



**CITY COMMISSION
MEETING
May 6, 2013**



PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
MONDAY,
MAY 6, 2013**

The City Commission will meet for a pre-meeting study session on Monday, May 6, 2013 at 5:30 p.m. at the City Chambers at 159 East Maumee Street, Adrian, Michigan.

1. Discussion regarding the Sign Ordinance.
2. Other items as time permits.



COMMISSION AGENDA

AGENDA
ADRIAN CITY COMMISSION
MAY 6, 2013
7:00PM

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE APRIL 15, 2013 REGULAR MEETING OF THE ADRIAN CITY COMMISSION.
- IV. PRESENTATION OF ACCOUNTS
- V. PUBLIC COMMENT ON AGENDA ITEMS
- VI. COMMUNICATIONS
 1. **C-1. Finance.** Senior Citizens Trust Fund – FY2012-13 Second and Third Quarter Financial Report.
 2. **C-2. Finance.** Third Quarter Financial Forecast.
- VII. CONSENT AGENDA
 1. **CR13-018. Community Development.** Resolution to set a public hearing for May 20, 2013 to hear and consider comments regarding the proposed establishment of Commercial Rehabilitation District # 3 at 506 W. Maumee Street.
 2. **CR13-019. Transportation.** Resolution to accept the proposal of Crystal Computer Support with coordinating Lenawee County funds for the purchase of dispatch software for the Dial-A-Ride system.
 3. **CR13-020. Human Resources.** Resolution to authorize the establishment of a new-tier system of pension benefits for newly hired employees in the POAM Division (02), and linked to the current Defined Benefit Pension Program for the POAM Division (02) as provided for by Public Act 220 of 1996.
 4. **CR13-021. Human Resources.** Resolution to approve the establishment of the Title VI Non-Discrimination Plan for the City of Adrian, effective May 6, 2013, consistent with Section 601 of the Civil Rights Act of 1864.
 5. **CR13-022. Utilities.** Resolution to set a public hearing to hear and consider comments regarding an S2 grant from the Michigan department of Environmental Quality for planning work associated with the Rehabilitation/Repair of the Brick Arch Sewers.
- VIII. REGULAR AGENDA
 - A. SPECIAL ORDERS

1. **SO-1.** Public hearing to hear and consider comments to the approval of a Special Assessment Roll for delinquent rental registration invoices, including a ten (10%) percent penalty for late payment.

B. ORDINANCES

1. **Ord. 13-009.** Second reading and adoption of an ordinance to amend Article XXX of the Zoning Ordinance (revised sign ordinance).
2. **Ord. 13-010.** Second reading and adoption of an ordinance to amend Section 3.1 of Article III of the Zoning/Development Regulations to rezone 1220 North Main Street from B-2 Community Business and RM-1 Multiple Family Residential to B-2 Community Business.

C. RESOLUTIONS

1. **R13-034. Finance Department.** Resolution to approve a Special Assessment Roll for delinquent rental registration invoices, including a ten (10%) percent penalty for late payment.
2. **R13-035. Information Technology.** Resolution to authorize a contract with BS&A, of Bath, MI for the implementation of a fee for service internet access to City records.
3. **R13-036. Fire Department.** Resolution to authorize the City Administrator to enter into a billing service agreement with AccuMed Billing, Inc. of Riverview, Michigan to bill patients, their insurance companies or agencies responsible for reimbursement for transport emergency medical services.
4. **R13-037. Fire Department.** Resolution to authorize the City Administrator to execute the AccuMedWeb.com Software Agreement.
5. **R13-038. Fire Department.** Resolution to authorize the Adrian Fire Department to purchase one Port02Vent CPAPs positive pressure oxygen delivery system from Emergency Medical Products in Cudahy, Washington, and to purchase one Physio-Control Life Pack 15 Defibrillator and related equipment from sole source supplier Physio-Control, of Redmond Washington.
6. **R13-039. Utilities.** Resolution to award a bid for the installation of HVAC replacements in the Retention and Old Primary buildings at the Wastewater Treatment Plant.
7. **R13-040. Parks and Recreation.** Resolution to approve a change order for \$1,000 from Michigan Building Specialties of Adrian, Michigan in the City's Standard Professional Services Contract to construct two (2) dugouts at Island Park.
8. **R13-041. Police.** Resolution to adopt the proposed fee schedule for the Adrian Police Department effective July 1, 2013.

9. **R13-042. Administration.** Resolution to authorize the Mayor to enter into a Farm Lease agreement with James Marvin.
10. **R13-043. Administration.** Resolution to authorize the Mayor to enter into a Farm Lease agreement with James Marvin.
11. **R13-044. Administration.** Resolution to authorize the Mayor to enter into a Farm Lease agreement with Fred Feight.
12. **R13-045. Administration.** Resolution to authorize the Mayor to enter into a Farm Lease agreement with Shane Bierman.
13. **R13-046. Finance.** Resolution to place the delinquent invoice for private sewer lateral for 112 Hunt Street on the special assessment roll.

IX. PUBLIC COMMENTS

X. COMMISSIONER COMMENTS



MINUTES

**MINUTES
ADRIAN CITY COMMISSION
APRIL 15, 2013
7:00 P.M.**

Official proceedings of the April 15, 2013 regular meeting of the City Commission, Adrian, Michigan.

The regular meeting was opened with a moment of silence and the Pledge of Allegiance to the Flag.

PRESENT: Mayor DuMars and Commissioners Gallatin, Jacobson, Faulhaber, Carrico, Warren and Berryman Adams.

Mayor DuMars in the Chair.

Commissioner Berryman Adams motioned to approve the minutes from the April 1, 2013 Commission meeting; seconded by Commissioner Faulhaber, and the motion was carried by a unanimous vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher # 3766 through # 3768	\$82,948.22
General Fund Vouchers # 21366 through # 21376	\$239,275.64
Clearing Account Vouchers amounting to	<u>\$394,334.18</u>
TOTAL EXPENDITURES	<u>\$716,558.04</u>

On motion by Commissioner Carrico, seconded by Commissioner Jacobson, this resolution was adopted by a unanimous vote.

PUBLIC COMMENT

1. John Kuschell – 632 State St – did not understand the purpose of selling the land to Savoy. Is concerned about our ability to handle an oil spill or any other catastrophe that may occur. If we sell the property, we would lose all oversight in how it is used.
2. Frank Hribar – Adrian College – encouraged the Commission to reconsider the denial of the street closing for the Adrian College Commencement on May . Also appreciated the work done on the Sign Ordinance re-do but would like to see a few other changes in it as well.
3. Carol A Brooks – 242 Division St – asked the Commission to consider dropping the mowing charges to this address.
4. Elise Garcia – Adrian Dominican Sisters – asked the Commission to table the potential resolution to sell land to Savoy until a public hearing can be held.

5. Kathleen Erard – Adrian Dominican Sister – questioned the standards by which Savoy would clean-up the area and why we would not have contacted a lawyer that would be well-versed in this subject.
6. Victoria Powell – Madison Twsp – asked the zoning of the Witt Farm property and also wanted to know how we plan to use the money that we will receive from oil proceeds.
7. Mike Olsaver – 515 Meadowbrook Dr – explained the request to grant an easement for 120 E Maumee Street and asked for the Commission's favorable consideration of this.
8. Tom Neill – 149 S Madison St – supports the closing of Madison Street for the Adrian College Commencement.
9. Chip Moore – thanked the City for all of the work done on the budget; would like there to be no limit on the number of political signs one can have on their property during elections; and is grateful that we have oil in Adrian.
10. Todd Harder – 220 Cross St – would like to make sure that the sign ordinance is done right because it is very important. Also questioned what the benefit would be for Savoy to buy the land on the Witt Farm.

CONSENT AGENDA

CR13-015

RE: FINANCE DEPARTMENT – Special Assessment Roll – Delinquent Invoices

WHEREAS, the City Administrator has directed the City Treasurer, pursuant to Sections 70-12 and 74-169 of the Adrian City Code, to prepare a Special Assessment Roll to cover all delinquent charges for rental registration and inspection fees, in the City of Adrian; and

WHEREAS, such assessment roll shall be reported to the City Commission in the same manner as other rolls and, likewise, includes a ten (10%) percent penalty for late payment; and

WHEREAS, the City Administrator and City Treasurer have forwarded said roll to the City Commission with recommendation that it be approved; and

WHEREAS Notice of Hearing on the confirmation of the roll shall be given not less than ten (10) days before the hearing by first class mail, addressed to the owner or party in interest of the land to be assessed as shown by the last local tax assessment records in the office of the City Assessor; and

WHEREAS, upon confirmation of the aforementioned Special Assessment Roll, the special assessments shall constitute a lien upon the premises and a charge against the owner thereof until paid.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the Special Assessment Roll for delinquent rental registration and inspection fees in the City of Adrian, including a ten (10%) percent penalty for late

payment, and that said Special Assessment Roll be filed forthwith in the office of the City Clerk for public examination.

BE IT, FURTHER, RESOLVED that the City Commission shall meet in the Commission Chambers, 159 E. Maumee Street, Adrian, MI, at 7:00 p.m. on Monday, May 6, 2013, for the purpose of reviewing said roll and hearing and considering any objections thereto.

BE IT, FURTHER, RESOLVED that the City Clerk is hereby directed to give notice that the said Special Assessment Roll is on file for public examination and to give notice of said meeting and hearing set forth above pursuant to the provisions of Title I, Chapter 8, Section 70-13 of the Adrian City Code.

CR13-016

RE: CITY ENGINEER – 2016 Local Bridge Program Funding

WHEREAS, the City Engineer by resolution R12-137 secured Tetra Tech, Ann Arbor, MI to provide biennial bridge inspections for 7 City bridges and complete the MDOT 2016 Local Bridge funding application; and

WHEREAS, May 1, 2013 is the deadline for submitting the application and in accordance with the MDOT Call for Projects on January 31, 2013; and

WHEREAS, The City of Adrian intends to submit Local Bridge Program funding applications to MDOT for the following two (2) bridge structures, listed in order of priority:

<u>Bridge Structure</u>	<u>Funding Category</u>
1) Bent Oak Ave. over River Raisin	Capital Preventive Maintenance
2) College Ave. over River Raisin	Capital Preventive Maintenance

WHEREAS, if successful, the City would receive state or federal funding to finance 95% of construction cost, and the City would fund 5% of the construction and 100% of the engineering costs for any bridge selected; and

WHEREAS, the estimated total maintenance costs for both listed projects is approximately \$181,000 (\$102,000 and \$79,000, respectfully) in 2016 dollars and estimated costs for the City's share of construction would be approximately \$9,500 (\$5,300 and \$4,200, respectfully); and

WHEREAS, the Finance Director indicates that sufficient funds would be available for one or both of these projects in the Major Street Fund (202-473.00-801.000 Contract Services); and

NOW, THEREFORE BE IT RESOLVED, that the Adrian City Commission, by this resolution, hereby approves the submittal of the FY2016 funding application for the MDOT 2016 Local Bridge Program as listed by priority above; and

BE IT FURTHER RESOLVED that upon grant award, the City Administrator through the City Engineer will adjust the FY 2015-16 Capital Improvement Budget to include the necessary matching construction and engineering funds for the 2016 Local Bridge Program for any selected bridge project.

CR13-017

RE: FIRE DEPARTMENT – Authorization to Issue Permit for Fireworks Display to Colonial Fireworks May 11, 2013 celebrating Lenawee Christian School’s Spring Formal.

WHEREAS, the Adrian Fire Chief has received and reviewed an application for a Fireworks Display from Colonial Fireworks Company finding all documentation sufficient; and

WHEREAS, the display is to celebrate Lenawee Christian School’s Spring Formal May 11, 2013; and

WHEREAS, the Adrian Fire Chief has identified the location of the firing area to be on Adrian College owned property; and

WHEREAS, the Adrian Fire Chief and the City Administrator further recommend approval of the requested permit and authorization for the City Clerk to sign said permit, provided the following actions be taken regarding establishment of safety of persons, buildings and grounds at Adrian College:

1. All buildings within the safe zone as depicted on the diagram provided by Colonial Fireworks Company are vacant during the fireworks display.
2. The safe zone as depicted on the diagram provided by Colonial Fireworks Company is free from pedestrian traffic during the fireworks display.

WHEREAS, Adrian College will provide a letter to the City of Adrian acknowledging all buildings and adjoining grounds in the firing area will not be occupied by anyone other than employees of Colonial Fireworks Company.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution approves the Fireworks Display Permit for May 11, 2013 requested by Colonial Fireworks Company.

On motion by Commissioner Carrico, seconded by Commissioner Warren, Consent Agenda resolutions CR13-015 thru CR13-017 were adopted by a unanimous vote.

REGULAR AGENDA

SPECIAL ORDERS

SO-1 Public hearing to hear and consider comments to the approval of a Special Assessment Roll for delinquent charges for storm water utilities, parking assessments, improvements or abatements of public hazards on single lots and other miscellaneous invoices, including a 10% penalty for late payment.

Mayor DuMars opened the public hearing and the following comments were made:

1. Kelly McCrate – owns property in Adrian, lives in Tecumseh – objected to the notices of violation being sent through the mail as they only give a couple of days to correct

a violation but it often takes longer than that to reach him by mail. This does not give him an opportunity to correct the violation before he is fined.

2. Kirk Lucas – 226 Park Street – objected to the bill that he received for a piece of cardboard that the City picked up in front of the house; he felt that \$59 was too much to have to pay.
3. Harold Frederick – 1340 E Oregon Rd – wondered if having our Code Enforcement officer drive around the City once a week was a good use of his time.

There were no further public comments so the Mayor declared the hearing closed.

SO-2 Public hearing to hear and consider comments to the approval of a Special Assessment Roll for delinquent water and sewer charges, including a 10% penalty for late payment.

Mayor DuMars opened the public hearing and the following comments were made:

1. Kelly McCrate – 804 E Hunt Street – asked the Commission to please check and see if the delinquent water charges for this address might have been included in the taxes that she paid to the County just several weeks before. He also protested the bill for 112 E Hunt Street that was for a private sanitary sewer repair that the City did for this address. The Commission agreed to remove this for further investigation.

There were no further public comments as the Mayor declared the hearing closed.

SO-3 Public hearing to hear and consider comments to the approval of the proposed FY2013-14 Budget and General Appropriations Act.

Mayor DuMars opened the public hearing and there were no public comments so the Mayor declared the hearing closed.

ORDINANCES

Ord. 13-009. – Introduction of an ordinance to amend Article XXX of the Zoning Ordinance (Revised Sign Ordinance).

There were no comments.

Ord. 13-010. – Introduction of an ordinance to amend Section 3.1 of Article III of the Zoning/Development Regulations to rezone 1220 North Main Street from B-2 Community Business and RM-1 Multiple Family Residential to B-2 Community Business.

There were no comments.

RESOLUTIONS

R13-028

RE: FINANCE DEPARTMENT – Approve Special Assessment Roll for Delinquent Invoices

WHEREAS, Sections 70-12, 74-169, 10-94 and 10-98 of the Adrian City Code

provides that any expense or cost incurred by the City upon or in respect to any single lot, delinquent storm water utility, and parking assessments requires that the City Treasurer prepare a Special Assessment Roll for any such charges which have not been paid; and

WHEREAS, notice has been given and a hearing held for the purpose of reviewing the said Roll and hearing and considering any objections thereto.

NOW, THEREFORE, BE IT RESOLVED that the said Special Assessment Roll for the attached delinquencies be, and the same is hereby confirmed.

On motion by Commissioner Faulhaber, seconded by Commissioner Jacobson, this resolution adopted was by a unanimous vote.

R13-029

RE: UTILITIES DEPARTMENT – Approve Special Assessment Roll for Delinquent Water and Sewer Charges

WHEREAS, Section 94-247 of the Adrian City Code specifies that charges for water and sanitary sewer service, under the provisions of Public Act No. 94 of 1933 (MCL 141.101 et seq) are made a lien on the premises to which furnished; and

WHEREAS, notice has been given and a hearing held for the purpose of reviewing the said Roll and hearing and considering any objections thereto.

NOW, THEREFORE, BE IT RESOLVED that the said Special Assessment Roll for the attached delinquent water and sewer charges be, and the same, is hereby confirmed.

On motion by Commissioner Carrico, seconded by Commissioner Berryman Adams, this resolution, **with the removal of the bill for 112 E Hunt Street pending further investigation**, was adopted was by a unanimous vote.

R13-030

RE: FINANCE DEPARTMENT FY-2013-14 BUDGET RESOLUTION

WHEREAS, in accordance with the provisions of the Adrian City Charter and Public Act 621 of 1978, the Uniform Budgeting and Accounting Act for Local Units of Government, it is the responsibility of the Adrian City Commission to establish and adopt the annual City Budget and work program by resolution not later than the second week of May, as well as provide for a levy of an amount necessary to be raised by taxes upon real and personal property for municipal purposes subject to the limitations contained in Section 9.1 of said Charter and the 1978 Tax Limitation Amendment contained in Article IX Section 31 of the Michigan Constitution; and

WHEREAS, the City Commission received budget requests from all City Departments, and has reviewed in detail the City Administrator's Fiscal Year 2013-2014 Budget Recommendation; and

WHEREAS, the City Commission, after due deliberation, has formulated a Proposed General Appropriations Act balancing General Fund/General Purpose appropriations at \$9,795,510 with available resources for Fiscal Year 2013-14 and balancing total operations, including Special Revenue Funds (e.g., Major and Local Streets) and Enterprise Funds (e.g., Water and Wastewater Funds) at \$28,284,069, a summary of which is included in the Notice of Public Hearing published in a newspaper of general circulation; and

WHEREAS, a copy of the proposed Budget and General Appropriations Act was published April 5, 2013 and a Public Hearing was held on April 15, 2013 in accordance with the provisions of Section 8.3 of the Adrian City Charter, Public Act 5 of 1982, and the federal, state and local Fiscal Assistance Act of 1972 (P.L. 92-512), as amended; and

WHEREAS, included in the General Appropriations Act are the service charge rates for Dial-A-Ride transportation and Water and Sewer Utilities; Dial-A-Ride rates remain unchanged from FY2012-13; for a typical utility customer using eight units, which is approximately 6000 gallons per month, the water bill will increase \$1.12 per month and the sewer bill will increase \$1.24 per month for a total increase of \$2.36 per month; and

WHEREAS, Public Act 368 of 1978 (the Public Health Code) specifies that all Drug Forfeiture monies distributed by the Court to the seizing agency "shall be used to enhance law enforcement activities"; and

WHEREAS, Public Act 368 further specifies that the Forfeiture Funds shall be "appropriated by the entity (City Commission) having budgetary authority over the seizing agency (Police Department); and

WHEREAS, the further intent of this resolution is to maintain a budgetary system for the City of Adrian on the same basis of accounting (generally accepted accounting principles) as the actual financial information is maintained; to define the powers and duties of the City's officers in relation to that system; to designate the Chief Administrative Officer and Fiscal Officer; and to provide that the City Commission and the Fiscal Officer shall be furnished with information by the departments, boards, agencies and offices relating to their financial needs, revenues and expenditures/expenses, and general affairs; to prescribe a disbursement procedure, to provide for an allotment system; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby adopt and amend the Fiscal Year 2013-2014 Budget and General Appropriations Act as advertised and placed in the Clerk's Office for public inspection, balancing General Fund/General Purpose appropriations at \$9,795,510 with available resources for Fiscal Year 2013-14 and balancing total operations, including Special Revenue Funds (e.g., Major and Local Streets) and Enterprise Funds (e.g., Water and Wastewater Funds) at \$28,284,069, a summary of which is included in the Notice of Public Hearing published in a newspaper of general circulation.

BE IT FURTHER RESOLVED that the Adrian City Commission authorizes to levy a millage rate of 14.6039 (Operating-13.6293; and Local Streets-0.9746) mills upon the total Taxable Value of Real and Personal Property (\$394,505,783) so as to generate \$5,150,000, including additions for Industrial Facilities Tax (IFT) Revenue and excluding captured tax revenue for various economic development authorities, to support the FY2013-2014 City of Adrian General Fund Operating and Local Street Budgets.

BE IT FURTHER RESOLVED that the Adrian City Commission authorizes Industrial Facilities Tax (IFT) collections at 7.30195 mills on the total Taxable Value of Real and Personal Property (\$15,460,300) so as to generate \$112,890 to provide additional support for the FY2013-14 City of Adrian General Fund Operating and Local Street Budgets.

BE IT FURTHER RESOLVED that the Adrian City Commission authorizes the imposition of a one (1%) percent property tax administration fee as required by the General Property Tax Act (MCL211.44) and continuation of the Dial-A-Ride fares of \$2.00 for regular passengers and \$1.00 for senior citizens and handicapped riders, instituted July 1, 2005.

BE IT FURTHER RESOLVED that the following Water and Sewer Rate Charges shall be in effect on July 1, 2013:

Water Rates. The service charges shall be as follows each month:

<u>Meter Size</u>	<u>Current Service Charge per month</u>	<u>Proposed Service Charge per month</u>
5/8"	\$ 9.00	\$ 9.32
3/4"	\$ 10.75	\$ 11.13
1"	\$ 13.62	\$ 14.10
1 1/2"	\$ 20.45	\$ 21.17
2"	\$ 29.12	\$ 30.14
3"	\$ 47.00	\$ 48.65
4"	\$ 76.15	\$ 78.82
6"	\$143.17	\$148.18
8"	\$294.85	\$305.17
10"	\$444.65	\$460.21

The commodity charge shall be equally applied on each unit of 100 cubic feet used by premises.

Current commodity charge:	\$2.40 per unit
Proposed commodity charge:	\$2.50 per unit

Automatic Fire Sprinkler Connection charge per month shall be proportioned to open line capacity. This charge shall apply to each unmetered fire line to any premises.

<u>Connection Size (Inches)</u>	<u>Current Monthly Charge</u>	<u>Proposed Monthly Charge</u>
2 ½ and under	\$ 9.00	\$ 9.32
3	\$12.54	\$ 12.98
4	\$16.81	\$ 17.40
6	\$33.40	\$ 34.57
8	\$59.67	\$ 61.76
10	\$101.22	\$104.76

Private fire hydrants (fire use only) on unmetered fire lines or from public lines:

Current rate per month	\$31.51
Proposed rate per month	\$32.61

Bulk water at water treatment plant per 100 gallons \$ 0.88

Sewer Rates.

(2) Commodity Charge.

Current commodity charge: ~~\$3.15 per 100 cubic feet~~
Proposed commodity charge: \$3.25 per 100 cubic feet

(3) Service Charge. A monthly service charge shall be applied to each bill for administrative costs and the cost of treating wastewater and infiltration as follows:

<u>Meter Size</u>	<u>Current Service Charge per Month</u>	<u>Proposed Service Charge per Month</u>
5/8"	\$ 12.56	\$ 13.00
3/4"	\$ 17.00	\$ 17.60
1"	\$ 21.05	\$ 21.79
1 1/2"	\$ 29.05	\$ 30.07
2"	\$ 48.10	\$ 49.78
3"	\$ 64.14	\$ 66.38
4"	\$ 96.20	\$ 99.57
6"	\$182.35	\$188.73
8"	\$300.58	\$311.10
10"	\$450.87	\$466.65

(4) Flat Rate. The charge for flat rate customers in the City of Adrian:

Current flat rate: ~~\$43.57~~
Proposed flat rate: \$45.00

(5) Outside City (Unmetered Flat Rate) per month:

Adrian Township Current ~~\$44.65~~
Madison Township Proposed \$46.20

Outside City (master meter rate per unit)

Adrian Township Current ~~\$2.42~~
Proposed \$2.50

Madison Township Current ~~\$2.45~~
Proposed \$2.55

(6) Industrial Pretreatment Fee: A fee of \$75.00 per month shall be charged to all customers who have an Industrial Pretreatment Program Permit.

Service charge for new accounts

Current: ~~\$25.00~~
Proposed: \$25.00

Septage Receiving Waste Fees:

Current: ~~\$55.00 per 1000 gallons~~
Proposed \$55.00 per 1000 gallons

Current and Proposed Water and Sewer Connection Fees:

Water and sewer connection fees shall be paid by the owner for all new and renewed connections to the water and sewer system. These fees shall be paid prior to the issuance of a building permit. The Water Capacity Charge and the Sewer Impact Fee are established

to recover the capital investment made to provide service. The Water Tap Installation charge recovers the cost of tapping a water main and installing a service line to the property. The fees result from an analysis of the water and sewer capital assets and capacity. The fees are based on the size of the tap and meter reflecting the potential water and sewer demand.

Water Tap Unit	Water Meter Charge	Residential Equivalent Charge	Water Tap Installation	Water Capacity Size	Sewer Impact Size
3/4"	5/8"	1	\$1,325.00	\$950.00	\$1,150.00
3/4"	3/4"	1.5	\$1,1450.00	\$1,250.00	\$1,700.00
1"	1"	2.5	\$1,975.00	\$2,350.00	\$2,850.00
1.5"	1.5"	5	\$2,650.00	\$4,675.00	\$5,675.00
2"	2"	8		\$7,480.00	\$9,075.00
3"	3"	16		\$15,000.00	\$18,000.00
4"	4"	25		\$23,375.00	\$28,325.00
6"	6"	50		\$42,500.00	\$51,500.00
8"	8"	140		\$119,000.00	\$144,200.00
10"	10"	220		\$187,000.00	\$226,600.00

BE IT FURTHER RESOLVED that the City's financial Fund structure be revised as follows to better position the City to sustain public services into the future, specifically:

- 1) Elimination of the Recreation Department, effective August 31, 2013. This will include the elimination of the Parks & Recreation Director (Salary Grade 15), Program Manager (Salary Grade 8), Recreation Facilities Manager (Salary Grade 9), Office Assistant (Salary Grade 4) and any Interns that have been utilized in the past. A cooperative agreement between the YMCA of Lenawee and the City of Adrian is being investigated by the city's Chief Administrative Officer in order to provide some of the services to the citizens that will be lost by the elimination of this department
- 2) This budget also includes the creation of a new salary position, "Director of Parks", Salary Grade 13. This position will be responsible for the Parks duties of the eliminated position, Parks & Recreation Director.

BE IT FURTHER RESOLVED that \$12,500 be appropriated from the Drug Forfeiture Trust Fund (701-000.00-280.000) to be transferred to the General Fund-Police Department Revenue Budget (101-301.00-676.701) for the acquisition of shotguns (101-301.00-977.000).

BE IT FURTHER RESOLVED that:

1. The City Administrator is hereby designated the Chief Administrative Officer (CAO) of the City of Adrian and, further, that the Finance Director shall perform the duties of the Chief Fiscal Officer (CFO) as specified in this resolution.
2. The CFO shall provide an orientation session and written instructions for preparing departmental budget requests. These instructions shall include information that the CFO determines to be useful and necessary to assure that the budgetary estimates of the agencies are prepared in a consistent manner and the needs of the CAO and the City Commission are met.

3. Any offices, departments, commissions and boards of the City of Adrian financed in whole or in part by the City of Adrian shall transmit to the CFO their estimates of the amounts of money required for each activity in their respective agencies, as well as their estimate of revenues that will be generated from charges for services. They shall also submit any other information deemed relevant by the CAO, CFO and/or City Commission.
4. The CFO shall prescribe forms to be used by the offices, departments, commissions and boards of the City of Adrian in submitting their budget estimates and shall prescribe the rules and regulations the CFO deems necessary for the guidance of officials in preparing such budget estimates. The CFO may require that the estimates be calculated on the basis of various assumptions regarding level of service. The CFO may also require a statement for any proposed expenditure and a justification of the services financed.
5. The CFO shall prepare estimates of revenue for each budgeted fund, classified to show in detail the amount expected to be received from each source. Estimates of expenditures and revenues shall also be classified by character, object, function and activity consistent with the State Chart of Accounts and Michigan Department of Treasury accounting system classification.
6. The CFO shall review the agency estimates with a representative from each agency of the City of Adrian that has submitted such estimates. The purpose of the review shall be to clarify the estimates, ensure the accuracy, and to determine their adherence to the policies previously enumerated by the CAO, CFO and City Commission as herein required.
7. The CFO shall consolidate the estimates received from the various departments and agencies, together with the amounts of expected revenues, and shall make recommendations relating to those estimates, which shall assure that the total of estimated expenditures, including an accrued deficit, does not exceed the total of expected revenues, including an unappropriated surplus.
8. The recommended budget shall include at least the following:
 - (a) Expenditure data for the most recently completed fiscal year and estimated expenditures for the current fiscal year;
 - (b) An estimate of the expenditure amounts required to conduct the government of the City of Adrian, including its budgetary centers;
 - (c) Revenue data for the most recently completed fiscal year and estimated revenues for the current fiscal year;
 - (d) An estimate of revenues, by source, to be raised or received by the City of Adrian in the ensuing fiscal year;
 - (e) An estimate of the amount needed for deficiency, contingent or emergency purposes and the amounts needed to pay and discharge the principal and interest of the debt of the City of Adrian due in ensuing fiscal years;
 - (f) The amount of proposed capital outlay expenditures, except those financed by enterprise, capital projects or internal service funds, including the estimated total costs and proposed method of financing of each capital construction project for three (3) years beyond the fiscal year covered by the budget;
 - (g) An informational summary of projected revenues and expenditures/expenses of all capital projects, internal service and enterprise funds;
 - (h) A comparison of the revenue and expenditure amounts in the recommended budget to the budget previously adopted, and amended, by the City Commission, with appropriate explanation of the variances;
 - (i) Any other data relating to fiscal conditions that the CAO, CFO and/or City Commission consider to be useful in evaluating the financial needs of the City of Adrian.

9. Not less than ninety (90) days before the next succeeding fiscal year, the CAO shall transmit the recommended budget to the City Commission. The recommended budget shall be accompanied by:
 - (a) A proposed general appropriation measure, consistent with the budget, which shall set forth the anticipated revenue and requested expenditure/expense authority, in such form and in such detail deemed appropriate by the City Commission;
10. The City Commission may direct the CAO and/or other appointed officials to submit any additional information it deems relevant in its consideration of the budget and proposed appropriations measure. The City Commission may conduct budgetary reviews with the CFO and/or City Departments or agencies for the purpose of clarification or justification of proposed budgetary items.
11. The City Commission may revise, alter or substitute for the proposed general appropriations measure in any way, except that it may not change it in a way that would cause total appropriations, including an accrued deficit, to exceed total estimated revenues, including an unappropriated surplus. An accrued deficit shall be the first item to be resolved in the general appropriations measure.
12. The City Commission shall fix the time and place of a public hearing to be held on the budget and proposed appropriations measure. The City Clerk shall then have published, in a newspaper of general circulation within the City of Adrian, notice of the hearing and an indication of the place at which the budget and proposed appropriations measure may be inspected by the public. This notice must be published at least six days before the date of the public hearing.
13. No later than June 30, the City Commission shall pass a general appropriations measure providing the authority to make expenditures and incur obligations on behalf of the City of Adrian. The supporting budgetary data to the general appropriations measure shall include at least the following:
 - (a) Expenditure data for the most recently completed fiscal year;
 - (b) The expenditure budget as originally adopted by the City Commission for the current fiscal year;
 - (c) The amended current year appropriations;
 - (d) An estimate of the expenditure amounts required to conduct the government of the City of Adrian, including its budgetary centers;
 - (e) Revenue data for the most recently completed fiscal year and estimated revenues for the current fiscal year;
 - (f) Budgeted Revenue Estimates as originally adopted by the City Commission for the current fiscal year;
 - (g) The amended current year Budgeted Revenues;
 - (h) An estimate of revenues, by source, to be raised or received by the City of Adrian in the ensuing fiscal year;
 - (i) The amount of surplus or deficit from prior fiscal years, together with an estimate of the amount of surplus or deficit expected in the current fiscal year;
 - (j) An estimate of the amount needed for deficiency, contingent or emergency purposes, and the amounts needed to pay and to discharge the principal and interest of the debt of the City of Adrian due in the ensuing fiscal year;
 - (k) The amount of proposed capital expenditures, except those financed by enterprise, capital project or internal service funds, including the estimated costs and proposed method of financing of each capital construction project and the projected additional annual operating costs and the method of financing the operating costs of each capital construction project for three (3) years beyond the fiscal year covered by the budget;

- (l) An informational summary of projected revenues and expenditures/expenses of capital projects, internal service and enterprise funds;
 - (m) Any other data relating to fiscal conditions that the City Commission considers to be useful in considering the financial needs of the City;
 - (n) Printed copies of the City Commission's Adopted Budget, Financial Plan or any facsimile thereof shall contain all the above data unless otherwise approved by the City Commission.
14. The City Commission may authorize transfers between appropriation items by the CAO or CFO within limits stated in the appropriations measure. In no case, however, may such limits exceed those provided for in paragraph # 21 of this resolution.
 15. Appropriations accumulated at the Department level will be deemed maximum authorization to incur expenditures. The CAO or the CFO shall exercise supervision and control of all budgeted expenditures within these limits, holding expenditures below individual line-item appropriations or allowing overruns in individual line-items, providing that at no time shall the net expenditures exceed the total appropriation for each department as originally authorized or amended by the City Commission. Line-item detail by cost center and allotments, which provide a monthly calendarization of annual appropriations, as deemed necessary by the CFO, shall be maintained and utilized as an administrative tool for management information and cost control. The CFO shall not approve any expenditure beyond that necessary to accomplish stated program or work objectives authorized in the general appropriations measure as originally approved unless amended, in which case the amendment takes precedence.
 16. The CFO shall maintain, for all budgeted funds, appropriation ledger accounts in which are to be recorded such expenditures, encumbrances and obligations for the future payment of appropriated funds as the CCFO may approve.
 17. Each Purchase Order, Voucher, or Contract of the City of Adrian shall specify the funds and appropriation designated by number assigned in the accounting system classification from which it is payable and shall be paid from no other fund or appropriation. The necessary amount of the appropriation from such account shall be transferred pursuant to the provisions of this resolution to the appropriate general appropriation account and the expenditure then charged thereto.
 18. No obligation shall be incurred against, and no payment shall be made from, any appropriation account unless there is sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation. Any obligation incurred or payment authorized in violation of this resolution shall be void and any payment so made illegal, except those otherwise ordered by court judgment or decree.
 19. The CFO, after the end of each fiscal quarter, shall transmit to the City Commission a report depicting the financial condition of budgeted operations, including, but not limited to:
 - (a) A forecast of actual revenues by major source compared with budgeted revenues accompanied by an explanation of any significant variances; and
 - (b) A forecast of actual expenditures and encumbrances by department compared with authorized appropriations accompanied by an explanation of any significant variances.
 20. Direct expenditure and/or transfers of any unencumbered balance or any portion thereof in any appropriation for transfer account to any other appropriations account may not be made without amendment of the general appropriations measure as provided for in this resolution, except that transfers within and between budgeted funds and departments may be made by the CFO in the following instances:
 - (a) Transfers may be made between accounts as authorized by the CAO up to a maximum of \$10,000;

21. The Chief Administrative Officer (City Administrator) is granted expenditure authority up to a maximum of \$10,000 per transaction and, in compliance with Section 12.1 of the City Charter, sealed bids shall be obtained for all materials, supplies and public improvements in amounts equal to or greater than the aforementioned spending limit.
22. The City Commission may make supplemental appropriations by amending this general appropriations measure as provided by this resolution, provided that revenues in excess of those anticipated in the original appropriations measure become available due to:
 - (a) An unobligated surplus from prior years becoming available;
 - (b) Current year revenue exceeding original estimates in amounts sufficient enough to finance increased appropriations. The City Commission may make a supplemental appropriation by increasing the dollar amount of an appropriation item in the original general appropriations measure or by adding additional items. At the same time the estimated amount from the source of revenue to which the increase in revenue may be attributed shall be increased, or other source an amount shall be added to the appropriation account in a sum sufficient to equal the supplemental expenditure amount. In no case may such appropriation cause total estimated expenditures, including an accrued deficit, to exceed total estimated revenues, including an unappropriated surplus.
23. Whenever it appears to the CAO, CFO or City Commission that actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such funds were based, the CAO shall present to the City Commission recommendations which, if adopted, will prevent expenditures from exceeding available resources for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both. After receiving the recommendations of the CAO for bringing appropriations into balance with estimated revenues, the City Commission shall amend the general appropriations measure to reduce appropriations or shall approve such measures necessary to provide revenues sufficient to equal appropriations, or both.
24. All appropriations are annual and the unexpended portion shall lapse at year-end. Encumbrances and Appropriations Carried Forward will be recorded as a reservation of fund balance and the subsequent year's budget amended to provide authority to complete these transactions. Appropriations shall not be carried forward for more than six (6) months into the budget year following the year in which they were originally appropriated.
25. A member of the City Commission, the CAO, CFO, appointed official, administrative officer or employee of the City of Adrian shall not: (1) create a debt, incur a financial obligation on behalf of the City against an appropriation account in excess of the amount authorized, (2) apply or divert money of the City for purposes inconsistent with those specified in this general appropriations measure as approved and amended by the City Commission, not (3) forgive a debt or write off legitimate account receivable without appropriate authorization of the City Commission.
26. All Internal Service Fund budgets that have depreciable assets shall have a capital budget with detail supporting the amount of annual depreciation therein included, as well as a fiscal plan for replacing, upgrading or disposing of those assets.
27. The budgetary system shall be maintained on the same basis of accounting (generally accepted accounting principals) as the actual financial information is maintained.
28. Any violation of the general appropriations measure by the CAO, CFO, any administrative officer, employee or member of the City Commission detected through application of generally accepted accounting procedures utilized by the City of

Adrian, or disclosed in an audit of the financial records and accounts of the City, shall be filed with the State Treasurer and reported by the State Treasurer to the Attorney General. Pursuant to Public Act 621 of 1978, the Uniform Budgeting and Accounting Act for Local Government, the Attorney General shall review the report and initiate appropriate action against the person or persons in violation. For use and benefit of the City of Adrian, the Attorney General or Prosecuting Attorney may institute a civil and/or criminal action in a court of competent jurisdiction for the recovery of City funds disclosed by an examination to have been illegally expended or collected as a result of malfeasance, and for the recovery of public property disclosed to have been converted or misappropriated.

The provisions of this resolution shall be applied to the General Fund and all Special Revenue and Proprietary Funds of the City of Adrian, including Enterprise and Internal Service Funds

Administrator Nelson gave an overview of the proposed budget for FY2013-14, including the elimination of the Recreation Department.

On motion by Commissioner Jacobson, seconded by Commissioner Berryman Adams, this resolution was adopted by a unanimous vote.

R13-031

RE: APPROVAL OF NEZ APPLICATION FOR 1020 E MAUMEE STREET, CITY OF ADRIAN, LENAWEE COUNTY, MICHIGAN, PURSUANT TO AND IN ACCORDANCE WITH THE PROVISIONS OF THE NEIGHBORHOOD ENTERPRISE ZONE ACT, PUBLIC ACT 147 OF 1992

WHEREAS, the owner of real property at 1020 E Maumee Street, Adrian, Michigan has submitted an application for a Neighborhood Enterprise Zone Certificate for the rehabilitation of an existing home at 1020 E Maumee Street in the southeast neighborhood (NEZ District # 1) of Adrian as presented in the application on file; and

WHEREAS, the applicant is not delinquent in any taxes related to the facility; and

WHEREAS, the subject property, upon completion of the rehabilitation activities, will constitute a new facility within the meaning of PA 147 of 1992; and

WHEREAS, the applicant has supplied to the City of Adrian all of the items for a Neighborhood Enterprise Application Certificate, including the following: (a) general description of the facility; (b) general description of the proposed use of the rehabbed facility; (c) description of the general nature and extent of the rehabilitation to be undertaken, and (d) a time schedule for undertaking and completing the rehabilitation of the facility.

NOW, THEREFORE, BE IT RESOLVED: that the application for a Neighborhood Enterprise Zone Certificate with regard to the rehabilitation of real property with Tax ID # XAO-480-2004-00, 1020 E Maumee Street, City of Adrian, Lenawee County, Michigan, within the previously established NEZ District # 1, is hereby approved for a period of ten (10) years per the City of Adrian NEZ Policy.

On motion by Commissioner Warren, seconded by Commissioner Faulhaber, this resolution was adopted by a unanimous vote.

R13-032

RE: ATTORNEY – AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE A REVISED EASEMENT FOR 120 EAST MAUMEE STREET

WHEREAS, the City of Adrian previously granted an easement benefiting 120 East Maumee Street to Ruebin Burciaga; and

WHEREAS, the City has been approached by respective new owners of 120 East Maumee Street regarding revising said easement; and

WHEREAS, the new owners are requesting that the easement be revised so that it is more permanent in nature; and

WHEREAS, the City Attorney has reviewed this request and has included language to allow the City to remove certain equipment that is placed on the easement.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Clerk are authorized to execute the revised easement.

BE IT FURTHER RESOLVED that the original easement of February , 2001 is hereby revoked.

On motion by Commissioner Faulhaber, seconded by Commissioner Berryman Adams, this resolution was adopted by a 4-0-3 vote.

Yays: Commissioners Warren, Jacobson, Faulhaber, and Berryman Adams

Nays: None

Abstained: Mayor DuMars and Commissioners Gallatin and Carrico

R13-033

RE: ADMINISTRATION – Waive space requirement and approve permit for Hooligan’s Bar and Grill to operate a sidewalk café on East Maumee Street

WHEREAS, the owner of Hooligans Bar and Grill has requested a permit to operate a sidewalk café in front of its business located on East Maumee Street; and

WHEREAS, the proposed plan reduces the available sidewalk area to 5 feet; and

WHEREAS, the ordinance indicates that the minimum passageway should be no less than 6 feet; and

WHEREAS, said ordinance further provides that the City Commission may waive this requirement as long as the proposed use would not be contrary to the public interest, and would not encourage blight or have a chilling effect on area businesses; and

WHEREAS, the City Administrator has indicated that the proposed plan does meet the approval of the City Engineer with a 5 foot passageway.

NOW, THEREFORE, BE IT RESOLVED that the City Commission does hereby waive the space requirement as set forth above and does hereby approve plans to have a passageway to be no less than 5 feet.

On motion by Commissioner Faulhaber, seconded by Commissioner Carrico, this resolution was adopted by a unanimous vote.

R13-034

RE: ADMINISTRATION. Appeal of adverse decision to close Madison Street for Adrian College commencement.

WHEREAS, Adrian College has requested the city to close a portion of Madison Street for spring commencement activities; and

WHEREAS the city committee created to review such requests has reviewed and denied said request; and

WHEREAS, Adrian College has appealed this decision to be heard by the city commission,

NOW, THEREFORE, BE IT RESOLVED that the appeal of Adrian College be, and is hereby, (granted) (denied).

Commissioner Berryman Adams motioned to approve the appeal of Adrian College to close Madison Street during the Adrian College Commencement. This was seconded by Commissioner Faulhaber. Mayor DuMars stated that the street closure policy will be revisited and, with the exception of the downtown area and state roads, it will be possible to close a street for a fee of about \$200. to pay delivery and retrieval of barricades. Commissioner Gallatin asked if we could revisit the policy soon. The resolution was approved by a unanimous vote.

On motion by Commissioner Berryman Adams, seconded by Commissioner Faulhaber, this resolution **to appeal the decision to close Madison Street** is adopted by unanimous vote.

R13-035

RE: ADMINISTRATION - Resolution to accept or reject proposal from Savoy Energy, L.P. for purchase of real property and for an easement and right of way

WHEREAS, the City Administrator has received a written proposal from Savoy Energy, L.P. to purchase no less than 5 nor more than 7 acres of real property from the northerly portion of the Witt Farm for a price of \$10,000.00 per acre, to be used as a Central Processing Facility to serve oil and gas wells in the area of the Witt Farm and;

WHEREAS, the president of said company has verbally made a request to amend this offer to go up to a total of 8 acres for this purpose and;

WHEREAS, said proposal also includes a request for an easement from M-52 to the parcel to be purchased for ingress and egress, as well as a right of way to place a multi-line pipeline to connect area wells and;

WHEREAS, when production ceases, said pipeline would be removed, the site remediated and the city to be able to reacquire the property for \$1.00 if it so chooses;

NOW THEREFORE BE IT RESOLVED that the proposal of Savoy Energy, L.P. is hereby (rejected) or (accepted and that the city administrator be authorized to enter into an agreement including said terms and that the mayor and city clerk are authorized to execute all conveyance documents to close said transaction).

There was considerable discussion between the Commissioners as to whether this is a good idea; with some Commissioners questioning why Savoy would give us the money and others saying we could not lose anything by selling the land but would definitely benefit from the money.

On motion by Commissioner Faulhaber, seconded by Commissioner Jacobson, this resolution is adopted by a 5-2-0 vote.

Yays: Mayor DuMars and Commissioners Gallatin, Warren, Jacobson & Faulhaber

Nays: Commissioners Berryman Adams and Carrico

Abstained: None

PUBLIC COMMENTS

1. John Kuschell – 632 State St – asked if, in the future, it were possible for the Administrator to present the budget proposal and then allow the public an opportunity to comment on it before the Commission votes. He also asked what the City's plans are for the oil proceeds and what the City will do if the YMCA does not agree to take over the Recreation Department. Administrator Nelson mentioned a possibility was to allow the money to accumulate much like the Fee Estate and then use the proceeds for capital improvements. He also mentioned that the YMCA has given us every indication that they are prepared to go ahead with taking over the Recreation program.
2. Katherine Erard – Adrian Dominican Sister – asked that the account that the oil proceed money will go into be named in such a way that it can be easily followed by the public.
3. Gretchen Warwick – 1371 E Oregon Rd – is concerned about the environmental aspect of the oil drilling; wondered if it would be beneficial to use some of the money to have a fund for clean up if a spill ever occurs.
4. Jim Kline – 379 Highland Dr – could not understand how the City could be so certain that a public hazard is not being created by the oil drilling.

5. Brenda Vargas – City of Adrian – received a delinquent letter and was upset that she had to go home and bring back in her receipt to prove that she paid the bill.
6. Elise Garcia – Adrian Dominican Sisters – asked if the baseline testing could include the groundwater so there would be a reference point should there be any contamination of the ground.
7. Jacob McKenzie – wanted to let the Commission know that there was a Bohn Pool fund at City Hall and that there is a lock-in at the YMCA to raise money for the operation of Bohn Pool.
8. Mike Jacobitz – Planning Commission – asked the Commission to keep in mind that the Planning Commission and Ad Hoch Sign Committee took the concerns and recommendations in consideration as they drafted the new sign ordinance. The final product had the unanimous support of the Planning Commission and the Ad Hoch Committee.
9. Nancy Kerwin – 925 W Maumee St – questioned a sidewalk repair bill that she received for 925 W Maumee St. Kristin Bauer will look into her concern.
10. Jana Schutte – 1261 E Oregon Rd – asked the Commission not to forget the need for a Recreation Department and look into how we can get the Recreation Department back.
11. Chris Miller DDA- presented some issues with the proposed sign ordinance and asked that they be considered. He also thanked the Planning Commission for all of their work.
12. Victoria Powell – Madison Twsp – asked again for baseline studies of the area around and near the oil drilling.

COMMISSIONER COMMENTS

1. Commissioner Berryman Adams said that her thoughts and prayers are with anyone who has family in Boston or knows anyone that attended the Boston Marathon.
2. Commissioner Warren thanked Jacob McKenzie for his efforts to support Bohn Pool.
3. Commissioner Jacobson let people know of the scheduled meeting with the Adrian Dominican Sisters that was to take place at noon on Monday 4/15 but had to be canceled by Sister Kelly as she was called out of town. Also mentioned the plan of getting a forum together that would include a member of the DEQ to answer questions about the precautions used when drilling oil.

The next regular meeting of the Adrian City Commission will be held on Monday, May 7, 2013 at 7:00 p.m. in the City Chambers Building, 159 E. Maumee St, Adrian, MI 49221.

Greg DuMars
Mayor

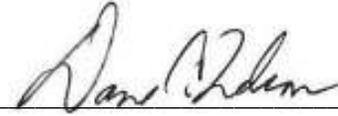
Pat Baker
City Clerk



CHECK REGISTER

May 6, 2013

I have examined the attached vouchers and recommend approval of them for payment.



Dane C. Nelson
City Administrator

DCN:mlld

RESOLVED, that disbursements be and they are hereby authorized for warrants directed to be drawn on the City Treasurer for the following:

Utility Department Vouchers	
Vouchers # 3774 through # 3786	\$310,360.32
General Fund	
Vouchers # 21377 through # 21419	\$608,969.95
Clearing Account Vouchers	
amounting to.....	<u>\$397,801.67</u>
TOTAL EXPENDITURES	<u>\$1,317,131.94</u>

On motion by Commissioner _____, seconded by
Commissioner _____, this resolution was _____
by a _____ vote.

May 6, 2013

UTILITIES FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
3774	\$ 61,397.02	City of Adrian Payroll	Payroll 4/12/13
3775	\$ 121,636.90	City of Adrian Clearing	AP Reg 4/15/13
3776	\$ 4,676.17	Citizens Gas	March 2013 Heating
3777	\$ 100.96	Frontier Communication	April 2013 Telephone
3778	\$ 44,156.51	Consumers Energy	April 2013 Electric
3779	\$ 48.33	City of Adrian	Trans. From Water to Garbage
3780	\$ 19.20	City of Adrian	Trans. From Water to Stormwater
3781	\$ 61,258.52	City of Adrian Payroll	Payroll 4/26/13
3782	\$ 13.62	City of Adrian	March 2013 Water
3783	\$ 1,618.89	Citizens Gas	March 2013 Heating
3784	\$ 15,339.49	Consumers Energy	April 2013 Electric
3785	\$ 39.51	Frontier Communication	April 2013 Telephone
3786	\$ 55.20	City of Adrian	Trans. From Water to Garbage
	\$ 310,360.32		
	\$ (121,636.90)	Less: Check 3775	
	\$ 188,723.42	TOTAL	

May 6, 2013

May 6, 2013

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
21377	\$ 203,354.83	City of Adrian Payroll	Payroll w/e 4/12/13
21378	\$ 14,694.19	First Federal Bank	Soc Sec w/e 4/12/13
21379	\$ 34.76	Nola's Transportation	Office Supplies/Power Washer Fuel
21380	\$ 26.40	Vernell Sumner	Refund Garbage Bill
21381	\$ 26.40	Charlotte Wilson	Refund Garbage Bill
21382	\$ 26.40	Mary Henagan	Refund Garbage Bill
21383	\$ 260,413.58	City of Adrian Clearing	AP Check Register 4/15/13
21384	\$ 4,957.07	Citizens Gas	March 2013 Heating
21385	\$ 35,786.00	Avery Oil and Propane	March 2013 Diesel/No Lead
21386	\$ 895.05	Frontier Communications	April 2013 Telephone
21387	\$ 5.38	Comcast	April 2013 Service
21388	\$ 52.80	Charles Kope	Refund Garbage Bill
21389	\$ 26.40	Robert Moore	Refund Garbage Bill
21390	\$ 15,505.36	Consumers Energy	April 2013 Electric
21391	\$ 1,362.00	OMNI	March 2013 EFT
21392	\$ 184.55	City of Adrian - Utilities	April 2013 EFT
21393	\$ 453.63	City of Adrian - Utilities	March 2013 EFT
21394	\$ 26.40	Timothy Young	Refund Garbage Bill
21395	\$ 26.40	Daniel Ajanel	Refund Garbage Bill
21396	\$ 52.80	Tommie Thornbury	Refund Garbage Bill
21397	\$ 7,360.05	Nola's Transportation	Payroll w/e 4/12/13
21398	\$ 384.04	City of Adrian - Utilities	April 2013 EFT
21399	\$ 504.71	City of Adrian - Utilities	April 2013 EFT
21400	\$ 26.40	Josian Clay Kaseman	Refund Garbage Bill
21401	\$ 201,899.97	City of Adrian - Payroll	Payroll w/e 4/26/13
21402	\$ 14,324.52	First Federal Bank	Soc Sec w/e 4/26/13
21403	\$ 350.00	MSU - Agricultural Hall	Citizen Planner Course
21404	\$ 580.00	Lenawee Co Register of Deeds	Recording fees 3269 N. Adrian
21405	\$ 210.86	City of Adrian - Utilities	April 2013 EFT
21406	\$ 45.00	Megan Boring	Refund T-Ball 2013
21407	\$ 10.00	Robert Breckel	Refund overpaid permit
21408	\$ 36.00	Facilities Research Group	Refund Contractor's Fee
21409	\$ 111.89	City of Adrian	March 2013 Water
21410	\$ 5,748.09	Citizens Gas	March 2013 Heating
21411	\$ 223.48	Consumers Energy	April 2013 Electric
21412	\$ 271.34	Frontier Communications	April 2013 Telephone
21413	\$ 711.04	Lenawee Co. Treasurer	Tax payments
21414	\$ 8,325.89	Nola's Transportation	May Insurance and HRA Contribution
21415	\$ 7,454.46	Nola's Transportation	Payroll w/e 4/27/13
21416	\$ 1,041.00	OMNI	April 2013 EFT
21417	\$ 10.00	Iott Electric	Refund Contractor's Fee
21418	\$ 10.00	Beckie DuShane	Refund Couch Potato to 5K
21419	\$ 81,834.39	Blue Cross Blue Shield	May 2013 Insurance Premium
	\$ 869,383.53		
	\$ (260,413.58)	Less : Check 21383	
	\$ 608,969.95		

May 6, 2013

EXP CHECK RUN DATES 10/01/2012 - 05/06/2013
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. ADRIAN AREA CHAMBER OF COMMERCE	25.00		
2. ADRIAN LOCKSMITH & CYCLERY	104.29		
3. ADRIAN MECHANICAL SERVICES CO	511.28		
4. ADRIAN-TECUMSEH FENCE CO	274.62		
5. AIRGAS USA, LLC	160.86		
6. ALERE TOXICOLOGY SERVICES INC	391.00		
7. AMAZON CREDIT PLAN	1,540.98		
8. AMERICAN TITLE CO. OF LENAWEE	300.00		
9. APPLE MAT RENTAL	231.60		
10. APPLIED SPECIALTIES INC	4,432.00		
11. ARCH WIRELESS	34.66		
12. AUTO ZONE COMMERCIAL	237.31		
13. AUTOMOTIVE SERVICE CO. INC	120.85		
14. AVERY COLOR STUDIOS, INC	227.00		
15. BAKER & TAYLOR BOOKS	526.07		
16. BARTOLO SURVEYING LLC	2,475.00		
17. BATTERY WHOLESALE	96.75		
18. GREG BELL CHEVROLET CADILLAC INC	1,752.27		
19. BELL EQUIPMENT CO	1,324.15		
20. BEST AIRE COMPRESSOR SERVICES, INC.	502.29		
21. BLACK SWAMP EQUIPMENT	163.34		
22. BLISSFIELD HEATING AND PLUMBING INC	825.00		
23. BOOK OF THE MONTH CLUB	39.45		
24. BS&A SOFTWARE	11,995.00		
25. BUCK & KNOBBY EQUIP CO INC	614.54		
26. CATHY CHESHER	106.40		
27. CLEAN CARE INC	59.00		
28. CLEGG ELECTRIC INC.	886.50		
29. COMCAST	10.76		
30. COMFORT ENTERPRISES INC.	195.00		
31. COMPUTER CARE COMPANY, INC.	49.95		
32. CONTINENTAL CARBONIC PRODUCTS INC	640.00		
33. CUTLER DICKERSON CO	1,071.13		
34. THE DAILY TELEGRAM	214.00		
35. DALE'S FENCING	275.00		
36. DETROIT FREE PRESS	192.02		
37. DOAN COMPANIES	190.50		
38. JACK DOHENY SUPPLIES INC	749.08		
39. E & B SALVAGE LLC	224.80		
40. EJ	5,690.04		
41. ELECTION SYSTEMS & SOFTWARE INC	508.09		
42. ENGLEWOOD ELECTRICAL SUPPLY	1,362.35		
43. ENVIRONMENTAL RESOURCE ASSOCIATES	169.27		
44. FASTENAL COMPANY	1,849.58		
45. FEDERAL EXPRESS	46.25		
46. FISHER SCIENTIFIC COMPANY LLC	529.42		
47. GALE	362.70		
48. GALLANT & SON	52.00		
49. JUAN GONZALEZ	110.00		

EXP CHECK RUN DATES 10/01/2012 - 05/06/2013
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Claimant	Amount Claimed	Amount Owed	Amount Rejected
50. GRAINGER INC.	219.05		
51. HACH COMPANY	123.95		
52. HUBBARD'S AUTO CENTER INC	793.02		
53. HYDRODYNAMICS, INC.	6,062.00		
54. INFOGROUP	630.00		
55. INGRAM LIBRARY SERVICES	97.80		
56. INSIGNIA GRAPHICS & SCREEN PRINTING	915.00		
57. INTOXIMETERS, INC	131.95		
58. J & B MEDICAL SUPPLY	28.04		
59. JONES & HENRY ENGINEERS, LTD.	2,281.57		
60. JONES CHEMICALS, INC.	3,297.00		
61. KEMIRA WATER SOLUTIONS INC	3,311.23		
62. KERR PUMP & SUPPLY, INC.	172.29		
63. KIRBY BUILT QUALITY PRODUCTS	595.44		
64. KONICA MINOLTA BUSINESS SOLUTIONS	25.53		
65. BRENT KUBALEK	102.00		
66. LA CROSSE FORAGE & TURF	2,600.00		
67. LAKE SUPERIOR MAGAZINE	177.12		
68. LANSING SANITARY SUPPLY INC	642.80		
69. LEGACY PRINTING	506.33		
70. LENAWEЕ COMMUNITY FOUNDATION	400.00		
71. LENAWEЕ COUNTY PRINTER	977.44		
72. LENAWEЕ COUNTY TREASURER	121,730.91		
73. LENAWEЕ DISTRICT LIBRARY	24.00		
74. LENAWEЕ TIRE & SUPPLY CO, INC.	2,780.98		
75. LEVA INTERNATIONAL, INC.	55.00		
76. LEXIS-NEXIS MATTHEW BENDER	596.27		
77. THE LIBRARY NETWORK	359.50		
78. LIFELOC TECHNOLOGIES INC	66.00		
79. LONG'S OUTDOOR POWER	350.86		
80. LUBRICATION ENGINEERS, INC	1,132.60		
81. LYDEN OIL COMPANY	2,163.88		
82. MANPOWER OF LANSING MI INC.	2,206.50		
83. MAPLE CITY SWINGERS	115.00		
84. ARIC MASSINGILL	60.89		
85. MC SPORTS	2,687.32		
86. MCGOWAN ELECTRIC SUPPLY INC	475.39		
87. MCNAUGHTON-MCKAY ELECTRIC CO.	1,560.00		
88. JACK METTERNICK	164.25		
89. MICHIGAN ASSOC OF MAYORS	85.00		
90. MICHIGAN ECONOMIC DEVELOPERS ASSOC	260.00		
91. MICHIGAN METER TECHNOLOGY GROUP INC	29,931.36		
92. MICHIGAN MUNICIPAL LEAGUE	200.00		
93. MICHIGAN RURAL WATER ASSOC	55.00		
94. STATE OF MICHIGAN	597.00		
95. MICROMARKETING LLC	904.45		
96. MIDWEST SCULPTURE INITIATIVE	6,200.00		
97. MIDWEST TAPE	936.05		

User: SHOLTZ

DB: Adrian

EXP CHECK RUN DATES 10/01/2012 - 05/06/2013
 BOTH JOURNALIZED AND UNJOURNALIZED
 OPEN

Claimant	Amount Claimed	Amount Owed	Amount Rejected
98. MILLIPORE CORPORATION	441.66		
99. MITCHELL WELDING	360.00		
100. MT BUSINESS TECHNOLOGIES, INC	218.28		
101. MUGS N' MORE IMAGING	7,128.00		
102. MUNICIPAL EMPLOYEES' RETIRE	84,764.03		
103. MUNICIPAL WEB SERVICES	495.00		
104. NOLA'S TRANSPORTATION	4,013.57		
105. JAMI ELIZABETH NORMAN	105.00		
106. NORTH EASTERN UNIFORMS & EQUIPMENT	1,715.96		
107. OCCUHEALTH - ADRIAN	94.00		
108. OFFICEMAX CONTRACT INC.	71.60		
109. OFFICIAL PAYMENTS CORPORATION	104.97		
110. OLIVER OF ADRIAN, INC.	1,600.00		
111. OSBURN ASSOCIATES INC	1,233.00		
112. PARACLETE PRESS INC	101.40		
113. PARAGON LABORATORIES INC	55.00		
114. DAVID PATE	753.20		
115. PATTERSON MEDICAL SUPPLY, INC	79.15		
116. PEERLESS SUPPLY INC	719.55		
117. PIONEER MANUFACTURING CO.	1,550.00		
118. PITNEY BOWES INC	3,000.00		
119. PLATINUM PLUS	1,564.21		
120. PREIN & NEWHOF ENGINEERS	272.00		
121. PROMEDICA CORP OF MICHIGAN	360.00		
122. QUICK SERVICE TRANSPORTATION	2,095.52		
123. QUILL CORPORATION	880.79		
124. R.S. TECHNICAL SERVICES INC	906.12		
125. SUSAN RAPER	33.00		
126. RECORDED BOOKS LLC.	272.20		
127. ROMERO, RUTH	38.62		
128. LAMAR W. RUFNER III	114.38		
129. SAFEWAY MOVING & STORAGE	408.00		
130. CHARLES SCHMENK	80.00		
131. SCHOLASTIC INC	529.00		
132. SEBCO BOOKS	1,157.62		
133. SENTINEL	1,687.88		
134. SHINE'S AUTO CLEAN	70.00		
135. SJS INVESTMENT CONSULTING INC	750.00		
136. SPENCER MANUFACTURING INC.	31.00		
137. ST VINCENT MEDICAL CENTER	1,150.00		
138. STAPLES CREDIT PLAN	18.44		
139. STATE INDUSTRIAL PRODUCTS	464.66		
140. STEVENS DISPOSAL	380.00		
141. STEVENSON LUMBER, INC.	229.55		
142. STITCH WIZARD EMBROIDERY INC	42.50		
143. SUPERMEDIA LLC	391.16		
144. TETRA TECH INC	3,720.00		
145. THOMAS SCIENTIFIC, INC	105.91		
146. THOMSON WEST	902.31		

EXP CHECK RUN DATES 10/01/2012 - 05/06/2013
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Claimant	Amount Claimed	Amount Owed	Amount Rejected
147. T-MOBILE	29.99		
148. TOBY'S INSTRUMENT SHOP INC	499.00		
149. TRACTOR SUPPLY COMPANY	130.87		
150. THE TRUCK SHOP INC	275.00		
151. TTE CLEANING LLC	580.00		
152. UIS PROGRAMMABLE	4,439.00		
153. UNIQUE PAVING MATERIALS CORP	53.50		
154. UNUM LIFE INSURANCE COMPANY	2,266.56		
155. USA BLUEBOOK	1,282.52		
156. USA TODAY	196.41		
157. UTILITIES REDUCTION SPECIALISTS INC	786.50		
158. VAN BRUNT TRANSPORT INC	4,131.63		
159. VERIZON	41.09		
160. WALTERS SWIM SUPPLIERS INC	136.49		
161. WATER ENVIRONMENT FED.	107.00		
162. WEISKOPF INDUSTRIES CORP	83.03		
163. WESTERN LIME CORPORATION	10,567.92		
164. WILD SWAN THEATER	700.00		
TOTAL ALL CLAIMS	397,801.67		



COMMUNICATIONS



MEMO

Date: April 24, 2013

To: Bronna Kahle Senior Citizens Coordinator

cc: Dane C. Nelson, City Administrator
Thomas McNaughton, Director – Lenawee County Dept. on Aging

From: Cindy L. Prue, Finance Director

Re: Senior Citizens Trust Fund – FY2012-13 Second and Third Quarter Financial Report

Please find attached the subject FY2012-13 Second and Third Quarter Financial Report, covering the period (Oct. 1, 2012 thru Mar. 31, 2013). All liquid assets of the Senior Citizens Trust Fund are invested in the MBIA Asset Management Account (MI-01-0062-0003), which is a money market fund that is readily accessible, which earns .16% in today's market. MBIA Municipal Investors Service Corporation is a Cooperative Liquid Assets Security System (CLASS) of Michigan, a City Commission approved repository of City Funds. If you need funds to cover a particular expense, these funds are easily accessible. It should be noted, however, that expenditures are processed through the City of Adrian's Check Register, which requires approval by the City Commission at its semi-monthly meeting. No withdrawals were made during the first quarter.

In addition, I have continued to include a summary of the investments resulting from the contribution of the Thelma H. Swigert Trust. Final Court disposition was achieved on July 3, 2008, with a current balance as of March 31, 2013 of \$501,492.57 in a Money Market Account (#61-0682-01-5) at United Bank & Trust – Trust Department.

If you have any questions or need for further information, please contact me at (517)264-4842.

SENIOR CITIZENS ENDOWMENT TRUST ACCOUNT
 CITY OF ADRIAN, MICHIGAN
 March 31, 2013

Financial Institution	INTEREST RATE	BEGINNING BALANCE	INVESTMENT EARNINGS	DEPOSITS/ DISBURSEMENTS	ENDING BALANCE
MBIA Asset Management Account (Account Number MI-01-0062-0003)	0.18%	\$19,416.55	\$10.68	\$0.00	\$19,427.23
Thelma H. Swigert Trust United Bank & Trust (Account Number 610682015)	2.25%	\$497,111.13	\$4,381.44	\$0.00	\$501,492.57



MEMO

135 E. Maumee St . Adrian, Michigan 49221-2773

DATE: April 29, 2013

TO: Hon. Greg DuMars, Mayor
City Commission
Dane C. Nelson, City Administrator

FROM: Cindy L Prue
Finance Director

SUBJECT: City of Adrian FY2012-13 Third Quarter Financial Forecast

Please find attached the Third Quarter Financial Forecast for the City of Adrian for Fiscal Year 2012-13. As of March 31, 2013, actual General Fund revenue - \$8,432,922 - exceeded expenditures - \$7,082,672 by \$1,350,250. However, this favorable variance is due to the timing of the Summer tax collection, which will be drawn down during the balance of the fiscal year. Based on the Quarter Report, forecasted revenues - \$10,570,829 - are expected to fall short of estimated expenditures - \$10,624,911 - by \$54,082.

Forecasted revenues are projected to exceed the Amended Budget by \$67,799 and forecasted expenditures are projected to exceed Amended Budget by \$121,881. Revenue favorability can be primarily attributed to \$60,000 for the sale of land at the Witt Farm to Savoy Energy. The increase in expenditures can be primarily attributable to an unanticipated retirement in the Finance Department and the transfer of funds to the Building Space Allocation fund.

In accordance with the Uniform Budgeting Act (Public Act 621 of 1978) for Local Units of Government, variances from budget are identified and explained in the Financial Forecast. As reflected in the Financial Forecast, expenditures through the third quarter are on track with the Amended Budget, with the exceptions noted above. A reconciliation of all budget amendments, including General Fund Contingency, is presented on Page 11 of the Financial Forecast.

In addition to the General Fund, all other Governmental (Special Revenue, Debt Service, and Capital Projects Funds) and Proprietary (Enterprise Funds, e.g., Water and Sewer Funds) have been included in the Financial Forecast. Generally, these funds are on track with the budget as amended, with the following exceptions:

- 1) The Local Street Fund (203) has received \$6,000 additional revenue from sidewalk assessments.
- 2) The DDA-TIF Fund (281) will not be making a \$2,000 transfer to the Community Development Fund as a result of discontinuation of the latter fund, resulting in a favorability in the DDA-TIF Fund. It should be noted that the DDA-TIF Fund paid off the Streetscape Loan last year, ending its accumulating liability to pay unused debt service funds to the schools. However, two of the three-year outstanding liability in the amount of \$282,904 has been paid to the schools, drawing down Unreserved Fund Balance to do so. The third year outstanding liability is being withheld until all three years have been audited by the State Department of Treasury.
- 3) The Sewer Fund (590) has experienced increased fees for Taps & Service - \$15,000.

- 4) The Water Fund (591) is expected to be \$38,714 favorable due to increased fees for Taps & Service - \$25,000 – and unspent contingency funds - \$13,714.
- 5) The Capital Projects Revolving Fund (598) is expected to be favorable by \$27,000 due to unspent contingency funds.
- 6) The Perpetual Care Fund (711) is expected to have a shortfall of (\$10,000) due to lower return on investments.

It should be noted that the amended FY2012-13 Financial Plan anticipates a draw down on Fund Equity in the following funds:

Local Street Fund (203)	\$(17,000)	Carry Forward for Sidewalks
Fee Estate Fund (205)	(562,874)	Design and Construct Comstock Park Retaining Wall
Brownfield Redevelopment (279)	(20,000)	Buckeye EPA Site Clean-up
Vibrant Small Cities Grant (283)	(113,308)	Completion of the Downtown Façade project
Water Capital Projects Fund (496)	(229,182)	Carry Forward Funds for capital improvements at the Merrick Street Facility and Water Plant, as well as Meter Replacement, Lime Dust Collection Equipment and an Underground Piercing Tool
Sewer Capital Projects Fund (497)	(210,562)	Carry Forward Funds for capital improvements at the Wastewater Plant, as well as Manhole Renovations, Brick Arch Design Services, Sanitary Sewer Improvements, I&I Abatement
Auto Parking Fund (585)	(125,667)	Carry Forward Funds for capital improvements for downtown parking lots, as well as final payment on the construction of Farmers' Market Pavilion
Sewer Fund (590)	(777,133)	Sewer Fund Operations & Brick Arch Project
Water Fund (591)	(218,429)	Misc. Purification & Pump System Repairs
Storm Water Utility Fund (598)	(56,856)	Pollution Control System, Catch Basin Cleaning and Rain Garden Contract
Information Technology Fund	(271,800)	Planned draw down on Fund Balance to minimize user charges, as well as fund Oracle SQL Upgrade and Polaris Upgrade at the Library
Motor Vehicle Pool (662)	(203,577)	Carry Forward Funds for new Fire Truck
Total	<u>\$ (2,806,388)</u>	

All of the foregoing draw-downs on fund balance were either planned, with sufficient funding available, or a result of previously authorized appropriations which were encumbered or carried forward into the ensuing budget.

If you have any questions or need for further information, please contact my office.

CITY OF ADRIAN
FY2012-13 SECOND QUARTER FINANCIAL FORECAST
March 31, 2013

<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
GENERAL FUND REVENUE (101):					
Revenues					
Dept 101.00: CITY COMMISSION					
489.000 MISC. PROMOTIONS	\$100	\$50	(\$50)	\$0	\$0
695.000 OTHER	0	50	50	100	100
Total - Dept 101.00	\$100	\$100	\$0	\$100	\$100
Dept 172.00: CITY ADMINISTRATOR					
532.000 ADMINISTRATION INCOME	\$200	\$200	\$0	\$255	\$100
671.000 RENTS	0	5,100	5,100	7,650	9,350
672.000 OIL LEASE PROCEEDS	18,000	183,220	165,220	185,219	185,219
673.000 RENT-ADRIAN TRAINING SCHOOL	10,200	16,000	5,800	19,000	16,000
695.000 OTHER	200	200	0	120	200
Total - Dept 209.00	\$28,600	\$204,720	\$176,120	\$212,244	\$210,869
Dept 201.00: FINANCE DEPARTMENT					
445.000 PENALTIES & INTEREST ON TAXES	\$77,000	\$77,000	\$0	\$28,589	\$77,000
607.000 TAX COLLECTION FEES	210,000	210,000	0	159,241	210,000
664.000 INVESTMENT INCOME	80,000	40,000	(40,000)	21,835	40,000
676.133 CONTRIB.-INDIRECT COST ALLOCATION	192,392	192,392	0	144,309	192,392
683.000 SALE OF PROPERTY	0	1,000	1,000	1,000	1,000
685.000 SALE OF EQUIPMENT	2,500	2,500	0	0	0
695.000 OTHER	100	100	0	407	100
696.000 CASH OVER/SHORT	100	100	0	749	750
Total - Dept 201.00	\$562,092	\$523,092	(\$39,000)	\$356,130	\$521,242
Dept 209.00: CITY ASSESSOR					
444.000 PRINCIPLE RES. DENIAL PENALTY	\$5,000	\$5,000	\$0	\$357	\$1,000
488.000 CONTRACT SERVICES REVENUE	100	100	0	0	100
Total - Dept 209.00	\$5,100	\$5,100	\$0	\$357	\$1,100
Dept 210.00: CITY ATTORNEY					
488.000 CONTRACT SERVICES	\$11,000	\$11,000	\$0	\$8,253	\$11,000
Total - Dept 210.00	\$11,000	\$11,000	\$0	\$8,253	\$11,000
Dept 215.00: CITY CLERK					
454.000 JUNK DEALERS & SCAVENGERS	\$100	\$100	\$0	\$0	\$100
458.000 VENDORS-HAULERS & PEDDLERS	300	300	0	0	200
459.000 AMUSEMENTS	2,600	2,600	0	395	2,600
460.000 BOWLING & BILLIARDS	100	100	0	0	100
608.000 SCHOOL ELECTION FEES	0	0	0	100	100
644.000 PRINTED MATERIALS	100	100	0	0	100
695.000 OTHER	1,100	5,100	4,000	4,724	5,000
Total - Dept 215.00	\$4,300	\$8,300	\$4,000	\$5,219	\$8,200

CITY OF ADRIAN
FY2012-13 SECOND QUARTER FINANCIAL FORECAST
March 31, 2013

<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
Dept 226.00: HUMAN RESOURCES					
691.000 VENDING PROCEEDS-WELLNESS	\$100	\$100	\$0	\$0	\$0
693.000 WELLNESS PROCEEDS	100	100	0	0	0
Total - Dept 226.00	\$200	\$200	\$0	\$0	\$0
Dept 276.00: CEMETERY					
625.000 ENGRAVING	\$500	\$500	\$0	\$0	\$100
628.000 FOUNDATIONS - CEMETERY	10,000	10,000	0	5,095	10,000
629.000 GRAVE OPENINGS	40,000	40,000	0	26,935	38,000
630.000 UPKEEP OF CEM LOTS (NOT PC)	10,000	8,000	(2,000)	0	0
642.000 PET CEMETERY	100	100	0	0	0
643.000 CEMETERY LOTS	2,400	2,400	0	1,438	2,400
676.711 TRANSFER-PERPETUAL CARE FUND	40,000	40,000	0	30,000	40,000
695.000 OTHER	0	2,000	2,000	2,000	2,000
Total - Dept 276.00	\$103,000	\$103,000	\$0	\$65,468	\$92,500
Dept 301.00: POLICE DEPARTMENT					
455.000 PARKING FINES	\$600	\$100	(\$500)	\$755	\$100
506.000 SPS SRO GRANT	42,000	42,000	0	32,667	42,000
513.000 BULLET PROOF VEST GRANT	2,000	2,000	0	0	2,000
534.000 NARCOTIC ENFORCEMENT GRANT	30,200	30,200	0	9,047	30,200
540.000 POLICE JAG GRANT - COMPUTER EQUIP.	0	15,500	15,500	15,425	15,500
543.000 POLICE TRAINING GRANT	6,000	6,000	0	2,716	6,000
576.000 LIQUOR LICENSES	13,000	13,500	500	13,596	13,500
623.000 LIVE SCAN MAINTENANCE FEE	2,050	2,050	0	0	2,050
624.000 LIVESCAN APPLICANT FINGERPRINTING	10,000	10,000	0	17,765	19,000
627.000 DUPLICATING & PHOTOSTATS	4,000	4,000	0	3,506	4,000
656.000 PARKING FINES	18,000	18,000	0	16,413	28,000
659.000 ORDINANCE FINES & COSTS	75,000	70,300	(4,700)	47,034	70,300
660.000 TOW & IMPOUND FEES	12,000	12,000	0	9,965	12,000
675.000 DONATIONS-PRIVATE	5,000	5,000	0	0	0
675.001 DONATIONS-POLICE RESERVES	3,000	3,000	0	1,940	3,000
375.002 DONATIONS-RESERVE OFFICER ADVISOR	800	800	0	0	800
675.008 DONATIONS - AUXILLIARY	0	200	200	0	200
676.701 CONTRIB - TRUST FUND	11,500	12,000	500	12,000	12,000
684.000 SAFETY CITY	2,000	2,000	0	0	2,000
685.000 SALE OF EQUIPMENT	5,500	5,500	0	1,223	3,000
694.000 SEX OFFENDER REGISTRATION	500	500	0	570	600
695.000 OTHER	4,000	4,000	0	283	500
Total - Dept 301.00	\$247,150	\$258,650	\$11,500	\$184,905	\$266,750

CITY OF ADRIAN
FY2012-13 SECOND QUARTER FINANCIAL FORECAST
March 31, 2013

<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
DEPT 336.00: FIRE DEPARTMENT					
550.000 FED EMERGENCY MGT - SAFER GRANT	\$0	\$225,559	\$225,559	\$70,634	\$225,559
686.000 FIRE TRAINING CLASSES	0	700	700	692	900
695.000 OTHER	0	2,000	2,000	1,850	2,000
Total - Dept 336.00	\$0	\$228,259	\$228,259	\$73,176	\$228,459
Dept 371.00: INSPECTION DEPARTMENT					
454.000 JUNK DEALERS & SCAVENGERS	\$200	\$200	\$0	\$10	\$200
458.000 VENDORS-HAULERS & PEDDLERS	400	400	0	330	400
463.000 PERMITS-SIGNS & HANGERS	1,000	1,000	0	1,082	1,200
477.000 BUILDING	100,000	97,000	(3,000)	49,880	97,000
478.000 ELECTRICAL	25,000	25,000	0	22,045	25,000
479.000 HEATING	30,000	30,000	0	20,115	30,000
482.000 PLUMBING	15,000	15,000	0	15,337	17,000
483.000 SEWER TAPPING	100	100	0	0	100
485.000 ZONING PERMITS & FEES	3,000	3,000	0	2,100	3,000
486.000 MISCELLANEOUS	500	500	0	266	500
487.000 RENTAL HOUSING REGISTRATION	15,000	18,000	3,000	24,724	27,000
673.106 WEED MOWING	4,000	4,000	0	1,792	6,000
Total - Dept 371.00	\$194,200	\$194,200	\$0	\$137,681	\$207,400
Dept 441.00: DEPARTMENT OF PUBLIC WORKS					
481.000 SIDEWALK-CURB & EXCAVATING	\$2,000	\$2,000	\$0	\$2,180	\$2,000
690.000 SALE OF COMPOST	0	100	100	90	100
695.004 SALE OF SIGNS	300	200	(100)	10	200
Total - Dept 441.00	\$2,300	\$2,300	\$0	\$2,280	\$2,300
Dept 449.00: ENGINEERING DEPARTMENT					
483.000 STORM SEWER TAPPING	\$100	\$100	\$0	\$0	\$100
671.000 RENTS	24,000	24,000	0	24,550	24,000
671.588 RENT - LENAWEE TRANSPORTATION	4,000	4,000	0	3,042	4,000
Total - Dept 449.00	\$28,100	\$28,100	\$0	\$27,592	\$28,100

CITY OF ADRIAN
FY2012-13 SECOND QUARTER FINANCIAL FORECAST
March 31, 2013

<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
Dept 691.00: RECREATION DEPARTMENT					
651.053 USE/ADM FEES-REC-CONCESSIONS	\$24,700	\$24,700	\$0	\$17,466	\$24,700
651.054 USE/ADM FEES-REC-YOUTH SPORTS	13,700	13,700	0	8,677	13,700
651.055 USE/ADM FEES-REC-ADULT SPORTS	87,100	87,100	0	53,435	87,100
651.056 USE/ADM FEES-REC-YOUTH PROGRAM	13,500	13,500	0	5,544	13,500
651.058 USE/ADM FEES-REC-SPECIAL EVENT	26,000	26,000	0	24,506	26,000
651.059 USE/ADM FEES-REC-PIOTTER CENTER	49,600	49,600	0	30,126	49,600
651.060 USE/ADM FEES-REC-SKATE PARK	5,950	5,950	0	3,110	5,950
651.061 USE/ADM FEES-REC-AQUATICS	80,500	80,500	0	31,217	80,500
651.062 USE/ADM FEES-REC-ADULT CLASSES	13,200	13,200	0	9,465	13,200
651.072 USE/ADM FEES-REC-SHELTER USE	7,750	7,750	0	3,514	7,750
675.000 DONATIONS-PRIVATE	12,500	12,500	0	18,615	12,500
676.701 CONTRIBUTION-TRUST FUND	0	1,600	1,600	0	1,600
Total - Dept 691.00	\$334,500	\$336,100	\$1,600	\$205,675	\$336,100
Dept 691.01: ADRIAN AREA LITTLE LEAGUE					
651.040 USE/ADM FEES-REC-TOURNAMENTS	\$200	\$200	\$0	\$0	\$200
651.041 USE/ADM FEES-REC-TBALL	4,900	4,900	0	1,241	4,900
651.042 USE/ADM FEES-REC-MACHINE PITCH	6,500	6,500	0	2,270	6,500
651.043 USE/ADM FEES-REC-MINORS	7,200	7,200	0	3,705	7,200
651.044 USE/ADM FEES-REC-MAJORS	5,200	5,200	0	4,515	5,200
651.045 USE/ADM FEES-REC-JUNIORS	4,000	4,000	0	635	4,000
651.058 USE/ADM FEES-REC-REC-SPECIAL EVENT	0	3,000	3,000	0	3,000
675.000 DONATIONS - PRIVATE	6,000	6,000	0	4,000	6,000
Total - Dept 691.01	\$34,000	\$37,000	\$3,000	\$16,366	\$37,000
Dept 697.00: PARKS & FORESTRY DIVISION					
673.106 WEED MOWING	\$35,000	\$35,000	\$0	\$15,408	\$35,000
695.000 OTHER	500	500	0	0	500
Total - Dept 697.00	\$35,500	\$35,500	\$0	\$15,408	\$35,500

CITY OF ADRIAN
FY2012-13 SECOND QUARTER FINANCIAL FORECAST
March 31, 2013

<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
Dept 738.00: ADRIAN PUBLIC LIBRARY					
567.000 LIBRARY STATE AID	\$6,000	\$4,740	(\$1,260)	\$4,741	\$4,740
627.000 DUPLICATING & PHOTOSTATS	5,000	5,000	0	2,227	5,000
651.000 APPLICATION FEE	3,000	3,000	0	1,885	3,000
655.000 SALES & CONCESSIONS	1,000	1,000	0	115	500
657.000 LIBRARY BOOK FINES	8,000	8,000	0	3,796	5,300
658.000 PENAL FINES	90,000	95,560	5,560	95,560	95,560
671.000 RENTS	1,500	1,200	(300)	1,125	1,200
675.073 DONATIONS-PRIVATE-LIBRARIES	8,000	8,000	0	3,424	8,000
676.004 CONTRIB-LENAWEE COUNTY	0	2,400	2,400	2,399	2,400
676.101 TRANSFER-GENERAL FUND-LIB DEF REV	10,000	7,700	(2,300)	7,700	7,700
Total - Dept 738.00	\$132,500	\$136,600	\$4,100	\$122,972	\$133,400
DEPT 895: ECONOMIC DEVELOPMENT					
671.000 RENTS	\$4,000	\$0	(\$4,000)	\$0	\$0
675.075 DONATIONS-PRIVATE-CITIZENS GAS	225,000	225,000	0	112,500	225,000
676.281 TRANSFER-DDA-TIF FUND	2,000	-	(2,000)	0	-
695.000 OTHER-CDBG LOAN WRITE-OFF	(26,258)	-	26,258	0	-
Total - Dept 895	\$204,742	\$225,000	\$20,258	\$112,500	\$225,000
Dept 990.00: NON-DEPARTMENTAL					
404.000 CURRENT REAL PROPERTY TAX	\$4,397,530	\$4,397,530	\$0	\$4,381,230	\$4,397,530
405.000 CURRENT PERS PROP TAX	957,600	957,600	0	954,532	957,600
406.000 DELQ PERS PROP TAX	9,000	9,000	0	0	9,000
425.000 PAYMENT IN LIEU OF TAXES	40,000	40,000	0	0	40,000
457.000 TRAILER	4,000	4,000	0	3,046	4,000
575.000 SALES & USE TAX	1,553,029	1,553,029	0	1,046,703	1,553,029
575.001 ECONOMIC VITALITY INCENTIVE PAYMENT	407,808	407,808	0	286,437	407,808
661.000 CIVIL INFRACTIONS	700	700	0	500	700
675.000 DONATIONS-PRIVATE	100	100	0	0	100
675.059 DONATIONS-PRIVATE-SENIOR CENTER	100	100	0	0	100
675.077 DONATIONS-PRIVATE-TV CABLE	217,100	224,100	7,000	173,835	224,100
676.702 CONTRIBUTION-ENDOWMENT TRUST FUND	100	100	0	15	100
683.000 SALE OF PROPERTY	1,000	1,450	450	1,450	61,450
695.000 OTHER	130,000	95,550	(34,450)	38,848	95,550
697.000 PRIOR YEARS REVENUE	0	474,742	474,742	0	474,742
Total - Dept 990.00	\$7,718,067	\$8,165,809	\$447,742	\$6,886,596	\$8,225,809
Total Revenues	\$9,645,451	\$10,503,030	\$857,579	\$8,432,922	\$10,570,829

CITY OF ADRIAN
FY2012-13 SECOND QUARTER FINANCIAL FORECAST
March 31, 2013

<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
GENERAL FUND EXPENDITURES (101):					
101.00 CITY COMMISSION					
SALARIES & FRINGE BENEFITS	\$27,814	\$27,814	\$0	\$20,138	\$27,814
OPERATING	74,695	86,145	11,450	61,112	81,145
CAPITAL OUTLAY	0	0	0	0	0
TOTAL	<u>\$102,509</u>	<u>\$113,959</u>	<u>\$11,450</u>	<u>\$81,250</u>	<u>\$113,959</u>
172.00 CITY ADMINISTRATOR					
SALARIES & FRINGE BENEFITS	\$186,484	\$186,484	\$0	\$136,747	\$186,484
OPERATING	17,740	17,740	0	12,164	17,740
CAPITAL OUTLAY	10,000	10,000	0	0	5,000
TOTAL	<u>\$214,224</u>	<u>\$214,224</u>	<u>\$0</u>	<u>\$148,911</u>	<u>\$199,224</u>
191.00 ELECTION DEPARTMENT					
SALARIES & FRINGE BENEFITS	\$10,500	\$10,500	\$0	\$9,075	\$9,500
OPERATING	12,900	12,900	0	10,516	12,900
CAPITAL OUTLAY	0	0	0	0	0
TOTAL	<u>\$23,400</u>	<u>\$23,400</u>	<u>\$0</u>	<u>\$19,591</u>	<u>\$22,400</u>
201.00 FINANCE DEPARTMENT					
SALARIES & FRINGE BENEFITS	\$391,296	\$391,296	\$0	\$317,529	\$403,296
OPERATING	(21,256)	(2,256)	19,000	3,621	(2,256)
CAPITAL OUTLAY	0	0	0	0	0
TOTAL	<u>\$370,040</u>	<u>\$389,040</u>	<u>\$19,000</u>	<u>\$321,150</u>	<u>\$401,040</u>
209.00 CITY ASSESSOR					
SALARIES & FRINGE BENEFITS	\$96,713	\$96,713	\$0	\$70,207	\$96,713
OPERATING	46,554	54,554	8,000	23,791	48,554
CAPITAL OUTLAY	0	0	0	0	0
TOTAL	<u>\$143,267</u>	<u>\$151,267</u>	<u>\$8,000</u>	<u>\$93,998</u>	<u>\$145,267</u>
210.00 CITY ATTORNEY					
SALARIES & FRINGE BENEFITS	\$135,319	\$135,319	\$0	\$99,784	\$135,319
OPERATING	19,970	19,970	0	11,852	19,970
CAPITAL OUTLAY	0	0	0	0	0
TOTAL	<u>\$155,289</u>	<u>\$155,289</u>	<u>\$0</u>	<u>\$111,636</u>	<u>\$155,289</u>

CITY OF ADRIAN
FY2012-13 SECOND QUARTER FINANCIAL FORECAST
March 31, 2013

<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
215.00 CITY CLERK					
SALARIES & FRINGE BENEFITS	\$91,006	\$91,006	\$0	\$70,717	\$91,006
OPERATING	20,602	20,602	0	12,037	20,602
CAPITAL OUTLAY	0	0	0	0	0
TOTAL	<u>\$111,608</u>	<u>\$111,608</u>	<u>\$0</u>	<u>\$82,754</u>	<u>\$111,608</u>
226.00 HUMAN RESOURCES DEPARTMENT					
SALARIES & FRINGE BENEFITS	\$103,319	\$103,319	\$0	\$74,468	\$103,319
OPERATING	68,863	71,863	3,000	26,499	71,863
CAPITAL OUTLAY	0	0	0	0	0
TOTAL	<u>\$172,182</u>	<u>\$175,182</u>	<u>\$3,000</u>	<u>\$100,967</u>	<u>\$175,182</u>
276.00 CEMETERY					
SALARIES & FRINGE BENEFITS	\$219,260	\$219,260	\$0	\$150,176	\$219,260
OPERATING	61,891	62,100	209	36,837	62,100
CAPITAL OUTLAY	12,000	12,000	0	9,359	12,000
TOTAL	<u>\$293,151</u>	<u>\$293,360</u>	<u>\$209</u>	<u>\$196,372</u>	<u>\$293,360</u>
301.00 POLICE DEPARTMENT					
SALARIES & FRINGE BENEFITS	\$2,358,888	\$2,378,185	\$19,297	\$1,714,794	\$2,378,185
OPERATING	284,513	308,813	24,300	222,908	308,813
CAPITAL OUTLAY	11,500	11,500	0	9,099	11,500
TOTAL	<u>\$2,654,901</u>	<u>\$2,698,498</u>	<u>\$43,597</u>	<u>\$1,946,801</u>	<u>\$2,698,498</u>
336.00 FIRE DEPARTMENT					
SALARIES & FRINGE BENEFITS	\$1,291,365	\$1,519,924	\$228,559	\$1,046,419	\$1,519,924
OPERATING	173,876	183,416	9,540	121,640	183,416
CAPITAL OUTLAY	30,000	39,000	9,000	319	39,000
TOTAL	<u>\$1,495,241</u>	<u>\$1,742,340</u>	<u>\$247,099</u>	<u>\$1,168,378</u>	<u>\$1,742,340</u>

CITY OF ADRIAN
FY2012-13 SECOND QUARTER FINANCIAL FORECAST
March 31, 2013

<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
371.00 INSPECTION DEPARTMENT					
SALARIES & FRINGE BENEFITS	\$299,163	\$299,163	\$0	\$208,943	\$299,163
OPERATING	55,342	56,342	1,000	42,848	56,342
CAPITAL OUTLAY	0	0	0	0	0
TOTAL	<u>\$354,505</u>	<u>\$355,505</u>	<u>\$1,000</u>	<u>\$251,791</u>	<u>\$355,505</u>
441.00 DEPARTMENT OF PUBLIC WORKS					
SALARIES & FRINGE BENEFITS	\$481,407	\$481,407	\$0	\$183,696	\$481,407
OPERATING	(371,686)	(337,430)	34,256	(9,405)	(337,430)
CAPITAL OUTLAY	12,000	12,000	0	9,494	12,000
TOTAL	<u>\$121,721</u>	<u>\$155,977</u>	<u>\$34,256</u>	<u>\$183,785</u>	<u>\$155,977</u>
442.00 CENTRAL STORES SUPPLY					
SALARIES & FRINGE BENEFITS	\$4,000	\$4,000	\$0	\$1,759	\$4,000
OPERATING	(4,000)	(4,000)	0	(6,393)	(4,000)
CAPITAL OUTLAY	0	0	0	0	0
TOTAL	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>(\$4,634)</u>	<u>\$0</u>
449.00 ENGINEERING DEPARTMENT					
SALARIES & FRINGE BENEFITS	\$47,612	\$47,612	\$0	\$24,405	\$47,612
OPERATING	18,913	18,913	0	22,563	18,913
CAPITAL OUTLAY	0	0	0	0	0
TOTAL	<u>\$66,525</u>	<u>\$66,525</u>	<u>\$0</u>	<u>\$46,968</u>	<u>\$66,525</u>
450.00 STREET LIGHTING					
SALARIES & FRINGE BENEFITS	\$0	\$0	\$0	\$0	\$0
OPERATING	169,000	169,000	0	100,481	169,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL	<u>\$169,000</u>	<u>\$169,000</u>	<u>\$0</u>	<u>\$100,481</u>	<u>\$169,000</u>
550.00 FIXED EXPENSES					
DEBT SERVICE	\$448,710	\$448,710	\$0	\$448,709	\$448,710
TOTAL	<u>\$448,710</u>	<u>\$448,710</u>	<u>\$0</u>	<u>\$448,709</u>	<u>\$448,710</u>

CITY OF ADRIAN
FY2012-13 SECOND QUARTER FINANCIAL FORECAST
March 31, 2013

<u>FUND/DEPARTMENT</u>	FY2012-13 ADOPTED BUDGET	FY2012-13 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST
691.00 RECREATION DEPARTMENT					
SALARIES & FRINGE BENEFITS	\$502,532	\$502,532	\$0	\$340,507	\$502,532
OPERATING	176,397	276,252	99,855	165,728	276,252
CAPITAL OUTLAY	32,700	50,250	17,550	17,097	50,250
TOTAL	<u>\$711,629</u>	<u>\$829,034</u>	<u>\$117,405</u>	<u>\$523,332</u>	<u>\$829,034</u>
691.01 ADRIAN AREA LITTLE LEAGUE					
SALARIES & FRINGE BENEFITS	\$6,000	\$6,000	\$0	\$993	\$6,000
OPERATING	23,400	26,400	3,000	5,094	26,400
CAPITAL OUTLAY	0	0	0	0	0
TOTAL	<u>\$29,400</u>	<u>\$32,400</u>	<u>\$3,000</u>	<u>\$6,087</u>	<u>\$32,400</u>
696.00 PARKS & FORESTRY GARAGE					
SALARIES & FRINGE BENEFITS	\$0	\$0	\$0	\$0	\$0
OPERATING	370	76,120	75,750	58,786	76,120
CAPITAL OUTLAY	0	0	0	0	0
TOTAL	<u>\$370</u>	<u>\$76,120</u>	<u>\$75,750</u>	<u>\$58,786</u>	<u>\$76,120</u>
697.00 PARKS & FORESTRY DEPARTMENT					
SALARIES & FRINGE BENEFITS	\$308,543	\$308,453	(\$90)	\$193,638	\$308,453
OPERATING	100,356	105,347	4,991	52,812	105,347
CAPITAL OUTLAY	141,500	144,500	3,000	47,873	144,500
TOTAL	<u>\$550,399</u>	<u>\$558,300</u>	<u>\$7,901</u>	<u>\$294,323</u>	<u>\$558,300</u>
698.00 PARKS & FORESTRY - HERITAGE PARK					
SALARIES & FRINGE BENEFITS	\$91,131	\$91,131	\$0	\$50,071	\$91,131
OPERATING	27,110	56,692	29,582	36,492	56,692
CAPITAL OUTLAY	0	0	0	9,830	0
TOTAL	<u>\$118,241</u>	<u>\$147,823</u>	<u>\$29,582</u>	<u>\$96,393</u>	<u>\$147,823</u>
700.00 ADRIAN FENCE PROPERTY					
SALARIES & FRINGE BENEFITS	\$0	\$0	\$0	\$0	\$0
OPERATING	0	30	30	28	30
CAPITAL OUTLAY	0	0	0	0	0
TOTAL	<u>\$0</u>	<u>\$30</u>	<u>\$30</u>	<u>\$28</u>	<u>\$30</u>
701.00 ADRIAN TRAINING SCHOOL					
SALARIES & FRINGE BENEFITS	\$0	\$0	\$0	\$0	\$0
OPERATING	29,300	29,300	0	21,975	29,300
CAPITAL OUTLAY	0	0	0	0	0
TOTAL	<u>\$29,300</u>	<u>\$29,300</u>	<u>\$0</u>	<u>\$21,975</u>	<u>\$29,300</u>

CITY OF ADRIAN
FY2012-13 SECOND QUARTER FINANCIAL FORECAST
March 31, 2013

<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
738.00 ADRIAN PUBLIC LIBRARY					
SALARIES & FRINGE BENEFITS	\$379,209	\$379,209	\$0	\$279,234	\$379,209
OPERATING	318,305	318,505	200	245,707	318,505
CAPITAL OUTLAY	0	7,608	7,608	2,345	7,608
TOTAL	<u>\$697,514</u>	<u>\$705,322</u>	<u>\$7,808</u>	<u>\$527,286</u>	<u>\$705,322</u>
801.00 PLANNING COMMISSION					
OPERATING	\$12,000	\$21,850	\$9,850	\$18,050	\$21,850
CAPITAL OUTLAY	0	0	0	0	0
TOTAL	<u>\$12,000</u>	<u>\$21,850</u>	<u>\$9,850</u>	<u>\$18,050</u>	<u>\$21,850</u>
836.00 OTHER PROJECTS					
SALARIES & FRINGE BENEFITS	\$14,000	\$14,000	\$0	\$323	\$14,000
OPERATING	90,900	90,900	0	34,583	90,900
CAPITAL OUTLAY	0	0	0	0	0
TOTAL	<u>\$104,900</u>	<u>\$104,900</u>	<u>\$0</u>	<u>\$34,906</u>	<u>\$104,900</u>
895.00 ECONOMIC DEVELOPMENT					
SALARIES & FRINGE BENEFITS	\$163,109	\$163,109	\$0	\$123,716	\$163,109
OPERATING	61,638	61,638	0	33,882	61,638
CAPITAL OUTLAY	0	0	0	0	0
TOTAL	<u>\$224,747</u>	<u>\$224,747</u>	<u>\$0</u>	<u>\$157,598</u>	<u>\$224,747</u>
965.00 TRANSFERS OUT					
CONTRIBUTION - AUTO PARKING	\$60,000	\$60,000	\$0	\$45,000	\$60,000
CONTRIBUTION - DIAL-A-RIDE	89,974	89,974	0	0	89,974
CONTRIBUTION - BLDG SPACE ALLOC	0	268,119	268,119	0	400,000
TOTAL	<u>\$149,974</u>	<u>\$418,093</u>	<u>\$268,119</u>	<u>\$45,000</u>	<u>\$549,974</u>
990.00 NON-DEPARTMENTAL					
CONTINGENCY	\$120,704	\$91,227	(\$29,477)	\$0	\$91,227
TOTAL	<u>\$120,704</u>	<u>\$91,227</u>	<u>(\$29,477)</u>	<u>\$0</u>	<u>\$91,227</u>
TOTAL GENERAL FUND EXPENDITURES	<u><u>\$9,645,451</u></u>	<u><u>\$10,503,030</u></u>	<u><u>\$857,579</u></u>	<u><u>\$7,082,672</u></u>	<u><u>\$10,624,911</u></u>
REVENUE OVER/(UNDER) EXP.	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$1,350,250</u></u>	<u><u>(\$54,082)</u></u>

**CITY OF ADRIAN
 FY2012-13 SECOND QUARTER FINANCIAL FORECAST
 March 31, 2013**

<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
<u>RECONCILIATION BETWEEN ADOPTED AND AMENDED BUDGET</u>					
ADOPTED BUDGET			\$9,645,451		
AMENDED BUDGET			<u>\$10,503,030</u>		
INCREASE/(DECREASE)			<u>\$857,579</u>		
Encumbrances & Carry Forwards			\$74,742		
Fire Dept.-Fed. Emergency Mgt. - SAFER Grant			225,559		
First Quarter Budget Amendments (Incl. Bldg. Space Cost Alloc \$400,000			517,000	and Oil Lease Proceeds \$100,000)	
Adrian Little League-Mud Hens Game			3,000		
Library-Reduced Private Donation-Malone Trust			1,700		
Second Quarter Budget Amendments			<u>35,578</u>		
Total			<u>\$857,579</u>		

RECONCILIATION OF GENERAL FUND CONTINGENCY ACCOUNT

Contingency - Beginning Balance	\$120,704
Asset Inventory	-10,500
POAM 1.5% Salary Bonus	-19,297
Sign Ordinance Rewrite	-8,850
Library - Grant Match for MSU BTOP Grant	-5,908
Third quarter budget amendments	<u>15,078</u>
Contingency - Ending Balance	<u>\$91,227</u>

CITY OF ADRIAN
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March 31, 2013

<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
MAJOR STREET FUND REVENUE (202):					
546.000 GAS & WEIGHT TAX	\$ 850,000	\$ 850,000	\$ -	\$ 644,769	\$ 850,000
547.000 STATE TRUNKLINE MAINTENANCE	45,000	45,000	0	2,032	45,000
INTERGOVERNMENTAL REVENUE	\$895,000	\$895,000	\$0	\$646,801	\$895,000
664.000 INVESTMENT INCOME	100	1,200	1,100	614	1,200
676.599 CONTRB.-CAPITAL PROJECT FUND	35,000	35,000	0	0	35,000
695.000 OTHER	300	135,200	134,900	2,258	135,200
TOTAL MAJOR STREET FUND REVENUE	\$930,400	\$1,066,400	\$136,000	\$649,673	\$1,066,400
MAJOR STREET FUND EXPENDITURES (202):					
STREET CONSTRUCTION	\$234,311	\$267,277	\$32,966	\$161,437	\$267,277
ROUTINE ROAD MAINTENANCE	244,022	244,022	0	113,564	244,022
ROUTINE BRIDGE MAINTENANCE	12,980	32,663	19,683	29,904	32,663
TRAFFIC SERVICE MAINTENANCE	132,952	132,952	0	49,458	132,952
WINTER MAINTENANCE	74,620	74,620	0	47,426	74,620
NON-MOTORIZED TRANSPORTATION	28,284	53,766	25,482	32,797	53,766
STATE TRUNKLINE MAINTENANCE (US223)	10,828	10,828	0	5,595	10,828
STATE TRUNKLINE MAINTENANCE (M-52)	26,790	26,790	0	8,644	26,790
STATE TRUNKLINE MAINTENANCE (M-34)	6,528	6,528	0	4,204	6,528
ADMIN & RECORD KEEPING	58,190	58,190	0	30,284	58,190
CONTRIBUTION - LOCAL STREET FUND	100,000	100,000	0	50,000	100,000
990.00 NON-DEPARTMENTAL					
CONTINGENCY	895	58,764	57,869	0	58,764
TOTAL	\$895	\$58,764	\$57,869	\$0	\$58,764
TOTAL MAJOR STREET FUND EXP. (202)	\$930,400	\$1,066,400	\$136,000	\$533,313	\$1,066,400
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$116,360	\$0

CITY OF ADRIAN
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March 31, 2013

<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
LOCAL STREET FUND REVENUE (203):					
546.000 GAS & WEIGHT TAX	\$260,000	\$260,000	\$0	\$205,988	\$260,000
577.000 METRO ACT	60,000	60,000	0	0	60,000
641.000 SIDEWALK	14,000	20,000	6,000	18,110	20,000
664.000 INVESTMENT EARNINGS	100	1,600	1,500	702	1,600
676.202 CONTRIBUTION - MAJOR STREET FUND	100,000	100,000	0	50,000	100,000
676.599 CONTRIBUTION - CAPITAL PROJ. REV. FUND	35,000	35,000	0	22,669	35,000
695.000 OTHER	1,000	1,000	0	80	1,000
697.000 PRIOR YEARS' REVENUE	0	17,000	17,000	0	17,000
699.204 TRANSFER IN - MUNICIPAL STREET FUND	388,476	388,476	0	194,238	388,476
TOTAL LOCAL STREET FUND REVENUE	\$858,576	\$883,076	\$24,500	\$491,787	\$883,076
LOCAL STREET FUND EXPENDITURES (203):					
SIDEWALKS	\$43,880	\$60,880	\$17,000	\$5,837	\$60,880
STREET CONSTRUCTION (INCL. ALLEYS)	347,000	347,000	0	157,880	347,000
ROUTINE ROAD MAINTENANCE	305,424	305,424	0	100,870	305,424
ROUTINE BRIDGE MAINTENANCE	4,940	4,940	0	0	4,940
TRAFFIC SERVICE MAINTENANCE	56,880	56,880	0	37,475	56,880
WINTER MAINTENANCE	63,904	63,904	0	32,020	63,904
ADMIN & RECORD KEEPING	30,190	30,190	0	20,929	30,190
CONTINGENCY	6,358	13,858	7,500	0	7,858
TOTAL LOCAL STREET FUND EXP (203)	\$858,576	\$883,076	\$24,500	\$355,011	\$877,076
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$136,776	\$6,000

CITY OF ADRIAN
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March 31, 2013

<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
MUNICIPAL STREET FUND REVENUE (204):					
402.000 PROPERTY TAXES - SPECIAL VOTED	\$387,476	\$387,476	\$0	\$362,055	\$387,476
664.000 INVESTMENT INCOME	1,000	1,000	0	484	1,000
TOTAL MUNICIPAL STREET FUND REVENUE	\$388,476	\$388,476	\$0	\$362,539	\$388,476
MUNICIPAL STREET FUND EXPENDITURES:					
CONTRIBUTION - LOCAL STREETS	\$388,476	\$388,476	\$0	\$194,238	\$388,476
TOTAL MUNICIPAL ST. FUND EXP.(204)	\$388,476	\$388,476	\$0	\$194,238	\$388,476
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$168,301	\$0
FEE ESTATE (205):					
675.076 DONATIONS-PRIVATE-FEE ESTATE	\$ 716,194	\$ 767,279	\$ 51,085	\$ 814,631	\$ 767,279
695.000 OTHER	100	100	0	3,000	100
697.000 PRIOR YEARS REVENUE	499,615	562,874	63,259	0	562,874
TOTAL FEE ESTATE FUND REVENUE	\$1,215,909	\$1,330,253	\$114,344	\$817,631	\$1,330,253
696.00 PARKS & FORESTRY GARAGE	\$15,520	\$15,520	\$0	\$9,274	\$15,520
699.00 FEE ESTATE MAINTENANCE	1,200,389	1,314,733	114,344	918,565	1,314,733
TOTAL FEE ESTATE FUND	\$1,215,909	\$1,330,253	\$114,344	\$927,839	\$1,330,253
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$110,208)	\$0

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<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
OMNI FUND REVENUE (267):					
662.000 OMNI FORFEITURE - RESTRICTED	\$1,000	\$1,000	\$ -	\$ -	\$1,000
663.000 OMNI FORFEITURES	86,000	86,000	-	51,925	86,000
664.000 INVESTMENT INCOME	600	600	0	906	600
695.000 OTHER	100	3,700	3,600	7,970	3,700
697.000 PRIOR YEARS REVENUE	3,600	3,600	0	0	3,600
TOTAL OMNI FUND REVENUE	\$91,300	\$94,900	\$3,600	\$60,801	\$94,900
SALARIES & FRINGE BENEFITS	\$26,000	\$26,000	\$0	\$21,674	\$26,000
OPERATING	65,300	68,900	3,600	49,967	68,900
CAPITAL OUTLAY	0	0	0	0	0
TOTAL OMNI FUND EXPENDITURES (267)	\$91,300	\$94,900	\$3,600	\$71,641	\$94,900
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$10,840)	\$0

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<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
COMMUNITY DEVELOPMNT FUND REV (275):					
520.000 COMM DEV BLOCK GRANT	\$0	\$0	\$0	\$0	\$0
531.000 PROPERTY IMPROVEMENT PROGRAM	0	0	0	0	0
632.000 ADMINISTRATIVE FEES	0	0	0	0	0
651.000 APPLICATION FEE	0	0	0	0	0
664.000 INVESTMENT INCOME	0	0	0	1,940	0
676.281 CONTRIB-DDA-TIF FUND	0	0	0	0	0
676.282 CONTRIB-DDA-LDFA FUND	0	0	0	0	0
676.500 CONTRIB-EMPLOYEE HEALTH CARE	0	0	0	0	0
697.000 PRIOR YEARS' REVENUE	0	0	0	0	0
TOTAL COMMUNITY DEVELOPMNT FUND REV	\$0	\$0	\$0	\$1,940	\$0
COMMUNITY DEVELOPMNT FUND EXP (275):					
ADM CD BLOCK GRANT	\$0	\$0	\$0	\$15,934	\$0
CDBG FAÇADE PRG - 149 N. MAIN	0	0	0	0	0
PROPERTY IMPROVEMENT PROGRAM	0	0	0	0	0
PROPERTY ACQUISITION EXPENSES	0	0	0	0	0
TOTAL COMM DEVL P FUND EXP (275)	\$0	\$0	\$0	\$15,934	\$0
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$13,994)	\$0

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<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
ECONOMIC DEVELOPMENT FUND REV (276)					
664.000 INVESTMENT INCOME	\$0	\$0	\$0	\$2,179	\$0
675.075 DONATIONS - PRIVATE	0	0	0	0	0
675.282 TRANSFER-LDFA FUND	0	0	0	0	0
676.500 CONTRIB-EMPLOYEE HEALTH CARE	0	0	0	0	0
695.000 OTHER	0	0	0	0	0
TOTAL ECONOMIC DEVELOPMENT FUND REV	\$0	\$0	\$0	\$2,179	\$0
ECONOMIC DEVELOPMENT FUND EXP (276):					
CONTRIBUTION - GENERAL FUND	\$0	\$0	\$0	\$ -	\$0
ECONOMIC DEVELOPMENT					
SALARIES & FRINGE BENEFITS	\$0	\$0	\$0	\$0	\$0
OPERATING	0	0	0	0	0
CAPITAL OUTLAY	0	0	0	0	0
TOTAL ECONOMIC DEVELOPMENT	\$0	\$0	\$0	\$0	\$0
CONTINGENCY	0	0	0	0	0
TOTAL ECONOMIC DEVELOPMENT FUND EXP (276)	\$ -	\$ -	\$ -	\$ -	\$ -
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$2,179	\$0
BROWNFIELD REDEVELOPMENT AUTHORITY (279):					
404.000 CURRENT PROPERTY TAX	\$35,000	\$35,000	\$0	\$44,479	\$35,000
664.000 INVESTMENT EARNINGS	1,000	1,000	0	709	1,000
697.000 PRIOR YEARS' REVENUE	0	20,000	20,000	0	20,000
TOTAL REVENUE	\$36,000	\$56,000	\$20,000	\$45,188	\$56,000
BROWNFIELD REDEVELOPMENT AUTHORITY (279):					
ADMINISTRATION	\$36,000	\$56,000	\$20,000	\$27,454	\$56,000
TOTAL EXPENDITURES	\$36,000	\$56,000	\$20,000	\$27,454	\$56,000
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$17,734	\$0

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<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
DOWNTOWN DEVLPMNT AUTH REV (280):					
404.000 CURRENT REAL PROPERTY TAX	\$29,152	\$29,152	\$0	\$26,465	\$29,152
664.000 INVESTMENT EARNINGS	100	100	0	16	100
695.000 OTHER	100	5,100	5,000	0	5,100
699.281 TRANSFER IN TIFA	2,048	2,048	0	4,500	2,048
TOTAL DOWNTOWN DEV AUTH. REV.	\$31,400	\$36,400	\$5,000	\$30,981	\$36,400
DOWNTOWN DEVLPMNT AUTH. EXP. (280):					
SALARIES & FRINGE BENEFITS	\$5,000	\$5,000	\$0	\$0	\$5,000
OPERATING	21,400	26,400	5,000	7,903	26,400
CAPITAL OUTLAY	5,000	5,000	0	0	5,000
TOTAL DOWNTOWN DEVLPMNT AUTH EXP	\$31,400	\$36,400	\$5,000	\$7,903	\$36,400
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$23,078	\$0
DDA - TIF FUND REVENUE (281):					
404.000 CURRENT REAL PROPERTY TAX	\$182,160	\$182,160	\$0	\$77,357	\$182,160
631.000 REFUSE COLLECTION	16,550	16,550	0	8,700	16,550
664.000 INVESTMENT EARNINGS	3,000	3,000	0	1,169	3,000
695.000 OTHER	100	100	0	0	100
699.279 CONTRIB - BROWNFLD REDEVELPMNT FUNI	4,245	11,873	7,628	3,184	11,873
TOTAL DOWNTOWN DEV AUTH. REV.	\$206,055	\$213,683	\$7,628	\$90,410	\$213,683
DDA-TIF FUND EXP. (281):					
290.00 ADMINISTRATION					
SALARIES & FRINGE BENEFITS	\$33,659	\$33,659	\$0	\$28,903	\$33,659
OPERATING	64,127	64,127	0	28,900	64,127
CAPITAL OUTLAY	40,269	47,897	7,628	8,563	47,897
SUBTOTAL	\$138,055	\$145,683	\$7,628	\$66,366	\$145,683
965.00 TRANSFERS OUT					
CONTRIBUTION-GENERAL FUND	\$2,000	\$2,000	\$0	\$0	\$0
CONTRIBUTION-DDA	6,000	6,000	0	4,500	6,000
TRANSFER OUT - AUTO PARKING	60,000	60,000	0	45,000	60,000
TRANSFER OUT - SCHOOLS	0	0	0	0	0
SUBTOTAL	\$68,000	\$68,000	\$0	\$49,500	\$66,000
TOTAL DDA-TIF FUND EXP	\$206,055	\$213,683	\$7,628	\$115,866	\$211,683
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$25,456)	\$2,000

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<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
LDFA-GAIDC FUND REVENUE (282):					
404.000 CURRENT REAL PROPERTY TAX	\$0	\$0	\$0	\$0	\$0
664.000 INVESTMENT INCOME	0	0	0	40	0
671.000 RENTS	0	0	0	0	0
697.000 PRIOR YEARS' REVENUE	0	0	0	0	0
TOTAL LDFA FUND REVENUE	\$0	\$0	\$0	\$40	\$0
LDFA-GAIDC FUND - EXPENDITURES (282):					
290.00 ADMINISTRATION					
SALARIES & FRINGE BENEFITS	\$0	\$0	\$0	\$0	\$0
OPERATING	0	0	0	0	0
CAPITAL OUTLAY	0	0	0	0	0
SUBTOTAL	\$0	\$0	\$0	\$0	\$0
965.00 TRANSFERS OUT					
969.275 CONTRIBUTION-COMMUNITY DEVELOP	0	0	0	0	0
SUBTOTAL	\$0	\$0	\$0	\$0	\$0
TOTAL LDFA FUND EXP (310)	\$0	\$0	\$0	\$0	\$0
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$40	\$0
VIBRANT SMALL CITIES GRANT REVENUE (283)					
801.003 FAÇADE IMPROVEMENT-CDBG GRANT	\$0	\$0	\$0	\$0	\$0
TOTAL GRANT REVENUE	\$0	\$0	\$0	\$0	\$0
VIBRANT SMALL CITIES GRANT EXPENDITURES (283)					
FAÇADE IMPROVEMENT-CDBG GRANT	\$0	\$0	\$0	\$113,300	\$0
PROPEY ACQISITION-LOCAL	0	0	0	8	0
TOTAL GRANT EXPENDITURES	\$0	\$0	\$0	\$113,308	\$0
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$113,308)	\$0
DDA DEBT FUND REVENUE (394):					
664.000 INTEREST EARNINGS	\$0	\$0	\$0	\$96	\$0
TOTAL DDA DEBT FUND REVENUE	\$0	\$0	\$0	\$96	\$0
DDA DEBT FUND EXPENDITURES (394):					
BOND INTEREST EXPENSE	\$0	\$0	\$0	\$0	\$0
PAYING AGENT FEES	0	0	0	0	0
CONTINGENCY	0	0	0	0	0
TOTAL DDA DEBT FUND EXPENDITURES	0	0	0	0	0
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$96	\$0

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<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
WATER CAPITAL PROJECTS FUND REVENUE (496):					
676.591 CONTRIBUTION- WATER FUND	\$544,000	\$544,000	\$0	\$319,587	\$544,000
697.000 PRIOR YEARS REVENUE	0	229,182	229,182	0	229,182
TOTAL DDA DEBT FUND REVENUE	\$544,000	\$773,182	\$229,182	\$319,587	\$773,182
METER READING & MAINT.	\$70,000	\$102,082	\$32,082	\$15,958	\$102,082
OAKWOOD FACILITY	5,000	15,000	10,000	0	15,000
WATER PLANT CAPITAL EQUIP	104,000	164,000	60,000	89,663	164,000
WATER PLANT CAPITAL IMPRVMT	185,000	310,000	125,000	211,866	310,000
WATER DISTRB CAPITAL EQUIP	35,000	37,100	2,100	2,100	37,100
WATER DISTRB CAPITAL IMPRVMT	145,000	145,000	0	0	145,000
TOTAL EXPENDITURES	\$544,000	\$773,182	\$229,182	\$319,587	\$773,182
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$0	\$0
SEWER-CAPITAL PROJECTS FUND REVENUE (497)					
676.590 CONTRIBUTION- WASTEWATER FUND	\$1,107,000	\$1,087,000	(\$20,000)	\$452,157	\$1,087,000
697.000 PRIOR YEAR'S REVENUE	0	210,562	210,562	0	210,562
TOTAL SEWER-CAPITAL PROJECTS FUND REVENUE	\$1,107,000	\$1,297,562	\$190,562	\$452,157	\$1,297,562
SEWER-CAPITAL PROJECTS FUND EXPENDITURES (497)					
WWTP CAPITAL IMPROVEMENTS	\$80,000	\$71,523	(\$8,477)	\$24,593	\$71,523
WWTP CAPITAL EQUIPMENT	163,000	163,000	0	75,602	163,000
SEWER COLLECTION SYSTEM	864,000	1,063,039	199,039	351,692	1,063,039
TOTAL EXPENDITURES	\$1,107,000	\$1,297,562	\$190,562	\$451,887	\$1,297,562
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$270	\$0

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<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
AUTO PARKING FUND REVENUE (585):					
652.312 PARKING FEES-PERMITS	\$ 1,000	\$ 1,000	\$ -	\$ 342	\$ 1,000
656.000 PARKING FINES	1,000	1,000	0	0	1,000
656.001 PARKING IFNES - COLLECTION FEES	100	100	0	0	100
664.000 INVESTMENT EARNINGS	100	100	0	73	100
695.000 OTHER	0	0	0	1,200	0
697.000 PRIOR YEARS' REVENUE	0	125,667	125,667	0	125,667
698.000 SALE OF BONDS/NOTES	472,595	0	0	0	0
699.101 CONTRIBUTION - GENERAL FUND	60,000	60,000	0	45,000	60,000
699.281 CONTRIBUTION - DDA-TIFA	60,000	60,000	0	45,000	60,000
699.599 CONTRIBUTION - SAPECIAL ASSESSMENT	60,000	60,000	0	60,884	60,000
699.699 CONTRIBUTION - FEE ESTATE	25,000	25,000	0	0	25,000
TOTAL AUTO PARKING FUND REVENUE	\$679,795	\$332,867	\$125,667	\$152,499	\$332,867
AUTO PARKING FUND EXPENDITURES (585):					
SALARIES & FRINGE BENEFITS	\$24,559	\$24,559	\$0	\$9,975	\$24,559
OPERATING	86,250	181,250	95,000	98,414	174,026
CAPITAL OUTLAY	558,704	589,371	30,667	47,722	124,000
TOTAL OPERATING COSTS	\$669,513	\$795,180	\$125,667	\$156,111	\$322,585
TRANSFER-OUT:					
969.133 CONTRIBUTION - INDIRECT COST PLAN	\$10,282	\$10,282	\$0	\$0	\$10,282
AUTO PARKING FUND EXPENDITURES (585):	\$679,795	\$805,462	\$125,667	\$156,111	\$332,867
REVENUE OVER/(UNDER) EXP.	\$0	(\$472,595)	\$0	(\$3,612)	\$0

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FUND/DEPARTMENT	FY2012-13 ADOPTED BUDGET	FY2012-13 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST
TRANSPORTATION SYSTEM FUND REVENUE (588)					
511.000 FEDERAL GRANTS	\$66,451	\$66,451	\$0	\$51,113	\$66,451
572.000 STATE ACT 51 OPERATING GRANT	150,511	150,511	0	109,850	150,511
633.000 PASSENGER FARES	95,000	95,000	0	73,192	95,000
671.000 RENTS	4,056	4,056	0	0	4,056
676.101 CONTRIBUTION - GENERAL FUND	89,974	89,974	0	0	89,974
695.000 OTHER	0	0	0	23,714	0
695.005 ADVERTISING REVENUE	3,660	3,660	0	3,050	3,660
TOTAL TRANSPRTN SYSTEM OPERATING REVENUE	\$409,652	\$409,652	\$0	\$260,919	\$409,652
FIXED ROUTE SYSTEM					
633.000 PASSENGER FARES	\$3,700	\$0	(\$3,700)	\$0	\$0
675.000 DONATIONS-PRIVATE	39,704	0	(39,704)	0	0
TOTAL FIXED ROUTE SYSTEM REVENUE	\$43,404	\$0	(\$43,404)	\$0	\$0
TOTAL TRANSPORTATION SYSTEM REVENUES	\$453,056	\$409,652	(\$43,404)	\$260,919	\$409,652
TRANSPORTATION FUND EXPENSES:					
SALARIES & FRINGE BENEFITS	\$278,575	\$278,575	\$0	\$204,117	\$278,575
OPERATING	125,077	125,077	0	120,907	125,077
CAPITAL OUTLAY	0	0	0	5,942	0
TOTAL TRANSPRTN SYSTEM OPERATING EXPENSES	\$403,652	\$403,652	\$0	\$330,966	\$403,652
FIXED ROUTE SYSTEM EXPENSES:					
SALARIES & FRINGE BENEFITS	\$35,145	\$0	(\$35,145)	\$0	\$0
OPERATING	14,259	0	(14,259)	0	0
CAPITAL OUTLAY	0	0	0	0	0
TOTAL FIXED ROUTE SYSTEM EXPENSES	\$49,404	\$0	(\$49,404)	\$0	\$0
CONTINGENCY	\$0	\$6,000	\$6,000	\$0	\$6,000
TOTAL TRANSPORTATION FUND EXP (588)	\$453,056	\$409,652	(\$43,404)	\$330,966	\$409,652
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$70,047)	\$0

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<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
SEWER FUND REVENUE (590):					
'581.000 BRICK ARCH GRANT	\$0	\$0	0	\$54,000	\$54,000
647.000 CHARGES FOR SERVICES	\$ 4,674,500	\$ 4,674,500	\$ -	\$ 3,408,921	\$ 4,674,500
653.000 PENALTIES	85,000	85,000	0	63,719	85,000
664.000 INVESTMENT EARNINGS	20,000	20,000	0	13,435	20,000
681.000 TAPS & SERVICE	25,000	40,000	15,000	38,550	40,000
695.000 OTHER	20,000	20,000	0	11,972	20,000
697.000 PRIOR YEARS' REVENUE	769,734	777,133	7,399	0	777,133
TOTAL SEWER FUND REVENUE	\$5,594,234	\$5,616,633	\$22,399	\$3,536,597	\$ 5,670,633
SEWER FUND EXPENDITURES (590):					
WASTE WATER TREATMENT PLANT	\$1,455,641	\$1,498,040	\$42,399	\$1,042,522	\$1,483,040
ADMINISTRATION & OVERHEAD	563,285	563,285	0	386,944	563,285
SANITARY SEWERS	252,100	252,100	0	135,944	252,100
BROAD STREET LIFT STATION	50,700	50,700	0	20,834	50,700
LIFT STATIONS	40,000	40,000	0	18,780	40,000
RETENTION BASIN	14,000	14,000	0	3,592	14,000
DEPRECIATION EXPENSE	1,348,465	1,348,465	0	1,011,349	1,348,465
BOND INTEREST EXPENSE	253,835	253,835	0	200,099	253,835
INSTALLMENT PURCHASE DEBT SVC	91,884	91,884	0	9,223	91,884
INSTALLMENT PURCHASE-CAMERA	25,846	25,846	0	0	25,846
CONTRIBUTION - INDIRECT COST PLAN	91,478	91,478	0	68,609	91,478
CONTRIBUTION - CAPITAL PROJECTS	1,107,000	1,087,000	(20,000)	452,157	1,087,000
CONTRIBUTION - INFRASTRUCTURE REPLAC	300,000	300,000	0	0	300,000
TOTAL SEWER FUND EXPENDITURES (590)	\$5,594,234	\$5,616,633	\$22,399	\$3,350,053	\$5,601,633
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$186,544	\$69,000

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<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
WATER FUND REVENUE (591):					
634.000 NEW ACCOUNT CHARGES	\$15,000	\$15,000	\$0	\$17,316	\$15,000
646.000 CHARGES FOR SERVICES - SALES	3,778,000	3,778,000	0	2,781,266	3,778,000
653.000 PENALTIES	75,000	75,000	0	53,364	75,000
664.000 INVESTMENT EARNINGS	20,000	20,000	0	14,808	20,000
667.000 HYDRANT RENTAL	52,000	52,000	0	38,058	52,000
680.000 MERCHANDISE	1,000	1,000	0	0	1,000
681.000 TAPS & SERVICE	25,000	50,000	25,000	44,210	50,000
695.000 OTHER	20,000	20,000	0	17,142	20,000
697.000 PRIOR YEARS' REVENUE	199,799	218,429	18,630	0	218,429
TOTAL WATER FUND REVENUE	\$4,185,799	\$4,229,429	\$43,630	\$2,966,164	\$4,229,429
WATER FUND EXPENDITURES (591):					
MERCHANDISE	\$40,000	\$40,000	\$0	\$36,240	\$40,000
PURIFICATION & PUMPING	1,246,402	1,261,132	14,730	920,415	1,261,132
TRANSMISSION & DISTRIBUTION	502,800	506,177	3,377	361,577	506,177
CUSTOMER SERVICE & OVERHEAD	605,880	606,403	523	383,097	606,403
DEPRECIATION EXPENSE	637,330	637,330	0	477,997	637,330
BOND INTEREST EXPENSE	223,468	223,468	0	175,465	223,468
CONTRIBUTION - INDIRECT COST PLAN	72,205	72,205	0	54,154	72,205
CONTRIBUTION - CAPITAL PROJECTS	544,000	544,000	0	319,587	544,000
CONTRIBUTION - INFRASTRUCTURE REPLAC	300,000	300,000	0	0	300,000
CONTINGENCY	13,714	13,714	0	0	0
TOTAL WATER FUND EXPENSES (591)	\$4,185,799	\$4,204,429	\$18,630	\$2,728,532	\$4,190,715
REVENUE OVER/(UNDER) EXP.	\$0	\$25,000	\$25,000	\$237,632	\$38,714

CITY OF ADRIAN
FY2012-13 SECOND QUARTER FINANCIAL FORECAST
March 31, 2013

<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
SOLID WASTE FUND REVENUE (595):					
640.000 REFUSE COLLECTION & DISPOSAL	\$558,720	\$558,720	\$0	\$578,290	\$572,490
649.000 CURBSIDE RECYCLING CHARGE	27,540	27,540	0	8,341	13,770
695.000 OTHER	0	0	0	45	0
TOTAL SOLID WASTE FUND REVENUE	\$586,260	\$586,260	\$0	\$586,676	\$586,260
SOLID WASTE FUND EXPENDITURES (595):					
SALARIES & FRINGE BENEFITS	\$53,251	\$53,251	\$0	\$17,532	\$53,251
OPERATING	533,009	533,009	0	369,299	533,009
CAPITAL OUTLAY	0	0	0	0	0
TOTAL SOLID WASTE FUND EXPENDITURES	\$586,260	\$586,260	\$0	\$386,831	\$586,260
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$199,845	\$0
STORM WATER UTILITY FUND REV (598):					
648.000 STORM SEWER CHARGES	\$260,000	\$260,000	\$0	\$257,932	\$260,000
664.000 INVESTMENT EARNINGS	600	600	0	256	600
695.000 OTHER	2,000	2,000	0	(46)	2,000
697.000 PRIOR YEARS' REVENUE	18,740	56,856	38,116	0	56,856
TOTAL STORM WATER UTILITY FUND REV.	\$281,340	\$319,456	\$38,116	\$258,142	\$319,456
STORM WATER UTILITY FUND EXP. (598):					
DRAINS - PUBLIC BENEFIT	\$224,244	\$260,185	\$35,941	\$91,483	\$260,185
ADMIN. & RECORD KEEPING	25,415	25,415	0	18,268	25,415
ENGINEERING	31,681	33,856	2,175	21,104	33,856
TOTAL STORM WATER UTILITY FUND EXP	\$281,340	\$319,456	\$38,116	\$130,855	\$319,456
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$127,287	\$0

CITY OF ADRIAN
FY2012-13 SECOND QUARTER FINANCIAL FORECAST
March 31, 2013

FUND/DEPARTMENT	FY2012-13 ADOPTED BUDGET	FY2012-13 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST
CAPITAL PROJECTS REVOLVING FUND REVENUE (599)					
408.202 SPECIAL ASSESSMENTS-MAJOR STREET	\$35,000	\$35,000	\$0	\$0	\$35,000
408.203 SPECIAL ASSESSMENTS-LOCAL STREETS	35,000	35,000	0	0	35,000
664.000 INVESTMENT EARNINGS	27,000	27,000	0	17,476	27,000
TOTAL REVENUE	\$97,000	\$97,000	\$0	\$17,476	\$97,000
CAPITAL PROJECTS REVOLVING FUND EXPENDITURES (599)					
TRANSFERS OUT					
CONTRIB - MAJOR STREETS	35,000	35,000	0	0	35,000
CONTRIB - LOCAL STREETS	35,000	35,000	0	0	35,000
SUBTOTAL	\$70,000	\$70,000	\$0	\$0	\$70,000
NON-DEPARTMENTAL					
CONTINGENCY	\$27,000	\$27,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$97,000	\$97,000	\$0	\$0	\$70,000
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$17,476	\$27,000
INFORMATION TECHNOLOGY FUND REVENUE (661)					
636.000 IT SERVICES	\$140,005	\$115,000	(\$25,005)	\$87,932	\$115,000
637.000 GIS/CAD SERVICES	65,548	90,353	24,805	71,405	90,000
695.000 OTHER	0	200	200	1,162	200
697.000 PRIOR YEARS' REVENUE	428,832	552,351	123,519	0	271,800
TOTAL REVENUE	\$634,385	\$757,904	\$123,519	\$160,499	\$477,000
INFORMATION TECHNOLOGY FUND EXPENSES (661)					
GIS SERVICES	\$164,322	\$214,703	\$50,381	\$66,871	\$27,000
TELECOMMUNICATIONS	25,000	25,000	0	22,044	25,000
ADMINISTRATION	445,063	518,201	73,138	281,681	425,000
TOTAL EXPENSES	\$634,385	\$757,904	\$123,519	\$370,596	\$477,000
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$210,097)	\$0

CITY OF ADRIAN
FY2012-13 SECOND QUARTER FINANCIAL FORECAST
March 31, 2013

<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
MOTOR VEHICLE POOL FUND REVENUE (662)					
635.000 VEHICLE RENT	\$541,402	\$541,402	\$0	\$288,078	\$541,402
676.001 CONTRIBUTION - ADRIAN SCHOOLS	0	113,688	113,688	83,869	0
676.002 CONTRIBUTION - LISD	113,688	4,220	(109,468)	3,454	113,688
676.003 CONTRIBUTION - LENAWEE TRANSPORTATI	4,220	68,060	63,840	49,865	4,220
676.202 CONTRIBUTION - MAJOR STREET FUND	68,060	0	(68,060)	0	68,060
676.203 CONTRIBUTION - LOCAL STREET FUND	0	0	0	0	0
676.205 CONTRIBUTION - FEE ESTATE	0	16,292	16,292	8,704	0
676.267 CONTRIBUTION - OMNI	16,292	510	(15,782)	532	16,292
676.283 CONTRIBUTION - VIBRANT CITY GRANT FUN	510	0	(510)	0	510
676.588 CONTRIBUTION - TRANSPORTATION FUND	0	55,654	55,654	43,547	0
676.590 CONTRIBUTION - WASTEWATER FUND	55,654	24,654	(31,000)	11,926	55,654
676.591 CONTRIBUTION - WATER FUND	24,654	18,662	(5,992)	13,832	24,654
676.595 CONTRIBUTION - SOLID WASTE FUND	18,662	0	(18,662)	0	18,662
676.598 CONTRIBUTION - STORM WATER UTILITY	0	0	0	0	0
685.000 SALE OF EQUIPMENT	5,000	5,000	0	16,326	5,000
695.000 OTHER	100	100	0	2,369	100
697.000 PRIOR YEARS' BALANCE	160,916	203,577	42,661	0	203,577
TOTAL MOTOR VEHICLE POOL FUND REVENUE	\$1,009,158	\$1,051,819	\$42,661	\$522,502	\$1,051,819
MOTOR POOL FUND EXPENES (662)					
CEMETERY VEHICLES	\$15,301	\$15,301	\$0	\$39,318	\$15,301
ADMINISTRATION	166,077	208,738	42,661	362,778	208,738
POLICE DEPT VEHICLES	175,702	175,702	0	100,434	175,702
FIRE DEPT VEHICLES	301,197	301,197	0	19,917	301,197
INSPECTION DEPT VEHICLES	9,105	9,105	0	1,878	9,105
DPW VEHICLES	209,929	209,929	0	20,028	209,929
ENGINEERING DEPT VEHICLES	8,360	8,360	0	2,502	8,360
RECREATION DEPT VEHICLES	6,430	6,430	0	1,030	6,430
PARKS & FORESTRY DIV VEHICLES	66,693	66,693	0	6,940	66,693
HERITAGE PARK VEHICLES	6,800	6,800	0	3,291	6,800
FEE ESTATE VEHICLES	25,117	25,117	0	2,480	25,117
CONTRIBUTION - INDIRECT COST PLAN	18,447	18,447	0	13,835	18,447
TOTAL EXPENSES	\$1,009,158	\$1,051,819	\$42,661	\$574,431	\$1,051,819
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$51,929)	\$0

CITY OF ADRIAN
FY2012-13 SECOND QUARTER FINANCIAL FORECAST
March 31, 2013

<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
BUILDING SPACE COST ALLOCATION FUND (663)					
676.101 TRANSFER-GENERAL FUND	\$0	\$268,119	\$268,119	\$400,000	\$268,119
676.265 CITY HALL	92,500	92,500	0	55,706	92,500
676.266 CITY CHAMBERS	10,750	10,750	0	8,062	10,750
676.276 CEMETERY	6,500	6,500	0	4,875	6,500
676.301 POLICE FACILITY	40,000	40,000	0	30,000	40,000
676.336 FIRE DEPARTMENT	32,200	32,200	0	24,150	32,200
676.441 PUBLIC WORKS	21,500	21,500	0	16,125	21,500
676.691 RECREATION	88,215	88,215	0	79,830	88,215
676.696 PARKS & FORESTRY	75,750	75,750	0	56,813	75,750
676.698 HERITAGE PARK	13,702	13,702	0	10,277	13,702
676.700 ADRIAN TRAINING SCHOOL	29,300	29,300	0	21,975	29,300
676.738 ADRIAN PUBLIC LIBRARY	118,000	118,000	0	88,500	118,000
695.000 OTHER	0	0	0	225	
TOTAL REVENUES	528,417	796,536	268,119	796,538	796,536
EXPENSES					
CITY HALL	\$92,500	\$92,500	\$ -	\$ 76,743	\$92,500
CITY CHAMBERS	10,750	10,750	0	5,472	10,750
POLICE FACILITY	40,000	40,000	0	31,270	40,000
CEMETERY	6,500	6,500	0	6,876	7,875
FIRE DEPARTMENT	32,200	32,200	0	29,216	32,200
PUBLIC WORKS	21,500	21,500	0	14,958	21,500
RECREATION	88,215	88,215	0	59,443	88,215
PARKS & FORESTRY GARAGE	75,750	75,750	0	12,632	75,750
PARKS & FORESTRY DIVISION	0	0	0	4,480	0
HERITAGE PARK	13,702	13,702	0	4,418	13,702
ADRIAN TRAINING SCHOOL	29,300	29,300	0	1,225	29,300
ADRIAN PUBLIC LIBRARY	118,000	118,000	0	79,044	118,000
CONTINGENCY	0	268,119	268,119	0	0
TOTAL EXPENSES	\$ 528,417	\$ 796,536	\$ 268,119	\$ 325,777	\$ 529,792
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$470,761	\$266,744

CITY OF ADRIAN
 FY2012-13 SECOND QUARTER FINANCIAL FORECAST
 March 31, 2013

<u>FUND/DEPARTMENT</u>	<u>FY2012-13 ADOPTED BUDGET</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>
PERPETUAL CARE FUND REVENUE (711)					
664.000 INVESTMENT EARNINGS	\$40,000	\$40,000	\$0	\$14,149	\$30,000
TOTAL REVENUE	\$40,000	\$40,000	\$0	\$14,149	\$30,000
PERPETUAL CARE FUND EXPENDITURES (711)					
CONTRIBUTION - GENERAL FUND	\$40,000	\$40,000	\$0	\$30,000	\$40,000
TOTAL EXPENDITURES	\$40,000	\$40,000	\$0	\$30,000	\$40,000
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$15,851)	(\$10,000)
TOTAL REVENUES - ALL FUNDS	\$29,144,011	\$30,880,518	\$2,209,102	\$21,030,092	\$30,711,413
TOTAL EXPENDITURES - ALL FUNDS	29,144,011	31,328,113	2,184,102	18,600,805	30,366,037
NET OF REVENUE AND EXPENDITURES	0	(447,595)	25,000	2,429,287	345,376



CONSENT AGENDA



MEMO

135 E. Maumee, Adrian, MI 49221-2703

DATE: May 3, 2013

TO: Hon. Greg DuMars, Mayor
City Commission
Dane Nelson, City Administrator

FROM: Chris Miller
DDA & Economic Development Coordinator

SUBJECT: Establishment of Commercial Rehabilitation District #3

On July 2011, the Governor signed into law an improved Economic Development tool which allows local units of government to provide property tax relief to projects which meet specific criteria. PA 81 & 82 of 2011 expand PA 210 of 2005 to allow the city to now use this tool in a “business area” as determined by the legislative body of the qualified local government unit. Previously, the Act was targeted at larger commercial properties and areas no smaller than 3 acres.

The Act provides that projects must meet specifically defined *qualified facilities* and that specifically defined *rehabilitation* must take place. Once a Commercial Rehabilitation District is established, owners of *qualified facilities* may apply for a commercial rehabilitation exemption certificate, which essentially reduces property taxes for 1 to 10 years, as determined by the local unit of government. The establishment of Commercial Rehabilitation District #3 is designed prepare for a renovation at 506 W. Maumee, at the corner of Greenly.

Please contact me if you have any questions regarding this effort.

Best Regards,

Chris Miller
DDA & Economic Development Coordinator

RE: COMMUNITY DEVELOPMENT - Establish Commercial Rehabilitation District # 3 at 506 W. Maumee

RESOLUTION

WHEREAS, the State of Michigan has adopted the Commercial Rehabilitation Act, Public Act 210 of 2005, as amended; and

WHEREAS, Act 210 as amended provides for creation of Commercial Rehabilitation Districts, and for review and approval of exemption request certificates; and

WHEREAS, the City of Adrian has certain properties that could utilize the economic development tools in PA210 to spur investment and development of projects; and

WHEREAS, city staff have identified 506 W. Maumee as a likely development site; and

WHEREAS, the property number of 506 W. Maumee is as follows:

XAO-100-0121-00 ; and

WHEREAS, Act 210 requires the legislative body shall give written notice by certified mail to the county in which the property is located, and to the owners of real property within the proposed rehabilitation district and shall afford an opportunity for a hearing on the establishment of the commercial rehabilitation district at which any of those owners or any other resident or taxpayer of the qualified local governmental unit may appear and be heard.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby authorizes the scheduling of a public hearing on Monday, May 20 at 7:00p.m. in the City Chambers Building, 159 E. Maumee Street, Adrian, MI to receive comments on this matter, and directs the City Clerk to provide notice to the appropriate real property owners and the public as required by Act 210.

On motion by Commissioner _____, seconded by Commissioner _____, this resolution was

_____ by a _____ vote.

SUBJECT: Purchase of Dispatch Software April 22, 2013
 TO: Dane C. Nelson City Administrator
 FROM: Marcia Bohannon Transportation Coordinator

The City of Adrian was awarded a Section 5311 Capital Grant (2007-0156, Z10) in conjunction with the Michigan Department of Transportation (MDOT), for the purchase of Dispatch Software, in the amount of \$18,000. Lenawee County was also awarded the same (2007-0243, Z13), in the amount of \$18,000. The total amount available for the shared equipment and services is \$36,000.

An RFP for the dispatch software was issued on November 27, 2012. Proposals were due back by December 13, 2012. Listed in order of importance, the Proposals were evaluated based on:

- 1) The cost of the project
- 2) The ability to fulfill the project needs
- 3) Understand of the request and the technical approach
- 4) Qualifications and Experience of the proposer
- 5) Timeliness

There were (2) evaluators and the following scores were applied:

Crystal Computer Support – Mt Pleasant, MI	76
P C Trans – Ann Arbor, MI	73
CTS Software, Inc. – Cedar Point, NC	53
EnGraph Software – Lenexa, KS	51
Ecolane USA – Elk Horn, Iowa	47

Crystal Computer Support: \$32,955 Annual Maintenance: \$1,200
 PC Trans: \$32,800 Annual Maintenance: \$3,000
 CTS Software, Inc: \$20,265 Annual Maintenance: \$8,520 (did not meet specs)
 EnGraph Software: \$16,500 Annual Maintenance: \$1,900 (did not meet specs)
 Ecolane USA: \$107,730 Annual Maintenance: \$16,843

I am recommending the project be awarded to Crystal Computer Support and the attached Third Party Contracts be executed.

Respectfully submitted,



Marcia Bohannon
 Transportation Coordinator

RE: Transportation - Dial-A-Ride, Purchase of Dispatch Software

RESOLUTION

WHEREAS, the City of Adrian desires to continue provisions of Dial-A-Ride service, and,

WHEREAS, project authorization 2007-0156, Z10 had been proposed which granted \$18,000 for the purchase of dispatch software, in conjunction with Lenawee County's project authorization 2007-0243/Z13 which also granted \$18,000 for the purchase of dispatch software, and,

WHEREAS, Third Party Agreement # 2007-0156/Z10/S1 and 2007-0243/Z13/S1 between the City of Adrian, the Lenawee County Board of Commissioners, and Crystal Computer Support has been proposed.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of Adrian does hereby accept the proposal of \$34,155 from Crystal Computer Support with coordinating Lenawee County funds of \$18,000 from 2007-0243, Z13.

BE IT FURTHER RESOLVED, that the equipment and funds from the project authorization be granted to the Adrian Dial-A-Ride/Lenawee Transportation in accordance with the terms of the project authorization, subject to the City Standard Professional Services Contract.

On motion by Commissioner _____, seconded by
Commissioner _____, this resolution was adopted by a
_____vote.

MEMO



DATE: May 3, 2013
TO: Hon. Mayor DuMars and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Pension for the POAM

During the last negotiations with the police officers patrol union, it was agreed to create a second tier of pensions for new hires. After several sessions, an agreement was reached that limits the potential cost to the City from a starting expense of no more than 8% of payroll. The attached resolution sets forth the terms of the new pension tier, which is somewhat consistent with the existing one, but does limit the overall cost of the City. Please recall that the City does not make any deposit for police employees for social security, thus the roughly 3% higher cost for the police pension plan.

Respectfully Submitted,



Dane C. Nelson

CR13-020

HUMAN RESOURCES DEPARTMENT – Authorization to Establish a New Tier of Pension Benefit for Newly-Hired Division 02-Police Officers Association of Michigan (POAM) Employees to the Municipal Employees Retirement System (MERS)

Resolution

WHEREAS the City of Adrian joined the Municipal Employees Retirement System (MERS) of Michigan as a Charter Member in 1945 and is currently a member-in-good-standing that provides a secure pension program for all City employees; and

WHEREAS the Compensation Component of the Governor's Economic Vitality Incentive Program (EVIP), which generates approximately \$140,000 of shared sales tax revenue to the City of Adrian, requires implementation of a modified pension benefit that would limit employer cost of a pension plan for all new hires at 10% of base salary for employees eligible for Social Security and 16.2% of base salary for employees not eligible for Social Security.; and

WHEREAS MERS requires submission of a separate resolution by the City Commission authorizing the aforementioned change in benefits; and

- WHEREAS the MERS Pension Plan Document specifies in Section 43:
- (1) **(a)** *A participating municipality may elect to change the benefit programs and member contribution programs which apply to the employees of the participating municipality by an affirmative vote by a majority of the members of the participating municipality's governing body. The participating municipality shall specify the effective date of the change in coverage and the benefit programs and member contribution programs which shall apply to the employees of the participating municipality from the effective date of the change. The effective date of the change in coverage shall be the first day of a calendar month.*
 - (2) *The clerk or secretary of the municipality shall certify to the retirement system, in the manner and form prescribed by the Retirement Board, the determination of the participating municipality. The certification shall be made within 10 days after the date of the vote by the governing body.*

WHEREAS, under the auspices of Public Act 220 of 1996 (establishing MERS as an independent retirement system), and with the settlement of their Bargaining Agreement on July 2, 2012, the Human Resources Director recommends that the City of Adrian implement a new-tier MERS Defined-Benefit Pension Program for new hires in the Police Officers Association of Michigan (POAM) Division (02). Effective immediately, the following provisions are recommended and would become linked to the current Defined Benefit Pension Program for POAM Division (02):

1. Service Retirement Allowance – Benefit B-4 – 2.5% of Final Average Compensation (FAC);
2. Eligibility for Retirement –Age Fifty (50) with twenty-five (25) or more years of service;
3. Final Average Compensation – (FAC-3) – i.e., One-third of the aggregate amount of compensation, excluding payments for overtime, accumulated sick leave and accumulated vacation leave, paid to a member during the period of three (3) consecutive years of the member's credited service in which the aggregate compensation paid is the highest;

4. Member Contribution Rate – 6% - Determined by the municipality as the members contribution as a percent of annual compensation;
5. 10-year vesting period;
6. Maximum Years of Credited Service – All; and

WHEREAS the employer contribution is initially estimated to be seven and forty-six hundredths percent (7.46%) employer contribution of the normal cost of the plan; and

WHEREAS the advantage of linking the newly established pension program for new-hires to the currently open Defined Benefit pension program for Division 02 employees is allowing the current program to remain open and avoidance of the accelerated amortization of the accumulated Actuarial Unfunded Liability.

WHEREAS the City Administrator recommends approval of this resolution.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the establishment of a new-tier system of pension benefits for newly hired employees in the POAM Division (02), and linked to the current Defined Benefit Pension Program for the POAM Division (02) as provided for by Public Act 220 of 1996.

BE IT FURTHER RESOLVED that the revised pension program for new-hires be effective May 1, 2013 and that the following provisions be implemented:

1. Service Retirement Allowance – Benefit B-4 – 2.5% of Final Average Compensation (FAC);
2. Eligibility for Retirement – Age Fifty (50) with twenty-five (25) or more years of service;
3. Final Average Compensation – (FAC-3) – i.e., One-third of the aggregate amount of compensation, excluding payments for overtime, accumulated sick leave and accumulated vacation leave, paid to a member during the period of three (3) consecutive years of the member’s credited service in which the aggregate compensation paid is the highest;
4. Member Contribution Rate – 6% - Determined by the municipality as the members contribution as a percent of annual compensation;
5. Maximum Years of Credited Service – All

BE IT FURTHER RESOLVED that a certified copy this resolution be submitted to MERS, within the ten (10) day time requirement following Commission approval, to effectuate the authorized change in benefits.

On motion by Commissioner _____, seconded by Commissioner _____, this resolution was adopted by a _____ vote.

MEMO



DATE: May 3, 2013
TO: Hon. Mayor DuMars and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Title VI Non-Discrimination Plan

Michigan Department of Transportation requires that each city adopt a Title VI Non-Discrimination Plan to be eligible for funding. MDOT has notified us that they would like some changes made to our existing plan, which had been completed and now approved by Lansing. Since the plan itself is lengthy and is not really different than the prior adopted plan, I have not included it as an attachment to your agenda. If you have any interest in reading the exact language of the plan, please let me know and I will forward a copy to you. An original copy will also be available at the meeting for review or comment. I urge approval of the attached resolution.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Dane C. Nelson', is written over the typed name.

Dane C. Nelson

CR13-021

HUMAN RESOURCES DEPARTMENT – Civil Rights Act of 1964 – Title VI Non-Discrimination Plan

Resolution

WHEREAS, the Civil Rights Act of 1964 (Public Law 88-352, 78 Stat. 241, enacted July 2, 1964) was a landmark piece of legislation in the United States that outlawed major forms of discrimination against blacks and women, including racial segregation; and

WHEREAS, Title VI (Section 601) declares it to be the policy of the United States that discrimination on the ground of race, color, or national origin shall not occur in connection with programs and activities receiving Federal financial assistance and authorizes and directs the appropriate Federal departments and agencies to take action to carry out this policy; and

WHEREAS, Section 602 directs each Federal agency administering a program of Federal financial assistance by way of grant, contract, or loan to take action pursuant to rule, regulation or order of general applicability to effectuate the principle of section 601 in a manner consistent with the achievement of the objectives of the statute authorizing the assistance; and

WHEREAS, in seeking the effect compliance with its requirements imposed under Section 602, an agency is authorized to terminate or to refuse to grant or to continue assistance under a program to any recipient as to whom there has been an express finding pursuant to a hearing of a failure to comply with the requirements under that program, and it may also employ any other means authorized by law. However, each agency is directed first to seek compliance with its requirements by voluntary means; and

WHEREAS, in order to comply with foregoing Federal statutes and, thereby, ensure continued eligibility for Federal financial assistance (particularly from the Department of Transportation for road improvements and Dial-A-Ride operations), the City of Adrian has prepared the attached Title VI Non-Discrimination Plan; and

WHEREAS, the Human Resources Director and City Administrator recommend adoption of this resolution, approving the aforementioned Title VI Non-Discrimination Plan for the City of Adrian, effective May 6, 2013, consistent with Section 601 of the Civil Rights Act of 1964 (Public Law 88-352, 78 Stat. 241).

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the establishment of the Title VI Non-Discrimination Plan for the City of Adrian, effective May 6, 2013, consistent with Section 601 of the Civil Rights Act of 1864 (Public Law 88-352, 78 Stat. 241).

BE IT FURTHER RESOLVED that, under the general direction of the City Administrator, administration of the Title VI Non-Discrimination Plan for the City of Adrian shall be the responsibility of the Human Resources Department.

On motion by Commissioner _____, seconded by Commissioner _____, this resolution was adopted by a _____ vote.



MEMORANDUM – UTILITIES DEPARTMENT

DATE: May 1, 2013

TO: Dane C. Nelson, City Administrator

FROM: Shane A. Horn, Utilities Director

SUBJECT: Public Hearing for the Brick Arch Rehabilitation/Replacement Project

The Utilities Department received an S2 grant from MDEQ to help off-set the cost involved in the planning work of the Brick Arch Sewer Rehabilitation/Replacement project. The majority of this work would involve trenchless repair utilizing a cured-in-place liner. The portion of the brick arch that is under the street on Toledo would be open-cut construction and removal. As you are aware, this is the last combined sewer district in the city. This project would also involve the removal of all storm water connections from this brick arch sewer. As part of our current NPDES permit from MDEQ our permit to discharge from the Winter Street Retention Facility in Trestle Park will be eliminated in 2016. This combined brick arch sewer flows into the retention basin, so the separation of storm water from this sewer is essential for us to meet the intent of our permit going forward.

As part of the S2 grant requirements, a project plan was developed that discusses this project in great detail. A component of the project plan includes the public hearing. I have attached a resolution that will set a public hearing for June 3, 2013. It is at this public hearing that I will further discuss this project and solicit comments from the public. I have submitted a Notice of Public Hearing to the Daily Telegram as the grant requires the notice be advertised at least 30 days prior to the hearing.

cc: Cindy L. Prue, Finance Director

**RE: Notice of Public Hearing – City of Adrian Utilities Department
Rehabilitation/ Replacement of the Brick Arch Sewers**

RESOLUTION

WHEREAS, the Utilities Department has received an S2 grant from the Michigan Department of Environmental Quality for planning work associated with the Rehabilitation/Replacement of the Brick Arch Sewers; and

WHEREAS, the project will involve rehabilitation and/or replacement of the existing brick arch sewers in and around the downtown area that date back to the 1870's. These brick arch sewers are the last remaining combined sewers in our collection system. The intent of the work would also be separate the storm water from the brick arches; and

WHEREAS, to satisfy the requirement of the S2 grant, a public hearing is required to be set to allow the public to hear and comment on the project plan.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby authorizes the scheduling of a public hearing for Monday, June 3, 2013, at 7:00 p.m. in the City Chambers Building to hear and receive comments on this matter.

On motion by Commissioner _____, seconded by
Commissioner _____, this resolution was adopted by a
_____ vote.



REGULAR AGENDA

SPECIAL ORDER

The Mayor called for the hearing and consideration of comments to the approval of a Special Assessment Roll for delinquent rental registration invoices, including a 10% penalty for late payment.

Discussion

When the Mayor call for final objections _____
_____ and he declared the hearing closed.

ORDINANCE NO. 13-009

AN ORDINANCE TO AMEND ARTICLE XXX - SIGNS OF THE ZONING/DEVELOPMENT REGULATIONS

The City of Adrian Ordains:

1. That Article XXX – Signs be amended in its entirety to read as follows:

ARTICLE XXX—SIGNS

SECTION 30.00 - Intent

These regulations establish rules and standards for the construction, location, maintenance and removal of signs. Directional, informational, emergency, or traffic-related signs owned by city, state or federal government agencies are not regulated by this chapter.

The execution of these regulations recognizes that the purpose of this chapter is to protect the dual interest of the public health, safety and welfare and to ensure the maintenance of an attractive physical environment while satisfying the needs of sign users for adequate identification, communication, and advertising. In order that such purposes can be achieved, the following objectives shall be applied for this chapter and any future additions, deletions and amendments:

- A. General. Ensure that signs are located, designed, constructed, installed and maintained in a way that protects life, health, morals, property and the public welfare;
- B. Public Safety. Protect public safety by prohibiting signs that are structurally unsafe or poorly maintained; that cause unsafe traffic conditions through distraction of motorists, confusion with traffic signs, or hindrance of vision; and that impede safe movement of pedestrians or safe ingress and egress from buildings or sites;
- C. Protect Aesthetic Quality of Districts and Neighborhoods. Prevent blight and protect aesthetic qualities by preventing visual clutter and protecting views; preventing intrusion of commercial messages into non-commercial areas; and eliminating signs and sign structures on unused commercial properties. Also, to avoid glare, light trespass, and sky glow through selection of fixture type and location, lighting technology, and control of light levels;
- D. Free Speech. Ensure that the constitutionally guaranteed right of free speech is protected and to allow signs as a means of communication;
- E. Reduce Conflict. Reduce conflict among signs and light and between public and private information systems;
- F. Business Identification. Allow for adequate and effective signage for business identification and other commercial speech, non-commercial speech, and dissemination of public information, including but not limited to, public safety information and notification as may be required by law;
- G. Foster Economic Development. Ensure that signs are located in a manner that does not cause visual clutter, blight, and distraction, but rather promotes identification and communication necessary for sustaining and expanding economic development in the City; and
- H. Recognize Unique Areas. Acknowledge the unique character of certain districts, e.g., the B-3 District, and establish special time, place and manner regulations that reflect the unique aesthetic, historical, and/or cultural characteristics of these areas.

SECTION 30.10 - Definitions

Sign means any words, numbers, figures, presentations, designs, objects, trademarks, inflatables, announcements, pennants, emblems, banners, pictures or other symbols or similar devices which attract attention or make known such things as an individual, firm, profession, business, event, commodity or service and which are visible outdoors at the property line or any right-of-way lines, and shall include any structure designed to be used for such display. For the purpose of removal, such term shall also include sign supports. A sign shall not include any of the above that is customarily affixed to a person or clothing that is being actively worn by a person.

The following definitions are related to the regulation of signs in this ordinance (see end of this section for illustrative examples).

- A. **Abandoned sign** means any sign which for a period of at least 30 days or longer no longer correctly directs or exhorts any person or advertises a bona fide business lessor, owner, product, service or activity.
- B. **Advertising vehicle or trailer sign** means any vehicle or trailer which, as its basic purpose, has the advertisement of products or the direction of people to a business or activity, whether such business or activity is located on or off the premises.
- C. **Animated sign** means a sign that has any visible moving part, flashing or osculating lights, visible mechanical movement of any description, or other apparent visible movement achieved by any means that move, change, flash, osculate or visibly alters in appearance in a manner that is not permitted by these regulations.
- D. **Area of sign** shall be calculated by measuring the area of all sign elements circumscribed by a rectangle, as follows (see graphic next page):
 - i. For a wall sign comprised of individual letters, figures or elements on a wall or similar surface of the building or structure, the area and dimensions of the sign shall encompass a rectangle that forms, or approximates, the perimeter of all elements in the display, the frame, and any applied background that is not part of the architecture of the building.
 - ii. For a freestanding sign, the sign area shall include the sign frame, if any, but shall not include 1) a pole or other structural support unless such pole or structural support is internally illuminated or otherwise so designed to constitute a display device, or a part of a display device. 2) Architectural features that are either part of the building or part of a freestanding structure, and not an integral part of the sign, and which may consist of landscaping, a decorative sign base or structural forms complementing the site in general.
 - iii. Lower case letters with ascenders and descenders that extend beyond the limits of the sign height by a maximum of 12 inches, will not be calculated into the total sign area.
 - iv. In the case of a flat, two-sided sign, only one side shall be used to calculate the sign area. In the case of a multiple-faced sign, the area of all faces shall be considered as one surface. A sign shall be considered flat if there is less than a two-foot space between the two sign panels.
- E. **Ascenders** means the portion of a lowercase letter that rises above the main body of the letter as found in the letters b, d, f, h, k, l, and t.
- F. **Awning sign**— see Canopy Sign
- G. **Banner sign** means a temporary lightweight sign that is attached or imprinted on a flexible surface that deforms under light pressure and that is typically constructed of non-durable

materials, including, but not limited to, cardboard, cloth, and/or plastic.

H. **Billboard** means a large panel for the display of advertising and messages.

I. **Canopy sign** means any sign that is painted on, applied or attached to or hung from a marquee, mansard, awning, canopy or other structure projecting from and supported by the building and extending beyond the building wall.