December 11, 2012 – Eligible for Healthcare Savings Plan Only. No retiree health insurance shall be offered. City contributes $3,000/yr., with $100 inflationary adjustment every five (5) years. Employee contributes $350/yr., with $50 inflationary adjustment every five (5) years.	NA
Medicare Eligibility – City to pay maximum of $325 per month for retiree or $450 for retiree and spouse to purchase Medicare supplemental and prescription drug coverage. Upon reaching Medicare age shall be removed from City's insurance plan at that time.	Retiree responsible for securing their own Medicare supplemental and prescription drug coverage with the City providing partial stipend as noted.

Non-Union ACT 345 managers (including the classifications of Director of Police and Fire Services, Assistant Director of Police and Fire Services – Fire Division, and Assistant Director of Police and Fire Services – Police Division) shall remain in the ACT 345 pension system and may be eligible for retiree health insurance. Active employees hired before July 1, 2012 and working in or promoted into a non-union ACT 345 manager classification will be eligible for retiree healthcare and the retiree premium share shall be in accordance with the table below. Such insurance may also cover the spouse to whom the retiree is married at the time of retirement if such spouse meets the City's spouse health insurance eligibility requirements and the insurance will cover the dependent children under twenty (26) years of age.

Years of Service	Retiree Healthcare Premium Share
25-29	30%
30	20%

Non-Union Retirements On or Before December 2012 – Non-union employees in a City sponsored pension plan who retire ON OR BEFORE December 11, 2012, or who retire between December 11, 2012 and January 31, 2013, shall pay 10% of the retiree health insurance/prescription drug/Medicare supplement premium share effective July 1, 2013; shall pay 15% of the retiree health insurance/prescription drug/Medicare supplement premium share effective 7/1/2014; and shall pay 20% of the retiree health insurance/prescription drug/Medicare supplement premium share effective July 1, 2015. Such retirees who are paying 20% or more for retiree premium share will continue pay at that premium share level. Such retirees will also have their Medicare stipend paid by the City amended to $325 per month for retiree or $450 for the retiree and spouse effective February 1, 2013. The City reserves and retains the unilateral right to amend, modify, change, add to or terminate any benefit level, employer contribution, employee contribution or co-pay, premium, benefit plan, or cash-in-lieu of health benefits for any non-union employee or non-union retiree (if eligible).

Deferred Retirement –- Employees who terminate service before they are eligible to receive a City of Jackson service retirement pension, for a reason other than disability, (i.e., "deferred retirees") are not eligible to participate in any health insurance plan provided by the City to its retirees until the date in which they can draw retirement benefits. To be eligible for health insurance benefits as a service retiree, non-duty disability retiree or duty- disability retiree, the employee must acquire the minimum years of service credit as stipulated in the relevant sections of this policy, excluding service credit earned pursuant to the application of the Reciprocal Retirement Act (MCL 38.1101, et seq.) and excluding service time purchased pursuant to the Employee Retirement System ordinance (Jackson City Code, 2-501, et seq.).

The applicable insurance coverage and the City's liability to pay its portion of the premium shall cease if the retired employee accepts employment with another employer who provides health insurance coverage or if the retired employee's spouse is/was employed and the spouse's employer provides health insurance coverage. An eligible retiree may reenter the City-provided insurance program if he/she discontinues City-provided insurance because he/she was eligible for insurance coverage through his/her employment or his/her spouse's employment, and such other insurance coverage is

subsequently terminated.

If a retiree who is receiving retiree health insurance should expire, the retiree's surviving eligible spouse and/or dependent children may continue coverage while they remain eligible and while they continue to receive pension benefits. The cost of such continuation will be the responsibility of the survivor(s) and will be paid from the pension benefit on a payroll deduction basis. The applicable retiree and City premium share contributions shall continue in such cases.

4. NON-UNION RETIREE OPT-OUTS (Cash-in-lieu) OF RETIREE HEALTH INSURANCE - Effective February 6, 2013, all non-union employees eligible for retiree health insurance, regardless of date of retirement, who are pre-age 65, who must opt-out if they have other comparable coverage available to them, will receive the following opt-out payment: Single opt-out is $2,500 per year; Two-person opt-out is $2,850 per year, or Family Opt-out is $3,200 per year. The annual opt-outs are prorated and paid on a per month basis. This applies to non-union employees retiring from the City under any City sponsored pension systems. The City reserves and retains the unilateral right to amend, modify, change, add to or terminate any benefit level, employer contribution, employee contribution or co-pay, premium, benefit plan, or cash-in-lieu of health benefits for any non-union employee or non-union retiree (if eligible).

Section XVII-5. Long Term Disability. The City agrees to furnish and pay for the cost of a Long Term Disability Policy for all employees effective July 1, 1997, or as soon thereafter as processing will allow. The benefit level shall be sixty percent (60%) of each employee's salary, with a benefit duration to age 65, and shall include a ninety (90) day elimination period. Such policy shall be "guaranteed issue," subject to the 3/12 preexisting condition clause, with the exact terms and conditions of the policy subject to availability within the market place.

Section XVII-6. Director of Police and Fire Services, Assistant Director of Police and Fire Services – Fire Division, and Assistant Director of Police and Fire Services – Police Division. Wages, benefits, and terms and conditions of employment for the positions of Director of Police and Fire Services, Assistant Director of Police and Fire Services – Fire Division, and Assistant Director of Police and Fire Services – Police Division shall be in accordance with this Personnel Policy and shall not be tied to any collective bargaining agreement. The City reserves and retains the unilateral right to amend, modify, change, add to or terminate any benefit level, employer contribution, employee contribution or co-pay, premium, benefit plan, or cash-in-lieu of health benefits for any non-union employee or non-union retiree (if eligible).

ARTICLE XVIII – WORKERS' COMPENSATION ADMINISTRATIVE PROCEDURES

All workers' compensation claims as submitted by City employees shall be processed under the guidelines of the Michigan Workers' Compensation Act.

Section XVIII-1 - Reporting of Incidents. When an employee is injured, the employee's supervisor or department representative shall contact the Personnel and Labor Relations Department via telephone. The Human Resources Department will contact the medical clinic to give authorization for treatment and let them know that the injured employee will be coming in. If an employee is injured after hours when the clinic is not open, the employee may be taken to the hospital for treatment. The department will then notify the Human Resources Department of the injury via telephone on the first working day following the incident.

Section XVIII-2 - Life-Threatening Injuries. When an employee is involved in a serious or life-threatening injury, he/she will be transported immediately to the hospital. The employee's department will notify Human Resources as soon as possible following the incident.

Section XVIII-3 - Written Employee Incident/Injury Report. A written "Incident/Injury Report" shall be completed by the employee's department and forwarded to the Human Resources Department within five (5) working days of the incident. This report is needed in order to assure a timely filing of the workers' compensation claim with the insurance company.

Section XVIII-4 – Employee's Time off Due to Injury/Illness. The employee and/or department shall keep the Human Resources Department up-to-date on the following: Time off work due to workers' compensation injury/illness; return to work date; and days worked on light duty.

Section XVIII-5 - Prescriptions for Work-Related Injuries. Not all pharmacies will accept workers' compensation claims. Employees should contact the Human Resources Department for a referral to an appropriate pharmacy.

Section XVIII-6 -Medical Reports/Bills - The original of all medical reports and bills for services shall be forwarded to the Human Resources Department which will in turn forward same to the workers' compensation insurance carrier. Employees are responsible for informing any medical provider that an incident is work related. Work related incidents shall not be charged to an employee's health care insurance (i.e., BC/BS or HMO).

REF: ARTICLE XV, Section XV-4 - Disability Leave.

ARTICLE XIX - PERSONALLY OWNED AUTOMOBILE

Section XIX-1. Automobile Allowance. An officer or employee of the City who is required and specifically authorized by the City Manager to use his/her personally-owned automobile in the conduct of City business shall be paid, therefore, in accordance with Administrative Regulations as established by the City Manager. The City Manager may, at his/her discretion, increase the mileage allowance to equal, but not exceed, any mileage allowance determined by the Internal Revenue Service as an appropriate amount for tax purposes.

ARTICLE XX – HARASSMENT

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

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

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

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

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

Section XX–2. Definitions.

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

Harass: verbal or physical conduct designed to threaten, intimidate or coerce based on a protected status. Harassment includes verbal taunting which impairs an employee's ability to perform his or her job. Examples of inappropriate verbal conduct include racial or ethnic slurs, verbal abuse or kidding of a sexual nature, including comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes," or any other tasteless, sexual comment, innuendo or action. Examples of inappropriate non-verbal and physical conduct include distribution (including by e-mail), display or discussion of any written or graphic material that ridicules, denigrates, insults or otherwise shows hostility or aversion toward an individual or group because of a protected status. Inappropriate physical conduct could include pushing, blocking or otherwise physically intimidating an employee based upon a legally protected status.

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

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

Section XX-3. Complaint Process.

A. Reporting an Incident – Victim

When an employee believes she or he is the victim of prohibited harassment or discrimination, the employee is strongly encouraged to tell the offending party/parties that the conduct is offensive and unwelcome. In some situations, the employee will achieve his or her desired result based on this action alone. The affected employee is also strongly encouraged to document all incidents of harassment or discrimination as soon as

practical after they occur, including identifying other possible witnesses, in order to facilitate investigation of the employee's complaint. It is helpful if the employee drafts a written complaint before speaking with a supervisor or administrator; otherwise, the employee will be required to sign a written complaint shortly after orally reporting the allegations.

The complaint may be filed with any of the following:

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

B. Reporting an Incident – Observer

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

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

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

C. Investigation

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

D. Confidentiality

Employees may request confidentiality when making an inquiry about potentially filing a complaint (so long as specific details about the alleged misconduct are not provided),

when asking general questions about this policy, or related nonspecific matters, and those requests will be honored to the fullest extent possible. Employees may also confidentially seek advice on handling uncomfortable work situations or relationships through the Employee Assistance Program.

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

E. Retaliation

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

ARTICLE XXI – PENSION IMPROVEMENTS

Section XXI-1. Retirement Plan Eligibility. Unless noted to the contrary within this policy and/or in an employment agreement, all employees eligible for membership in the City of Jackson Employees Retirement System (ERS) or other comparable City sponsored plans shall come under the terms of said Retirement System and the following table:

The age and service conditions for voluntary retirement are as follows:(1)[Non-union benefit group general.] The table below applies to non-union benefit group general but does not include those members of non-union benefit group general who have elected deferred retirement prior to the effective date of this section.

10 years of service and 65 years of age
27 years of service and 58 years of age
35 years of service and any age
*Because of the Reciprocal Retirement Act of 1961, years of service shall include employment by any city, village, township, or county.

Those employees who separate city service with less than a full service retirement and defer their retirement benefits may do so until their retirement age requirement.

Hire Date	Minimum years of age in order to draw a deferred retirement benefit
Hired prior to December 31, 2011	56
Hired between January 1, 2012 and December 31, 2017	60
Hired between January 1, 2018 and December 31, 2023	64
After January 1, 2024	68

Section XXI-2. Full-time non-union employees hired before July 1, 2012, shall participate in the City's Employees Retirement System (ERS), a defined benefit pension plan, with a 2.0% pension multiplier unless they have an at will employment agreement that states otherwise. The deduction for pension purposes shall be a city contribution rate of 12.04% and a rate of 7.5% as of July 1, 2024.

Full-time non-union non-contract employees hired on or after July 1, 2012, shall participate in the ERS defined benefit (DB) plan with a 1.25% pension multiplier and shall also participate in the City's Municipal Employees Retirement System (MERS) defined contribution (DC) pension plan, thus participating in a hybrid pension plan. The City shall contribute 4% on behalf of the non-union employee with the employee contributing a minimum of 4% up to 20% to the DC pension plan. Full-time at will contractual employees who are appointed by the City Manager and who are offered a pension plan, shall be offered hybrid pension plan consistent with this section of the Personnel Policy unless their employment agreement states otherwise. The deduction for pension purposes shall be a city contribution rate of 12.04% and a non-union employees' contribution for the DB portion of the hybrid plan shall be 5.50% as of July 1, 2024.

The above deduction levels in this section may change as per the yearly valuation of the Actuary but that amount is subject to final City Council approval.

Employees covered by a collective bargaining agreement shall be governed by terms of the applicable collective bargaining agreement for pension purposes.

Section XXI-3. Effective July 14, 2015 the calculation of the Final Average Compensation (FAC) shall be as follows:

Hired before December 31, 1996: The average of the employee's last three (3) consecutive years of credited service.

Hired on or after January 1, 1997 and before June 30, 2012: The average of the employee's last four (4) consecutive years of credited service.

Hired on or after July 1, 2012 and before December 31, 2016: The average of the employee's last six

(6) consecutive years of credited service.

Any employee hired on or after January 1, 2017: the average of the employees last eight (8) consecutive years of service.

Any employee hired on or after January 1, 2018: the average of the employees last nine (9) consecutive years of service.

Any accrued sick time, vacation time, and overtime shall not be counted towards the final average compensation.

Section XXI-4 Pension Cap. The maximum annual pension amount for all employees governed by the Personnel Policy shall be:

General Employee Retirement Plan Employees (Hired before June 30, 2012		Hybrid Pension Plan Employees (Hired on or after July 1, 2012)	
Years of Service	Pension Cap as percentage of FAC	Years of Service	Pension Cap as percentage of FAC
Over 10 and less than 20	35%	Over 10 and less than 20	24%
Over 20 and less than 25	47%	Over 20 and less than 25	28%
Over 25 and less than 30	54%	Over 25 and less than 30	32%
Over 30 and less than 32	62%	Over 30 and less than 35	41%
Over 32 and less than 35	68%	35 and less than 40	45%
Over 35 and less than 36	70%	40 and less than 45	47%
Over 36 and less than 38	71%		
Over 38	73%		

ARTICLE XXII – INFORMATION TECHNOLOGY POLICIES

Section XXII-1. Software Licenses. All users of City-owned information technology equipment will abide by licensing agreements that the City has entered into with software manufacturers. No software will be installed on a City computer without written permission of the designated Manager in the MIS Department.

Section XXII-2. Software Standardization. Software standards will be established by the MIS Department to maximize the compatibility of data exchange between City computers and to ensure cost effective interdepartmental communications and other exchanges.

Section XXII-3. E-Mail Use. The City of Jackson e-mail system was established for City of Jackson business, and there is no right to privacy for users of the City's e-mail system, except as a particular message may be exempt from disclosure pursuant to the Freedom of Information Act. The City Manager will establish and enforce standards for users of the City's e-mail system. If an official, employee or volunteer uses the e-mail system for personal matters, the use must be *de minimas* and meet the same standards established for professional use.

Section XXII-4. Internet Use. The City of Jackson internet system was established to support performance of City business, and there is no right to privacy for users of the City's internet system. The City Manager will establish and enforce standards for users of the City's internet system. If an official, employee or volunteer uses the internet system for personal matters, the use must be *de minimas* and meet the same standards established for professional use.

Section XXII-5. Misuse of Information Technology. The use of City-owned information technology is a privilege that may be revoked. Misuse and/or abuse of City-owned technology may result in disciplinary action and/or referral to law enforcement authorities for legal intervention.

*******THIS PAGE INTENTIONALLY LEFT BLANK*******

*****THIS PAGE INTENTIONALLY LEFT BLANK*****

APPENDIX B – DEFINITION OF TERMS/WORD USAGE

- Anniversary Date – The annual anniversary date of continuing employment with the City as a regular full-time employee.

- City Sponsored Pension Plan/System – Shall include the defined benefit plan, defined contribution plan, the hybrid system, or any other pension system offered to a full time City employee.

- Classification Plan - A listing of the positions in the City government group by job classifications.

- Common Labor Group – Any non-department and/or division head position.

- Compensation - Monetary exchange for services rendered to the City by an employee and including longevity pay (if applicable).

- Compensatory Time - Time off the job in lieu of overtime for exempt employees for time worked beyond forty (40) hours per week.

- Demotion - A change in employment status from a position in one job classification to a position in another job classification having a lower maximum salary limit than the original job classification.

- Department Head - Those employees of the City in charge of an established City department.

- Discipline - Corrective action taken by supervisory personnel to change or control the behavior of subordinate employees.

- Dismissal - Permanent separation from City service for inefficiency, misconduct, repeated infractions of the rules or other just cause.

- Employee - Those persons in the employ of the City of Jackson who are covered by these rules in whole or in part.

- Employee Organization - Any formally recognized employee group engaged in collective bargaining with the City which results in a written contract.

- Exempt Employees - As defined by the Fair Labor Standards Act.

- Full time Local Government Service – Full time work performed for, or pension service achieved for a city, village, township, county, or a subdivision thereof.

- Grievance – Any at will non-union employee complaint including, but not limited to an allegation that a provision of this Personnel Policy has been violated.

- Disabled Person - Anyone who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

- Immediate Family – Unless otherwise specified, it shall include parents, spouse, children, brothers, sisters, grandparents, grandchildren and immediate in-laws.

- Job Classification - A group of positions sufficiently alike in duties, authority, and responsibility to justify the same title, qualifications, and pay scale.

- Layoff - The temporary or permanent separation of an employee as the result of the abolishment of the position or the reduction of work.

- Narcotics - Substances defined as narcotic by state and/or federal regulations and not prescribed by a qualified physician.

- Non-Exempt Employees -As defined by the Fair Labor Standards Act.

- Non-Union Employees - Employees who are not represented by an Employee Organization.

- Overtime - Time worked beyond eight (8) hours per day or forty (40) hours per week for hourly employees and for which they can expect time-and-one-half their hourly rate of pay.

- Overtime Exempt - Employees who are not granted overtime pay for hours worked in excess of forty (40) hours per week.

- Part-Time Employee – Employees who regularly work not less than twenty (20) but no more than 29 hours per week.

- Performance Appraisal - A report form filled out by the immediate supervisor of an employee rating the employee's quantity and quality of work and work attitudes.

- Position - A group of duties and responsibilities assigned or delegated by the City Manager requiring a full-time or part-time employee.

- Probation - A working test of the abilities of an employee to carry out the responsibilities of a position.

- Probationary Employee - An employee who has not yet completed the required probationary period.

- Qualified Person with a Disability - A person who, with reasonable accommodation, can perform the essential function of the job in question.

- Red-Circled - Employees whose rate of compensation has been frozen due to demotion or

reassignment. These employees shall not receive annual step increases until his/her rate of pay is consistent with the current salary schedule.

- Regular Full-Time Employee - An employee who is scheduled to work the standard work week of a department, holds title to a Full-Time position, and whose employment is expected to continue in duration.

- Seasonal Employee - An employee appointed for a limited period of time - especially one hired for a specific season of the year.

- Step Increase Date - Date of an individual employee's latest promotion and upon which date an employee receives his/her step increase.

- Supervisor - An individual with the authority to assign, direct and review the work of subordinates.

- Suspension - Temporary separation from City service with or without pay for disciplinary reasons.

- Temporary Employee - One who is appointed for a twelve (12) month or less period and not holding title to a position.

- Vacancy - A position duly created by the City Council, established in the budget, and not currently occupied by an incumbent.

- Verbal Reprimand - A verbal rebuke given to an employee by a supervisor for infractions of the rules.

- Workers' Compensation - Compensation for a disability or death as a result of personal injury suffered in the course and scope of employment; or disability or death due to an occupational disease contracted in the course and scope of employment.

- Written Reprimand - A written statement prepared by an employee's supervisor stating an infraction of the rules by the employee and providing pertinent information about the infraction.

WORD USAGE

- The words "shall" or "will" are to be construed as mandatory and the word "may" as permissive.

- The masculine gender shall be construed to include the feminine gender.

INDEX

Absence Without Leave 29
ADMINISTRATION AND MAINTENANCE OF PERSONNEL POLICY 3
Adoption of Personnel Policy Positions 1
Allocation of Existing Positions 1
ANNUAL EVALUATIONS/FEEDBACK ASSESSMENTS 17
Annual Step Increase 15
Anti-Nepotism 10
APPLICATION AND INTERPRETATION OF PERSONNEL POLICY 1
At Will Employees ii
Automobile Allowance 41
Changes Requiring Approval of the City Council 3
Changes Requiring Approval of the City Manager 3
Job Classifications 5
COMPENSATION 13
Compensation for Hourly Paid Employees 13
Compensation for Overtime 16
Court Witness 29
DEFINITION OF TERMS 50
Disability Leave 28
DISCIPLINE 18
Downtown Anchor Initiative 15
Duty Disability Retirees/Insurance 33
EFFECTIVE DATE iii
Employee Requests for Classification Adjustments 12
Employee Requests for Compensation Adjustments 12
Employer's Rights 2
Entrance Salary Rates 13
Equal Employment Opportunity/Affirmative Action 10
Family Leave Policy 26
Full-Time Basis of Salary Schedules 13
Full-Time Positions in the City Service (Publicizing of) 10
HARASSMENT 43
Harassment/Definitions of 43
Harassment/Statement Against 43
HOLIDAYS 30
INFORMATION TECHNOLOGY POLICIES 47
INSURANCE 31
Interpretation of Class Specifications 1
INTRODUCTION ii
Jury Duty 29
LAYOFFS 11
Layoffs/Order of 11
Layoffs/Recall From 11
Leave Time in Lieu of Overtime Comp. for Certain Employees & Appointed Officials 16
LEAVE TIME 22
LENGTH AND CONTINUITY OF SERVICE 10

INDEX (Cont'd)

Life Insurance 31
Long-Term Disability 39
Medical, Surgical, Hospitalization and Prescription Drug Insurance 31
Medical, Surgical and Hospitalization Insurance Coverage for Director of Police and Fire Services, Assistant Director of Police and Fire Services – Fire Division, and Assistant Director of Police and Fire Services – Police Division 39
Military Leave 28
Non-Duty Disability Retirees Insurance 33
Non-Union ACT 345 Managers 36
Occupational List of Class Titles 5
Oc 7
Overtime Administration 16
OVERTIME WORK 16
PENSION IMPROVEMENTS (General Retirement Plan) 46
Performance Evaluations ii
PERSONALLY OWNED AUTOMOBILE 41
PERSONNEL FILES 4
Personnel Files/Employee Access to 5
Personnel Files/Limited Access to 5
Personnel Files/Official Access to 4
Plus Rates for Special Skills 15
Preparation and Content of Class Specifications 1
Probationary Period 14
PROMULGATION OF PERSONNEL POLICY AND PUBLICIZING OF VACANCIES 10
Purpose of the Personnel Policy 1
Rate of Pay Upon Demotion 14
Rate of Pay Upon Position Reclassification (Non-union) 14
Rate of Pay Upon Promotion (Non-union) 14
Recommendations for Salary Advancements Within Grade 15
REFERENCES iv
Repeal of Conflicting Resolutions 3
REQUESTS FOR CLASSIFICATION/COMPENSATION ADJUSTMENTS 12
Residency Requirement iii
Responsibilities of the Director of Human Resources 3
Retirement – General Plan (Pension Improvements) 46
RULES OF CONDUCT 18
Safety Committee ii
Salaries of Part-Time, Seasonal and Temporary Employees 16
Salary Provisions/Special 15
Salary Schedule - Administrative and Supervisory Employees 51
Savings Clause 3
Salary Schedule 13
SCOPE iv
Service Retirees Insurance 34
Severance 11

INDEX (Cont'd)

Sick Leave 25
Special Leave 28
Starting Rate in New Positions (Non-union) 14
Starting Rate on Initial Employment 13
Starting Rate on Return from Military Service 13
Starting Rate on Return to Duty 13
Step Increases/Annual 15
Step Increases for Temporary Acting Positions 16
TABLE OF CONTENTS i
Temporary Acting Positions 16
Tuition Reimbursement 16
VACATION AND OTHER LEAVE TIME 22
Vacation Carryover 23
Vacation Leave 22
Vacation Pay Out Upon Termination of Employment 24
Vacation Use and Scheduling 24
Wellness Incentive Program 32
WORD USAGE 53
WORKERS' COMPENSATION ADMINISTRATIVE PROCEDURES 40
Written Reprimands 5

JACKSON DDA
Downtown Development Authority

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Jacqueline Austin, Chairperson; Beth Kuiper, Executive Director

DATE: June 6, 2024

SUBJECT: Downtown Development Authority Budget, Fiscal Year 2024 – 2025

Recommendation: Approve the Downtown Development Authority 2024-2025 budget.

Attached are memos from Beth Kuiper regarding the Jackson Downtown Development Authority budget for the fiscal year 2024-2025.

I recommend approval of the Downtown Development Authority's budget for the fiscal year 2024-2025. Your consideration and concurrence is appreciated.

JA; BK

JACKSON DDA
Downtown Development Authority

DEPARTMENTAL REPORT

MEMO TO: Jacqueline Austin, Chair of the Downtown Development Authority Board of Directors; Jonathan Greene, City Manager of the City of Jackson

FROM: Beth Kuiper, Executive Director, Downtown Development Authority

DATE: June 6, 2024

RECOMMENDATION: **Approve the Downtown Development Authority Budget for the fiscal year 2024-2025**

SUMMARY

The DDA Budget for fiscal year 2024-2025 is attached for your consideration. Per MCL 125.1678 section 28, "Budget; cost of handling and auditing funds," Downtown Development Authorities must have their budgets approved by the municipalities' governing body (City Council).

DISCUSSION OF THE ISSUE

The DDA Board began working on its budget in March 2024. It reflects the policy preferences and priorities for next year. The DDA arrived at this budget through careful consideration and input from staff and its committees. DDA Committees are comprised of both DDA Board members and the public. They, with the Board, are a true representation of our constituency and therefore represent a fair indication of the needs of Downtown Jackson and how the DDA can use its resources to positively impact the downtown. The proposed budget shows a net loss (deficit) due to two major factors, including:

1. Operating Expenses: the cost to host events for the scale and proportion of the City has increased; including the 90+ Special Event Applications and Block Party Requests that the DDA is unable to keep up with.
2. Health Insurance: Health insurance premiums have tripled.

This budget proposal was unanimously approved at the June 06, 2024 DDA special board meeting.

POSITION

I recommend approval of the Downtown Development Authority's Fiscal Year 2024-2025 budget.

ATTACHMENTS: Downtown Development Authority budget for fiscal year 2024-2025

Jackson Downtown Development Authority
2023-2024 Budget

	2023-2024 Budget	2023-2024 Actual	2023 - 2024 Year End Forecast	2024-2025 Proposed Budget
Revenue		*(as of 4/30/24)*		
Property Taxes	$101,000.00	$87,894.72	$96,294.72	$81,700.00
Adminisrative Fees	$2,500.00	$2,322.86	$3,022.86	$2,500.00
Improvement Programs	$10,000.00	$3,622.89	$4,637.11	$5,000.00
Interest	$3,500.00	$10,113.61	$10,696.93	$3,500.00
General Contributions	$43,000.00	$5,889.44	$48,889.44	$40,000.00
Cruise Nights	$18,000.00	$10,525.25	$11,525.25	$18,000.00
Christmas Parade	$4,400.00	$50.00	$50.00	$4,400.00
Summer Events	$15,000.00	$10,305.00	$18,805.00	$10,000.00
Winter Events	$5,000.00	$2,450.00	$2,450.00	$5,000.00
Holiday Activities	$2,500.00	$500.00	$500.00	$3,000.00
Summer Planting	$2,500.00	$0.00	$0.00	$5,000.00
Social District	$0.00	$2,052.68	$2,052.68	$2,600.00
Other Events	$0.00	$3,500.00	$3,500.00	$3,500.00
Ticketed Events	$0.00	$500.00	$2,500.00	$10,000.00
Gift Certificates	$10,000.00	$14,616.33	$16,717.68	$15,000.00
Farmers Market - Senior Project Fresh	$1,300.00	$980.00	$980.00	$1,500.00
Farmers Market - WIC Project Fresh	$2,400.00	$1,760.00	$1,760.00	$2,500.00
Farmers Market - Vendor Fees	$4,900.00	$9,728.14	$13,228.14	$13,000.00
Farmers Market Electronic Activity	$10,000.00	$10,390.00	$11,390.00	$11,000.00
Farmers Market Sponsorships	$0.00	$0.00	$0.00	$5,000.00
Miscellaneous	$0.00	$0.00	$0.00	$5,000.00
Gross Revenues	**$236,000.00**	**$177,200.92**	**$248,999.81**	**$247,200.00**
Expenses				
Personal Services:				
Termination Pay	$0.00	$0.00	$0.00	$0.00
Salaries & Wages	$60,000.00	$33,921.20	$45,921.20	$65,000.00
Wages - Temporary	$22,000.00	$36,611.83	$46,011.83	$41,000.00
Unemployment	$150.00	$615.42	$633.60	$600.00
Employers FICA (.0765)	$6,300.00	$5,423.85	$6,437.69	$8,100.00
Retirement - Contractual - IMCA (457)(9%)	$0.00	$2,855.70	$2,855.70	$5,850.00
Health Insurance	$6,967.00	$14,178.15	$17,958.99	$24,000.00
Workers Compensation	$527.61	$193.74	$281.74	$250.00
Other Fringe Benefits	$2,000.00	$457.44	$457.44	$2,000.00
Total Personal Services	**$97,944.61**	**$94,257.33**	**$120,558.19**	**$146,800.00**
Material and Supplies:				
Office Supplies	$450.00	$138.73	$213.73	$450.00
Program Supplies	$4,000.00	$900.00	$900.00	$1,000.00

Prog. Supp. - Cruise Nights	$10,000.00	$4,828.00	$10,328.00	$15,000.00
Prog. Supp. - Christmas Parade	$4,400.00	$4,330.20	$4,330.20	$4,400.00
Prog. Supp. - Summer Events	$12,000.00	$6,514.00	$7,864.00	$7,000.00
Prog. Supp. - Winter Events	$5,000.00	$4,964.58	$4,964.58	$5,000.00
Prog. Supp. - Holiday Activities	$4,000.00	$2,914.88	$2,914.88	$3,000.00
Prog. Supp. - Summer Planting	$2,500.00	$548.48	$4,398.48	$4,600.00
Prog. Supp. - FM - Senior Project Fresh	$1,350.00	$885.00	$885.00	$1,500.00
Prog. Supp. - FM - WIC Project Fresh	$2,400.00	$1,465.00	$1,465.00	$2,500.00
Prog. Supp. - Farmers Market	$5,000.00	$4,813.73	$6,713.73	$2,000.00
Prog. Supp. - Farmers Market Electronic Activity	$15,000.00	$10,390.00	$11,390.00	$11,000.00
Prog. Supp. - Gus Macker Sponsorship	$2,000.00	$3,000.00	$4,000.00	$1,500.00
Prog. Supp. - ETA-Festival	$1,350.00	$1,290.00	$1,290.00	$1,500.00
Prog. Supp. - Retailers Events		$634.24	$634.24	$800.00
Prog. Supp. - Social District		$5,745.00	$5,745.00	$2,600.00
Prog. Supp - Other Events		$4,516.88	$4,516.88	$3,500.00
Prog Supp - Ticketed Tours		$1,104.80	$1,104.80	$4,000.00
Special Projects - Gift Certificates	$10,000.00	$15,717.68	$16,717.68	$15,000.00
Special Projects - DDA - Website	$1,000.00	$0.00	$1,000.00	$1,400.00
Prog. Supp. - Loan / Grant Programs	$32,000.00	$14,273.21	$14,273.21	$15,000.00
Prog. Supp. - Sign Improve. Pro.	$1,500.00	$3,880.00	$3,880.00	$1,000.00
Prog. Supp. - Misc.	$7,000.00	$1,250.00	$1,250.00	$1,500.00
Total Material and Supplies	**$120,950.00**	**$94,104.41**	**$110,779.41**	**$105,250.00**
Contractual and Other:				
Contractual Services	$6,000.00	$12,326.15	$12,826.15	$7,200.00
Telephone	$1,295.67	$333.00	$533.00	$1,300.00
Banking Costs - EPAY	$840.00	$1,766.55	$1,926.55	$2,000.00
Auto Allowance	$1,200.00	$0.00	$100.00	$0.00
Education & Training	$1,500.00	$250.00	$1,000.00	$1,500.00
Membership & Dues	$775.00	$375.00	$375.00	$500.00
Office Equipment	$1,200.00	$472.89	$525.39	$1,200.00
Outreach & Support	$4,000.00	$1,080.32	$1,180.32	$4,000.00
Purchase Card Clearing	$250.00	$1,455.90	$2,155.90	$600.00
Total Contractual and Other:	**$17,060.67**	**$18,059.81**	**$20,622.31**	**$18,300.00**
Total Expenses	**$235,955.28**	**$206,421.55**	**$251,959.91**	**$270,350.00**
Net Income	**$44.72**	**-$29,220.63**	**-$2,960.10**	**-$23,150.00**

JACKSON DDA
Downtown Development Authority

DEPARTMENTAL REPORT

MEMO TO: Jacqueline Austin, Chair of the Downtown Development Authority Board of Directors; Jonathan Greene, City Manager of the City of Jackson

FROM: Beth Kuiper, Executive Director, Downtown Development Authority

DATE: June 6, 2024

RECOMMENDATION: **Approve a resolution authorizing the levy of a millage in the amount of 1.9996 mills on parcels ion the DDA District for the fiscal year 2024-25.**

SUMMARY

The levy in pursuant of Act 57 of the Public Acts of 2018, as last amended, which authorizes a levy by the City of an ad valoreum tax up to 2 mills upon taxable real estate and tangible personal property not exempt by law.

DISCUSSION OF THE ISSUE

The millage, only levied on parcels in the DDA District, represents roughly 40% of the total revenues to the DDA with the balance of funds derived from contributions and sponsorships. The millage is used for the operation of the DDA and effectuation of the DDA Board goals.

POSITION

I recommend approval of the resolution authorizing the levy of a millage of 1.9996 mills on parcelsis int eh DDA District for the fiscal year 2024-2025.

ATTACHMENTS: Downtown Development Authority –Truth in Taxation for fiscal year 2024-2025

Downtown Development Authority

Special Board Meeting

Thursday, June 6, 2024

10 am, City Hall – Council Chambers, 2nd Floor, Jackson, MI.

Minutes

I. Call to order, notation of members present – Call to order by DDA Secretary, J. Webb 10:06 am
Present – J. Butterfield, A. Sayles, L. Miller, F. Dancy. R. Wilkie, T. Loveberry

II. Public Comments - none

III. New Business

A. 2024/25 Proposed Budget – Public Comment
Motion to approve the 2024/25 Adopted Budget – J. Butterfield
Second – J. Webb
(All ayes) Motion approved

B. L-4029 Form – Truth in Taxation
Motion to approve Truth in Taxation - J. Butterfield
Second – A. Sayles
(All ayes) Motion approved

C. Approval of (4) Front Door Micro-grant applications.
Motion to approve Front Door Micro-grant applications contingent on zoning permission – J. Butterfield
Second – L. Miller
(All Ayes) Motion approved

IV. Future DDA Board Meetings

A. Board Meeting: June 13, 2024 (8a., City Hall – 10th Floor Conference Room)
B. Executive Committee Meeting: June 25, 2024 (10a, City Hall – 6th Floor)

V. Adjournment: 10:32
Motion to adjourn: F. Dancy
Second: T. Loveberry

RESOLUTION

BY THE CITY COUNCIL

WHEREAS, Act 197 of the Public Acts of 1975 as last amended authorized a levy by the City of an ad valorem tax of up to 2 mills upon taxable real and tangible personal property not exempt by law in the Downtown Development Authority District; and

WHEREAS, the Downtown Development Authority has requested the City Council to approve and authorize such a levy of 1.9996 mills in the Downtown Development Authority District; and

WHEREAS, it appears to the City Council that the levy of said tax is necessary for the proper administration and operation of the Downtown Development Authority.

NOW, THEREFORE, BE IT RESOLVED, that the Jackson City Council approves and orders the levy of a property tax of 1.9996 mills upon all taxable real and tangible personal property not exempt by law in the Downtown Development Authority District qualified under Act 198 of 1974; and

BE IT FURTHER RESOLVED, that it is ordered that an industrial facilities tax be levied upon the taxable valuation of all industrial property in the Downtown Development Authority District qualified under Act 198 of 1974; and

BE IT FURTHER RESOLVED, that it is ordered that lessees or users of tax exempt property be levied a tax on the taxable valuation of all property qualified under Act 189 of 1953 which is located in the Downtown Development Authority District; and

BE IT FURTHER RESOLVED, that the staff and officials of the City of Jackson are hereby directed to collect the tax at the same time and in the same manner as it collect is property taxes and to pay such funds as may be collect under such levy to the Treasurer of the Downtown Development Authority for crediting to the general fund of the Authority.

* * * * *

Michigan Department of Treasury
614 (Rev. 02-24)

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

2024 Tax Rate Request (This form must be completed and submitted on or before September 30, 2024)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes	2024 Taxable Value of ALL Properties in the Unit as of 5-28-2024
JACKSON	**105,784,045**
Local Government Unit Requesting Millage Levy	For LOCAL School Districts: 2024 Taxable Value excluding Principal Residence, Qualified Agricutlural, Qualified Forest, Industrial Personal and Commercial Personal Properties.
CITY OF JACKSON	

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2024 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2024 Current Year "Headlee" Millage Reduction Fraction	(7) 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
DDA	OPER	N/A	2.0000	1.9996	1.0000	1.9996	1.0000	1.9996	1.9996	0	N/A

Prepared by	Telephone Number	Title of Preparer	Date
JASON YOAKAM	**(517) 788-4033**	**CITY ASSESSOR**	

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

	Signature	Print Name	Date
☒ Clerk ☐ Secretary		**ANDREA MURAY**	
☒ Chairperson ☐ President		**DANIEL J MAHONEY**	

** Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.*

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2024 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Instructions For Completing
Form 614 (L-4029) *2024 Tax Rate Request*,
Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2024 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2023 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The **2023** permanently reduced rate can be found in column 7 of the **2023** Form L-4029. For operating millage approved by the voters after April 30, 2023, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2024 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2024 and future years. This prevents any increase or "roll up" of millage rates. Use 1.0000 for new millage approved by the voters after April 30, 2024. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2024 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2024 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2024 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calulated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2024. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2024 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2024. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.