



# COMMISSION AGENDA

**AGENDA  
ADRIAN CITY COMMISSION  
NOVEMBER 7, 2011  
7:00PM**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE OCTOBER 17, 2011 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. PROCLAMATIONS
  1. Proclamation presented to Nancy Bishop and Gay Cundiff of the Lenawee County Continuum of Care, declaring November as Homeless Awareness Month.
  2. Proclamation presented to Deb Elliott, Board President, and Sharon Hudson, Executive Director of Family Counseling and Children's Services of Lenawee County, celebrating their 50<sup>th</sup> anniversary.
- VI. PUBLIC COMMENT ON AGENDA ITEMS
- VII. COMMUNICATIONS
  1. **C-1. Finance.** City of Adrian FY2011-12 First Quarter Financial Forecast.
  2. **C-2. Finance.** City of Adrian Debt Capacity Analysis.
  3. **C-3. Finance.** Downtown Development Authority – FY2011-12 First Quarter Financial Reports.
  4. **C-4. Police.** Communication and police investigation report regarding new liquor license to be located at 136 East Beecher, Adrian, Michigan.
- VIII. CONSENT AGENDA
  1. **CR11-047. Police.** Resolution to make a temporary traffic control order permanent by posting "No Parking West Side of the Road" signs from Hunt Street to the Dead End, and by posting "No Parking East Side of the Road" along Hunt Street between driveway approaches.
  2. **CR11-048. City Commission.** Resolution to change the regular meeting scheduled January 2<sup>nd</sup>, 2012 to January 3, 2012 as January 2<sup>nd</sup> is a holiday.
  3. **CR11-049. Assessing Office.** Resolution to approve the FY2011-12 Auto Parking Fund Financial Plan, and to set a public hearing date to hear and consider comments regarding the proposed Special Assessment District in the Downtown Development District.

4. **CR11-050. Adrian Dial-A-Ride.** Resolution to approve the RTAP Third Party Contract between the City of Adrian Dial-A-Ride and the Michigan Department of Transportation, and to grant the funds from the Third Party Contract to the Adrian Dial-A-Ride in accordance with the terms of FTA Circular C9041.1.
5. **CR11-051. Engineering.** Resolution certifying costs and directing the City Assessor to prepare a Special Assessment Roll for SAD #381 – Logan from Center to Division Streets.
6. **CR11-052. Engineering.** Resolution setting a public hearing date to hear and consider comments to the Special Assessment Roll for SAD #381 – Logan from Center to Division Streets.
7. **CR11-053. Engineering.** Resolution certifying costs and directing the City Assessor to prepare a Special Assessment Roll for SAD #382 – W. Hunt from Main to Trestle Park.
8. **CR11-054. Engineering.** Resolution setting a public hearing date to hear and consider comments to the Special Assessment Roll for SAD #382 – W. Hunt from Main to Trestle Park.

IX. REGULAR AGENDA

1. **R11-120. Downtown Development.** Resolution to extend the OPRA deadline for 149 N. Main (Governor Croswell Tea Room) to February 1, 2012.
2. **R11-121. Downtown Development.** Resolution to extend the OPRA deadline for 125 E. Maumee (Sauce) to February 1, 2012.
3. **R11-122. Police.** Resolution to waive the bid process and to authorize purchase of grant funded training equipment.
4. **R11-123. Finance.** Resolution to authorize the Finance Department to amend the FY2011-12 Budget in accordance with the City of Adrian FY2011-12 First Quarter Recommended Budget Amendments.
5. **R11-124. Library.** Resolution to accept the low bid from Caris Heating & Cooling to perform HVAC pipe wrap for the library, and to engage architect Todd Seidell to create the asbuilt documents for the library's electrical system and the underground utility runs in Library Square.

X. PUBLIC COMMENT

XI. COMMISSIONERS COMMENTS



# MINUTES

**MINUTES  
ADRIAN CITY COMMISSION  
OCTOBER 17, 2011  
7:00 P.M.**

Official proceedings of the October 17, 2011 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 McDowell, Commissioners Steele, DuMars, Carrico, Clegg and Warren.

ABSENT: Commissioner Osborne

Mayor McDowell in the Chair.

Commissioner DuMars moved to approve the minutes of the October 3, 2011 regular meeting of the Adrian City Commission, seconded by Commissioner Warren, motion carried by a unanimous vote.

**PRESENTATION OF ACCOUNTS**

Utility Department Receiving Fund Voucher #3535 through #3536	\$ 16,937.65
General Fund Vouchers #20677 through #20689	\$ 10,689.86
Clearing Account Vouchers amounting to	<u>\$708,654.16</u>
TOTAL EXPENDITURES	<u>\$736,281.67</u>

On motion by Commissioner Steele, seconded by Commissioner DuMars, this resolution was adopted by a unanimous vote.

**PUBLIC COMMENT**

Harold Schadewald – owner of the building next to the Frosty Boy – was very much against the sale of the parcel of property that is between the Frosty Boy and LEAHC as he needs to be able to have access to the back of his building.

Bob Stephan - owner of the Frosty Boy – requested the Commission's favorable response to the request for the parcel of property between Frosty Boy and LEAHC as it will benefit both businesses with additional, much needed parking.

Don Taylor – 475 Meadowbrook Dr – asked the Commission to consider granting the funds needed for the Library Café and for the downtown Christmas decorations.

**REGULAR AGENDA**

**RESOLUTION R11-116**

**RE: CITY COMMISSION –Accept a proposal from Frosty Boy LLC and LEAHC to purchase property on Church Street adjacent to Frosty Boy’s parcel**

WHEREAS, at a prior meeting of the City Commission a parcel of land owned by the City on Church Street was identified for sale; and

WHEREAS, the City has no current or intended future use for this parcel; and

WHEREAS, letters were sent to adjacent property owners, with only two expressing interest in using the parcel; and

WHEREAS, a request for proposals for purchase of the property were sent to the two property owners mentioned above, with one responding; and

WHEREAS, the proposal of Frosty Boy LLC LEAHC appears to be reasonable and would result in a productive future use of their property.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Commission accepts the proposal from Frosty Boy and LEAHC to purchase the parcel located on Church Street.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are authorized to execute a quit-claim deed to the Frosty Boy LLC in the event the purchaser proceeds to close this transaction within 90 days.

On motion by Commissioner DuMars, seconded by Commissioner Steele, this resolution was adopted by a 4-2-0 vote.

Yeas: Mayor McDowell & Commissioners Warren, Steele, and DuMars

Nays: Commissioners Clegg and Carrico

Abstained: none

Administrator Nelson gave an update on the parcel of property and what led up to the purchase offer from Frosty Boy and LEAHC. Commissioners Clegg and Carrico did not feel it was fair to Mr. Schadewald and his tenants to have their access to the back of the building taken away. Kathy Williams from LEAHC reiterated that there was a great need for the additional parking by both LEAHC and Frosty Boy. Commissioner DuMars asked if it would be possible for the tenants to purchase a downtown parking permit and park in one of the City lots.

**RESOLUTION R11-117**

**RE: CITY ATTORNEY –Extend the moratorium on the issuance of permits, licenses and zoning approvals for the dispensation of medical marihuana**

WHEREAS, the sale or dispensation of medical marihuana was not envisioned when the current zoning ordinance was adopted or recently amended and is not regulated in any way; and

WHEREAS, allowing the sale or dispensation of medical marihuana prior to the amendment of the zoning ordinance would be contrary to the City of Adrian's code of ordinances and the 2006 City of Adrian comprehensive plan; and

WHEREAS, the City of Adrian desires to ascertain the best and safest path to compliance with the Michigan Medical Marihuana Act, PA 2008, initiated law, MCL 333.2622 et seq, in order to protect the public health, safety and welfare; and

WHEREAS, the court of appeals recently ruled that patient to patient transfers are not protected by the Medical Marihuana Act, and that case is currently under appeal to the Michigan Supreme Court; and

WHEREAS, the Wayne County circuit court has recently ruled that the Medical Marihuana Act is preempted by federal law and said decision is under appeal to the Michigan Court of Appeals; and

WHEREAS, based on the above court decisions, the contemplated zoning and licensing ordinances would not be consistent with the above interpretations of the law; and

WHEREAS, the current moratorium will expire before these issues are resolved.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the moratorium that is currently in place shall be extended until March 5, 2012.

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

### **RESOLUTION R11-118**

#### **RE: ADRIAN PUBLIC LIBRARY –Preparation for Library Café Opening**

WHEREAS, the Adrian Public Library is desirous of reopening the Library Café in a public-private partnership resulting in the establishment of the *Breakin' Away Café*, which will offer customers a variety of baked goods and Zingerman's Coffee; and

WHEREAS, for purposes of operating a coffee shop/café as a complementary service of the Adrian Public Library, the new arrangement would provide for baked goods to be made on-site, which requires creation of a food preparation area in the workroom on the main floor; and

WHEREAS, creation of the aforementioned food preparation area entails certain café upgrades, with approval of the Lenawee County Health Department, including the following:

- |  |          |
|--|----------|
| 1) HVAC pipe wrap in the library's mechanical room                               | \$ 4,400 |
| 2) Creation of as-built design prints and electronic drawings                    | 2,000    |
| 3) Food service prep area cabinet relocation and demolition                      | 928      |
| 4) Creation of food prep area (installation of FRP panels on Walls, vinyl tiles) | 1,827    |
| 5) Installation of wall around food prep area (if required)                      | 3,380    |
| 6) Electrical demolition and data relocation in food prep area                   | 1,265    |
| 7) Three-compartment sink relocation, dish rack and hand-wash                    |          |

sink, hot water tank and plumbing	2,500
8) Café equipment: espresso machine, cart and mini oven	<u>8,700</u>
Total	<u>\$25,000</u> ; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2010-11 year-end Assignment of Unreserved General Fund Balance (101-000.00-393.000), which access requires City Commission appropriation; and

WHEREAS, the Library Director and City Administrator recommend approval of this resolution, solicitation of bid quotations, selection and engagement of various local vendors to purchase and install the aforementioned equipment at a total cost not to exceed \$25,000.

NOW THEREFORE BE IT RESOLVED, that the Adrian City Commission, by this resolution, hereby authorizes the creation of a food preparation area in the Adrian Public Library for purposes of entering into a public-private partnership with *Breakin' Away Café*.

BE IT FURTHER RESOLVED that the Administration is authorized to solicit bid quotations, select and engage various local vendors to purchase and install the necessary equipment to create the aforementioned food preparation area at a cost not to exceed \$25,000.

BE IT FURTHER RESOLVED that \$25,000 be appropriated from Assigned Unreserved General Fund Balance (101-000.00-393.000) and that the FY2011-12 Budget be amended as follows:

**General Fund (101)**

Revenue:		
(101-990.00-697.000)	Prior Years' Revenue	\$25,000
Expenditures:		
(101-738.00-801.000)	Library – Contract Services	\$ 6,693
(101-738.00-975.000)	Library – Capital Improvements	9,607
(101-738.00-977.000)	Library – Capital Equipment	<u>8,700</u>
	Total	<u>\$25,000</u>

After a brief discussion at the pre-meeting, the Commission recommended withdrawing this resolution.

**RESOLUTION R11-119**

RE: **DEPARTMENT OF PARKS & RECREATION – Downtown Christmas Decorations**

WHEREAS the Department of Parks & Recreation, in conjunction with the City of Adrian Purchasing Office, solicited and received bids on Friday, October 14, 2011 for the purchase of Christmas decorations to be used for downtown Adrian; and

WHEREAS five (5) vendors were invited to bid, with the following response:

ITEM	Winter Land Inc Marion IN	Bronners Frankmuth MI	GP Designs Inc Marion IN	Dean Nida & Assoc Columbus OH	Holiday Lighting Service Inc Manchester MI
<b>1) LED Lights 6" spacing 22 gauge 850 Strands</b>	\$ 8,755.00 (5.5" spacing)	\$ 11,050.00	No Bid	\$ 11,475.00	\$ 15,937.50
<b>2) LED Lights 4" spacing 22 gauge 175 Strands</b>		\$ 1,925.00	\$ 1,975.75	\$ 2,187.50	
<b>3) 15' Pole Trim 110 Strands</b>		\$ 3,030.50	\$ 3,234.00		
<b>4) 4 Loop Bow 215 Each</b>	\$ 10,664.00	\$ 6,235.00	\$ 5,736.20	\$ 11,180.00	
<b>5) 8' Wreath 1 each</b>		\$ 1,147.00	\$ 600.00	\$ 1,664.00 (w/bow)	
Delivery	Immediate	As Requested	4 Weeks	Nov. 4 Wreath - Nov. 11	Immediate Delivery
<b>6) Alternate LED Lights 6' Spacing 18 gauge 850 Strands</b>		\$ 16,150.00	No Bid	No Bid	
	Immediate	Nov. 4, 2011			

The items highlighted in yellow are the low bid meeting specifications.

\*Did not meet specifications, failed to send in a 1 foot sample as required by the bid document. The items highlighted in [REDACTED] either did not meet specifications or were not available; and

WHEREAS, because of the heavier gauge wire on the lights, which will prove more durable for the intended year-round usage, the **Alternate 6** 18-gauge strands are being recommended; low-bid is recommended for the balance of items 2 through 5; and

WHEREAS the Finance Director indicates that funds for this purpose are not currently included in the FY2011-12 Budget, however, the proceeds from the oil leases recently approved by the City Commission (resolution #R11-112, dated October 3, 2011) would provide temporary funding, with subsequent reimbursement to the General Fund (101) by

the Fee Estate (Fund 205) and Downtown Development Authority (DDA-TIF Fund 281) in FY2012-13 and FY2013-14; and

WHEREAS the Parks & Recreation Director and City Administrator recommend selection of Bronner’s, Frankenmuth, MI for bid items 2, 3 and 6 for a cost not to exceed \$21,105.50, and G.P. Designs, Inc., Marion, IN for bid items 4 and 5, for a cost not to exceed \$6336.20; further, that \$27,442 be temporarily appropriated for this purpose from Oil Well Proceeds to be repaid by the Fee Estate Fund and the DDA-TIF Fund in FY2012-13 and FY2013-14, and that the FY2011-12 Budget be amended, accordingly.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission by this resolution hereby approves the Administration’s recommendation regarding the purchase of Christmas decorations for downtown Adrian and selects Bronner’s, Frankenmuth, MI for bid items 2, 3 and 6 for a cost not to exceed \$21,105.50, and G.P.Designs, Inc., Marion, IN for bid items 4 and 5, for a cost not to exceed \$6336.20.

BE IT FURTHER RESOLVED that \$27,442 be temporarily appropriated for this purpose from Oil Well Proceeds to be repaid by the Fee Estate Fund and the DDA-TIF Fund in FY2012-13 and FY2013-14, and that the FY2011-12 Budget be amended as follows:

**General Fund (101)**

Revenue:

(101-172.00-672.000) Administration – Oil Lease Proceeds \$27,442

Expenditures:

(101-697.00-975.000) Parks & Forestry – Capital Improvements 27,442  
Total \$ -0-

On motion by Commissioner DuMars, seconded by Commissioner Steele, this resolution was adopted by a 5-1-0 vote.

Yeas: Mayor McDowell & Commissioners Warren, Steele, Carrico, & DuMars  
Nays: Commissioner Clegg  
Abstained: none

Administrator Nelson gave an explanation of the proposal and the reason for the 3-year payment plan. Commissioner Clegg was against that method of payment.

**MISCELLANEOUS**

- 1. Departmental report.
- 2. Adrian Fire Department Report.
- 3. Adrian D.A.R.T. Passenger Ridership Report.
- 4. Adrian City Planning Commission Minutes (October 4, 2011).

**PUBLIC COMMENTS**

Gary Stovall – American Eagles – came back for an answer from the Commission as to whether or not they could hold a Turkey Shoot since it would be on City property. Administrator Nelson stated that the issue is that no one can shoot a gun in the City limits

but if the Commission would like to look into changing this then we could look into doing it next year.

### **COMMISSION COMMENTS**

Commissioner DuMars acknowledged Mayor McDowell and the special award for service that he received at the Michigan Municipal League Conference several weeks ago.

The next regular meeting of the Adrian City Commission will be held on Monday, November 7, 2011 at 7:00 in the City Chambers Building, 159 E. Maumee St., Adrian, MI 49221.

Gary E. McDowell  
Mayor

Pat Baker  
City Clerk



# CHECK REGISTER

November 7, 2011

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

  
\_\_\_\_\_  
Dane C. Nelson  
City Administrator

DCN:mlb

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 #3537 through #3544 .....	\$216,532.47
General Fund	
Vouchers #20690 through #20719 .....	\$619,414.63
Clearing Account Vouchers	
amounting to.....	<u>\$478,957.00</u>
TOTAL EXPENDITURES .....	<u>\$1,314,904.10</u>

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

November 7, 2011

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
3537	City of Adrian: Payroll	Oct 14 Payroll	\$ 61,058.24
3538	City of Adrian	September billings	\$ 38,004.28
3539	Citizens Gas Fuel Co	Various Heat Bills	\$ 168.71
3540	City of Adrian: Clearing Acct	Oct 17 CK Register	\$ 173,312.66
3541	City of Adrian: Utilities	Various Water Bills	\$ 141.07
3542	Consumers Energy	Various Electric Bills	\$ 43,690.47
3543	City of Adrian: Payroll	Oct 28 Payroll	\$ 60,716.57
3544	Consumers Energy	Water Plant Electric	\$ 12,753.13
		<b>Total</b>	<b>\$ 389,845.13</b>
		Less CK# 3540	\$ 173,312.66
		<b>TOTAL</b>	<b>\$ 216,532.47</b>

WW = \$ 259,452.06  
WAT= \$ 130,393.07

7-Nov-11

GENERAL FUND  
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
20690	\$ 209,309.95	City of Adrian: Payroll	Payroll for Oct 14
20691	\$ 16,104.14	First Federal Bank	Soc Security for Oct 14
20692	\$ 3,993.82	Consumers Energy	Training School Electric
20693		***VOID***	
20694	\$ 30.00	Lisa Burks & Eunice Wendell	Recycling Refund
20695	\$ 1,178.31	Lenawee Fuels Inc	Cemetery Fuel
20696	\$ 33,119.74	Avery Oil & Propane	MVP Gas & Diesel Fuel
20697	\$ 1,649.99	Citizens Gas Fuel Co	Various Heat Bills
20698		City of Adrian: Utilities	Transfer State MI Funds
20699	\$ 200.00	All Directions	Wellness Expense
20700	\$ 313,057.91	City of Adrian: Clearing Acct	Oct 17 CK Register
20701	\$ 4,865.81	City of Adrian: Utilities	Various Water Bills
20702	\$ 4,265.43	Quick Service Transportation	Payroll W/E Oct 15
20703	\$ 324.32	City of Adrian	Petty Cash
20704	\$ 9,500.00	Quick Service Transportation	Hospitalization HRA Accounts
20705	\$ 29,008.51	Consumers Energy	Various Electric Bills
20706	\$ 24.00	Jimmy Colburn	Refuse Collection Refund
20707		City of Adrian: Utilities	Transfer State MI Funds
20708	\$ 79,380.75	Blue Cross Blue Shield of MI	November Hospitalization Ins
20709	\$ 4,164.71	Quick Service Transportation	Payroll W/E Oct 22
20710	\$ 24.00	Cindy Berry	Refuse Collection Refund
20711	\$ 48.00	Larry Ganun	Refuse Collection Refund
20712	\$ 48.00	John Sherman	Refuse Collection Refund
20713	\$ 200,856.05	City of Adrian: Payroll	Payroll for Oct 28
20714	\$ 14,920.97	First Federal Bank	Soc Security for Oct 28
20915	\$ 200.00	Bethany Assembly of God	Recreation Refund
20716	\$ 1,163.24	Consumers Energy	Heritage Park Electric
20717	\$ 26.00	Robert W Krueger	Cemetery Overpayment
20718	\$ 970.84	Citizens Gas Fuel Co	Various Heat Bills
20719	\$ 4,038.05	Quick Service Transportation	Payroll W/E Oct 29
	\$ 932,472.54		
	\$ (313,057.91)	Less: CK#20680	
	\$ 619,414.63		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. A-1 FENCE WORKS	720.00		
2. ADRIAN AREA CHAMBER OF COMME	12.00		
3. ADRIAN DRSIGN GROUP LLC	1,732.50		
4. ADRIAN LOCKSMITH & CYCLERY	492.59		
5. ADRIAN MECHANICAL SERVICES C	3,609.96		
6. ADRIAN WATER CONDITIONING IN	19.50		
7. AIRGAS GREAT LAKES	174.27		
8. ALL AREA MECHANICAL, LLC	500.00		
9. ALL METALS INC.	393.29		
10. AMERICAN LIBRARY ASSOCIATION	115.95		
11. AMERICAN OFFICE SOLUTIONS, I	57.91		
12. AMERICAN SOCIETY OF CIVIL	236.00		
13. AMERICAN STYLE	19.99		
14. AMVETS	176.00		
15. APPLE MAT RENTAL	418.90		
16. ARCH WIRELESS	34.66		
17. ARCHBOLD EQUIPMENT CO	10.84		
18. AUTO ZONE COMMERCIAL	347.66		
19. BAKER & TAYLOR BOOKS	1,050.88		
20. DONNA BAKER	9,750.00		
21. BATTERY WHOLESALE	157.61		
22. BELSON OUTDOORS INC	505.70		
23. BLACK SWAMP EQUIPMENT	848.90		
24. BLISSFIELD PARTS, INC.	129.95		
25. BLOOMFIELD TWP. PUB. LIBRARY	11.00		
26. BOOK OF THE MONTH CLUB	78.87		
27. BART D. BRADLEY	200.00		
28. BRONNER'S COMMERCIAL DISPLAY	1,925.00		
29. BS&A SOFTWARE	3,260.00		
30. BUCK & KNOBBY EQUIP CO INC	593.09		
31. BWI	931.59		
32. C & D HUGHES INC	130,685.26		
33. THE CAD ZONE	409.00		
34. CARY CARRICO	164.28		
35. CHAMBERS CONTROL COMPANY	1,748.00		
36. CLEAN CARE INC	435.00		
37. CLIFT BUICK-GMC	416.94		
38. COAST TO COAST DELI	48.88		
39. COMCAST	84.77		
40. COMPUTER CARE COMPANY, INC.	229.85		
41. ROBIN CONNOR	42.69		
42. CONTINENTAL CARBONIC PRODUCT	744.00		
43. CRUISERS INC	96.57		
44. CTI & ASSOCIATES, INC.	4,122.75		
45. CUTLER DICKERSON CO	434.37		
46. ERIN DEWALT	34.87		
47. DILLON, DOUGLAS	28.61		
48. DOAN COMPANIES	436.63		
49. JACK DOHENY SUPPLIES INC	2,361.22		
50. DUNDEE FIRE & SAFETY, INC.	82.75		
51. VINCENT EMRICK	33.07		
52. ENGLEWOOD ELECTRICAL SUPPLY	124.85		
53. FASTENAL COMPANY	1,182.00		
54. FEDERAL EXPRESS	91.11		
55. FIRST TOWING LLC	88.00		
56. FIRSTLAB	17.95		
57. FISHER SCIENTIFIC COMPANY LL	125.99		
58. GALE	343.93		
59. GALL'S INC	77.48		
60. GALLANT & SON	112.46		
61. J.O. GALLOUP COMPANY	497.54		
62. MARK K GASCHE	47.67		
63. GEMPLER'S INC.	82.35		
64. GENCO BOOT SHOP	252.00		
65. GENERAL CHEMICAL PRODUCTS LL	5,126.70		
66. GEOGRAPHIC INFORMATION SERVI	675.00		
67. KYLIE GOETZ	250.00		
68. GORDON FOOD SERVICE	141.98		
69. GREAT LAKES BOOK DISTRIB	274.15		
70. HACH COMPANY	1,025.50		
71. HAFELI STARAN HALLAHAN	18.87		
72. ELLIE HEREVA	250.00		
73. HESCO, INC.	1,061.00		
74. HUBBARD'S AUTO CENTER INC	1,524.17		
75. I.T. RIGHT	540.00		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. ICMA RETIREMENT CORPORATION	158.68		
77. INGRAM LIBRARY SERVICES	200.38		
78. LUYE JACKSON REBUILDERS	130.36		
79. JACKSON TRUCK SERVICE INC.	76.80		
80. MICHAEL JACOBITZ	325.00		
81. JASPER CAMPER & SPORTS SALES	750.00		
82. JONES & HENRY ENGINEERS, LTD	11,445.64		
83. KAPNICK INSURANCE GROUP	4,452.68		
84. KEMIRA WATER SOLUTIONS INC	3,448.49		
85. ALLEN KOVINSKY	627.50		
86. KUSSMAUL ELECTRONICS CO, INC	142.10		
87. LACAL EQUIPMENT INC	197.16		
88. LANSING SANITARY SUPPLY INC	1,321.05		
89. SUSAN LAUGHLIN	78.81		
90. LENAWEE COUNTY TREASURER	19,400.37		
91. LENAWEE SANITATION, INC.	270.00		
92. LENAWEE TIRE & SUPPLY CO, IN	2,021.54		
93. DUSTIN LENT	20.93		
94. LONG'S SMALL ENGINE SERVICE	70.80		
95. LOWE'S CREDIT SERVICES	1,083.09		
96. M B ELECTRIC LLC	30.00		
97. MANPOWER OF LANSING MI INC.	1,505.64		
98. MASSON'S ELECTRIC, INC	59.13		
99. MC SPORTS	331.91		
100. MCGOWAN ELECTRIC SUPPLY INC	712.40		
101. MICHIGAN AMATEUR SOFTBALL	855.00		
102. MICHIGAN ASSOCIATION	35.00		
103. MICHIGAN DEPARTMENT OF	45,223.39		
104. MICHIGAN LIBRARY ASSOC	235.00		
105. MICHIGAN METER TECHNOLOGY GR	5,929.99		
106. MICHIGAN OFFICE SOLUTIONS	220.53		
107. MICHIGAN PIPE & VALVE INC	69.22		
108. MICHIGAN SECTION-AWWA	350.00		
109. STATE OF MICHIGAN	1,205.18		
110. MICHIGAN WATER ENVIROMENT AS	284.00		
111. MICRO SOURCE INC	422.67		
112. MICROMARKETING LLC	973.32		
113. MIDAS AUTO SERVICE EXPERTS	212.95		
114. MIDWEST TAPE	257.17		
115. MUGS N' MORE IMAGING	2,466.75		
116. MUNICIPAL EMPLOYEES' RETIRE	71,651.47		
117. NAGY'S AUTO SALES	250.00		
118. NEXTEL COMMUNICATIONS	394.26		
119. NORTH EASTERN UNIFORMS & EQU	8,415.36		
120. OCE IMAGISTICS INC	189.96		
121. OHIO CAT	443.58		
122. ORIENTAL TRADING CO. INC.	384.75		
123. MIKE OSBORN	20.00		
124. PARAGON LABORATORIES INC	760.00		
125. DAVID PATE	172.22		
126. PFERLESS SUPPLY INC	552.67		
127. JOSH PERRY	89.15		
128. PET'S SUPPLIES PLUS	52.98		
129. PLATINUM PLUS	4,959.09		
130. POLARIS LIBRARY SYSTEMS, INC	1,922.06		
131. PREIN & NEWHOF ENGINEERS	272.00		
132. PRO-MED UNIFORM	26.91		
133. PURCHASE POWER	3,030.00		
134. QUICK SERVICE TRANSPORTATION	1,017.41		
135. QUILL CORPORATION	769.85		
136. R&R FIRE TRUCK REPAIR, INC.	465.00		
137. RADIO SHACK CORP.	149.98		
138. RECORDED BOOKS LLC.	99.00		
139. RORICK LANDSCAPING LLC	3,621.00		
140. ROWE PROFESSIONAL SERVICES C	12,984.24		
141. RUNNING WITH E'S INC.	2,245.66		
142. SAFETY SERVICES INC.	59.67		
143. SAFEWAY MOVING & STORAGE	1,053.00		
144. CHARLES SCHMENK	80.00		
145. ED SCHMIDT GMC	129.90		
146. SCHOLASTIC LIBRARY PUBLISHIN	188.04		
147. SCHUG CONCRETE CONSTRUCTION	2,146.58		
148. SHERWIN-WILLIAMS CO	616.09		
149. SHINE'S AUTO CLEAN	70.00		
150. SJS INVESTMENT CONSULTING IN	750.00		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. STAPLES CREDIT PLAN	641.88		
152. STEVE'S HEATING & COOLING	10.00		
153. STEVENS DISPOSAL	40,933.67		
154. STITCH WIZARD EMBROIDERY INC	1,560.35		
155. STRATOS MICROSYSTEMS LLC	313.00		
156. SUPERIOR UNIFORM SALES INC.	89.00		
157. T & L RENTALS	124.95		
158. T-MOBILE	29.99		
159. TELEDYNE ISCO, INC	545.50		
160. THOMSON WEST	385.06		
161. TRACTOR SUPPLY COMPANY	364.95		
162. TTB CLEANING LLC	3,675.00		
163. U S POSTMASTER	1,800.00		
164. UNITED PARCEL SERVICE	12.22		
165. UNIVERSITY OF MICHIGAN	200.00		
166. UNUM LIFE INSURANCE COMPANY	2,052.32		
167. UPSTART	51.40		
168. USA BLUEBOOK	636.52		
169. WEISKOPF INDUSTRIES CORP	256.40		
170. WEST GROUP PAYMENT CENTER	576.00		
171. WESTERN LIME CORPORATION	10,106.46		
172. WHITEFISH SKATE RAMP CO.	1,875.00		
**TOTAL ALL CLAIMS**	478,957.00		



# COMMUNICATIONS

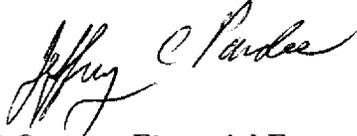


## MEMO

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

**DATE:** November 7, 2011

**TO:** Hon. Gary McDowell, Mayor  
City Commission  
Dane C. Nelson, City Administrator

**FROM:** Jeffrey C. Pardee, C.P.F.O.  
Finance Director 

**SUBJECT:** City of Adrian FY2011-12 First Quarter Financial Forecast

Please find attached the First-Quarter Financial Forecast for the City of Adrian for Fiscal Year 2011-12. As of September 30, 2011, actual General Fund revenue - \$6,613,550 - exceeded expenditures - \$2,303,249 by \$4,310,301. 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 1<sup>st</sup> Quarter Report, forecasted revenues - \$9,844,262 - are expected to exceed estimated expenditures - \$9,821,709 - by \$22,253.

The revenue favorability is primarily due to recognition of two statutory State Revenue Sharing payments of \$145,000 each that are expected to fall within the FY2011-12 Fiscal Year. These funds were not included in the Adopted Budget due to the uncertainty of the eligibility requirements associated with the Governor's Economic Vitality Incentive Program (EVIP). The program components, Transparency, Collaboration and Compensation, have now been clearly defined and the City of Adrian has reached compliance with the creation of a Dashboard and Citizens Guide on its website and a Collaboration Plan, which has been submitted to the State Department of Treasury. In addition, a Compensation Plan has also been submitted to qualify for the final \$145,000 payment, however receipt is expected to be in August, 2012, which falls within the City's next fiscal year.

Additional revenue not contemplated in the FY2011-12 Adopted Budget includes \$18,000 related to the Adrian Public Schools Agreement to compensate the City for provision of a School Policing Officer and another \$18,000 from Savoy Energy Company as a part of their oil lease agreement to cover the cost of maintaining the recently acquired Adrian Training School. Also, the City has received \$7,647 from the State for fire protection of State facilities. Lastly, \$12,500 has been transferred from the Swigert Trust Fund to cover the second installment of the \$25,000 commitment to the County Department of Aging to partially fund the renovations at the Piotter Center necessary to accommodate the occupancy of the Day Break Program.

The aforementioned revenue favorability is partially offset by a \$9,400 unfavorable variance due to reduced State revenue from Library Penal Fines, as well as a planned draw down of \$140,247 on fund balance to cover the cost of FY2010-11 year-end encumbrances and carry-forwards. The net favorable revenue variance for the General Fund is projected to be \$202,053.

Expenditures, on the other hand, are forecasted to be (\$118,500) unfavorable due to the following anticipated budget variances:

- 1) The Fire Department Salaries Budget is forecasted to be (\$107,000) unfavorable because the Union Contract, which included a one (1.0%) percent salary increase, was settled in late March, after the budget was submitted for approval. In addition, allocation for non-productive time, i.e., sick time, holiday and vacation pay, was calculated in error to include longevity pay and educational premium which are separate obligations under the current union contract. A recommended budget amendment will be submitted to correct this unbalanced condition.
- 2) The Inspection Department Operating Budget is forecasted to be (\$16,000) unfavorable related to user charges from the Motor Vehicle Pool.
- 3) Related to the previously noted transfer of \$12,500 from the Swigert Trust to cover the second installment of the \$25,000 commitment to the County Department of Aging to partially fund the renovations at the Piotter Center necessary to accommodate the occupancy of the Day Break Program, the expenditure side of the budget needs adjusting by a similar amount to maintain balance.
- 4) The Parks & Forestry Division of the Parks & Recreation Department is forecasted to be unfavorable by \$44,000 due to a budget error in calculating total compensation in the Salary and Fringe Benefit Forecast. A recommended budget amendment will be submitted to correct this unbalanced condition.

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 first 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 Major Street Fund is forecasted to be \$180,809 favorable due to MDOT grant funding for the Beecher Street reconstruction project, partially offset by planned use of fund balance to cover expenses for projects completed in the previous fiscal year but paid for in the current fiscal year. A budget amendment will be forthcoming to recognize the MDOT grant funding.
- 2) The Local Street Fund is forecasted to be (\$200,669) unfavorable, primarily due to planned use of fund balance to cover expenses for projects completed in the previous fiscal year but paid for in the current fiscal year.
- 3) The Fee Estate Fund is forecasted to be (\$118,157) unfavorable primarily due to planned use of fund balance to cover expenses for the Riverside Pedestrian Bridge Project partially completed in the previous fiscal year but paid for in the current fiscal year. Congestion Mitigation-Air Quality Grant funds are expected to offset this expenditure.  
Community Dev, Econ Dev, DDA-TIF, LDFA-GAIDC, Sewer & Water Cap Proj, Auto park, Transp, water, storm, IT
- 4) The Brownfield Redevelopment Authority Fund is forecasted to be favorable \$18,225 due to increased property tax revenue derived from completed projects. A budget amendment will be forthcoming.
- 5) The Sewer Fund is forecasted to be \$191,376 favorable due to anticipated grant revenue for the Riverside Interceptor construction project. A budget amendment will be forthcoming.
- 6) The Capital Projects Revolving Fund, used to levy and collect special assessments for Major and Local Street projects, is forecasted to be favorable by \$30,000 due to investment earnings.

7) The Motor Vehicle Fund is forecasted to be \$96,372 favorable.

It should be noted that the amended FY2011-12 Financial Plan anticipates a draw down on Fund Equity in the following funds:

Community Development Fund	\$(30,316)	Grant Administration Expenses
DDA-TIF Fund	( 59,769)	Façade Program
Auto Parking Fund	(25,735)	Farmers' Market Lot Improvements
Transportation Fund	( 5,950)	Bus Operations
Water Fund	( 50,521)	Misc. Purification & Pump System Repairs
Storm Water Utility Fund	(156,321)	Bent Oak Storm Sewer Improvements
Information Technology Fund	<u>(412,371)</u>	Planned draw down on Fund Balance
Total	<u>\$ (1,151,609)</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.

#### **Future Considerations:**

In today's uncertain credit market, there is a legitimate concern regarding the custodial risk associated with over-concentration of cash balances and investments in a few financial institutions. To mitigate the custodial risk, the City's funds are held by a diverse group of financial institutions. The following is a summary of the City's nearly \$6 million portfolio as of August 31, 2011 and the balances in each bank or investment pool:

<u>Institution</u>	<u>Amount</u>
Huntington Bank	\$ 2,920,336
United Bank & Trust	638,150
Key Bank	504,935
First Federal Bank	612,195
Multi-Bank Securities	584,966
MBIA-Class Pool	<u>682,737</u>
Total	<u>\$ 5,943,319</u>

Effective October 3, 2008, the Federal Deposit Insurance Corporation (FDIC) increased the insured balances in each financial institution from \$100,000 to \$250,000. In addition, each of the investments in Multi-Bank Securities is held by a separately insured banking institution. Also, funds held in bank trust departments are not subject to collateral for banking operations but, instead, are held in the name of the depositor and are, therefore, held in safekeeping. Finally, it should be noted that all demand deposit funds are fully insured. In other words, the total secured portion of the aforementioned amount is \$4,983,127, equivalent to 84% percent.

In closing, the City Commission should be aware of the Governor's intention to submit a plan for phasing out the Personal Property Tax. The City currently generates over \$900,000 annually from this source of revenue, equivalent to ten (10%) percent of the General Fund operating budget. The Administration will be closely monitoring this situation and report updates on a timely basis. If you have any questions or need for further information, please contact my office.

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
<b>GENERAL FUND REVENUE (101):</b>								
<b>Revenues</b>								
<b>Dept 101.00: CITY COMMISSION</b>								
489.000 Misc. City Promotions	\$100	\$100	\$0	\$0	\$100	\$0	0.0%	
<b>Total - Dept 101.00</b>	<b>\$100</b>	<b>\$100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100</b>	<b>\$0</b>	<b>0.0%</b>	
<b>Dept 172.00: CITY ADMINISTRATOR</b>								
532.000 ADMINISTRATION INCOME	\$200	\$200	\$0	\$0	\$200	\$0	0.0%	
672.000 OIL LEASE PROCEEDS	0	0	0	0	18,000	18,000		Adrain Training School
695.000 OTHER	0	0	0	80	100	100		
<b>Total - Dept 209.00</b>	<b>\$200</b>	<b>\$200</b>	<b>\$0</b>	<b>\$80</b>	<b>\$18,300</b>	<b>\$18,100</b>	<b>9050.0%</b>	
<b>Dept 201.00: FINANCE DEPARTMENT</b>								
445.000 PENALTIES & INTEREST ON TAXES	\$70,000	\$70,000	\$0	\$2,457	\$70,000	\$0	0.0%	
480.000 DOG LICENSES	2,000	2,000	0	66	2,000	0	0.0%	
607.000 TAX COLLECTION FEES	220,000	220,000	0	131,083	220,000	0	0.0%	
664.000 INVESTMENT INCOME	140,000	140,000	0	6,408	140,000	0	0.0%	
676.133 CONTRIB.-INDIRECT COST ALLOCATION	135,215	135,215	0	0	135,215	0	0.0%	
685.000 SALE OF EQUIPMENT	5,000	5,000	0	0	5,000	0	0.0%	
695.000 OTHER	0	0	0	80	100	100		
696.000 CASH OVER/SHORT	0	0	0	(76)	(100)	(100)		
<b>Total - Dept 201.00</b>	<b>\$572,215</b>	<b>\$572,215</b>	<b>\$0</b>	<b>\$140,018</b>	<b>\$572,215</b>	<b>\$0</b>	<b>0.0%</b>	
<b>Dept 209.00: CITY ASSESSOR</b>								
444.000 PRINCIPLE RES. DENIAL PENALTY	\$2,000	\$2,000	\$0	\$2,251	\$2,500	\$500	25.0%	Enhanced Enforcement
488.000 CONTRACT SERVICES REVENUE	100	100	0	0	100	0	0.0%	
<b>Total - Dept 209.00</b>	<b>\$2,100</b>	<b>\$2,100</b>	<b>\$0</b>	<b>\$2,251</b>	<b>\$2,600</b>	<b>\$500</b>	<b>23.8%</b>	
<b>Dept 210.00: CITY ATTORNEY</b>								
488.000 CONTRACT SERVICES	\$11,000	\$11,000	\$0	\$2,751	\$11,000	\$0	0.0%	
488.275 CONTRACT SERVICES-CMM DEV	0	0	0	750	1,000	1,000		
490.000 LEGAL SERVICES	100	100	0	0	100	0	0.0%	
<b>Total - Dept 210.00</b>	<b>\$11,100</b>	<b>\$11,100</b>	<b>\$0</b>	<b>\$3,501</b>	<b>\$12,100</b>	<b>\$1,000</b>	<b>9.0%</b>	
<b>Dept 215.00: CITY CLERK</b>								
454.000 JUNK DEALERS & SCAVENGERS	\$500	\$500	\$0	\$0	\$500	\$0	0.0%	
458.000 VENDORS-HAULERS & PEDDLERS	1,300	1,300	0	0	1,300	0	0.0%	
459.000 AMUSEMENTS	2,500	2,500	0	0	2,500	0	0.0%	
460.000 BOWLING & BILLIARDS	100	100	0	0	100	0	0.0%	
608.000 SCHOOL ELECTION FEES	4,000	4,000	0	0	4,000	0	0.0%	
644.000 PRINTED MATERIALS	100	100	0	0	100	0	0.0%	
695.000 OTHER	1,100	1,100	0	0	1,100	0	0.0%	
<b>Total - Dept 215.00</b>	<b>\$9,600</b>	<b>\$9,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,600</b>	<b>\$0</b>	<b>0.0%</b>	

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE	FORECAST	VARIANCE		EXPLANATION
	ADOPTED	AMENDED	over/(under)			ADOPTED	AMOUNT	
	BUDGET	BUDGET	ADOPTED	ACTUAL				
<b>Dept 226.00: HUMAN RESOURCES</b>								
691.000 VENDING PROCEEDS-WELLNESS	\$100	\$100	\$0	\$0	\$100	\$0	0.0%	
693.000 WELLNESS PROCEEDS	100	100	0	0	100	0	0.0%	
<b>Total - Dept 226.00</b>	<b>\$200</b>	<b>\$200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200</b>	<b>\$0</b>	<b>0.0%</b>	
<b>Dept 276.00: CEMETERY</b>								
625.000 ENGRAVING	\$1,000	\$1,000	\$0	\$0	\$1,000	\$0	0.0%	
628.000 FOUNDATIONS - CEMETERY	11,000	11,000	0	3,213	11,000	0	0.0%	
629.000 GRAVE OPENINGS	40,000	40,000	0	9,155	40,000	0	0.0%	
630.000 UPKEEP OF CEM LOTS (NOT PC)	10,000	10,000	0	3,475	10,000	0	0.0%	
642.000 PET CEMETERY	100	100	0	0	100	0	0.0%	
643.000 CEMETERY LOTS	2,000	2,000	0	270	2,000	0	0.0%	
676.711 TRANSFER-PERPETUAL CARE FUND	40,000	40,000	0	0	40,000	0	0.0%	
<b>Total - Dept 276.00</b>	<b>\$104,100</b>	<b>\$104,100</b>	<b>\$0</b>	<b>\$16,113</b>	<b>\$104,100</b>	<b>\$0</b>	<b>0.0%</b>	
<b>Dept 301.00: POLICE DEPARTMENT</b>								
455.000 PARKING	\$400	\$400	\$0	\$0	\$400	\$0	0.0%	
506.000 SPS SRO GRANT	42,000	42,000	0	0	42,000	0	0.0%	
513.000 BULLET PROOF VEST GRANT	1,000	1,000	0	0	1,000	0	0.0%	
514.000 SCHOOL POLICING OFFICER GRANT	0	0	0	4,667	18,000	18,000		Adrian Public Schools Agreement
515.000 OHSP TRAFFIC GRANT	5,000	5,000	0	0	5,000	0	0.0%	
534.000 NARCOTIC ENFORCEMENT GRANT	74,000	74,000	0	1,332	74,000	0	0.0%	
540.000 POLICE JAG GRANT - COMPUTER EQUIP.	0	11,032	11,032	0	11,032	0	0.0%	
543.000 POLICE TRAINING GRANT	7,000	7,000	0	0	7,000	0	0.0%	
576.000 LIQUOR LICENSES	13,000	13,000	0	13,221	13,000	0	0.0%	
624.000 LIVESCAN APPLICANT FINGERPRINTING	30,000	30,000	0	2,855	30,000	0	0.0%	
627.000 DUPLICATING & PHOTOSTATS	6,000	6,000	0	741	6,000	0	0.0%	
656.000 PARKING FINES	19,000	19,000	0	3,840	19,000	0	0.0%	
659.000 ORDINANCE FINES & COSTS	75,000	75,000	0	10,289	75,000	0	0.0%	
660.000 TOW & IMPOUND FEES	12,000	12,000	0	1,080	12,000	0	0.0%	
675.000 DONATIONS-PRIVATE	0	14,000	14,000	400	14,000	0	0.0%	
675.008 DONATIONS-AUXILLIARY	3,000	3,000	0	0	3,000	0	0.0%	
676.701 CONTRIB - TRUST FUND	5,000	12,000	7,000	0	12,000	0	0.0%	
684.000 SAFETY CITY	2,000	2,000	0	0	2,000	0	0.0%	
685.000 SALE OF EQUIPMENT	2,000	2,000	0	0	2,000	0	0.0%	
694.000 SEX OFFENDER REGISTRATION	1,000	1,000	0	50	1,000	0	0.0%	
695.000 OTHER	6,000	6,000	0	1,119	6,000	0	0.0%	
<b>Total - Dept 301.00</b>	<b>\$303,400</b>	<b>\$335,432</b>	<b>\$32,032</b>	<b>\$39,594</b>	<b>\$353,432</b>	<b>\$18,000</b>	<b>5.4%</b>	
<b>DEPT 336.00: FIRE DEPARTMENT</b>								
544.000 FIRE PROTECTION PAYMENT	\$0	\$0	\$0	\$7,647	\$7,700	\$7,700		State Facilities
<b>Total - Dept 336.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,647</b>	<b>\$7,700</b>	<b>\$7,700</b>		

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE	FORECAST	VARIANCE		EXPLANATION
	ADOPTED	AMENDED	over/(under)			FORECAST TO BUDGET	PERCENT	
	BUDGET	BUDGET	ADOPTED	ACTUAL		AMOUNT		
<b>Dept 371.00: INSPECTION DEPARTMENT</b>								
458.000 VENDORS-HAULERS & PEDDLERS	\$0	\$0	\$0	\$145	\$200	\$200		
463.000 PERMITS-SIGNS & HANGERS	1,000	1,000	0	198	1,000	0	0.0%	
477.000 BUILDING	80,000	80,000	0	24,225	80,000	0	0.0%	
478.000 ELECTRICAL	25,000	25,000	0	9,774	25,000	0	0.0%	
479.000 HEATING	24,000	24,000	0	9,455	24,000	0	0.0%	
482.000 PLUMBING	10,000	10,000	0	4,445	10,000	0	0.0%	
483.000 SEWER TAPPING	100	100	0	0	100	0	0.0%	
485.000 ZONING PERMITS & FEES	3,000	3,000	0	500	3,000	0	0.0%	
486.000 MISCELLANEOUS	500	500	0	305	500	0	0.0%	
487.000 RENTAL HOUSING REGISTRATION	15,000	15,000	0	4,913	15,000	0	0.0%	
673.106 WEED MOWING	0	0	0	1,760	2,000	2,000		
<b>Total - Dept 371.00</b>	<b>\$158,600</b>	<b>\$158,600</b>	<b>\$0</b>	<b>\$55,720</b>	<b>\$160,800</b>	<b>\$2,200</b>	<b>1.4%</b>	
<b>Dept 441.00: DEPARTMENT OF PUBLIC WORKS</b>								
481.000 SIDEWALK-CURB & EXCAVATING	\$2,000	\$2,000	\$0	\$893	\$2,000	\$0	0.0%	
631.000 REFUSE COLLECTION	200	200	0	0	200	0	0.0%	
690.000 SALE OF COMPOST	100	100	0	0	100	0	0.0%	
<b>Total - Dept 441.00</b>	<b>\$2,300</b>	<b>\$2,300</b>	<b>\$0</b>	<b>\$893</b>	<b>\$2,300</b>	<b>\$0</b>	<b>0.0%</b>	
<b>Dept 449.00: ENGINEERING DEPARTMENT</b>								
483.000 STORM SEWER TAPPING	\$0	\$0	\$0	\$35	\$100	\$100		
671.000 RENTS	30,000	30,000	0	3,100	30,000	0	0.0%	
671.588 RENT - LENAWEE TRANSPORTATION	4,000	4,000	0	0	4,000	0	0.0%	
<b>Total - Dept 449.00</b>	<b>\$34,000</b>	<b>\$34,000</b>	<b>\$0</b>	<b>\$3,135</b>	<b>\$34,100</b>	<b>\$100</b>	<b>0.3%</b>	

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE	FORECAST	VARIANCE		EXPLANATION	
	ADOPTED	AMENDED	over/(under)			FORECAST TO BUDGET	PERCENT		
	BUDGET	BUDGET	ADOPTED	ACTUAL		AMOUNT			
<b>Dept 691.00: RECREATION DEPARTMENT</b>									
651.053	USE/ADM FEES-REC-CONCESSIONS	\$26,000	\$26,000	\$0	\$14,815	\$26,000	\$0	0.0%	
651.054	USE/ADM FEES-REC-YOUTH SPORTS	11,200	11,200	0	5,587	11,200	0	0.0%	
651.055	USE/ADM FEES-REC-ADULT SPORTS	95,000	95,000	0	32,286	95,000	0	0.0%	
651.056	USE/ADM FEES-REC-YOUTH PROGRAM	16,000	16,000	0	3,865	16,000	0	0.0%	
651.057	USE/ADM FEES-REC-NON-RESIDENT	0	0	0	65	100	100		
651.058	USE/ADM FEES-REC-SPECIAL EVENT	25,000	25,000	0	3,327	25,000	0	0.0%	
651.059	USE/ADM FEES-REC-PIOTTER CENTER	50,700	50,700	0	20,962	50,700	0	0.0%	
651.060	USE/ADM FEES-REC-SKATE PARK	5,200	5,200	0	2,250	5,200	0	0.0%	
651.061	USE/ADM FEES-REC-AQUATICS	87,500	87,500	0	35,475	87,500	0	0.0%	
651.062	USE/ADM FEES-REC-ADULT CLASSES	13,900	13,900	0	5,004	13,900	0	0.0%	
651.070	USE/ADM FEES-REC-AMUSE TCKS	5,000	5,000	0	3,787	5,000	0	0.0%	
651.072	USE/ADM FEES-REC-SHELTER USE	7,500	7,500	0	3,174	7,500	0	0.0%	
675.000	DONATIONS-PRIVATE	0	12,500	12,500	12,500	25,000	12,500	100.0%	Swigert Funds for Day Break Renovation at Piotter Center
<b>Total - Dept 691.00</b>		<b>\$343,000</b>	<b>\$355,500</b>	<b>\$12,500</b>	<b>\$143,097</b>	<b>\$368,100</b>	<b>\$12,600</b>	<b>3.5%</b>	
<b>Dept 691.01: ADRIAN AREA LITTLE LEAGUE</b>									
651.040	USE/ADM FEES-REC-TOURNAMENTS	\$200	\$200	\$0	\$0	\$200	\$0	0.0%	
651.041	USE/ADM FEES-REC-TBALL	4,500	4,500	0	25	4,500	0	0.0%	
651.042	USE/ADM FEES-REC-MACHINE PITCH	6,190	6,190	0	0	6,190	0	0.0%	
651.043	USE/ADM FEES-REC-MINORS	5,700	5,700	0	0	5,700	0	0.0%	
651.044	USE/ADM FEES-REC-MAJORS	5,940	5,940	0	0	5,940	0	0.0%	
651.045	USE/ADM FEES-REC-JUNIORS	4,470	4,470	0	0	4,470	0	0.0%	
675.000	DONATIONS - PRIVATE	8,400	8,400	0	0	8,400	0	0.0%	
<b>Total - Dept 691.01</b>		<b>\$35,400</b>	<b>\$35,400</b>	<b>\$0</b>	<b>\$25</b>	<b>\$35,400</b>	<b>\$0</b>	<b>0.0%</b>	
<b>Dept 697.00: PARKS &amp; FORESTRY DEPARTMENT</b>									
673.106	WEED MOWING	\$33,000	\$33,000	\$0	\$7,040	\$33,000	\$0	0.0%	
675.081	DONATIONS-PARKS & FORESTRY	0	10,000	10,000	10,000	10,000	0	0.0%	
695.000	OTHER	0	0	0	420	500	500		
<b>Total - Dept 697.00</b>		<b>\$33,000</b>	<b>\$43,000</b>	<b>\$10,000</b>	<b>\$17,460</b>	<b>\$43,500</b>	<b>\$500</b>	<b>1.2%</b>	

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE		VARIANCE		EXPLANATION
	ADOPTED BUDGET	AMENDED BUDGET	over/(under) ADOPTED	ACTUAL	FORECAST	FORECAST TO BUDGET AMOUNT	PERCENT	
<b>Dept 738.00: ADRIAN PUBLIC LIBRARY</b>								
567.000 LIBRARY STATE AID	\$6,000	\$6,000	\$0	\$0	\$6,000	\$0	0.0%	
627.000 DUPLICATING & PHOTOSTATS	3,000	3,000	0	200	3,000	0	0.0%	
651.000 APPLICATION FEE	3,000	3,000	0	260	3,000	0	0.0%	
655.000 SALES & CONCESSIONS	1,000	1,000	0	66	1,000	0	0.0%	
657.000 LIBRARY BOOK FINES	10,000	10,000	0	380	10,000	0	0.0%	
658.000 PENAL FINES	100,000	100,000	0	90,599	90,600	(9,400)	-9.4%	Reduced State Revenue
671.000 RENTS	2,500	2,500	0	0	2,500	0	0.0%	Sharing
675.073 DONATIONS-PRIVATE-LIBRARIES	8,000	8,000	0	650	8,000	0	0.0%	
676.702 CONTRIB-ENDOWMENT TRUST FUND	10,000	10,000	0	0	10,000	0	0.0%	
<b>Total - Dept 738.00</b>	<b>\$143,500</b>	<b>\$143,500</b>	<b>\$0</b>	<b>\$92,155</b>	<b>\$134,100</b>	<b>(\$9,400)</b>	<b>-6.6%</b>	
<b>Dept 990.00: NON-DEPARTMENTAL</b>								
404.000 CURRENT REAL PROPERTY TAX	\$4,685,668	\$4,685,668	\$0	\$4,620,642	\$4,685,668	\$0	0.0%	
405.000 CURRENT PERS PROP TAX	914,296	914,296	0	962,834	914,296	0	0.0%	Revised Collection Policy
406.000 DELQ PERS PROP TAX	500	500	0	0	500	0	0.0%	Aggressive Collections
425.000 PAYMENT IN LIEU OF TAXES	40,000	40,000	0	0	40,000	0	0.0%	
457.000 TRAILER	4,000	4,000	0	805	4,000	0	0.0%	
575.000 SALES & USE TAX	1,411,351	1,411,351	0	416,283	1,701,351	290,000	20.5%	Economic Vitality
661.000 CIVIL INFRACTIONS	300	300	0	300	300	0	0.0%	Incentive Program (EVIP)
671.000 RENTS	1,000	1,000	0	0	1,000	0	0.0%	
675.000 DONATIONS-PRIVATE	300	300	0	0	300	0	0.0%	
675.059 DONATIONS-PRIVATE-SENIOR CENTER	100	100	0	0	100	0	0.0%	
675.077 DONATIONS-PRIVATE-TV CABLE	210,000	210,000	0	57,554	210,000	0	0.0%	
675.276 CONTRIBUTION-ECON DEVEL	110,000	110,000	0	27,500	110,000	0	0.0%	
676.500 CONTRIB-EMPLOYEE HEALTH CARE	177,000	177,000	0	0	177,000	0	0.0%	
676.702 CONTRIB-ENDOWMENT TRUST FUND	100	100	0	0	100	0	0.0%	
683.000 SALE OF PROPERTY	0	0	0	750	1,000	1,000		Surplus Property
695.000 OTHER	140,000	140,000	0	5,193	140,000	0	0.0%	
697.000 PRIOR YEARS REVENUE	0	140,247	140,247	0	0	(140,247)	-100.0%	Planned Use of Fund
<b>Total - Dept 990.00</b>	<b>\$7,694,615</b>	<b>\$7,834,862</b>	<b>\$140,247</b>	<b>\$6,091,861</b>	<b>\$7,985,615</b>	<b>\$150,753</b>	<b>1.9%</b>	<b>Balance</b>
<b>Total Revenues</b>	<b>\$9,447,430</b>	<b>\$9,642,209</b>	<b>\$194,779</b>	<b>\$6,613,550</b>	<b>\$9,844,262</b>	<b>\$202,053</b>	<b>2.1%</b>	

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
<b>GENERAL FUND EXPENDITURES (101):</b>								
<b>101.00 CITY COMMISSION</b>								
SALARIES & FRINGE BENEFITS	\$27,513	\$27,513	\$0	\$6,407	\$27,513	\$0	0.0%	
OPERATING	78,718	78,718	0	48,155	78,718	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$106,231	\$106,231	\$0	\$54,562	\$106,231	\$0	0.0%	
<b>172.00 CITY ADMINISTRATOR</b>								
SALARIES & FRINGE BENEFITS	\$224,672	\$224,672	\$0	\$64,611	\$224,672	\$0	0.0%	
OPERATING	7,392	7,392	0	4,324	7,392	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$232,064	\$232,064	\$0	\$68,935	\$232,064	\$0	0.0%	
<b>191.00 ELECTION DEPARTMENT</b>								
SALARIES & FRINGE BENEFITS	\$10,500	\$10,500	\$0	\$3,080	\$10,500	\$0	0.0%	
OPERATING	9,100	9,100	0	5,144	9,100	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$19,600	\$19,600	\$0	\$8,224	\$19,600	\$0	0.0%	
<b>201.00 FINANCE DEPARTMENT</b>								
SALARIES & FRINGE BENEFITS	\$428,111	\$428,111	\$0	\$103,463	\$428,111	\$0	0.0%	
OPERATING	(108,232)	(101,123)	7,109	(19,695)	(101,123)	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$319,879	\$326,988	\$7,109	\$83,768	\$326,988	\$0	0.0%	
<b>209.00 CITY ASSESSOR</b>								
SALARIES & FRINGE BENEFITS	\$89,160	\$91,484	\$2,324	\$19,861	\$91,484	\$0	0.0%	
OPERATING	54,402	53,028	(1,374)	19,023	53,028	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$143,562	\$144,512	\$950	\$38,884	\$144,512	\$0	0.0%	
<b>210.00 CITY ATTORNEY</b>								
SALARIES & FRINGE BENEFITS	\$133,067	\$133,067	\$0	\$40,467	\$133,067	\$0	0.0%	
OPERATING	14,585	18,285	3,700	7,720	18,285	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$147,652	\$151,352	\$3,700	\$48,187	\$151,352	\$0	0.0%	

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE	FORECAST	VARIANCE		EXPLANATION
	ADOPTED	AMENDED	over/(under)			FORECAST TO BUDGET	PERCENT	
	BUDGET	BUDGET	ADOPTED	ACTUAL		AMOUNT		
<b>215.00 CITY CLERK</b>								
SALARIES & FRINGE BENEFITS	\$85,848	\$85,848	\$0	\$20,737	\$85,848	\$0	0.0%	
OPERATING	12,253	12,253	0	3,237	12,253	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$98,101	\$98,101	\$0	\$23,974	\$98,101	\$0	0.0%	
<b>226.00 HUMAN RESOURCES DEPARTMENT</b>								
SALARIES & FRINGE BENEFITS	\$100,114	\$100,114	\$0	\$23,680	\$100,114	\$0	0.0%	
OPERATING	63,538	69,038	5,500	14,529	69,038	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$163,652	\$169,152	\$5,500	\$38,209	\$169,152	\$0	0.0%	
<b>265.00 CITY HALL</b>								
SALARIES & FRINGE BENEFITS	\$0	\$0	\$0	\$0	\$0	\$0		
OPERATING	97,000	97,000	0	15,851	97,000	0	0.0%	
CAPITAL OUTLAY	0	13,725	13,725	13,725	13,725	0	0.0%	
TOTAL	\$97,000	\$110,725	\$13,725	\$29,576	\$110,725	\$0	0.0%	
<b>266.00 CITY CHAMBERS</b>								
SALARIES & FRINGE BENEFITS	\$0	\$0	\$0	\$0	\$0	\$0		
OPERATING	13,000	13,000	0	1,606	13,000	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$13,000	\$13,000	\$0	\$1,606	\$13,000	\$0	0.0%	
<b>267.00 POLICE FACILITY</b>								
SALARIES & FRINGE BENEFITS	\$0	\$0	\$0	\$0	\$0	\$0		
OPERATING	40,000	40,000	0	6,904	40,000	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$40,000	\$40,000	\$0	\$6,904	\$40,000	\$0	0.0%	
<b>276.00 CEMETERY</b>								
SALARIES & FRINGE BENEFITS	\$258,154	\$258,154	\$0	\$94,494	\$258,154	\$0	0.0%	
OPERATING	58,942	59,037	95	13,994	59,037	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$317,096	\$317,191	\$95	\$108,488	\$317,191	\$0	0.0%	
<b>301.00 POLICE DEPARTMENT</b>								
SALARIES & FRINGE BENEFITS	\$2,435,248	\$2,435,248	\$0	\$579,954	\$2,435,248	\$0	0.0%	
OPERATING	278,597	287,137	8,540	79,513	287,137	0	0.0%	
CAPITAL OUTLAY	15,000	62,039	47,039	550	62,039	0	0.0%	
TOTAL	\$2,728,845	\$2,784,424	\$55,579	\$660,017	\$2,784,424	\$0	0.0%	
<b>336.00 FIRE DEPARTMENT</b>								
SALARIES & FRINGE BENEFITS	\$1,207,324	\$1,207,324	\$0	\$310,082	\$1,314,324	(\$107,000)	-8.9%	Union Contract Settlement,
OPERATING	183,792	193,437	9,645	39,521	193,437	0	0.0%	Educational Premium,
CAPITAL OUTLAY	54,500	59,450	4,950	4,986	59,450	0	0.0%	Longevity, Accum Sick/Vac
TOTAL	\$1,445,616	\$1,460,211	\$14,595	\$354,589	\$1,567,211	(\$107,000)	-7.3%	Retirement Payout

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
<b>371.00 INSPECTION DEPARTMENT</b>								
SALARIES & FRINGE BENEFITS	\$291,664	\$291,664	\$0	\$66,942	\$291,664	\$0	0.0%	
OPERATING	29,518	29,518	0	9,866	45,518	(16,000)	-54.2%	Vehicle Rent-MVP
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$321,182	\$321,182	\$0	\$76,808	\$337,182	(\$16,000)	-5.0%	
<b>441.00 DEPARTMENT OF PUBLIC WORKS</b>								
SALARIES & FRINGE BENEFITS	\$512,903	\$512,903	\$0	\$62,789	\$512,903	\$0	0.0%	
OPERATING	(281,966)	(281,005)	961	(7,588)	(281,005)	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$230,937	\$231,898	\$961	\$55,201	\$231,898	\$0	0.0%	
<b>442.00 CENTRAL STORES SUPPLY</b>								
SALARIES & FRINGE BENEFITS	\$6,000	\$6,000	\$0	\$213	\$6,000	\$0	0.0%	
OPERATING	21,900	21,900	0	(23,425)	21,900	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$27,900	\$27,900	\$0	(\$23,212)	\$27,900	\$0		
<b>449.00 ENGINEERING DEPARTMENT</b>								
SALARIES & FRINGE BENEFITS	\$56,343	\$56,343	\$0	\$14,543	\$56,343	\$0	0.0%	
OPERATING	28,080	28,080	0	5,622	28,080	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$84,423	\$84,423	\$0	\$20,165	\$84,423	\$0	0.0%	
<b>450.00 STREET LIGHTING</b>								
SALARIES & FRINGE BENEFITS	\$5,000	\$5,000	\$0	\$0	\$5,000	\$0	0.0%	
OPERATING	169,000	169,000	0	29,216	169,000	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$174,000	\$174,000	\$0	\$29,216	\$174,000	\$0	0.0%	
<b>550.00 FIXED EXPENSES</b>								
DEBT SERVICE	\$448,435	\$448,435	\$0	\$0	\$448,435	\$0	0.0%	
TOTAL	\$448,435	\$448,435	\$0	\$0	\$448,435	\$0	0.0%	

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
<b>691.00 RECREATION DEPARTMENT</b>								
SALARIES & FRINGE BENEFITS	\$514,538	\$514,538	\$0	\$160,221	\$514,538	\$0	0.0%	
OPERATING	264,757	281,785	17,028	82,025	294,285	(12,500)	-4.4%	2nd Installment on
CAPITAL OUTLAY	43,900	64,424	20,524	10,376	64,424	0	0.0%	\$25,000 contribution for
TOTAL	\$823,195	\$860,747	\$37,552	\$252,622	\$873,247	(\$12,500)	-1.5%	Daybreak Renovation
<b>691.01 ADRIAN AREA LITTLE LEAGUE</b>								
SALARIES & FRINGE BENEFITS	\$7,000	\$7,000	\$0	\$1,143	\$7,000	\$0		
OPERATING	24,000	24,111	111	1,406	24,111	0	0.0%	
CAPITAL OUTLAY	0	0	0	3,133	0	0		
TOTAL	\$31,000	\$31,111	\$111	\$5,682	\$31,111	\$0	0.0%	
<b>696.00 PARKS &amp; FORESTRY GARAGE</b>								
SALARIES & FRINGE BENEFITS	\$0	\$0	\$0	\$0	\$0	\$0		
OPERATING	14,675	14,675	0	1,439	14,675	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$14,675	\$14,675	\$0	\$1,439	\$14,675	\$0	0.0%	
<b>697.00 PARKS &amp; FORESTRY DEPARTMENT</b>								
SALARIES & FRINGE BENEFITS	\$200,059	\$200,059	\$0	\$83,606	\$244,059	(\$44,000)	-22.0%	Budget Error-Addition
OPERATING	133,566	150,148	16,582	40,716	150,148	0	0.0%	on Salary Forecast
CAPITAL OUTLAY	36,500	69,500	33,000	4,584	69,500	0	0.0%	
TOTAL	\$370,125	\$419,707	\$49,582	\$128,906	\$463,707	(\$44,000)	-10.5%	
<b>698.00 PARKS &amp; FORESTRY - HERITAGE PARK</b>								
SALARIES & FRINGE BENEFITS	\$92,965	\$92,965	\$0	\$22,334	\$92,965	\$0	0.0%	
OPERATING	42,053	42,053	0	6,166	42,053	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$135,018	\$135,018	\$0	\$28,500	\$135,018	\$0	0.0%	
<b>700.00 ADRIAN FENCE PROPERTY</b>								
SALARIES & FRINGE BENEFITS	\$100	\$100	\$0	\$0	\$100	\$0	0.0%	
OPERATING	2,400	2,400	0	28	2,400	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$2,500	\$2,500	\$0	\$28	\$2,500	\$0	0.0%	

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
<b>738.00 ADRIAN PUBLIC LIBRARY</b>								
SALARIES & FRINGE BENEFITS	\$372,828	\$372,828	\$0	\$92,937	\$372,828	\$0	0.0%	
OPERATING	309,288	314,608	5,320	81,930	314,608	0	0.0%	
CAPITAL OUTLAY	40,000	40,000	0	0	40,000	0	0.0%	
TOTAL	\$722,116	\$727,436	\$5,320	\$174,867	\$727,436	\$0	0.0%	
<b>801.00 PLANNING COMMISSION</b>								
OPERATING	\$11,800	\$11,800	\$0	\$827	\$11,800	\$0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0	0.0%	
TOTAL	\$11,800	\$11,800	\$0	\$827	\$11,800	0	0.0%	
<b>836.00 OTHER PROJECTS</b>								
SALARIES & FRINGE BENEFITS	\$0	\$0	\$0	\$684	\$0	\$0		
OPERATING	61,121	61,121	0	25,593	61,121	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0	0.0%	
TOTAL	\$61,121	\$61,121	\$0	\$26,277	\$61,121	\$0	0.0%	
<b>965.00 TRANSFERS OUT</b>								
CONTRIBUTION - AUTO PARKING	\$60,000	\$60,000	\$0	\$0	\$60,000	\$0	0.0%	
CONTRIBUTION - DIAL-A-RIDE	100,000	100,000	0	0	100,000	0	0.0%	
CONTRIBUTION - MVP	0	0	0	0	0	0	0.0%	
TOTAL	\$160,000	\$160,000	\$0	\$0	\$160,000	\$0	0.0%	
<b>990.00 NON-DEPARTMENTAL</b>								
HOSPITALIZATION - HRA REIMB.	(\$43,295)	(\$43,295)	\$0	\$0	(\$43,295)	\$0	0.0%	
TOTAL	(\$43,295)	(\$43,295)	\$0	\$0	(\$43,295)	\$0	0.0%	
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$9,447,430</b>	<b>\$9,642,209</b>	<b>\$194,779</b>	<b>\$2,303,249</b>	<b>\$9,821,709</b>	<b>(\$179,500)</b>	<b>-1.9%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,310,301</b>	<b>\$22,553</b>	<b>\$22,553</b>		

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL GENERAL FUND CONTINGENCY ACCOUNT	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
<b>RECONCILIATION BETWEEN ADOPTED AND AMENDED BUDGET</b>								
ADOPTED BUDGET			\$9,447,430					
AMENDED BUDGET			\$9,642,209					
INCREASE/(DECREASE)			<u>\$194,779</u>					
Contingency - Beginning Balance					\$0			
Encumbrances & Carry Forwards			\$140,247					
Police JAG Grant-Forensic Equip & Training			32,032					
Swigert Trust - Day Break Renovation			12,500					
Stubnitz Grant - Tree Planting Program			10,000					
Total			<u>\$194,779</u>					
Contingency - Ending Balance					<u>\$0</u>			

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE	FORECAST	VARIANCE		EXPLANATION
	ADOPTED	AMENDED	over/(under)			ADOPTED	ACTUAL	
	BUDGET	BUDGET	ADOPTED			AMOUNT		
<b>MAJOR STREET FUND REVENUE (202):</b>								
516.201 BEECHER ST PAVING GRANT-ROAC COM	375,000	375,000	0	375,000	375,000	0	0.0%	
516.202 BEECHER ST PAVING GRANT-CITY	0	0	0	360,684	360,684	360,684		
546.000 GAS & WEIGHT TAX	850,000	850,000	0	181,718	850,000	0	0.0%	
547.000 STATE TRUNKLINE MAINTENANCE	<u>54,298</u>	<u>54,298</u>	<u>0</u>	<u>1</u>	<u>54,298</u>	<u>0</u>	0.0%	
INTERGOVERNMENTAL REVENUE	\$1,279,298	\$1,279,298	\$0	\$917,403	\$1,639,982	\$360,684	28.2%	
664.000 INVESTMENT INCOME	5,000	5,000	0	8	5,000	0	0.0%	
676.599 CONTRB.-CAPITAL PROJECT FUND	70,000	70,000	0	0	70,000	0	0.0%	
697.000 I	13,450	179,875	166,425	0	0	(179,875)	-100.0%	Planned Use of Fund
<b>TOTAL MAJOR STREET FUND REVENUE</b>	<b>\$1,367,748</b>	<b>\$1,534,173</b>	<b>\$166,425</b>	<b>\$917,411</b>	<b>\$1,714,982</b>	<b>\$180,809</b>	<b>11.8%</b>	<b>Balance</b>
<b>MAJOR STREET FUND EXPENDITURES (202):</b>								
STREET CONSTRUCTION	\$610,750	\$642,315	\$31,565	\$559,650	\$642,315	\$0	0.0%	
ROUTINE ROAD MAINTENANCE	264,511	269,303	4,792	32,416	269,303	0	0.0%	
ROUTINE BRIDGE MAINTENANCE	28,500	31,500	3,357	9,090	31,500	0	0.0%	
TRAFFIC SERVICE MAINTENANCE	199,450	263,721	64,271	95,347	263,721	0	0.0%	
WINTER MAINTENANCE	76,000	76,000	0	566	76,000	0	0.0%	
NON-MOTORIZED TRANSPORTATION	28,300	28,300	0	11,263	28,300	0	0.0%	
STATE TRUNKLINE MAINTENANCE (US223)	13,130	13,130	0	764	13,130	0	0.0%	
STATE TRUNKLINE MAINTENANCE (M-52)	31,478	31,478	0	531	31,478	0	0.0%	
STATE TRUNKLINE MAINTENANCE (M-34)	9,675	9,675	0	180	9,675	0	0.0%	
ADMIN & RECORD KEEPING	5,954	5,954	0	14,293	57,954	-52,000	-873.4%	Indirect Cost
CONTRIBUTION - LOCAL STREET FUND	100,000	100,000	0	0	100,000	0	0.0%	
<b>990.00 NON-DEPARTMENTAL</b>								
GRANT MATCH-KIWANIS TRAIL	\$0	\$62,797	\$62,797	\$43,112	\$62,797	\$0	0.0%	
CONTINGENCY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$0	\$62,797	\$62,797	\$43,112	\$62,797	\$0	0.0%	
<b>TOTAL MAJOR STREET FUND EXP. (202)</b>	<b>\$1,367,748</b>	<b>\$1,534,173</b>	<b>\$199,782</b>	<b>\$767,212</b>	<b>\$1,586,173</b>	<b>(\$52,000)</b>	<b>-3.4%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150,199</b>	<b>\$128,809</b>	<b>\$128,809</b>		

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE		VARIANCE		EXPLANATION
	ADOPTED BUDGET	AMENDED BUDGET	over/(under) ADOPTED	ACTUAL	FORECAST	FORECAST TO BUDGET AMOUNT	PERCENT	
<b>LOCAL STREET FUND REVENUE (203):</b>								
546.000 GAS & WEIGHT TAX	\$270,000	\$270,000	\$0	\$55,003	\$270,000	\$0	0.0%	
577.000 METRO ACT	60,000	60,000	0	0	60,000	0	0.0%	
641.000 SIDEWALK	15,000	15,000	0	508	15,000	0	0.0%	
664.000 INVESTMENT EARNINGS	1,000	1,000	0	0	1,000	0	0.0%	
676.202 CONTRIBUTION - MAJOR STREET FUND	100,000	100,000	0	0	100,000	0	0.0%	
676.599 CONTRIBUTION - CAPITAL PROJ. REV. FUND	12,000	12,000	0	0	12,000	0	0.0%	
695.000 OTHER	0	0	0	1,137	2,000	2,000		
697.000 PRIOR YEARS' REVENUE	0	188,053	188,053	0	0	(188,053)		Planned Use of Fund
699.204 TRANSFER IN - MUNICIPAL STREET FUND	413,000	413,000	0	0	413,000	0	0.0%	Balance
<b>TOTAL LOCAL STREET FUND REVENUE</b>	<b>\$871,000</b>	<b>\$1,059,053</b>	<b>\$188,053</b>	<b>\$56,648</b>	<b>\$873,000</b>	<b>(\$186,053)</b>	<b>-17.6%</b>	
<b>LOCAL STREET FUND EXPENDITURES (203):</b>								
SIDEWALKS	\$44,500	\$44,500	\$0	\$11,525	\$44,500	\$0	0.0%	
STREET CONSTRUCTION (INCL. ALLEYS)	328,151	507,704	179,553	273,433	507,704	0	0.0%	
ROUTINE ROAD MAINTENANCE	359,611	368,111	8,500	53,899	368,111	0	0.0%	
ROUTINE BRIDGE MAINTENANCE	6,800	6,800	0	0	6,800	0	0.0%	
TRAFFIC SERVICE MAINTENANCE	53,600	53,600	0	10,112	53,600	0	0.0%	
WINTER MAINTENANCE	64,000	64,000	0	248	64,000	0	0.0%	
ADMIN & RECORD KEEPING	4,954	4,954	0	7,343	28,954	(24,000)	-484.5%	Indirect Cost
CONTINGENCY	9,384	9,384	0	0	0	9,384	100.0%	
<b>TOTAL LOCAL STREET FUND EXP (203)</b>	<b>\$871,000</b>	<b>\$1,059,053</b>	<b>\$188,053</b>	<b>\$356,560</b>	<b>\$1,073,669</b>	<b>(\$14,616)</b>	<b>-1.4%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$299,912)</b>	<b>(\$200,669)</b>	<b>(\$200,669)</b>		

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE	FORECAST	VARIANCE		EXPLANATION
	ADOPTED	AMENDED	over/(under)			ADOPTED	ACTUAL	
	BUDGET	BUDGET	ADOPTED	ACTUAL	FORECAST	AMOUNT	PERCENT	
<b>MUNICIPAL STREET FUND REVENUE (204):</b>								
402.000 PROPERTY TAXES - SPECIAL VOTED	\$411,000	\$411,000	\$0	\$356,920	\$411,000	\$0	0.0%	
664.000 INVESTMENT INCOME	2,000	2,000	0	110	2,000	0	0.0%	
<b>TOTAL MUNICIPAL STREET FUND REVENUE</b>	<b>\$413,000</b>	<b>\$413,000</b>	<b>\$0</b>	<b>\$357,030</b>	<b>\$413,000</b>	<b>\$0</b>	<b>0.0%</b>	
<b>MUNICIPAL STREET FUND EXPENDITURES:</b>								
CONTRIBUTION - LOCAL STREETS	\$413,000	\$413,000	\$0	\$0	\$413,000	\$0	0.0%	
<b>TOTAL MUNICIPAL ST. FUND EXP.(204)</b>	<b>\$413,000</b>	<b>\$413,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$413,000</b>	<b>\$0</b>	<b>0.0%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$357,030</b>	<b>\$0</b>	<b>\$0</b>		
<b>FEE ESTATE (205):</b>								
664.000 INVESTMENT INCOME	\$200	\$200	\$0	\$0	\$200	\$0	0.0%	
675.076 DONATIONS-PRIVATE-FEE ESTATE	778,442	778,442	0	0	778,442	0	0.0%	
676.500 CONTRIB-EMPLOYEE HEALTH CARE	6,540	6,540	0	0	6,540	0	0.0%	
695.000 OTHER	100	100	0	0	100	0	0.0%	
697.000 PRIOR YEARS REVENUE	0	118,157	0	0	0	(118,157)	-100.0%	Planned Use of
<b>TOTAL FEE ESTATE FUND REVENUE</b>	<b>\$785,282</b>	<b>\$903,439</b>	<b>\$0</b>	<b>\$0</b>	<b>\$785,282</b>	<b>(\$118,157)</b>	<b>-13.1%</b>	<b>Fund Balance</b>
696.00 PARKS & FORESTRY GARAGE	\$14,675	\$14,675	\$0	\$1,421	\$14,675	0	0.0%	
699.00 FEE ESTATE MAINTENANCE	761,213	879,370	118,157	145,386	879,370	0	0.0%	
990.00 CONTINGENCY	9,394	9,394	0	0	9,394	0	0.0%	
<b>TOTAL FEE ESTATE FUND</b>	<b>\$785,282</b>	<b>\$903,439</b>	<b>\$118,157</b>	<b>\$146,807</b>	<b>\$903,439</b>	<b>\$0</b>	<b>0.0%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$118,157)</b>	<b>(\$146,807)</b>	<b>(\$118,157)</b>	<b>(\$118,157)</b>		

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE	FORECAST	VARIANCE		EXPLANATION
	ADOPTED	AMENDED	over/(under)			FORECAST TO BUDGET	PERCENT	
	BUDGET	BUDGET	ADOPTED	ACTUAL		AMOUNT		
<b>OMNI FUND REVENUE (267):</b>								
663.000 OMNI FORFEITURES	\$86,200	\$86,200	\$0	\$15,937	\$86,200	\$0	0.0%	
664.000 INVESTMENT INCOME	1,000	1,000	0	69	1,000	0	0.0%	
671.000 RENTS	4,000	4,000	0	0	4,000	0	0.0%	
695.000 OTHER	100	100	0	0	100	0	0.0%	
<b>TOTAL OMNI FUND REVENUE</b>	<b>\$91,300</b>	<b>\$91,300</b>	<b>\$0</b>	<b>\$16,006</b>	<b>\$91,300</b>	<b>\$0</b>	<b>0.0%</b>	
<b>OMNI FUND EXPENDITURES (267):</b>								
SALARIES & FRINGE BENEFITS	\$26,000	\$26,000	\$0	\$6,213	\$26,000	\$0	0.0%	
OPERATING	65,300	65,300	0	13,267	65,300	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
<b>TOTAL OMNI FUND EXPENDITURES (267)</b>	<b>\$91,300</b>	<b>\$91,300</b>	<b>\$0</b>	<b>\$19,480</b>	<b>\$91,300</b>	<b>\$0</b>	<b>0.0%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$3,474)</b>	<b>\$0</b>	<b>\$0</b>		

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
<b>COMMUNITY DEVELOPMNT FUND REV (275):</b>								
520.000 COMM DEV BLOCK GRANT	\$0	\$0	\$0	\$11,455	\$12,000	\$12,000		
531.000 PROPERTY IMPROVEMENT PROGRAM	0	0	0	24,290	24,000	24,000		
632.000 ADMINISTRATIVE FEES	15,000	15,000	0	400	15,000	0	0.0%	
651.000 APPLICATION FEE	100	100	0	20	100	0	0.0%	
664.000 INVESTMENT INCOME	1,000	1,000	0	690	1,000	0	0.0%	
676.281 CONTRIB-DDA-TIF FUND	2,000	2,000	0	500	2,000	0	0.0%	
676.282 CONTRIB-DDA-LDFA FUND	15,000	15,000	0	7,500	15,000	0	0.0%	
676.500 CONTRIB-EMPLOYEE HEALTH CARE	809	809	0	0	809	0	0.0%	
697.000 PRIOR YEARS' REVENUE	66,316	66,316	0	0	0	(66,316)	-100.0%	Planned Use of
<b>TOTAL COMMUNITY DEVELOPMNT FUND REV</b>	<b>\$100,225</b>	<b>\$100,225</b>	<b>\$0</b>	<b>\$44,855</b>	<b>\$69,909</b>	<b>(\$30,316)</b>	<b>-30.2%</b>	<b>Fund Balance</b>
<b>COMMUNITY DEVELOPMNT FUND EXP (275):</b>								
ADM CD BLOCK GRANT	\$90,225	\$90,225	\$0	\$20,247	\$90,225	\$0	0.0%	
CDBG FAÇADE PRG - 149 N. MAIN	0	0	0	11,251	0	0		
PROPERTY IMPROVEMENT PROGRAM	0	0	0	10,476	0	0		
PROPERTY ACQUISITION EXPENSES	10,000	10,000	0	43	10,000	0	0.0%	
<b>TOTAL COMM DEVLP FUND EXP (275)</b>	<b>\$100,225</b>	<b>\$100,225</b>	<b>\$0</b>	<b>\$42,017</b>	<b>\$100,225</b>	<b>\$0</b>	<b>0.0%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,838</b>	<b>(\$30,316)</b>	<b>(\$30,316)</b>		

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE		VARIANCE		EXPLANATION
	ADOPTED BUDGET	AMENDED BUDGET	over/(under) ADOPTED	ACTUAL	FORECAST	FORECAST TO BUDGET AMOUNT	PERCENT	
<b>ECONOMIC DEVELOPMENT FUND REV (276)</b>								
664.000 INVESTMENT INCOME	\$1,500	\$1,500	\$0	\$110	\$1,500	\$0	0.0%	
675.075 DONATIONS - PRIVATE	225,000	225,000	0	56,250	225,000	0	0.0%	
675.282 TRANSFER-LDFA FUND	27,256	27,256	0	0	27,256	0	0.0%	
676.500 CONTRIB-EMPLOYEE HEALTH CARE	3,835	3,835	0	0	3,835	0	0.0%	
695.000 OTHER	100	100	0	0	100	0	0.0%	
<b>TOTAL ECONOMIC DEVELOPMENT FUND REV</b>	<b>\$257,691</b>	<b>\$257,691</b>	<b>\$0</b>	<b>\$56,360</b>	<b>\$257,691</b>	<b>\$0</b>	<b>0.0%</b>	
<b>ECONOMIC DEVELOPMENT FUND EXP (276):</b>								
CONTRIBUTION - GENERAL FUND	\$ 110,000	\$ 110,000	\$0	\$ 27,500	\$ 110,000	\$ -	0.0%	
<b>ECONOMIC DEVELOPMENT</b>								
SALARIES & FRINGE BENEFITS	\$116,673	\$116,673	\$0	\$27,540	\$116,673	\$0	0.0%	
OPERATING	24,938	24,938	0	4,586	24,938	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL ECONOMIC DEVELOPMENT	\$141,611	\$141,611	\$0	\$32,126	\$141,611	\$0	0.0%	
CONTINGENCY	6,080	6,080	0	0	0	6,080	100.0%	
<b>TOTAL ECONOMIC DEVL P FUND EXP (276)</b>	<b>\$ 257,691</b>	<b>\$ 257,691</b>	<b>\$ -</b>	<b>\$ 59,626</b>	<b>\$ 251,611</b>	<b>\$ 6,080</b>	<b>2.4%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$3,266)</b>	<b>\$6,080</b>	<b>\$6,080</b>		
<b>BROWNFIELD REDEVELOPMENT AUTHORITY (279):</b>								
404.000 CURRENT PROPERTY TAX	\$17,000	\$17,000	\$0	\$35,225	\$35,225	\$18,225	107.2%	
664.000 INVESTMENT EARNINGS	200	200	0	193	200	0	0.0%	
<b>TOTAL REVENUE</b>	<b>\$17,200</b>	<b>\$17,200</b>	<b>\$0</b>	<b>\$35,418</b>	<b>\$35,425</b>	<b>\$18,225</b>	<b>106.0%</b>	
<b>BROWNFILED REDEVELOPMENT AUTHORITY (279):</b>								
ADMINISTRATION	\$17,200	\$17,200	\$0	\$0	\$17,200	\$0	0.0%	
<b>TOTAL EXPENDITURES</b>	<b>\$17,200</b>	<b>\$17,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,200</b>	<b>\$0</b>	<b>0.0%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,418</b>	<b>\$18,225</b>	<b>\$18,225</b>		

CITY OF ADRIAN  
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 September 30, 2011

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
<b>DOWNTOWN DEVLPMNT AUTH REV (280):</b>								
404.000 CURRENT REAL PROPERTY TAX	\$29,000	\$29,000	\$0	\$29,266	\$29,000	\$0	0.0%	
664.000 INVESTMENT EARNINGS	300	300	0	2	300	0	0.0%	
695.000 OTHER	100	100	0	0	100	0	0.0%	
699.281 TRANSFER IN TIFA	2,000	2,000	0	1,500	2,000	0	0.0%	
<b>TOTAL DOWNTOWN DEV AUTH. REV.</b>	<b>\$31,400</b>	<b>\$31,400</b>	<b>\$0</b>	<b>\$30,768</b>	<b>\$31,400</b>	<b>\$0</b>	<b>0.0%</b>	
<b>DOWNTOWN DEVLPMNT AUTH. EXP. (280):</b>								
SALARIES & FRINGE BENEFITS	\$8,000	\$8,000	\$0	\$1,151	\$8,000	\$0	0.0%	
OPERATING	18,400	18,400	0	4,287	18,400	0	0.0%	
CAPITAL OUTLAY	5,000	5,000	0	0	5,000	0	0.0%	
<b>TOTAL DOWNTOWN DEVLPMNT AUTH EXP</b>	<b>\$31,400</b>	<b>\$31,400</b>	<b>\$0</b>	<b>\$5,438</b>	<b>\$31,400</b>	<b>\$0</b>	<b>0.0%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,330</b>	<b>\$0</b>	<b>\$0</b>		

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
<b>DDA - TIF FUND REVENUE (281):</b>								
404.000 CURRENT REAL PROPERTY TAX	\$364,000	\$364,000	\$0	\$182,816	\$364,000	\$0	0.0%	
631.000 REFUSE COLLECTION	15,000	15,000	0	4,125	15,000	0	0.0%	
664.000 INVESTMENT EARNINGS	3,000	3,000	0	998	3,000	0	0.0%	
697.000 PRIOR YEAR'S REVENUE	60,000	60,000	0	0	0	(60,000)	-100.0%	Planned Use of Fund BI
699.279 CONTRIB - BROWNFLD REDEVELPMNT FUND	4,245	4,245	0	0	4,245	0	0.0%	
<b>TOTAL DOWNTOWN DEV AUTH. REV.</b>	<b>\$446,245</b>	<b>\$446,245</b>	<b>\$0</b>	<b>\$187,939</b>	<b>\$386,245</b>	<b>(\$60,000)</b>	<b>-13.4%</b>	
<b>DDA-TIF FUND EXP. (281):</b>								
<b>290.00 ADMINISTRATION</b>								
SALARIES & FRINGE BENEFITS	\$32,035	\$32,035	\$0	\$8,366	\$32,035	\$0	0.0%	
OPERATING	62,471	62,471	0	8,779	62,471	0	0.0%	
CAPITAL OUTLAY	0	0	0	38,063	38,063	(38,063)		Façade Program
SUBTOTAL	\$94,506	\$94,506	\$0	\$55,208	\$94,506	(\$38,063)	-40.3%	
<b>965.00 TRANSFERS OUT</b>								
CONTRIBUTION-COMMUNITY DEVELOP	\$2,000	\$2,000	\$0	\$500	\$2,000	\$0	0.0%	
CONTRIBUTION-DDA	6,000	6,000	0	1,500	6,000	0	0.0%	
TRANSFER OUT - DEBT	85,445	85,445	0	0	85,445	0	0.0%	
TRANSFER OUT - AUTO PARKING	60,000	60,000	0	0	60,000	0	0.0%	
TRANSFER OUT - SCHOOLS	160,000	160,000	0	0	160,000	0	0.0%	
SUBTOTAL	\$313,445	\$313,445	\$0	\$2,000	\$313,445	\$0	0.0%	
<b>990.00 NON-DEPARTMENTAL</b>								
CONTINGENCY	\$38,294	\$38,294	\$0	\$0	\$0	\$38,294	100.0%	
TOTAL	\$38,294	\$38,294	\$0	\$0	\$0	\$38,294	100.0%	
<b>TOTAL DDA-TIF FUND EXP</b>	<b>\$446,245</b>	<b>\$446,245</b>	<b>\$0</b>	<b>\$57,208</b>	<b>\$407,951</b>	<b>\$231</b>	<b>0.1%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$130,731</b>	<b>(\$21,706)</b>	<b>(\$59,769)</b>		

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
<b>LDFA-GAIDC FUND REVENUE (282):</b>								
404.000 CURRENT REAL PROPERTY TAX	\$42,482	\$42,482	\$0	\$56,933	\$56,933	\$14,451	34.0%	
664.000 INVESTMENT INCOME	500	500	0	26	500	0	0.0%	
671.000 RENTS	4,000	4,000	0	0	4,000	0	0.0%	
697.000 PRIOR YEARS' REVENUE	10,489	10,489	0	0	0	(10,489)	-100.0%	Planned Use of Fund
<b>TOTAL LDFA FUND REVENUE</b>	<b>\$57,471</b>	<b>\$57,471</b>	<b>\$0</b>	<b>\$56,959</b>	<b>\$61,433</b>	<b>\$3,962</b>	<b>6.9%</b>	<b>Balance</b>
<b>LDFA-GAIDC FUND - EXPENDITURES (282):</b>								
<b>290.00 ADMINISTRATION</b>								
SALARIES & FRINGE BENEFITS	\$34,599	\$34,599	\$0	\$14,506	\$34,599	\$0	0.0%	
OPERATING	7,872	7,872	0	1,490	7,872	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
SUBTOTAL	\$42,471	\$42,471	\$0	\$15,996	\$42,471	\$0	0.0%	
<b>965.00 TRANSFERS OUT</b>								
969.275 CONTRIBUTION-COMMUNITY DEVELOP	15,000	15,000	0	7,500	15,000	0	0.0%	
SUBTOTAL	\$15,000	\$15,000	\$0	\$7,500	\$15,000	\$0	0.0%	
<b>TOTAL LDFA FUND EXP (310)</b>	<b>\$57,471</b>	<b>\$57,471</b>	<b>\$0</b>	<b>\$23,496</b>	<b>\$57,471</b>	<b>\$0</b>	<b>0.0%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,463</b>	<b>\$3,962</b>	<b>\$3,962</b>		

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE	FORECAST	VARIANCE		EXPLANATION
	ADOPTED BUDGET	AMENDED BUDGET	over/(under) ADOPTED	ACTUAL		FORECAST TO BUDGET AMOUNT	PERCENT	
<b>DDA DEBT FUND REVENUE (394):</b>								
664.000 INTEREST EARNINGS	\$100	\$100	\$0	\$40	\$100	\$0	0.0%	
699.000 APPROP TRANSFER IN	85,445	85,445	0	0	85,445	0	0.0%	
<b>TOTAL DDA DEBT FUND REVENUE</b>	<b>\$85,545</b>	<b>\$85,545</b>	<b>\$0</b>	<b>\$40</b>	<b>\$85,545</b>	<b>\$0</b>	<b>0.0%</b>	
<b>DDA DEBT FUND EXPENDITURES (394):</b>								
BOND INTEREST EXPENSE	\$5,120	\$5,120	\$0	\$0	\$5,120	\$0	0.0%	
PAYING AGENT FEES	425	425	0	0	425	0	0.0%	
CONTINGENCY	80,000	80,000	0	0	80,000	0	0.0%	
<b>TOTAL DDA DEBT FUND EXP (394)</b>	<b>\$85,545</b>	<b>\$85,545</b>	<b>\$0</b>	<b>\$0</b>	<b>\$85,545</b>	<b>\$0</b>	<b>0.0%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40</b>	<b>\$0</b>	<b>\$0</b>		

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE	FORECAST	VARIANCE		EXPLANATION
	ADOPTED	AMENDED	over/(under)			FORECAST TO BUDGET	PERCENT	
	BUDGET	BUDGET	ADOPTED	ACTUAL		AMOUNT		
<b>WATER-CAPITAL PROJECTS FUND REVENUE (496)</b>								
676.591 CONTRIBUTION- WATER FUND	\$329,000	\$329,000	\$0	\$3,788	\$329,000	\$0	0.0%	
697.000 PRIOR YEAR'S REVENUE	0	39,614	39,614	0	0	(39,614)	-100.0%	Planned Use of Fund
<b>TOTAL DDA DEBT FUND REVENUE</b>	<b>\$329,000</b>	<b>\$368,614</b>	<b>\$39,614</b>	<b>\$3,788</b>	<b>\$329,000</b>	<b>(\$39,614)</b>	<b>-10.7%</b>	<b>Balance</b>
<b>WATER-CAPITAL PROJECTS FUND EXPENDITURES (496)</b>								
ADMINISTRATION	\$0	\$0	\$0	\$0	\$0	\$0		
METER READING & MAINT.	35,000	60,826	25,826	0	60,826	0	0.0%	
OAKWOOD FACILITY	15,000	15,000	0	0	15,000	0	0.0%	
WATER PLANT CAPITAL EQUIP	79,000	79,000	0	0	79,000	0	0.0%	
WATER PLANT CAPITAL IMPRVMT	162,000	165,788	3,788	3,788	165,788	0	0.0%	
WATER DISTRB CAPITAL EQUIP	3,000	13,000	10,000	0	13,000	0	0.0%	
WATER DISTRB CAPITAL IMPRVMT	35,000	35,000	0	0	35,000	0	0.0%	
<b>TOTAL EXPENDITURES</b>	<b>\$329,000</b>	<b>\$368,614</b>	<b>\$39,614</b>	<b>\$3,788</b>	<b>\$368,614</b>	<b>\$0</b>	<b>0.0%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$39,614)</b>	<b>(\$39,614)</b>		
<b>SEWER-CAPITAL PROJECTS FUND REVENUE (497)</b>								
676.590 CONTRIBUTION- WASTEWATER FUND	\$392,000	\$392,000	\$0	\$470,234	\$470,234	\$78,234	20.0%	
697.000 PRIOR YEAR'S REVENUE	0	847,725	847,725	0	0	(847,725)	-100.0%	Planned Use of Fund
<b>TOTAL SEWER-CAPITAL PROJECTS FUND REVENUE</b>	<b>\$392,000</b>	<b>\$1,239,725</b>	<b>\$847,725</b>	<b>\$470,234</b>	<b>\$470,234</b>	<b>(\$769,491)</b>	<b>-62.1%</b>	<b>Balance</b>
<b>SEWER-CAPITAL PROJECTS FUND EXPENDITURES (497)</b>								
WWTP CAPITAL IMPROVEMENTS	\$45,000	\$45,000	\$0	\$0	\$45,000	\$0	0.0%	
WWTP CAPITAL EQUIPMENT	50,000	50,000	0	0	50,000	0	0.0%	
SEWER COLLECTION SYSTEM	297,000	1,144,725	847,725	439,907	1,144,725	0	0.0%	
<b>TOTAL EXPENDITURES</b>	<b>\$392,000</b>	<b>\$1,239,725</b>	<b>\$847,725</b>	<b>\$439,907</b>	<b>\$1,239,725</b>	<b>\$0</b>	<b>0.0%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,327</b>	<b>(\$769,491)</b>	<b>(\$769,491)</b>		

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
<b>AUTO PARKING FUND REVENUE (585):</b>								
526.000 FARMERS' MARKET GRANT	\$275,000	\$275,000	\$0	\$900	\$275,000	\$0	0.0%	
652.312 PARKING FEES-PERMITS	1,000	1,000	0	0	1,000	0	0.0%	
656.000 PARKING FINES	0	0	0	10	0	0		
664.000 INVESTMENT EARNINGS	200	200	0	26	200	0	0.0%	
697.000 PRIOR YEARS' REVENUE	25,735	25,735	0	0	0	(25,735)	-100.0%	Planned Use of
699.101 CONTRIBUTION - GENERAL FUND	60,000	60,000	0	0	60,000	0	0.0%	Fund Balance
699.210 CONTRIBUTION - DDA-TIFA	60,000	60,000	0	0	60,000	0	0.0%	
699.599 CONTRIBUTION - SAPECIAL ASSESSMENT	60,000	60,000	0	18,125	60,000	0	0.0%	
699.699 CONTRIBUTION - FEE ESTATE	25,000	25,000	0	0	25,000	0	0.0%	
<b>TOTAL AUTO PARKING FUND REVENUE</b>	<b>\$506,935</b>	<b>\$506,935</b>	<b>\$0</b>	<b>\$19,061</b>	<b>\$481,200</b>	<b>(\$25,735)</b>	<b>-5.1%</b>	
<b>AUTO PARKING FUND EXPENDITURES (585):</b>								
SALARIES & FRINGE BENEFITS	\$35,096	\$35,096	\$0	\$0	\$35,096	\$0	0.0%	
OPERATING	196,839	196,839	0	5,703	196,839	0	0.0%	
CAPITAL OUTLAY	275,000	275,000	0	0	275,000	\$0	0.0%	
<b>TOTAL AUTO PARKING FUND EXP (585)</b>	<b>\$506,935</b>	<b>\$506,935</b>	<b>\$0</b>	<b>\$5,703</b>	<b>\$506,935</b>	<b>0</b>	<b>0.0%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,358</b>	<b>(\$25,735)</b>	<b>(\$25,735)</b>		
<b>TRANSPORTATION SYSTEM FUND REV (588):</b>								
511.000 FEDERAL GRANTS	\$66,409	\$66,409	\$0	\$20,333	\$66,409	\$0	0.0%	
572.000 STATE ACT 51 OPERATING	154,069	154,069	0	14,702	154,069	0	0.0%	
633.000 PASSENGER FARES	90,522	90,522	0	25,312	90,522	0	0.0%	
671.000 RENTS	4,056	4,056	0	1,014	4,056	0	0.0%	
676.101 CONTRIBUTION - GENERAL FUND	100,000	100,000	0	0	100,000	0	0.0%	
695.005 ADVERTISING REVENUE	0	0	0	305	0	0		
697.000 PRIOR YEARS' REVENUE	5,950	5,950	0	0	0	(5,950)	-100.0%	Planned Use of
<b>TOTAL TRANSPRTN SYSTEM FUND REV</b>	<b>\$421,006</b>	<b>\$421,006</b>	<b>\$0</b>	<b>\$61,666</b>	<b>\$415,056</b>	<b>(\$5,950)</b>	<b>-1.4%</b>	Fund Balance
<b>TRANSPORTATION FUND EXPENDITURES:</b>								
SALARIES & FRINGE BENEFITS	\$300,075	\$300,075	\$0	\$71,794	\$300,075	\$0	0.0%	
OPERATING	14,600	14,600	0	35,461	14,600	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	\$0		
<b>TOTAL TRANSPORTATION FUND EXP (588)</b>	<b>\$421,006</b>	<b>\$421,006</b>	<b>\$0</b>	<b>\$107,255</b>	<b>\$421,006</b>	<b>\$0</b>	<b>0.0%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$45,589)</b>	<b>(\$5,950)</b>	<b>(\$5,950)</b>		

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE	FORECAST	VARIANCE		EXPLANATION
	ADOPTED	AMENDED	over/(under)			ADOPTED	ACTUAL	
	BUDGET	BUDGET	ADOPTED	ACTUAL	FORECAST	AMOUNT	PERCENT	
<b>SEWER FUND REVENUE (590):</b>								
585.000 RIVER INTERCEPTOR IMPROVEMNT GRANT	\$0	\$0	\$0	\$88,660	\$348,874	\$348,874		
647.000 CHARGES FOR SERVICES	4,189,500	4,189,500	0	1,164,423	4,189,500	0	0.0%	
653.000 PENALTIES	85,000	85,000	0	22,157	85,000	0	0.0%	
664.000 INVESTMENT EARNINGS	30,000	30,000	0	4,377	30,000	0	0.0%	
676.500 CONTRIB-EMPLOYEE HEALTH CARE	31,793	31,793	0	0	31,793	0	0.0%	
681.000 TAPS & SERVICE	25,000	25,000	0	0	25,000	0	0.0%	
695.000 OTHER	20,000	20,000	0	1,565	20,000	0	0.0%	
697.000 PRIOR YEARS' REVENUE	23,491	79,263	55,772	0	0	(79,263)	-100.0%	Planned Use of Fund
<b>TOTAL SEWER FUND REVENUE</b>	<b>\$4,404,784</b>	<b>\$4,460,556</b>	<b>\$55,772</b>	<b>\$1,281,182</b>	<b>\$4,730,167</b>	<b>\$269,611</b>	<b>6.0%</b>	<b>Balance</b>
<b>SEWER FUND EXPENDITURES (590):</b>								
WASTE WATER TREATMENT PLANT	\$1,464,049	\$1,475,314	\$11,265	\$254,428	\$1,475,314	\$0	0.0%	
ADMINISTRATION & OVERHEAD	605,611	605,611	0	132,097	605,611	0	0.0%	
SANITARY SEWERS	223,850	268,357	44,507	91,965	268,357	0	0.0%	
BROAD STREET LIFT STATION	50,000	50,000	0	4,183	50,000	0	0.0%	
LIFT STATIONS	41,500	41,500	0	3,151	41,500	0	0.0%	
RETENTION BASIN	11,000	11,000	0	533	11,000	0	0.0%	
DEPRECIATION EXPENSE	1,200,000	1,200,000	0	337,116	1,200,000	0	0.0%	
BOND INTEREST EXPENSE	271,100	271,100	0	75,096	271,100	0	0.0%	
INSTALLMENT PURCHASE DEBT SVC	91,884	91,884	0	0	91,884	0	0.0%	
INSTALLMENT PURCHASE-CAMERA	26,000	26,000	0	0	26,000	0	0.0%	
CONTRIBUTION - INDIRECT COST PLAN	27,790	27,790	0	0	27,790	0	0.0%	
CONTRIBUTION - CAPITAL PROJECTS	392,000	392,000	0	470,235	470,235	(78,235)	-20.0%	
<b>TOTAL SEWER FUND EXPENDITURES (590)</b>	<b>\$4,404,784</b>	<b>\$4,460,556</b>	<b>\$55,772</b>	<b>\$1,368,804</b>	<b>\$4,538,791</b>	<b>(\$78,235)</b>	<b>-1.8%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$87,622)</b>	<b>\$191,376</b>	<b>\$191,376</b>		

CITY OF ADRIAN  
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 September 30, 2011

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE		VARIANCE		EXPLANATION
	ADOPTED BUDGET	AMENDED BUDGET	over/(under) ADOPTED	ACTUAL	FORECAST	FORECAST TO BUDGET AMOUNT	PERCENT	
<b>WATER FUND REVENUE (591):</b>								
634.000 NEW ACCOUNT CHARGES	\$15,000	\$15,000	\$0	\$4,411	\$15,000	\$0	0.0%	
646.000 CHARGES FOR SERVICES - SALES	3,506,000	3,506,000	0	985,348	3,506,000	0	0.0%	
653.000 PENALTIES	75,000	75,000	0	18,929	75,000	0	0.0%	
664.000 INVESTMENT EARNINGS	20,000	20,000	0	4,460	20,000	0	0.0%	
667.000 HYDRANT RENTAL	50,000	50,000	0	13,164	50,000	0	0.0%	
676.500 CONTRIB-EMPLOYEE HEALTH CARE	53,741	53,741	0	0	53,741	0	0.0%	
680.000 MERCHANDISE	1,000	1,000	0	0	1,000	0	0.0%	
681.000 TAPS & SERVICE	25,000	25,000	0	9,384	25,000	0	0.0%	
695.000 OTHER	20,000	20,000	0	702	20,000	0	0.0%	
697.000 PRIOR YEARS' REVENUE	42,196	50,521	8,325	0	0	(50,521)	-100.0%	Planned Use of Fund
<b>TOTAL WATER FUND REVENUE</b>	<b>\$3,807,937</b>	<b>\$3,816,262</b>	<b>\$8,325</b>	<b>\$1,036,398</b>	<b>\$3,765,741</b>	<b>(\$50,521)</b>		<b>-1.3%</b> Balance
<b>WATER FUND EXPENDITURES (591):</b>								
MERCHANDISE	\$40,000	\$40,000	\$0	\$7,793	\$40,000	\$0	0.0%	
PURIFICATION & PUMPING	1,222,511	1,226,972	4,461	230,131	1,226,972	0	0.0%	
TRANSMISSION & DISTRIBUTION	498,200	502,064	3,864	109,535	502,064	0	0.0%	
CUSTOMER SERVICE & OVERHEAD	611,042	611,042	0	108,347	611,042	0	0.0%	
DEPRECIATION EXPENSE	780,879	780,879	0	159,333	780,879	0	0.0%	
BOND INTEREST EXPENSE	237,327	237,327	0	61,886	237,327	0	0.0%	
CONTRIBUTION - INDIRECT COST PLAN	88,978	88,978	0	0	88,978	\$0	0.0%	
CONTRIBUTION - CAPITAL PROJECTS	329,000	329,000	0	3,788	329,000	0	0.0%	
<b>TOTAL WATER FUND EXPENSES (591)</b>	<b>\$3,807,937</b>	<b>\$3,816,262</b>	<b>\$8,325</b>	<b>\$680,813</b>	<b>\$3,816,262</b>	<b>\$0</b>		<b>0.0%</b>
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$355,585</b>	<b>(\$50,521)</b>	<b>(\$50,521)</b>		
<b>SOLID WASTE FUND REVENUE (595):</b>								
640.000 REFUSE COLLECTION & DISPOSAL	\$533,600	\$556,800	\$0	\$284,440	\$556,800	\$0	0.0%	
649.000 CURBSIDE RECYCLING CHARGE	24,000	24,000	0	2,758	24,000	0	0.0%	
695.000 OTHER	23,965	23,965	0	0	23,965	0	0.0%	
<b>TOTAL SOLID WASTE FUND REVENUE</b>	<b>\$581,565</b>	<b>\$604,765</b>	<b>\$0</b>	<b>\$287,198</b>	<b>\$604,765</b>	<b>\$0</b>		<b>0.0%</b>
<b>SOLID WASTE FUND EXPENDITURES (595):</b>								
SALARIES & FRINGE BENEFITS	\$82,141	\$82,141	\$0	\$16,655	\$82,141	\$0	0.0%	
OPERATING	499,424	522,624	23,200	118,206	522,624	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	\$0		
<b>TOTAL SOLID WASTE FUND EXPENDITURES</b>	<b>\$581,565</b>	<b>\$604,765</b>	<b>\$23,200</b>	<b>\$134,861</b>	<b>\$604,765</b>	<b>0</b>		<b>0.0%</b>
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$152,337</b>	<b>\$0</b>	<b>\$0</b>		

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FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
<b>STORM WATER UTILITY FUND REV (598):</b>								
648.000 STORM SEWER CHARGES	\$260,000	\$260,000	\$0	\$252,333	\$260,000	\$0	0.0%	
664.000 INVESTMENT EARNINGS	100	100	0	164	100	0	0.0%	
676.205 CONTRIB-FEE ESTATE	0	0	0	1,671	0	0		
697.000 PRIOR YEARS' REVENUE	98,728	125,321	26,593	0	0	(125,321)	-100.0%	Planned Use of Fund
<b>TOTAL STORM WATER UTILITY FUND REV.</b>	<b>\$358,828</b>	<b>\$385,421</b>	<b>\$26,593</b>	<b>\$254,168</b>	<b>\$260,100</b>	<b>(\$125,321)</b>	<b>-32.5%</b>	<b>Balance</b>
<b>STORM WATER UTILITY FUND EXP. (598):</b>								
DRAINS - PUBLIC BENEFIT	\$343,990	\$370,583	\$26,593	\$82,310	\$370,583	\$0	0.0%	
ADMIN. & RECORD KEEPING	838	838	0	7,855	31,838	(31,000)	-3699.3%	Indirect Cost
ENGINEERING	14,000	14,000	0	2,727	14,000	0	0.0%	
<b>TOTAL STORM WATER UTILITY FUND EXP</b>	<b>\$358,828</b>	<b>\$385,421</b>	<b>\$26,593</b>	<b>\$92,892</b>	<b>\$416,421</b>	<b>(\$31,000)</b>	<b>-8.0%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$161,276</b>	<b>(\$156,321)</b>	<b>(\$156,321)</b>		

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 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
<b>CAPITAL PROJECTS REVOLVING FUND REVENUE (599)</b>								
408.202 SPECIAL ASSESSMENTS-MAJOR STREET	\$70,000	\$70,000	\$0	\$0	\$70,000	\$0	0.0%	
408.203 SPECIAL ASSESSMENTS-LOCAL STREETS	12,000	12,000	0	0	12,000	0	0.0%	
664.000 INVESTMENT EARNINGS	30,000	30,000	0	8,719	30,000	0	0.0%	
<b>TOTAL REVENUE</b>	<b>\$112,000</b>	<b>\$112,000</b>	<b>\$0</b>	<b>\$8,719</b>	<b>\$112,000</b>	<b>\$0</b>	<b>0.0%</b>	
<b>CAPITAL PROJECTS REVOLVING FUND EXPENDITURES (599)</b>								
<b>TRANSFERS OUT</b>								
CONTRIB - MAJOR STREET	\$70,000	\$70,000	\$0	\$0	\$70,000	\$0	0.0%	
CONTRIB - LOCAL STREET	12,000	12,000	0	0	12,000	0	0.0%	
<b>SUBTOTAL</b>	<b>\$82,000</b>	<b>\$82,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$82,000</b>	<b>\$0</b>	<b>0.0%</b>	
<b>NON-DEPARTMENTAL</b>								
CONTINGENCY	\$30,000	\$30,000	\$0	\$0	\$0	\$30,000	100.0%	
<b>TOTAL EXPENDITURES</b>	<b>\$112,000</b>	<b>\$112,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$82,000</b>	<b>\$30,000</b>	<b>26.8%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,719</b>	<b>\$30,000</b>	<b>\$30,000</b>		

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
<b>INFORMATION TECHNOLOGY FUND REVENUE (661)</b>								
636.000 INFO TECH SERVICES	\$140,005	\$140,005	\$0	\$34,707	\$140,005	\$0	0.0%	
637.000 GIS/CAD SERVICES	65,548	65,548	0	17,140	65,548	0	0.0%	
676.500 CONTRIB-EMPLOYEE HEALTH CARE	4,889	4,889	0	0	4,889	0	0.0%	
695.000 OTHER	0	0	0	182	0	0		
697.000 PRIOR YEARS' REVENUE	237,408	412,371	174,963	0	0	(412,371)	-100.0%	Planned Use of Fund
<b>TOTAL REVENUE</b>	<b>\$447,850</b>	<b>\$622,813</b>	<b>\$174,963</b>	<b>\$52,029</b>	<b>\$210,442</b>	<b>(\$412,371)</b>	<b>-66.2%</b>	<b>Balance</b>
<b>INFORMATION TECHNOLOGY FUND EXPENDITURES (661)</b>								
GIS SERVICES	\$115,811	\$160,741	\$44,930	\$9,898	\$160,741	\$0	0.0%	
TELECOMMUNICATIONS	25,000	25,055	55	4,987	25,055	0	0.0%	
ADMINISTRATION	307,039	437,017	129,978	56,251	437,017	0	0.0%	
<b>TOTAL EXPENDITURES</b>	<b>\$447,850</b>	<b>\$622,813</b>	<b>\$174,963</b>	<b>\$71,136</b>	<b>\$622,813</b>	<b>\$0</b>	<b>0.0%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$19,107)</b>	<b>(\$412,371)</b>	<b>(\$412,371)</b>		

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
 September 30, 2011

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
<b>MOTOR VEHICLE POOL FUND REVENUE (662)</b>								
635.000 VEHICLE RENT	\$340,449	\$340,449	\$0	\$71,873	\$340,449	\$0	0.0%	
676.001 CONTRIBUTION - ADRIAN SCHOOLS	84,000	84,000	0	18,516	84,000	0	0.0%	
676.002 CONTRIBUTION - LISD	4,000	4,000	0	631	4,000	0	0.0%	
676.003 CONTRIBUTION - LENAWEE TRANSPORTATIC	58,000	58,000	0	18,585	58,000	0	0.0%	
676.202 CONTRIBUTION - MAJOR STREET FUND	115,000	115,000	0	10,237	115,000	0	0.0%	
676.203 CONTRIBUTION - LOCAL STREET FUND	100,000	100,000	0	13,529	100,000	0	0.0%	
676.205 CONTRIBUTION - FEE ESTATE	20,000	20,000	0	2,727	20,000	0	0.0%	
676.267 CONTRIBUTION - OMNI	200	200	0	164	200	0	0.0%	
676.500 CONTRIB-EMPLOYEE HEALTH CARE	4,390	4,390	0	0	4,390	0	0.0%	
676.585 CONTRIBUTION - AUTO PARKING	500	500	0	471	500	0	0.0%	
676.588 CONTRIBUTION - TRANSPORTATION FUND	10,000	10,000	0	15,713	10,000	0	0.0%	
676.590 CONTRIBUTION - WASTEWATER FUND	22,000	22,000	0	6,648	22,000	0	0.0%	
676.591 CONTRIBUTION - WATER FUND	23,500	23,500	0	5,447	23,500	0	0.0%	
676.595 CONTRIBUTION - SOLID WASTE FUND	0	0	0	2,601	0	0	0.0%	
676.598 CONTRIBUTION - STORM WATER UTILITY	5,000	5,000	0	9,854	5,000	0	0.0%	
685.000 SALE OF EQUIPMENT	12,000	12,000	0	0	12,000	0	0.0%	
695.000 OTHER	0	0	0	27	0	0	0.0%	
697.000 PRIOR YEARS' BALANCE	0	5,950	5,950	0	0	(5,950)	-100.0%	Planned Use of Fund
<b>TOTAL MOTOR VEHICLE POOL FUND REVENUE</b>	<b>\$799,039</b>	<b>\$804,989</b>	<b>\$5,950</b>	<b>\$177,023</b>	<b>\$799,039</b>	<b>(\$5,950)</b>	<b>-0.7%</b>	<b>Balance</b>
<b>MOTOR POOL FUND EXPENES (662)</b>								
CEMETERY VEHICLES	\$14,286	\$14,575	\$289	\$2,346	\$14,575	\$0	0.0%	
ADMINISTRATION	177,465	177,465	0	37,068	177,465	0	0.0%	
POLICE DEPT VEHICLES	112,031	112,031	0	22,925	112,031	0	0.0%	
FIRE DEPT VEHICLES	98,829	98,999	170	8,888	98,999	0	0.0%	
INSPECTION DEPT VEHICLES	4,800	4,800	0	656	4,800	0	0.0%	
DPW VEHICLES	157,922	160,812	2,890	23,569	160,812	0	0.0%	
STORM WATER UTILITY VEHICLES	25,772	25,772	0	0	25,772	0	0.0%	
ENGINEERING DEPT VEHICLES	8,561	8,850	289	1,426	8,850	0	0.0%	
RECREATION DEPT VEHICLES	4,967	4,967	0	1,900	4,967	0	0.0%	
PARKS & FORESTRY DIV VEHICLES	49,438	50,883	1,445	6,543	50,883	0	0.0%	
HERITAGE PARK VEHICLES	5,600	5,889	289	1,728	5,889	0	0.0%	
FEE ESTATE VEHICLES	24,549	25,127	578	2,156	25,127	0	0.0%	
CONTRIBUTION - INDIRECT COST PLAN	18,447	18,447	0	0	18,447	0	0.0%	
CONTINGENCY	96,372	96,372	0	0	0	96,372	100.0%	
<b>TOTAL EXPENDITURES</b>	<b>\$799,039</b>	<b>\$804,989</b>	<b>\$5,950</b>	<b>\$109,205</b>	<b>\$708,617</b>	<b>\$96,372</b>		
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$67,818</b>	<b>\$90,422</b>	<b>\$90,422</b>		

CITY OF ADRIAN  
 FY2011-12 FIRST QUARTER FINANCIAL FORECAST  
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FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
PERPETUAL CARE FUND REVENUE (711)								
664.000 INVESTMENT EARNINGS	\$40,000	\$40,000	\$0	\$13,190	\$40,000	\$0	0.0%	
<b>TOTAL REVENUE</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$13,190</b>	<b>\$40,000</b>	<b>\$0</b>	<b>0.0%</b>	
PERPETUAL CARE FUND EXPENDITURES (711)								
CONTRIBUTION - GENERAL FUND	\$40,000	\$40,000	\$0	\$0	\$40,000	\$0	0.0%	
<b>TOTAL EXPENDITURES</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$0</b>	<b>0.0%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,190</b>	<b>\$0</b>	<b>\$0</b>		
<b>TOTAL REVENUES - ALL FUNDS</b>	<b>\$26,172,481</b>	<b>\$28,022,037</b>	<b>\$1,708,199</b>	<b>\$12,037,640</b>	<b>\$26,867,218</b>	<b>(\$1,154,819)</b>	<b>-4.1%</b>	
<b>TOTAL EXPENDITURES - ALL FUNDS</b>	<b>26,172,481</b>	<b>28,022,037</b>	<b>1,882,913</b>	<b>6,795,457</b>	<b>28,206,642</b>	<b>(184,605)</b>	<b>-0.7%</b>	
<b>NET OF REVENUE AND EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>5,242,183</b>	<b>(1,339,424)</b>	<b>(1,339,424)</b>		



## MEMO

Date: October 29, 2011

To: Dane C. Nelson, City Administrator  
Hon. Gary McDowell, Mayor  
City Commission  
Department Heads

cc: Cindy Prue, Assistant Finance Director

From: Jeffrey C. Pardee, Finance Director

Re: **City of Adrian – Debt Capacity Analysis**

When the City of Adrian issues bonds or enters into an Installment Purchase Agreement, it is making a long-term commitment that requires timely principal and interest payments over the life of the agreement. Therefore it is necessary to ensure that:

- future debt service payments to bondholders or financial institutions can be made in full and on time without jeopardizing the provision of essential City services;
- an acceptable degree of flexibility, including sufficient revenues, to meet unanticipated expenditures and accommodate revenue fluctuations is preserved;
- outstanding debt obligations will not threaten long-term financial stability; and
- the amount of outstanding debt will not place undue burden on community residents and businesses.

The purpose of this communication is to reflect the results of a Debt Capacity Analysis for the City of Adrian that identifies the maximum level of potential debt that is affordable and cost effective. This analysis helps to ensure that outstanding and planned debt does not exceed an amount that can be supported by the existing tax and revenue base. The analysis covers a broad range of factors, including:

- constitutional limitation (Legal Debt Margin) affecting the amount of debt that can be issued;
- measures of the tax and revenue base, such as Taxable Property Values, Tax Collections, State Revenue Sharing, Charges for Services, etc.;

- evaluation of trends relating to the City's financial performance, including: revenues and expenditures, net revenues available after meeting operating requirements, and unreserved fund balance levels;
- debt service requirements, such as existing debt service obligations and their relationship to tax revenue and overall revenue;
- measures of debt burden on the community, such as debt per capita, debt as a percentage of personal income, debt as a percentage of full and taxable property values, and overlapping debt;
- tax-exempt market factors affecting costs, including interest rates and credit rating.

### **LEGAL DEBT MARGIN**

Beginning with the Legal Debt Margin established by the State Constitution, net bonded indebtedness incurred for all public purposes shall not, at any one time, exceed ten (10%) percent of the State Equalized Valuation (SEV) of taxable property in the City, except that this limit may be exceeded by 3/8<sup>th</sup> of one (1%) percent (.375%) in the case of fire, flood or other calamity. By law, the general obligation debt subject to the limitation may be offset by amounts set aside for repaying general obligation bonds or Installment Purchase Contracts.

Attached please find Exhibit A, which duplicates Exhibit D-4 from the Statistical Section of the City of Adrian's FY2010-11 Comprehensive Annual Financial Report, which provides the City's Legal Debt Margin Information for the last ten fiscal years. The total Debt Limit has decreased from \$34,295,005 in FY2001-02 to \$34,212,488 as of FY2010-11. During that ten-year time frame, total debt applicable to the limit varied from a low of \$771,188 (1.81% of Debt Limit) in FY2006-07, to a high of \$7,129,000 (16.11% of Debt Limit) in FY2009-10. The current debt of \$6,929,000 (16.84%) leaves a Legal Debt Margin of \$34,212,488.

### **FINANCIAL TRENDS**

Although legally the City could issue a bond in excess of \$34 million, it would not be prudent to do so without examining all other constraints that would address the City's ability to pay back such an obligation. The primary source of City revenue is derived from the tax levy on real and personal property, which is computed by multiplying the taxable value, as constrained by the State Finance Reform Act (Proposal A) of 1994, times the City Commission approved millage rate for operations, as further constrained by the Headlee Constitutional Tax Limitation Amendment of 1978. A ten-year history and five-year projection of Taxable Values, Millage Rates and resulting revenue follows:

FISCAL YEAR	TOTAL	PERCENT CHANGE	TOTAL	PERCENT CHANGE	PROPERTY	PERCENT ANNUAL	CHANGE
	TAXABLE VALUE		DIRECT TAX RATE		TAX REVENUE		CUMULATIVE
2001-02	370,547,500		15.2443	-2.17%	\$5,648,737		
2002-03	383,560,112	3.51%	15.2426	-0.01%	\$5,846,453	3.50%	3.50%
2003-04	397,224,340	3.56%	15.734	3.22%	\$6,249,928	6.90%	10.64%
2004-05	410,294,510	3.29%	15.734	0.00%	\$6,455,574	3.29%	14.28%
2005-06	426,904,020	4.05%	15.6912	-0.27%	\$6,698,636	3.77%	18.59%
2006-07	450,580,911	5.55%	15.6039	-0.56%	\$7,030,819	4.96%	24.47%
2007-08	461,039,614	2.32%	15.6039	0.00%	\$7,194,016	2.32%	27.36%
2008-09	457,273,036	-0.82%	15.6039	0.00%	\$7,135,243	-0.82%	26.32%
2009-10	442,616,703	-3.21%	15.6039	0.00%	\$6,906,547	-3.21%	22.27%
2010-11	411,414,878	-7.05%	15.6039	0.00%	\$6,419,677	-7.05%	13.65%
2011-12	395,517,132	-3.86%	14.6039	-6.53%	\$5,776,093	-10.03%	2.25%
2012-13	384,407,019	-2.81%	14.6039	0.00%	\$5,613,842	-2.81%	-0.62%
2013-14	389,215,366	1.25%	14.6039	0.00%	\$5,684,062	1.25%	0.63%
2014-15	386,623,553	-0.67%	14.6039	0.00%	\$5,646,212	-0.67%	-0.04%
2015-16	395,889,628	2.40%	14.6039	0.00%	\$5,781,533	2.40%	2.35%

Sources: FY2001-02 thru FY2010-11 City of Adrian Audited Comprehensive Annual Financial Report  
FY2011-12 thru FY2015-16; Estimated by Finance Director

It should be noted that the one-mill decrease in the tax rate from FY2010-11 to FY2011-12 is attributable to City Commission action to eliminate the tax levy for refuse collection and disposal in favor of a direct charge. In addition, the projection for FY2012-13 through FY2015-16 takes into consideration the governor's pending proposal to phase out Industrial Personal Property Tax, by not adding any new equipment to the tax roll and allowing existing equipment to depreciate for the balance of its economic life.

Regarding the larger issue of debt affordability, the conclusion that can be reached is: based on the foregoing schedule, even though tax revenues had been keeping pace with inflation through FY2007-08, in spite of the constraints of Headlee and Proposal A, the downturn in the economy in FY2008-09 had an adverse impact on property tax values and, in turn, anticipated reductions in future tax collections will further constrain the City's ability to issue debt for capital projects while, simultaneously, maintaining current public service levels.

In its continuing effort to maintain current assessing information, it should be noted that the City contracted with the County Equalization Department to perform a reappraisal of all Real Property, which, for Residential Classification, was reflected on the December 31, 2006 Assessment Roll for the first time. The Industrial and Commercial Classifications reflects on the December 31, 2008 Assessment Roll for the first time. (The City Finance Director recommended a similar contract engagement for Personal Property be performed.) However, as a half-measure, the City agreed to contract with Tax Management Associates (TMA), Inc. to perform a discovery effort related to non-reported personal property. The results appeared as a \$2.8 million increase in personal property value on the December 31, 2010 Assessment Roll. Going forward, however, the

phase out of Industrial Personal Property Tax will adversely impact the Assessment Roll by approximately \$3.0 million annually, reducing tax collections by about \$44,000 each year until phased out.

Because of the Lenawee County Delinquent Tax Revolving Fund, the City is assured of receiving 100% of taxes levied on Real Property, however, such is not the case for Personal Property, which is customarily imposed and paid on a voluntary basis. The City has engaged Robert Keyes & Associates, an Ann Arbor Attorney, to implement an aggressive collection campaign for personal property taxes. The results reflect in tax collections rising to 98.4% on average during the past three years, compared to 97.7% during the previous seven years.

Looking at the larger demographic picture (Exhibit B), tax collections during the past ten years have averaged 97.9% with minimal variation (low of 95.5%; high of 99.3%), indicating that the City is somewhat insulated from violent swings in the economy, due in part to the significant influence of public and private non-profit institutions in the community, e.g., Lenawee County, City of Adrian, Adrian College, Siena Heights University, Jackson Community College, Lenawee Intermediate School District-VoTech Center, Adrian Public Schools, Bixby Medical Center, Harrison Correctional Facility, Family Christian Center, Regional U.S. Postal Service, religious institutions, etc.

Another major area of consideration is Budget Performance during the past few years. As indicated by the following schedule, Revenue has exceeded Expenses in two of the last four years for General Government Activities and in all four years for Business-Type Activities (Water, Sewer, and Storm Water Utilities, as well as Transportation and Parking), resulting in an increase in overall Net Assets of \$1,231,108 (1.8%) during that time frame. However, the aforementioned strains on future anticipated revenues may adversely impact Net Assets in future years.

	FY2007-08	FY2008-09	FY2009-10	FY2010-11
<b>Revenue:</b>				
General	\$15,556,452	\$15,793,378	\$15,921,220	\$14,760,399
Business	8,709,329	8,687,637	8,846,423	8,889,050
Total	\$24,265,781	\$24,481,015	\$24,767,643	\$23,649,449
<b>Expenses:</b>				
General	\$15,042,796	\$16,849,880	\$15,356,742	\$15,620,400
Business	7,846,939	8,111,774	7,918,658	7,809,545
Total	\$22,889,735	\$24,961,654	\$23,275,400	\$23,429,945
<b>Change in Net Assets:</b>				
General	\$513,656	\$(1,056,502)	\$564,478	\$(860,001)
Business	862,390	575,863	927,765	1,079,505
Total	\$1,376,046	\$(480,639)	\$1,492,243	\$219,504
<b>Net Assets:</b>				
General	\$36,172,431	\$35,115,929	\$35,680,407	\$34,820,406
Business	32,340,811	32,916,674	33,844,439	34,923,944
Total	\$68,513,242	\$68,032,603	\$69,524,846	\$69,744,350

In anticipation of a significant capital expansion effort related to the Downtown City Government Complex, the City embarked upon an aggressive cost-cutting program that focused on the major expenditure category, salaries and fringe benefits. An early-retirement window was authorized by the City Commission that enabled further economies resulting from redistributed job responsibilities and staff and/or classification reductions. Over \$315,000 annual cost-savings was achieved.

In addition, Union Negotiations were successfully concluded with Firefighters and T-POAM laborers, resulting in significant cost savings in both salaries and fringe benefits, particularly Health Care as a result of replacing the traditional Blue Cross/Blue Shield Plan with a high deductible Health Care Plan.

On the other hand, there are countervailing forces that have and could further strain City finances. Specifically, the Downtown Government Complex consumed \$2,250,000 of the General Fund Assigned Fund Balance and Police Unions are headed toward arbitration, which have hindered further cost-cutting initiatives in the City's health care program.

In addition, the Employer Contribution to the Municipal Employees Retirement System (MERS) Defined Benefit Pension Program is expected to increase significantly in the next few years due to improved benefits (primarily an increase in the retirement multiplier from 2.00 to 2.25) that have increased the Actuarial Unfunded Liability to over \$9.7 million, resulting in reduction in the Funded Level from 100% to 81% over the last nine years. Furthermore, the MERS Board of Directors has authorized a change in the amortization period, reducing from 30 years to 20 years. Employer contributions are expected to increase from \$1,080,612 (14.4% of payroll) in FY2011-12 to \$1,136,520 (14.8% of payroll) in FY2012-13, equivalent to a 27.0% increase over two years. As a result, the City is investigating the possibility of switching from the current Defined Benefit Pension System to a newly offered MERS product: HYBRID Defined Benefit/Defined Contribution Retirement System, which would be targeted for new City employees and voluntary for current City employees.

Net Assets, which is the difference between the City's Assets and Liabilities, can be further subdivided between: 1) Net Assets Invested in Capital Assets, Net of Related Debt, 2) Restricted Net Assets, and 3) Unrestricted Net Assets. This third category is a reflection of the City's financial flexibility to deal with unexpected events and emergencies that involve immediate expenditure of available resources. Unrestricted Net Assets generally are favorably impacted by good budget performance and, alternatively, adversely impacted by poor budget performance. The following is a four-year historical summary of Unrestricted Net Assets:

	<u>FY2007-08</u>	<u>FY2008-09</u>	<u>FY2009-10</u>	<u>FY2009-10</u>
<b>Unrestricted Net Assets:</b>				
General Activities	\$6,400,084	\$5,613,393	\$3,498,072	\$3,009,467
Business Activities	1,788,879	2,683,936	2,686,083	4,010,890
Total	<u>\$8,188,963</u>	<u>\$8,297,629</u>	<u>\$6,184,155</u>	<u>\$7,020,357</u>

As indicated in the previous Debt Capacity Analysis, a substantial amount of Unrestricted Net Assets became the financial “crutch” that supported the local economy during the “Great Recession”, enabling the City, in particular, to support the community’s construction trades via funding of the Downtown Government Complex. The amount of Unrestricted Net Assets for General Governmental Activities was over \$5.6 million, equivalent to over 40% of annual expenses for that category, but has taken a significant hit, resulting in a reduction to \$3.0 million, equivalent to 15.0% of the FY2011-12 Operating Budget, right at the minimum 15% recommended by the Government Finance Officers Association. Due to several Utility Rate increases in the past few years, in order to ensure compliance with reserve requirements specified in bond covenants, the amount for Business-Type Activities (\$4,010,980) represents over 51% of annual expenses for that category.

The second major source of City revenues is State Revenue Sharing, which ten years ago amounted to \$3.0 million annually, but has been reduced annually to the point where only \$1.4 million is expected for the FY2011-12 Fiscal Year. The Statutory portion of State Revenue Sharing has been reduced by one-third, from \$300 million to \$200 million, and replaced by the Governor’s Economic Vitality Incentive Program (EVIP), which includes qualifying prerequisites related to Transparency, Collaboration and Compensation. The City of Adrian has met these requirements and, therefore, a portion of the \$290,000 of payments expected to be received this fiscal year are included in the First Quarter Recommended Budget Amendments. These funds are currently used to underwrite the cost of operations to provide City services, such as Police, Fire, Recreation and Library services.

#### **CITY OF ADRIAN’S DEBT MANAGEMENT POLICIES**

Prior years’ Debt Capacity Analyses have resulted in a revision to the City’s Financial Policy regarding Debt Management, wherein specific debt limitations have been established in relation to a percentage of Taxable Value, percentage of operating budget, per capita debt, and frequency of debt issuance. Specifically, the following parameters were established by the City Commission through adoption of Resolution #06-183 – Revised Debt Management Policy dated December 4, 2006:

- The City will maintain its general obligation bonded debt at a level not to exceed two (2%) percent of the assessed valuation of taxable property within the City. **With the consolidation of debt into the Series A, B and C Bonds, the current level of general obligation debt is 1.66% of the assessed valuation of taxable property within the City.**
- The City will strive to ensure that its net bonded debt per capita does not exceed \$700. The City will strive to ensure that the combined total of its direct net debt issued and its attributed share of overlapping debt issued by Lenawee County, Adrian Public Schools and Madison Public Schools does not exceed \$2,000 per capita. **With the consolidation of debt into the Series A, B and C Bonds, Net General Obligation bonded debt per capita currently stands at \$323.66 (Exhibit C). As of June 30, 2010, the City’s share of overlapping debt stands at \$32,665,354, equivalent to \$1,545.70 per capita (Exhibit D).**

- The City will strive to ensure that its net bonded debt per capita as a percentage of per capita income does not exceed 2 ½ percent. **Net general bonded debt per capita currently represents 1.70% of per capita income.**
- The City will maintain its annual net bonded debt service costs at a level less than fifteen (15%) percent of the combined expenditure budgets (net of inter-fund transfers) for the General, Special Revenue, and Debt Service Funds. (Note: Net bonded debt service costs are the costs for debt to be paid out of general public revenue, as opposed to Enterprise Fund revenue.) **Annual net bonded debt service is currently budgeted at \$447,435, compared to FY2011-12 Governmental Fund expenditures of \$9,447,430, equivalent to 4.7%.**
- The City will maintain an unreserved General Fund balance at a level not less than twenty-five (25%) percent of annual General Fund revenue. **As of June 30, 2011, the Assigned and Unassigned (Spendable) General Fund balance (\$2,665,794) currently represents 28.2% of annual General Fund Revenue (\$9,447,430).**
- To the extent that unreserved General Fund balance exceeds the twenty-five (25%) percent, the City may draw upon the fund balance to provide pay-as-you-go financing for capital projects. **Based on the foregoing calculation, \$303,937 is available as of June 30, 2011 to provide pay-as-you-go financing for capital projects.**

#### **CURRENT AND PROJECTED DEBT BURDEN**

An important component in determining the affordability of additional general obligation debt is an assessment of the City's current levels of outstanding debt. **Exhibit F** presents a comprehensive inventory of Historical and Projected Debt Burden for the Last Ten – Next Six Fiscal Years, which reflects the recent issuance of Series A, B and C bonds to construct the Downtown Government Complex, as well as consolidate all outstanding General Obligation Debt. By utilizing the incentives provided by the federal American Recovery and Reinvestment Act, the City was able to achieve a favorable interest rate of 3.71%, thereby enabling realization of an approximate savings in excess of \$6 million over the 25-year life of the bonds compared to market rates for traditional non-taxable municipal financing arrangements.

In addition, outstanding debt obligations in excess of \$3.9 million were retired (See attached resolution R09-196) dated December 7, 2009, including a land contract for 250 West Church Street (\$108,614), Installment Purchase Agreements for the acquisition of 153/155 E. Maumee for the new Police Department (\$495,522), and for the Marvin Farm (\$532,964) and the Parks & Forestry Facility (\$1,497,900), as well as the mortgage for the First Federal Building for new City Hall (\$1,285,000). The \$800,000 Storm Water Utility Bond matured and the last payment made in September, 2006. Lastly, the Installment Purchase Contract on the Witt Property was defeased in FY2005-06.

**After November 16, 2009 (date of Series A, b, and Bond closing) and as of December 7, 2009 (date of authorized outstanding debt retirement), total General Obligation Debt amounted to \$7,040,000. As of June 30, 2011, General Obligation Debt has been paid down to \$6,840,000, still within the aforementioned guidelines.**

All other debt obligations are through the low-interest (1.625% to 2.5%) State of Michigan Revolving Loan Fund Program, which derive funds for repayment from operating revenues from the Sewer and Water Funds. State Revolving Fund (SRF) debt outstanding as of June 30, 2011 for all sewer and water projects, amounts to \$23,832,358, equivalent to \$1,128 for every man, woman and child in the City of Adrian or approximately 5.9% of Personal Income. However, this burden has already diminished from its high-water mark in FY2007-08 and is expected to diminish each succeeding year now that all sewer and water projects have been undertaken and the debt is being paid down. Debt service will be approximately \$1,900,000 annually. Sewer and water service charges are reviewed annually to ensure adequate revenues for debt service coverage.

In terms of affordability to the City General Fund, the recommended guideline is not to exceed 2.0% of the Taxable Value of City real and personal property or \$8,228,298. As previously indicated, the City's General Obligation Debt is currently \$6,840,000.

### **SUMMARY OF RECOMMENDATIONS**

Many of the recommendations from previous Debt Capacity Analyses have been considered and implemented, in particular, an omnibus bond funding to underwrite the cost of the Downtown Government Complex, as well as consolidation of all outstanding General Obligation Debt. The following recommendations derive from the current Debt Capacity Analysis.

- 1) Because a recurring and growing annual expense is associated with Employer's Contribution to the pension system, explore new HYBRID Pension Program offered by the Municipal Employees Retirement System (MERS) by formally requesting a Supplemental Actuarial Evaluation. Such request is currently pending.
- 2) Health Care cost-savings proposals, such as high-deductible Health Reimbursement Arrangements (HRA) have been adopted for non-union and two of the City's four unions ( Firefighters and T-POAM). Similar plans should remain on the table for both Police bargaining groups. Follow-up with other cost-savings measures in the future, e.g., Cafeteria-Style Health Care programs.
- 3) Adopt and implement Paid-Time-Off Policy recommended by the Human Resources Department, including elimination of Sick Days and incorporation of a Short- and Long-Term Disability Program.
- 4) Complete City Income Tax Feasibility Study contracted to Plante & Moran, LLC, Southfield, MI and authorize ballot proposal for voter consideration.
- 5) Maintain appropriate records and ensure semi-annual application to the U.S. Department of Treasury for interest rebate on Series B (35%) and Series C (45%).

- 6) Implement City Administrator's proposal, adopted by Resolution CR10-061 dated October 4, 2010, for funding reconstruction of all remaining downtown parking lots on a pay-as-you-go basis through the Auto Parking Fund with the cost phased construction underwritten by a \$60,000 annual assessment to downtown business owners, and \$60,000 annual contributions from the City and Downtown Development Authority.
- 7) Do not rely on State Revenue Sharing to defray the cost of operating City services; re-channel committed and available state shared revenue to specific capital projects such that when this source of funding continues to diminish, the projects can be geared down as well.
- 8) Similar to the newly established Internal Service Funds for Information Technology and Motor Vehicle Pool, incorporate Office Space Rental Program in FY2012-13 Annual Budget, in order to provide a funding mechanism for future building maintenance and replacement and avoid the need to issue debt for this purpose.
- 9) Consider initiation of a Biennial Budget, to enhance long-range planning and provide a consistent spending plan from one year to the next, upon which department administrators can depend. Initial steps have been taken; when the FY2011-12 Budget was adopted, included was a rolling biennial Financial Plan for FY2012-13.
- 10) Prudent use of funds derived from the Economic Incentive Vitality Program (EVIP) is recommended, as well as anticipated oil well proceeds, due to the uncertain nature of future revenue from these sources.
- 11) Do not issue any addition General Obligation Bonds or enter into Installment Purchase Contracts for the foreseeable future, until such time the current debt is paid down or the economy improves such that taxable property values increase significantly or an alternative own-source revenue stream is implemented.

**CITY OF ADRIAN  
LEGAL DEBT MARGIN INFORMATION  
LAST TEN FISCAL YEARS**

Exhibit A

**Legal Debt Margin Calculation for Fiscal Year FY2009-10**

Taxable Value	\$411,414,878
Debt Limit (10% of Taxable Value)	41,141,488
Debt Applicable to Limit:	
Series A - Municipal Inance Bonds	\$1,340,000
Series B - Build America Bonds	1,600,000
Series C - Recovery Zone Bonds	3,900,000
Loan from Component Unit	<u>89,000</u>
Total Debt Applicable to Limit	<u>6,929,000</u>
Legal Debt Margin	<u><u>34,212,488</u></u>

**Fiscal Year**

	<u>FY2001-02</u>	<u>FY2002-03</u>	<u>FY2003-04</u>	<u>FY2004-05</u>	<u>FY2005-06</u>	<u>FY2006-07</u>	<u>FY2007-08</u>	<u>FY2008-09</u>	<u>FY2009-10</u>	<u>FY2010-11</u>
Debt Limit	\$35,798,649	\$37,054,750	\$38,356,011	\$39,722,434	\$41,029,451	\$42,690,402	\$45,058,091	\$46,103,961	\$44,261,670	\$41,141,488
Total Debt Applicable to Limit	1,503,644	2,485,391	2,155,808	1,812,360	884,260	771,188	1,857,863	3,601,906	7,129,000	6,929,000
Legal Debt Margin	<u>\$34,295,005</u>	<u>\$34,569,359</u>	<u>\$36,200,203</u>	<u>\$37,910,074</u>	<u>\$40,145,191</u>	<u>\$41,919,214</u>	<u>\$43,200,228</u>	<u>\$42,502,055</u>	<u>\$37,132,670</u>	<u>\$34,212,488</u>
Total Debt Applicable to Limit as a Percentage of Debt Limit	4.20%	6.71%	5.62%	4.56%	2.16%	1.81%	4.12%	7.81%	16.11%	16.84%

**Note:** The statutory debt limit of net bonded indebtedness incurred for all public purposes shall not, at any one time, exceed 10% of the State Equalized Valuation of taxable property in the City, except that this limit may be exceeded by 3/8th of one (1%) percent in the case of fire, flood, or other calamity. By law, the general obligation debt subject to the limitation may be offset by amounts set aside for repaying general obligation bonds. This limitation does not include bonds issued in anticipation of the payment of special assessments, nor bonds issued pursuant to court order for sewage or garbage disposal system.

The Michigan State Bond Act provides that the total debt in special assessment bonds for which the credit of the City is pledged shall not exceed 12% of the assessed valuation of taxable property of the City, nor shall such bonds be issued in any calendar year in excess of 3% of the assessed valuation of taxable property of the City unless voted.

**Source:** City Records

**CITY OF ADRIAN  
PROPERTY TAX LEVIES AND COLLECTIONS  
LAST TEN YEARS**

**EXHIBIT B**

<b>FISCAL YEAR</b>	<b>TAXES LEVIED FOR THE FISCAL YEAR</b>	<b>COLLECTED WITHIN THE FISCAL YEAR OF THE LEVY</b>		<b>COLLECTIONS IN SUBSEQUENT YEARS</b>	<b>TOTAL COLLECTIONS TO DATE</b>	
		<b>AMOUNT</b>	<b>PERCENT OF LEVY</b>		<b>AMOUNT</b>	<b>PERCENT OF LEVY</b>
2001-02	5,210,649	5,129,617	98.44%	34,903	5,164,520	99.11%
2002-03	5,278,776	5,196,857	98.45%	43,108	5,239,965	99.26%
2003-04	6,078,050	5,948,936	97.88%	46,282	5,995,218	98.64%
2004-05	6,260,655	6,028,639	96.29%	48,299	6,076,938	97.07%
2005-06	6,558,928	6,237,099	95.09%	51,500	6,288,599	95.88%
2006-07	7,031,115	6,659,027	94.71%	54,492	6,713,519	95.48%
2007-08	7,324,834	7,258,038	99.09%	8,813	7,266,851	99.21%
2008-09	7,415,621	7,272,733	98.07%	9,605	7,282,338	98.20%
2009-10	7,468,178	7,361,094	98.57%	12,236	7,373,330	98.73%
2010-11	6,883,801	6,694,354	97.25%	0	6,694,354	97.25%

Source: City of Adrian Finance Department

**CITY OF ADRIAN  
RATIOS OF GENERAL BONDED DEBT OUTSTANDING  
LAST TEN FISCAL YEARS**

EXHIBIT C

FISCAL YEAR	AUTO PARKING BONDS	LIMITED TAX GENERAL OBLIGATION BONDS SERIES A,B,C	GENERAL	STORM WATER UTILITY BONDS	PARKS &	TOTAL GENERAL OBLIGATION BONDS	PERCENT OF TAXABLE VALUE OF PROPERTY*	PER CAPITA
			FUND LAND CONTRACT/ INSTALLMENT PURCHASE CONTRACT		RECREATION INSTALLMENT PURCHASE AGREEMENT			
2001-02	150,000	0	0	470,000	883,644	1,503,644	0.41%	\$67.69
2002-03	100,000	0	0	385,000	2,000,391	2,485,391	0.65%	\$111.88
2003-04	50,000	0	0	295,000	1,810,808	2,155,808	0.54%	\$97.04
2004-05	0	0	0	200,000	1,612,360	1,812,360	0.44%	\$81.58
2005-06	0	0	0	100,000	884,260	984,260	0.23%	\$44.31
2006-07	0	0	0	0	771,188	771,188	0.17%	\$34.71
2007-08	0	0	653,900	0	1,203,963	1,857,863	0.40%	\$83.63
2008-09	0	0	1,889,138	0	1,712,768	3,601,906	0.79%	\$162.14
2009-10	0	7,040,000	0	0	0	7,040,000	1.59%	\$333.13
2010-11	0	6,840,000	0	0	0	6,840,000	1.66%	\$323.66

CITY OF ADRIAN  
 DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT  
 AS OF JUNE 30, 2011

EXHIBIT D

<u>Governmental Unit</u>	<u>DEBT OUTSTANDING</u>	<u>ESTIMATED PERCENTAGE APPLICABLE*</u>	<u>ESTIMATED SHARE OF OVERLAPPING DEBT</u>	
<b>Debt Repaid with Property Taxes</b>				
<b>DIRECT DEBT:</b>				
Series A - Municipal Finance Bonds	\$1,340,000	100.00%	\$1,340,000	
Series B - Build America Bonds	1,600,000	100.00%	1,600,000	
Series C - Recovery Zone Bonds	3,900,000	100.00%	3,900,000	
Downtown Development Authority	<u>160,000</u>	100.00%	<u>160,000</u>	
Net Direct Debt	<u>\$7,000,000</u>		<u>\$7,000,000</u>	
<b>OVERLAPPING DEBT:</b>				
Adrian Public Schools	\$46,360,000	52.33%	\$24,260,188	0.5233
Madison School District	660,000	32.22%	212,652	0.3222
Lenawee County	<u>10,619,000</u>	11.23%	<u>1,192,514</u>	0.112285332
Net Overlapping Debt	<u>\$57,639,000</u>		<u>\$25,665,354</u>	
Total Direct and Overlapping Debt	<u>\$64,639,000</u>		<u>\$32,665,354</u>	

Sources: Equalized Value data used to estimate applicable percentages provided by the Lenawee County Equalization Department.  
 Debt outstanding provided by each governmental unit.

Note: Overlapping governments are those that coincide, at least in part, with the geographical boundaries of the City. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of Adrian. This process recognizes that, when considering the City's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident and, therefore, responsible for repaying the debt of each overlapping government.

\* For debt repaid with property taxes, the percentage of overlapping debt applicable is estimated using taxable property values. Applicable percentages were estimated by determining the portion of another governmental unit's taxable value that is within the City's boundaries and dividing it by each unit's total taxable value.

**CITY OF ADRIAN** **EXHIBIT E**  
**DEMOGRAPHIC AND ECONOMIC STATISTICS**  
**LAST TEN FISCAL YEARS**

<b>FISCAL</b>		<b>PERSONAL</b>	<b>PER CAPITA</b>	<b>MEDIAN</b>	<b>SCHOOL</b>	<b>UNEMPLOYMENT</b>
<b>YEAR</b>	<b>POPULATION</b>	<b>INCOME</b>	<b>PERSONAL</b>	<b>AGE</b>	<b>ENROLLMENT</b>	<b>RATES</b>
			<b>INCOME</b>			
2001-02	22,215	\$479,577,420	\$21,588	31.6	3,980	6.7%
2002-03	22,215	\$515,388,000	\$23,200	31.6	3,972	8.4%
2003-04	22,215	\$550,932,000	\$24,800	31.6	3,820	7.8%
2004-05	22,215	\$550,665,420	\$24,788	31.6	3,786	6.4%
2005-06	22,215	\$492,573,195	\$22,173	31.6	3,663	6.2%
2006-07	22,215	\$477,197,467	\$21,481	32.0	3,630	8.5%
2007-08	22,215	\$463,401,394	\$20,860	32.3	3,556	11.2%
2008-09	22,215	\$444,865,338	\$20,025	32.4	3,422	15.2%
2009-10	21,133	\$402,689,315	\$19,055	32.4	3,200	13.6%
2010-11	21,133	\$401,379,069	\$18,993	32.5	3,136	10.9%

Sources: Population, Personal Income and Median Age from U.S. Census Bureau; School Enrollments from Adrian Board of Education; Unemployment Rates from Michigan Employment Security Commission.

CITY OF ADRIAN  
RATIOS OF OUTSTANDING DEBT BY TYPE  
LAST TEN FISCAL YEARS  
and ESTIMATED NEXT FIVE FISCAL YEARS

EXHIBIT F

FISCAL YEAR	SERIES A	SERIES B	SERIES C	GENERAL FUND LAND		STORM WATER UTILITY	PARKS & RECREATION	TOTAL GENERAL OBLIGATION	WATER SYSTEM REVENUE	WATER SUPPLY SYSTEM REVENUE	WATER SUPPLY SYSTEM REVENUE	SEWER SYSTEM REVENUE	SEWER SYSTEM REVENUE	WATER SUPPLY SYSTEM REVENUE	TOTAL UTILITY FUNDS REVENUE	TOTAL PRIMARY GOVT.
	LIMITED TAX OBLIGATION BONDS	TAXABLE BUILD AMERICA BONDS	TAXABLE RECOVERY ECONOMIC DEVELOP. BONDS	AUTO PARKING BONDS	CONTRACT/ INSTALLMENT PURCHASE	WATER UTILITY BONDS	INSTALLMENT PURCHASE AGREEMENTS**	BONDS	BONDS	BONDS(1)	BONDS(2)	BONDS(3)	BONDS(4)	BONDS(5)	BONDS	BONDS
2001-02	0	0	0	150,000	0	470,000	883,644	1,503,644	475,000	0	0	0	0	0	475,000	1,978,644
2002-03	0	0	0	100,000	0	385,000	2,000,391	2,485,391	250,000	0	0	0	0	0	250,000	2,735,391
2003-04	0	0	0	50,000	0	295,000	1,810,808	2,155,808	0	8,920,000	5,665,000	0	0	0	14,585,000	16,740,808
2004-05	0	0	0	0	0	200,000	1,612,360	1,812,360	0	8,565,000	5,440,000	0	0	0	14,005,000	15,817,360
2005-06	0	0	0	0	0	100,000	884,260	984,260	0	8,215,000	5,220,000	1,993,885	7,090,000	0	22,518,885	23,503,145
2006-07	0	0	0	0	0	0	771,188	771,188	0	7,850,000	4,985,000	1,908,885	6,653,013	0	21,396,898	22,168,086
2007-08	0	0	0	0	653,900	0	1,203,963	1,857,863	0	7,475,000	4,745,000	1,818,885	6,348,013	7,890,000	28,276,898	30,134,761
2008-09	0	0	0	0	1,889,138	0	1,712,768	3,601,906	0	7,080,000	4,500,000	1,728,885	6,038,013	7,255,460	26,612,358	30,214,264
2009-10	1,540,000	1,600,000	3,900,000	0	0	0	0	7,040,000	0	6,695,000	4,250,000	1,638,885	5,718,013	6,935,460	25,237,358	32,277,358
2010-11	1,340,000	1,600,000	3,900,000	0	0	0	0	6,840,000	0	6,290,000	3,995,000	1,543,885	5,393,013	6,610,460	23,832,358	30,672,358
2011-12	1,130,000	1,600,000	3,900,000	0	0	0	0	6,630,000	0	5,875,000	3,730,000	1,448,885	5,063,013	6,275,460	22,392,358	29,022,358
2012-13	915,000	1,600,000	3,900,000	0	0	0	0	6,415,000	0	5,450,000	3,460,000	1,353,885	4,728,013	5,935,460	20,927,358	27,342,358
2013-14	695,000	1,600,000	3,900,000	0	0	0	0	6,195,000	0	5,015,000	3,185,000	1,258,885	4,388,013	5,585,460	19,432,358	25,627,358
2014-15	475,000	1,600,000	3,900,000	0	0	0	0	5,975,000	0	4,570,000	2,900,000	1,163,885	4,043,013	5,230,460	17,907,358	23,882,358
2015-16	240,000	1,600,000	3,900,000	0	0	0	0	5,740,000	0	4,110,000	2,610,000	1,068,885	3,693,013	4,865,460	16,347,358	22,087,358

\* Land Contract: 250 W. Church St.;  
Installment Purchase: 153/155 E. Maumee St.  
and 135 E. Maumee (City Hall)  
(Debt Retired per Reso R09-196 dated Dec. 7, 2009)

\*\* Includes Installment Purchase for both Marvin Farm and  
381 Miles Drive-Parks & Forestry Maint. Bldg.  
(Purchase and Renovation)  
(Debt Retired per Reso R09-196 dated Dec. 7, 2009)

(1) Water Plant Improvements  
(2) Water Distribution System Improvements  
(3) Sewer Collection System Improvements  
(4) Sewer Plant Improvements  
(5) Ground Water Resource Improvements

December 7, 2009

**RE: DEPARTMENT OF FINANCE – Authorization to Pay Off All General Obligation Debt Except for Series A, B, & C Bonds for Downtown Government Complex**

**RESOLUTION # 09-196**

WHEREAS the City of Adrian, from time to time, has entered into various General Obligation Debt instruments to acquire and renovate sundry properties for purposes of enhancing public services or provide for future development; and

WHEREAS issuance of Series A, B, and C Bonds, through the Federal Stimulus Program (American Recovery & Reinvestment Act of 2009), has enabled the City to obtain funds at a reduced interest rate of 3.71%; and

WHEREAS sufficient funds were borrowed (net proceeds after issuance expenses - \$7,005,379) under the aforementioned program to not only acquire and renovate the Downtown Government Complex but, in addition, retire all outstanding General Fund General Obligation Debt in the amount of \$4,008,777.56 including principal and interest, as detailed below:

**CITY OF ADRIAN  
PAYOFF OF GENERAL OBLIGATION DEBT  
December 7, 2009**

DESCRIPTION	VENDOR	FINANCING VEHICLE	PAY OFF AMOUNT As of December 7, 2009		
			PRINCIPAL	INTEREST	TOTAL
Purchase 135 E. Maumee for New City Hall	First Federal Bank	Land Contract	\$1,285,000.00	\$48,161.10	\$1,333,161.10
Purchase 153-155 E. Maumee for New Police Facility	First Federal Bank	Installment Purchase Agreement	\$495,522.11	\$7,856.01	\$503,378.12
Purchase Marvin Farm Property for Future Economic Development	First Federal Bank	Installment Purchase Agreement	\$532,964.49	\$10,358.21	\$543,322.70
Purchase 381 Miles Drive for New Parks & Forestry Maintenance Facility	Huntington National Bank	Installment Purchase Agreement	\$497,900.43	\$1,143.74	\$499,044.17
Renovation of 381 Miles Drive for New Parks & Forestry Maintenance Facility	Huntington National Bank	Installment Purchase Agreement	\$1,000,000.00	\$17,999.05	\$1,017,999.05
Purchase 250 W. Church Street Property for Future Development	Bruce & Joan Benedict Trust	Land Contract	\$108,614.00	\$3,258.42	\$111,872.42
		<b>TOTAL</b>	<b>\$3,920,001.03</b>	<b>\$88,776.53</b>	<b>\$4,008,777.56</b>

; and

WHEREAS, to ensure sufficient funds are available in future budgets to defray the annual debt service payments for the Series A, B and C Bonds (estimated to be \$450,000 annually), the Finance Director and City Administrator respectfully recommend that authorization be given to retire all other outstanding General Fund-General Obligation debt.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the retirement of all outstanding General Fund-General Obligation debt in the amount of \$4,008,777.56, as detailed above, excluding the recently issued Series A, B and C Bonds under the American Recovery and Reinvestment Act for purposes of funding the Downtown Government Complex.

Motion by Commissioner \_\_\_\_\_, supported by Commissioner,  
\_\_\_\_\_ this resolution was adopted by a \_\_\_\_\_ vote.



## MEMO

Date: October 27, 2011

To: Dane C. Nelson, City Administrator  
Christopher Miller, Coordinator  
Downtown Development Authority

Mayor Gary McDowell  
City Commission

From: Jeffrey C. Pardee, Finance Director

**Re: Downtown Development Authority - FY2011-12 First Quarter Financial Reports**

Please find attached the FY2011-12 First Quarter Financial Reports, i.e., Comparative Balance Sheets and Comparative Statements of Revenues, Expenditures and Changes in Fund Balance, for the following funds:

- DDA Two-Mill Fund (Fund No. 280)
- DDA Tax Increment Finance Authority (Fund No. 281)
- DDA Debt Service Fund (Fund No. 394)

Financial highlights of the reporting period, for each fund, are provided as follows:

### DDA Two-Mill Fund (Fund No. 280)

Revenues exceeded Expenditures by \$25,330, resulting in a net increase in Fund Balance from \$133,673 to \$159,003. The favorability is primarily attributable to the fact that Property Taxes are collected at the beginning of the Fiscal Period and expenditures are incurred throughout the balance of the year.

Major expenditures included \$374 Travel for MML Conference, \$4,085 for Supplies - Art-A-Licious, and \$480 for advertising, such as: Daily Telegram, Uniquescreen Media and Adrian Area Chamber of Commerce. Because of adoption of the new Downtown Parking Financial Plan, the \$5,000 budgeted for transfer to the Auto Parking Fund for operations and maintenance will not be necessary.

#### DDA Tax Increment Finance Authority (Fund No. 281)

Revenues exceeded Expenditures by \$130,731, resulting in a net increase in Fund Balance from \$255,332 to \$386,063. The favorability is primarily attributable to the fact that Property Taxes are collected at the beginning of the Fiscal Period, whereas expenditures and other commitments are incurred throughout the balance of the year. FY2011-12 will be the first year in which an annual obligation of \$60,000 will be paid to the Auto Parking Fund for maintenance of downtown parking lots. This sum, will be matched by a similar sum from the City's General Fund Budget, as well as another \$60,000 from a Special Assessment of downtown property owners. The first year commitment of the DDA-TIF will be drawn from Fund Balance, with subsequent years being drawn from the annual operating revenues that are freed up due to the retirement of the Streetscape Debt.

Although the Transfer to DDA Debt Service Fund (\$85,445) will be made to ensure payment on 1992 DDA Bonds (\$1,025,000), which will be retired in March, 2012, a remaining commitment is the estimated \$160,000 Transfer to Schools for taxes captured in excess of debt requirements. Other significant expenses incurred include \$5,533 for Contract Services - Allied Waste Services for refuse collection.

#### DDA Debt Service Fund (Fund No. 394)

Actual Debt Service is recorded in this Fund, which reflects anticipated principal payment of \$80,000 and interest and fees of \$5,120. This obligation is on track with sums included in the FY2011-12 Budget and is scheduled for final payoff in March, 2012.

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

**CITY OF ADRIAN  
DOWNTOWN DEVELOPMENT AUTHORITY  
Two-Mill Fund  
(FUND #280)**

**COMPARATIVE BALANCE SHEETS  
As of September 30, 2011**

	<u>June 30</u> <u>2008</u>	<u>June 30</u> <u>2009</u>	<u>June 30</u> <u>2010</u>	<u>June 30</u> <u>2011</u>	<u>Sept. 30</u> <u>2011</u>
<b>ASSETS</b>					
Cash and Cash Equivalents	\$108,637	\$97,340	\$115,752	\$116,583	\$136,160
Investments	15,820	16,027	16,065	16,085	16,087
Taxes Receivable	0	0	0	0	6,350
Loans Receivable	2,268	2,267	2,267	0	0
Accounts Receivable	1,125	1,125	1,525	1,025	0
Due from DDA-TIF Fund	50	0	0	0	500
<b>Total assets</b>	<b><u>\$127,900</u></b>	<b><u>\$116,759</u></b>	<b><u>\$135,609</u></b>	<b><u>\$133,693</u></b>	<b><u>\$159,097</u></b>
<b>LIABILITIES AND FUND BALANCE</b>					
Liabilities:					
Vouchers Payable	\$1,511	\$38	\$646	\$20	\$94
Due to Primary Government	0	10,000	20,000	0	0
Accrued Sick & Vacation	0	325	0	0	0
Accrued Payroll	194	458	420	0	0
<b>Total Liabilities</b>	<b>\$1,705</b>	<b>\$10,821</b>	<b>\$21,066</b>	<b>\$20</b>	<b>\$94</b>
Fund Balance:					
Reserved for:					
Downtown Development Projects					
Encumbrances	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal Reserved Fund Balance	\$0	\$0	\$0	\$0	\$0
Net of Revenue vs Expenditures	(\$3,666)	(\$20,257)	\$8,605	\$19,130	\$25,330
Unreserved/Undesignated Fund Balance	<u>129,861</u>	<u>126,195</u>	<u>105,938</u>	<u>114,543</u>	<u>133,673</u>
<b>Total Fund Balance</b>	<b>\$126,195</b>	<b>\$105,938</b>	<b>\$114,543</b>	<b>\$133,673</b>	<b>\$159,003</b>
<b>Total Liabilities and Fund Balance</b>	<b><u>\$127,900</u></b>	<b><u>\$116,759</u></b>	<b><u>\$135,609</u></b>	<b><u>\$133,693</u></b>	<b><u>\$159,097</u></b>

CITY OF ADRIAN  
DOWNTOWN DEVELOPMENT AUTHORITY  
Two-Mill Fund  
(FUND #280)

COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
As of September 30, 2011

	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	June 30 <u>2011</u>	FY2011-12		
					Amended <u>Budget</u>	Actual thru <u>Sept. 30</u>	Remaining <u>Budget</u>
<b>REVENUES:</b>							
Property taxes	\$33,720	\$35,420	\$32,473	\$32,071	\$29,000	\$29,266	\$266
Investment Earnings	767	207	38	256	300	2	(298)
Rents	0	0	0	0	0	0	0
Other	4,288	6	80	202	100	0	(100)
Other - Art's Festival	3,505	9,201	0	0	0	0	0
Winter Fest	0	0	725	0	0	0	0
Summer Intern Funding	0	0	8,000	0	0	0	0
Prior Year's Revenue	0	0	0	0	0	0	0
Transfer-In - DDA-TIF	<u>6,600</u>	<u>2,000</u>	<u>6,000</u>	<u>6,000</u>	<u>2,000</u>	<u>1,500</u>	<u>(500)</u>
<b>Total Revenues</b>	<b>\$48,880</b>	<b>\$46,834</b>	<b>\$47,316</b>	<b>\$38,529</b>	<b>\$31,400</b>	<b>\$30,768</b>	<b>(\$632)</b>
<b>EXPENDITURES:</b>							
<u>Administration</u>							
Wages	\$0	\$0	\$6,049	\$1,323	\$0	\$0	\$0
Social Security	0	0	431	134	0	0	0
Unemployment Comp	0	0	223	0	0	0	0
Office Supplies	1,463	46	457	36	500	1	499
Printing & Binding	123	0	130	0	0	0	0
Postage	525	0	0	1	500	0	500
Shipping Charges	0	83	0	13	0	0	0
Contract Services	5,120	5,498	1,445	0	0	0	0
Audit Fees	0	400	400	400	400	0	400
Memberships & Dues	239	450	0	0	500	0	500
Medical Services	0	90	0	0	0	0	0
Telephone	668	535	569	398	700	3	697
Transportation	1,401	90	54	229	500	374	126
Advertising	5,245	4,960	6,033	4,522	5,000	480	4,520
Liability Insurance	94	94	107	100	100	34	66
Building Rental	1,000	1,000	1,000	1,000	1,000	250	750
Admin. & Accounting	500	500	500	529	500	125	375
Refunds & Rebates	29	82	29	30	100	31	69
Contributions	5,686	0	0	0	0	0	0
Fascade Grant Program	<u>5,935</u>	<u>13,625</u>	<u>2,687</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>
<b>Total Administration</b>	<b>\$28,028</b>	<b>\$27,453</b>	<b>\$20,114</b>	<b>\$8,715</b>	<b>\$14,800</b>	<b>\$1,298</b>	<b>\$13,502</b>

CITY OF ADRIAN  
DOWNTOWN DEVELOPMENT AUTHORITY  
Two-Mill Fund  
(FUND #280)

COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
As of September 30, 2011

	June 30 2008	June 30 2009	June 30 2010	June 30 2011	FY2011-12		
					Amended Budget	Actual thru Sept. 30	Remaining Budget
<b>Other Projects</b>							
Wages	\$5,241	\$6,287	\$1,880	\$0	\$5,000	\$0	\$5,000
Fringe Benefits	3,228	3,021	1,523	56	1,600	0	1,600
Operating Supplies	297	445	0	0	500	35	465
Supplies-Maple City Fest	98	182	232	237	0	20	(20)
Supplies-Art-a-licious Fest	6,469	19,116	0	2,225	6,000	4,085	1,915
Contract Services-Winterfest	606	482	1,962	0	0	0	0
Contract Services - Art-A-Licious	0	0	3,000	2,500	0	0	0
Advertising	129	0	0	666	0	0	0
Vehicle Rental	1,198	0	0	0	1,000	0	1,000
Wages-Solid Waste	0	48	0	0	1,000	0	1,000
Overhead-Solid Waste	0	23	0	0	500	0	500
Operating Supplies-Solid Waste	0	0	0	0	500	0	500
Vehicle Rental-Solid Waste	0	34	0	0	500	0	500
<b>Total Other Projects</b>	<b>\$17,266</b>	<b>\$29,638</b>	<b>\$8,597</b>	<b>\$5,684</b>	<b>\$16,600</b>	<b>\$4,140</b>	<b>\$12,460</b>
<b>Total Operating Expenses</b>	<b>\$45,294</b>	<b>\$57,091</b>	<b>\$28,711</b>	<b>\$14,399</b>	<b>\$31,400</b>	<b>\$5,438</b>	<b>\$25,962</b>
<b>Excess of Revenue over Expenditures</b>	<b>\$3,586</b>	<b>(\$10,257)</b>	<b>\$18,605</b>	<b>\$24,130</b>	<b>\$0</b>	<b>\$25,330</b>	<b>\$25,330</b>
<b>Other Financing Sources/(Uses):</b>							
Transfer from TIF Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Major Street Fund	0	0	0	0	0	0	0
Transfer from General Fund	2,748	0	0	0	0	0	0
Transfer to Auto Parking Fund	(10,000)	10,000	10,000	5,000	0	0	0
<b>Total Transfers</b>	<b>(\$7,252)</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Change in Fund Balance</b>	<b>(\$3,666)</b>	<b>(\$20,257)</b>	<b>\$8,605</b>	<b>\$19,130</b>	<b>\$0</b>	<b>\$25,330</b>	<b>\$25,330</b>
Fund Balance - Beginning of Period	129,861	126,195	105,938	114,543	133,673	133,673	
<b>Fund Balance - End of Period</b>	<b>\$126,195</b>	<b>\$105,938</b>	<b>\$114,543</b>	<b>\$133,673</b>	<b>\$133,673</b>	<b>\$159,003</b>	

**CITY OF ADRIAN  
DOWNTOWN DEVELOPMENT AUTHORITY  
TAX INCREMENT FINANCING FUND  
(FUND #281)**

**COMPARATIVE BALANCE SHEETS  
As of September 30, 2011**

	<u>June 30</u> <u>2008</u>	<u>June 30</u> <u>2009</u>	<u>June 30</u> <u>2010</u>	<u>June 30</u> <u>2011</u>	<u>Sept. 30</u> <u>2011</u>
<b>ASSETS</b>					
Cash and Cash Equivalents	\$126,085	\$377,575	\$276,307	\$383,034	\$515,726
Investments	146,969	148,892	149,243	149,429	149,450
Taxes Receivable	0	0	0	0	14,685
Taxes Receivable-DDA Trash	0	0	0	0	1,733
Accounts Receivable	870	1,200	1,275	3,278	1,425
Loan Receivable - Barley House	0	0	6,710	6,406	6,306
Due from Brownfield Fund	0	0	10,781	0	0
<b>Total assets</b>	<b>\$273,924</b>	<b>\$527,667</b>	<b>\$444,316</b>	<b>\$542,147</b>	<b>\$689,325</b>
<b>LIABILITIES AND FUND BALANCE</b>					
Liabilities:					
Vouchers Payable	\$94,900	\$6,041	\$0	\$1,416	\$2,559
TIF Payable	0	309,893	153,511	282,904	282,904
Due to Primary Government	1,853	1,391	283	295	16,303
Due to Vibrant Small Cities Fund	0	0	12,695	0	0
Due to DDA Fund	0	0	0	1,025	500
Due to DDA Debt Fund	14,385	14,385	14,385	0	0
Due to IT Fund	0	0	853	193	398
Accrued Payroll	0	203	278	384	0
Accrued Sick & Vacation	0	0	0	598	598
Total Liabilities	\$111,138	\$331,913	\$182,005	\$286,815	\$303,262
FUND BALANCE:					
Reserved for:					
Encumbrances	\$0	\$0	\$0	\$0	\$0
Subtotal Reserved Fund Balance	\$0	\$0	\$0	\$0	\$0
Net of Revenue vs Expenditures	(\$86,890)	\$32,968	\$66,557	(\$6,979)	\$130,731
Unreserved/Undesignated Fund Balance	249,676	162,786	195,754	262,311	255,332
Total Fund Balance	\$162,786	\$195,754	\$262,311	\$255,332	\$386,063
<b>Total Liabilities and Fund Balance</b>	<b>\$273,924</b>	<b>\$527,667</b>	<b>\$444,316</b>	<b>\$542,147</b>	<b>\$689,325</b>

**CITY OF ADRIAN  
DOWNTOWN DEVELOPMENT AUTHORITY  
TAX INCREMENT FINANCING FUND  
(FUND #281)**

**COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
As of September 30, 2011**

	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	June 30 <u>2011</u>	FY2011-12		
					Amended <u>Budget</u>	Actual thru <u>Sept. 30</u>	Remaining <u>Budget</u>
<b>REVENUES:</b>							
Property taxes	\$406,748	\$229,274	\$252,589	\$230,765	\$364,000	\$182,816	(\$181,184)
Contract Services (Refuse Collection)	14,842	19,381	16,350	18,078	15,000	4,125	(10,875)
Investment Earnings	12,776	7,126	2,874	2,967	3,000	998	(2,002)
Contribution - General Fund	0	0	0	0	0	0	0
Prior Year's Revenue	0	0	0	0	60,000	0	(60,000)
Other	0	0	0	250	0	0	0
Contrib.-Brownfield Redev. Fund	0	0	10,781	4,245	4,245	0	(4,245)
<b>Total Revenues</b>	<b>\$434,366</b>	<b>\$255,781</b>	<b>\$282,594</b>	<b>\$256,305</b>	<b>\$446,245</b>	<b>\$187,939</b>	<b>(\$258,306)</b>
<b>EXPENDITURES:</b>							
Wages	\$43,366	\$25,815	\$17,788	\$25,125	\$26,016	\$6,377	\$19,639
Fringe Benefits	11,048	7,750	4,113	5,635	6,019	1,990	4,029
Office Supplies	0	0	0	0	200	0	200
Operating Supplies	4,458	3,625	1,100	0	3,000	60	2,940
Contract Services	26,916	31,333	39,224	29,392	39,000	5,533	33,467
Consultant Fees	3,425	11,030	3,445	416	3,000	350	2,650
Transportation	161	0	0	40	100	15	85
Advertising	4,308	5,551	16,514	13,963	12,000	1,167	10,833
Liability Insurance	818	895	352	328	400	461	(61)
Info-Tech Services	10,997	10,237	10,237	2,314	4,771	1,192	3,579
Property Acquisition	0	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0	0
Capital Equipment	574	0	0	0	0	0	0
Façade Program	24,340	22,097	19,479	82,506	0	38,063	(38,063)
<b>Operating Expenses</b>	<b>\$130,411</b>	<b>\$118,333</b>	<b>\$112,252</b>	<b>\$159,719</b>	<b>\$94,506</b>	<b>\$55,208</b>	<b>\$39,298</b>
<b>Excess of Revenue over Expenditures</b>	<b>\$303,955</b>	<b>\$137,448</b>	<b>\$170,342</b>	<b>\$96,586</b>	<b>\$351,739</b>	<b>\$132,731</b>	<b>(\$219,008)</b>

**CITY OF ADRIAN  
DOWNTOWN DEVELOPMENT AUTHORITY  
TAX INCREMENT FINANCING FUND  
(FUND #281)**

**COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
As of September 30, 2011**

	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	June 30 <u>2011</u>	FY2011-12		
					Amended Budget	Actual thru Sept. 30	Remaining Budget
Other Financing Sources/(Uses):							
Transfer to Primary Government	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Community Development	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(500)	1,500
Transfer to Auto Parking Fund	(50,000)	0	0	(5,000)	(60,000)	0	60,000
Transfer to DDA	(6,600)	(2,000)	(6,000)	(6,000)	(6,000)	(1,500)	4,500
Transfer to Vibrant City Grant-Local Match	(125,000)	0	0	0	0	0	0
Transfer to Schools	(94,900)	0	0	0	(160,000)	0	160,000
Transfer to DDA Debt Service	(112,345)	(100,480)	(95,785)	(90,565)	(85,445)	0	85,445
Total Transfer-Out	(390,845)	(104,480)	(103,785)	(103,565)	(313,445)	(2,000)	\$311,445
Contingency				0	38,294	0	38,294
Net Change in Fund Balance	(\$86,890)	\$32,968	\$66,557	(\$6,979)	\$0	\$130,731	\$130,731
Fund Balance - Beginning of Period	249,676	162,786	195,754	262,311	255,332	255,332	
<b>Fund Balance - End of Period</b>	<b>162,786</b>	<b>195,754</b>	<b>262,311</b>	<b>255,332</b>	<b>255,332</b>	<b>386,063</b>	

**NOTES -**

- 1) Operating Expenses reflect shared Salaries and Fringe Benefits for Economic/Downtown Development Coordinator.  
(Effective 1/1/10, 50% DDA-TIF and 50% Economic Development Fund)
- 2) Transfer to Auto Parking Fund reflects contribution for infrastructure improvements.
- 3) Transfer to DDA and Community Development represent proportional share of clerical support.
- 4) Transfer to Schools reflects tax collections in excess of debt requirements.
- 5) Transfer to DDA Debt Service reflects payment against 1992 DDA Bonds (\$1,025,000; 6.4%) to be retired in 2012.
- 6) Transfer to Vibrant Cities Grant - Local Match - Resolution #R07-210 dated Dec. 3, 2007 to provide matching funds for Two-Way Street Project

**CITY OF ADRIAN  
DOWNTOWN DEVELOPMENT AUTHORITY  
DEBT SERVICE FUND  
(FUND #394)**

**COMPARATIVE BALANCE SHEETS  
As of September 30, 2011**

	<u>June 30 2008</u>	<u>June 30 2009</u>	<u>June 30 2010</u>	<u>June 30 2011</u>	<u>Sept. 30 2011</u>
<b>ASSETS</b>					
Cash and Cash Equivalents	\$2,670	\$2,268	\$2,360	\$17,012	\$14,492
Due from DDA-TIF Fund	14,385	14,385	14,385	0	0
<b>Total assets</b>	<b><u>\$17,055</u></b>	<b><u>\$16,653</u></b>	<b><u>\$16,745</u></b>	<b><u>\$17,012</u></b>	<b><u>\$14,492</u></b>
<b>LIABILITIES AND FUND BALANCE</b>					
Liabilities:					
Accrued Interest Payable	\$16,762	\$7,120	\$7,973	\$1,707	(\$853)
<b>Total Liabilities</b>	<b><u>\$16,762</u></b>	<b><u>\$7,120</u></b>	<b><u>\$7,973</u></b>	<b><u>\$1,707</u></b>	<b><u>(\$853)</u></b>
FUND BALANCE:					
Net of Revenue vs Expenditures	\$0	\$0	\$0	\$0	\$40
Reserved For Debt Retirement	293	9,533	8,772	15,305	15,305
<b>Total Fund Balance</b>	<b><u>\$293</u></b>	<b><u>\$9,533</u></b>	<b><u>\$8,772</u></b>	<b><u>\$15,305</u></b>	<b><u>\$15,345</u></b>
<b>Total Liabilities and Fund Balance</b>	<b><u>\$17,055</u></b>	<b><u>\$16,653</u></b>	<b><u>\$16,745</u></b>	<b><u>\$17,012</u></b>	<b><u>\$14,492</u></b>

**CITY OF ADRIAN  
DOWNTOWN DEVELOPMENT AUTHORITY  
DEBT SERVICE FUND  
(FUND #394)**

**COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
As of September 30, 2011**

	<u>June 30 2008</u>	<u>June 30 2009</u>	<u>June 30 2010</u>	<u>June 30 2011</u>	<u>FY2011-12</u>		
					<u>Amended Budget</u>	<u>Actual thru Sept.30</u>	<u>Remaining Budget</u>
<b>REVENUES:</b>							
Investment Earnings	\$105	\$23	\$92	\$367	\$100	\$40	(\$60)
<b>Total Revenues</b>	<b><u>\$105</u></b>	<b><u>\$23</u></b>	<b><u>\$92</u></b>	<b><u>\$367</u></b>	<b><u>\$100</u></b>	<b><u>\$40</u></b>	<b><u>(\$60)</u></b>
<b>EXPENDITURES:</b>							
Principal Retirement	\$85,000	\$80,000	\$80,000	\$80,000	\$80,000	\$0	\$80,000
Bond Interest Expense	26,827	10,838	16,213	3,974	5,120	0	5,120
Paying Agent Fees	425	425	425	425	425	0	425
<b>Total Expenditures</b>	<b><u>\$112,252</u></b>	<b><u>\$91,263</u></b>	<b><u>\$96,638</u></b>	<b><u>\$84,399</u></b>	<b><u>\$85,545</u></b>	<b><u>\$0</u></b>	<b><u>\$85,545</u></b>
Deficiency of Revenues (Under) Expenditures	(\$112,147)	(\$91,240)	(\$96,546)	(\$84,032)	(\$85,445)	\$40	\$85,485
Other Financing Uses:							
Transfer from DDA - Special Revenue	112,345	100,480	95,785	90,565	85,445	0	85,445
Net Change in Fund Balance	\$198	\$9,240	(\$761)	\$6,533	\$0	\$40	\$40
Fund Balance - Beginning of Period	95	293	9,533	8,772	15,305	15,305	
<b>Fund Balance - End of Period</b>	<b><u>\$293</u></b>	<b><u>\$9,533</u></b>	<b><u>\$8,772</u></b>	<b><u>\$15,305</u></b>	<b><u>\$15,305</u></b>	<b><u>\$15,345</u></b>	



Michigan Department of Licensing and Regulatory Affairs  
**MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)**  
7150 Harris Drive, P.O. Box 30005  
Lansing, Michigan 48909-7505

**POLICE INVESTIGATION REQUEST**  
[Authorized by MCL 436.1201(4)]

SEPTEMBER 23, 2011

ADRIAN POLICE DEPARTMENT  
CHIEF OF POLICE  
155 E MAUMEE STREET  
ADRIAN, MI 49221-2773

REQUEST ID # 623381

**Applicant:** CABRERA INC., REQUESTS NEW SDM LICENSE, TO BE LOCATED AT 136 E. BEECHER, ADRIAN, MI 49221, LENAWEЕ COUNTY.

**CONTACT:** ALAN C. APPLEBAUM, ESQ., 31550 N. W., # 110, FARMINGTON HILLS, MI 48334, B (248) 538-2700

Please make an investigation of the application. If you do not believe that the applicants are qualified for licensing, give your reasons in detail. Complete the Police Inspection Report on Liquor License Request, LC-1800, or for Detroit police, the Detroit Police Investigation of License Request, LC-1802. If there is not enough room on the front of the form, you may use the back.

Forward your report, along with fingerprint cards (if requested) and \$30.00 for each card to the Michigan Liquor Control Commission. **\*\*Please ensure that section D of the card has been completed prior to submission. \*\***

If you have any questions, please contact Unit 3 of the Retail Licensing Division at (517) 636-0204.

rlb

LC-1972(Rev. 09/05)  
Authority: MCL 436.1201(4)  
Completion: Mandatory  
Penalty: No License

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities. Michigan Liquor Control Commission 7150 Harris Drive • P.O. Box 30005 • Lansing, Michigan 48909-7505 www.michigan.gov/lcc • (517) 322-1345 Lansing Office



Michigan Department of Licensing and Regulatory Affairs  
**MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)**

7150 Harris Drive, P.O. Box 30005  
Lansing, Michigan 48909-7505

**POLICE INVESTIGATION REPORT**

[Authorized by MCL 436.1217 and R 436.1105; MAC]

**FOR MLCC USE ONLY**

Request ID # 623381

Business ID # 226984

Please conduct your investigation as soon as possible, complete all four sections of this report and return the completed report and fingerprint cards to the MLCC.

**LICENSEE/APPLICANT NAME, BUSINESS ADDRESS AND LICENSING REQUEST:**

CABRERA INC., REQUESTS NEW SDM LICENSE, TO BE LOCATED AT 136 E. BEECHER, ADRIAN, MI 49221, LENAWEE COUNTY.

**Section 1. APPLICANT INFORMATION**

APPLICANT #1:  
GUSTAVO CABRERA - STOCKHOLDER  
456 S. WINTER STREET  
ADRIAN, MI 49221  
H (517) 759-2152

APPLICANT #2:  
MARISELA MANDUJANO - STOCKHOLDER  
456 S. WINTER STREET  
ADRIAN, MI 49221  
H (517) 759-2152

DATE FINGERPRINTED:

DATE FINGERPRINTED:

DATE OF BIRTH:

Is the applicant a U.S. Citizen:  Yes  No\*

\*Does the applicant have permanent Resident Alien status?

Yes  No\*

\*Does the applicant have a Visa? Enter status:

DATE OF BIRTH:

Is the applicant a U.S. Citizen:  Yes  No\*

\*Does the applicant have permanent Resident Alien status?

Yes  No\*

\*Does the applicant have a Visa? Enter status:

\*\*Attach the fingerprint card and \$30.00 for each card and mail to the Michigan Liquor Control Commission\*\*

ARREST RECORD:  Felony  Misdemeanor

Enter record of all arrests and convictions (Attach a signed and dated sheet if more space is needed)

ARREST RECORD:  Felony  Misdemeanor

Enter record of all arrests and convictions (Attach a signed and dated sheet if more space is needed)

**Section 2. INVESTIGATION OF BUSINESS AND ADDRESS TO BE LICENSED**

Does applicant intend to have dancing, entertainment, topless activity, or extended hours permit?

No  Yes, complete LC-1636

Are motor vehicle fuel pumps at or directly adjacent to the establishment?  No  Yes, explain relationship:

**Section 3. LOCAL AND STATE CODES AND ORDINANCES, AND GENERAL RECOMMENDATIONS**

Will the applicant's proposed location meet all appropriate state and local building, plumbing, zoning, fire, sanitation and health laws and ordinances, if this license is granted?  Yes  No If No, indicate which state and local ordinances the location does not meet:  Building  Plumbing  Zoning  Fire  Sanitation  Health

**Section 4. RECOMMENDATION**

1. Is this applicant qualified to conduct this business if licensed?  Yes  No\*

2. Should the MLCC grant this request?  Yes  No\*

\*If any of the above questions were answered No, you must state your reasons for MLCC consideration of this recommendation on the back of this form or on an attached signed and dated sheet.

3. Is this recommendation subject to final inspection to determine that the proposed location meets all building, plumbing, zoning, fire, sanitation and health laws and ordinances?  Yes  No

4. Is this recommendation subject to any other conditions?  Yes  No

If Yes, list the conditions below or on an attached signed and dated sheet if more space is needed

*Terrence B. Call*  
Signature (Sheriff or Chief of Police)

10/19/2011  
Date

ADRIAN POLICE DEPARTMENT



# CONSENT AGENDA

**RESOLUTION**

**11-3**

WHEREAS, the City Administrator has approved certain temporary control orders, and after review has now made recommendation that they be made permanent, therefore so be it,

RESOLVED, that the permanent traffic control orders, adopted October 6, 1958, be amended to include or change the following:

Post "No Parking West Side of the Road" on North Winter from Hunt Street to the Dead End. Also post "No Parking East Side of the Road" between driveway approaches.

Respectfully,



TERRENCE B. COLLINS,  
Chief of Police

TBC/skj

DATED: 10-20-11

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

**CR11-048**

November 7, 2011

**RE: CITY COMMISSION – Change in Commission Meeting Date**

**RESOLUTION**

WHEREAS, the Charter of the City of Adrian requires that regular meeting times be established by City Commission resolution; and

WHEREAS, the regular meeting scheduled for Monday January 2, 2011 occurs on a day City Hall is closed in observance of the New Year holiday; and

NOW, THEREFORE, BE IT RESOLVED that said regular meeting will be held on Tuesday, January 3, 2011 at 7:00 p.m. in the City Chambers Building located at 159 E. Maumee St., Adrian, MI.

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

# MEMO

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DATE: November 2, 2011  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Downtown Parking Special Assessment

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The commission has previously decided to provide free parking downtown and developed a financial plan to support the renovation and maintenance of the downtown parking lots. The financial plan includes contributions of \$60,000 from the City General Fund; \$60,000 from the DDA and \$60,000 from the Downtown property owners. The portion from the property owners requires an annual special assessment. The attached resolution sets a public hearing for November 21<sup>st</sup> to hear comments regarding the assessment and to consider its approval.

Respectfully submitted,

  
Dane C. Nelson  
City Administrator

DCN:mlb

**RE: ASSESSING OFFICE – Downtown Parking Special Assessment – Notice of Intent**

**RESOLUTION**

WHEREAS, in accordance with the recommendations of the Blueprint for Downtown Adrian, short-term parking meters were removed from streets and parking lots in June, 2004; and

WHEREAS, after several meetings of the Ad-Hoc Downtown Parking Advisory Committee to review the Auto Fund Parking Budget and Parking Enforcement Operations, the following Financial Plan and Special Assessment proposal has been developed; and

WHEREAS, the cost to maintain parking lots in the Downtown Development District for FY2011-12 amount to \$72,000, detailed as follows:

Operating Budget	\$231,935
Capital Budget	<u>275,000</u>
Total Expenses	\$506,935; and

WHEREAS, estimated Revenue for FY2011-12 is detailed as follows:

Parking Permits	\$ 1,000
Investment Earnings	200
Fee Estate Contribution	25,000
Contribution-DDA	60,000
Contribution-General Fund	60,000
Special Assessment	60,000
Farmers’ Market Grant	275,000
Prior Years’ Revenue	<u>25,735</u>
Total Revenue	<u>\$506,935; and</u>

WHEREAS, the City Administrator recommends that a \$60,000 special assessment be levied upon the taxable value of real and personal property of downtown business owners who benefit from the removal of parking meters and maintenance of a viable downtown parking system for the purpose of revitalizing the central business district; and

WHEREAS, required plans, reports and recommendations have been filed pursuant to the provisions of Article I, Section 70-6 of the Adrian City Code of Ordinances; and

WHEREAS, such plans include the Auto Parking Fund Financial Plan, purpose of the Special Assessment, the Special Assessment District, and the methodology utilized by the City Assessor to apportion the Special Assessment to property owners within the District.

NOW, THERFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution:

1. APPROVES the FY2011-12 Auto Parking Fund Financial Plan, including:

**Revenues**

Dept 000.00		
652.312	PARKING PERMITS	1,000
664.000	INVESTMENT EARNINGS	200
697.000	PRIOR YEARS' REVENUE	25,735
699.101	CONTRIB-GENERAL FUND	60,000
699.281	TRANSFER IN - DDA	60,000
699.599	CONTRIBUTION-SPEC ASSESS	60,000
699.699	FEE ESTATE CONTRIB.	25,000
526.000	FARMERS' MARKET GRANT	275,000
<b>Total Revenues</b>		<b><u>\$506,935</u></b>

**Expenditures**

Dept 546.00: OPERATING EXPENDITURES		
702.111	WAGES-SNOW REMOVAL	\$6,700
702.290	WAGES-EQUIP MAINT & COLL	1,000
702.291	WAGES-GENERAL LOT MAINT.	10,000
704.111	OVERTIME	8,900
708.000	OVERHEAD	5,280
708.111	OVERHEAD-SNOW REMOVAL	3,216
741.000	OPER SUPPLIES	500
776.111	SUPPLIES-SNOW REMOVAL	9,600
776.291	SUPPLIES-GENERAL LOT MAINT.	1,000
801.000	CONTRACT SERVICES	135,000
801.110	CONTR SERV-PAVEMNT MRKNG	1,000
802.000	AUDIT FEES	1,000
912.000	LIABILITY INSURANCE	200
921.000	ELECTRICAL	12,000
943.111	VEH RENT-SNOW REMOVAL	18,789
943.291	VEH RENT-GEN LOT MAINT.	250
951.000	TAXES-STORM WATER UTILITY	1,500
967.000	DEPRECIATION EXPENSE	16,000
975.000	CAPITAL IMPROVEMENTS	275,000
<b>Total Expenditures</b>		<b><u>\$506,935</u></b>

<b>NET OF REVENUES AND EXPENDITURES</b>	<b><u><u>0</u></u></b>
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2. As indicated in the aforementioned Financial Plan, the City intends to levy a Special Assessment in the amount of \$60,000.
3. The Special Assessment proposed to partially defray the operating expenses detailed in the Auto Parking Fund Financial Plan and, in addition, provide an accumulated fund balance to draw upon for future capital improvements, shall be levied on the lands and premises within the proposed Special Assessment District according to the methodology employed by the City Assessor and on file with the City Clerk.
4. The Report, including the Proposed Special Assessment, shall be filed with the City Clerk forthwith to be available for public examination.

5. The City Commission will meet at a Public Hearing in the Adrian City Commission Chambers (159 E. Maumee Street) at 7:00 p.m. on Monday, November 21, 2011, for the purpose of hearing and considering comments regarding the Proposed Special Assessment District, or to the inclusion of any property within the proposed Special Assessment District.
6. The City Clerk shall mail notice of the intention to adopt said Special Assessment to all interested parties pursuant to the provisions of Article I, Section 70-6 of the Adrian City Code of Ordinances.

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

# MEMO

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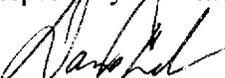


DATE: November 2, 2011  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Adrian Dial-A-Ride

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The Rural Transit Assistance Program (RTAP) is a federal program to provide local transit agencies with funds for training, equipment, technical assistance, and research to promote rural public transportation. This resolution makes available a maximum of \$4,000 to the City Dial-A-Ride system for State fiscal year 2012. The attached resolution authorizes the Mayor to sign the attached third party contract on behalf of the City.

Respectfully submitted,

  
Dane C. Nelson  
City Administrator

DCN:mlb

**RURAL TRANSIT ASSISTANCE PROGRAM  
(RTAP)  
THIRD PARTY CONTRACT**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2011 by and between Michigan Public Transit Association (hereinafter referred to as the AGENCY), and the \_\_\_\_\_ referred to as the ELIGIBLE-RECIPIENT).

**SECTION 1 – DEFINITIONS**

PROGRAM	Means the Rural Transit Assistance Program designed primarily for rural transit agencies dispersal of funds for eligible training activities and equipment and/or technical assistance and research activities that promote or benefit rural public transportation.
DEPARTMENT	Means the Michigan Department of Transportation.
OFFICE	Means the Office of Passenger Transportation of Michigan Department of Transportation.
AGENCY	Means the eligible authority, eligible governmental agency, or organization representing the rural transit agencies interests which is receiving funds from the DEPARTMENT under the PROGRAM, (Michigan Public Transit Association).
PROJECT	Means the providing of funds from the Rural Transit Assistance Program (RTAP).
STATE	Means the State Of Michigan.
ELIGIBLE-RECIPIENT	Means the organization which will receive funds under this contract.
APPLICATION	Means the AGENCY'S application, submitted in cooperation with the ELIGIBLE RECIPIENT, for funding from this PROGRAM for the period October 1, 2011 to September 30, 2014.

**SECTION 1 - PURPOSE**

This Contract is made for the purpose of making federal Rural Transit Assistance Program (RTAP) grant funds available to the ELIGIBLE RECIPIENT for the costs of eligible training activities and equipment and/or technical assistance research activities that promote or benefit rural public transportation. Eligible recipients are rural agencies that receive Federal Transit Administration (FTA) Section 5310 or Section 5311 funds, hereinafter

referred to as "ELIGIBLE RECIPIENT(S)." The ELIGIBLE RECIPIENT may only be reimbursed for the percentage of eligible expenses equivalent to the percentage of services for which the ELIGIBLE RECIPIENT receives Section 5310 or 5311 funds.

## **SECTION 2 - FUNDING**

The AGENCY agrees to disperse RTAP funds to all ELIGIBLE RECIPIENTS in accordance with FTA Circular C9041.1, incorporated herein by reference as if the same were repeated in full herein. The maximum amount of funding provided under this Contract for Fiscal Year 2012 (October 1, 2011-September 30, 2012) is \$4,000 (four thousand dollars) as determined by the DEPARTMENT.

Funding for Fiscal Years 2013 and 2014 will be determined by the DEPARTMENT contingent upon continuation of the PROGRAM and continued receipt of federal RTAP funds.

## **SECTION 3 – ACCOUNTING AND RECORD-KEEPING**

The AGENCY, shall provide to the ELIGIBLE-RECIPIENT, the State funds designated for the eligible costs incurred in the performance of this contract within ten (10) working days of the receipt of said funds from the DEPARTMENT.

The ELIGIBLE-RECIPIENT shall maintain books, records, documents, and other accounting records in accordance with the general accepted governmental accounting principles. Said records shall be sufficient to properly reflect all costs of whatever nature claimed to have been incurred or anticipated to be incurred in the performance of the identified PROJECT. To facilitate the administration of the PROJECT, separate records shall be established and maintained. The ELIGIBLE-RECIPIENT shall assure that the records to support the expense(s) are established and maintained.

The Federal Grants associated with this grant is MI-18-X050 Grant Year 2010; Federal Item Number WK0050. The Catalog of federal Domestic Assistance Number for the Federal Transit Administration Formula Grants for Other Than Urbanized Areas Program is 20.509.

The Special Section 5333(b) Warranty for Section 5311 can be found at: [www.dol.gov/dol/esa/public/regs/compliance/olms/13factsheet.htm](http://www.dol.gov/dol/esa/public/regs/compliance/olms/13factsheet.htm).

The ELIGIBLE-RECIPIENT is responsible to use the Request Forms (Attachment A) and Travel Vouchers (Attachment B). The ELIGIBLE-RECIPIENT shall review and follow all Travel Rates (Attachment C) and Guidelines (Attachment D) set forth by the DEPARTMENT.

**SECTION 4 - MISCELLANEOUS PROVISIONS**

- (a) If any provision of this contract is held invalid, the remainder of this contract shall not be affected, if any such remainder continues to the provisions and requirements of applicable law.
- (b) The ELIGIBLE-RECIPIENT shall commence, carry on, and complete the PROJECT in accordance with all applicable laws. Nothing in this contract shall require the ELIGIBLE-RECIPIENT to observe, comply, or do any other things in contravention of any STATE, Local or Federal law.
- (c) None of the funds, materials, property, or services obtained by the AGENCY or the ELIGIBLE-RECIPIENT under this contract shall be used for any partisan political activity, or to further the election or defeat of any activity, or defeat of any candidate for public office.

**SECTION 5 - TERM OF CONTRACT**

Upon execution, this contract shall cover the period commencing October 1, 2011, and extending through September 30, 2014.

IN WITNESS WHEREOF, the parties hereto have cause for this Contract to be executed.

Michigan Public Transit Association

BY: \_\_\_\_\_  
Clark Harder, Executive Director

\_\_\_\_\_  
Agency

BY: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

**CR11-050**

November 7, 2011

**RE: ADRIAN DIAL-A-RIDE – Approve RTAP Third Party Contract between the City of Adrian Dial-A-Ride and the Michigan Department of Transportation and grant the funds from the Third Party Contract to the Adrian Dial-A-Ride**

**RESOLUTION**

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

WHEREAS, the Rural Transit Assistance Program (RTAP) is designed primarily for rural transit agencies to disperse funds for eligible training activities and equipment and/or technical assistance and research activities that promote or benefit rural public transportation.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of Adrian do hereby approve the RTAP Third Party Contract between the City of Adrian Dial-A-Ride and the Michigan Department of Transportation.

BE IT FURTHER RESOLVED, that the funds from the Third Party Contract be granted to the Adrian Dial-A-Ride in accordance with the terms of FTA Circular C9041.1.

BE IT FURTHER RESOLVED, that the Mayor, is authorized to execute the Contract on behalf of the City of Adrian.

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



**SPECIAL ASSESSMENT DISTRICT**

Improvement: Logan Street		Location: Division to Center			Unit Prices:	\$16.66	\$4.10	\$4.70	\$4.70
Tax ID No.	Owner	Description		TOTAL ASSESSMENT	Curb & Gutter	4" Sidewalk	6" Sidewalk	Drive Approach	
XA0-615-4003-01	BROWN, A J 522 S. Center St,		Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			Units		0.00			0.00	
XA0-615-3001-01	BROWN, A J & C JOAN 404 Logan		Amount	\$23,515.81	\$11,553.21	\$3,069.89	\$1,560.40	\$7,332.31	
			Units		693.47	1,123.13	498.00	1,560.07	
XA0-615-2017-00	BROWN'S LOGAN ST. LLC 322 Logan St		Amount	\$1,848.28	\$1,249.50	\$0.00	\$0.00	\$598.76	
			Units		75.00			127.40	
XA0-615-1005-05	BROWN, WILLIAM L & MELINDA L 401 Logan		Amount	\$7,645.41	\$3,615.22	\$213.20	\$1,104.50	\$2,712.49	
			Units		217.00	52.00	235.00	577.13	
XA0-615-1003-00	MECCA ENTERPRISES, LLC 329 Logan		Amount	\$4,343.10	\$2,382.38	\$0.00	\$0.00	\$1,960.72	
			Units		143.00			417.17	
XA0-615-1002-00	SHUMATE, WILLIAM H 311 Logan		Amount	\$1,120.16	\$683.06	\$0.00	\$0.00	\$437.10	
			Units		41.00			93.00	
XA0-615-1001-00	CREGER, NICK 555 Division		Amount	\$1,821.81	\$1,349.46	\$0.00	\$0.00	\$472.35	
			Units		81.00			100.50	
XA0-615-2001-00	EVANS, HOMER J & MILDRED E 565 Division		Amount	\$2,040.78	\$1,499.40	\$0.00	\$0.00	\$541.38	
			Units		90.00			115.19	
XA0-615-2003-00	TRINIDAD, BOBBIE DE LA 312 Logan		Amount	\$1,790.88	\$1,249.50	\$0.00	\$0.00	\$541.38	
			Units		75.00			115.19	
XA0-615-2016-00	RODRIGUEZ, MIGUEL 342 Logan		Amount	\$2,045.81	\$2,057.51	\$0.00	\$0.00	\$888.30	
			Units		123.50			189.00	
XA0-615-3002-01	WALDAN, LLC 332 Logan		Amount	\$133.28	\$133.28	\$0.00	\$0.00	\$0.00	
			Units		8.00			0.00	
XA0-615-1005-04	CITY OF ADRIAN TRANSPORTATION BUILDING		Amount	\$3,132.08	\$3,132.08	\$0.00	\$0.00	\$0.00	
			Units		188.00			0.00	
	RAILROAD		Amount	\$2,057.69	\$1,466.08	\$0.00	\$0.00	\$591.61	
			Units		not billable			125.88	

**RE: ENGINEERING – Certifying Costs and Preparing Special Assessment Roll for Improvements on Logan from Center to Division Streets – SAD #381**

**RESOLUTION**

WHEREAS, the City Clerk has certified to the City Administrator the total cost of improvements on Logan from Center to Division Streets, said project being known and designated as Special Assessment District #381; and

WHEREAS, the City Administrator has forwarded said report to the City Commission and recommends that it be approved.

NOW, THEREFORE, BE IT RESOLVED:

- 1. That the total cost of said improvements mentioned above in the amount of One Hundred Seventy Four Thousand Four Hundred Fifty Six and Twenty Eight Cents (\$174,456.28) is hereby approved.
- 2. That the City Assessor is directed to apportion the said total cost as follows:
  - a. Fifty Thousand Three Hundred Thirty Eight and Two Cents (\$50,338.02) shall be spread upon the Special Assessment Roll according to the frontage against the portion of land especially benefitted which lies within the corporate limits of the City of Adrian, which shall be known and designated as Special Assessment District #381, and which is described as follows:

Logan from Center to Division Streets

- b. One Hundred Twenty Four Thousand One Hundred Eighteen and Twenty Six Cents (\$126,118.26) shall be the City's portion of said project.

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

**CR11-052**

November 7, 2011

**RE: ENGINEERING – Set Public Hearing Date for Special Assessment Roll – Logan from Center to Division Streets – SAD #381**

**RESOLUTION**

WHEREAS, the City Assessor has completed the Special Assessment Roll for improvements on Logan from Center to Division Streets and has reported the same to the City Commission, together with certification that the Assessment Roll conforms to the direction of the City Commission and the provisions of the Adrian City Code.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Special Assessment Roll for SAD #381 for improvements on Logan from Center to Division Streets be filed forthwith in the office of the City Clerk for public examination.
2. That the City Commission will meet in the Commission Chambers, 159 E. Maumee Street, Adrian, MI, at 7:00pm on Monday, November 21, 2011 for the purpose of reviewing the said roll and hearing and considering any objections thereto.
3. 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 1.213 of the Adrian City Code.

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



**SPECIAL ASSESSMENT DISTRICT**

Improvement: N Winter & W. Hunt				Unit Prices:	\$16.66	\$4.10	\$4.70	\$4.70
Tax ID No.	Owner	Description		TOTAL ASSESSMENT	Curb & Gutter	4" Sidewalk	6" Sidewalk	Drive Approach
XA0-255-6001-01	LENAWEE COUNTY BUILDING AUTHORITY		Amount	\$1,166.20	\$1,166.20	\$0.00	\$0.00	\$0.00
			Units		70.00			0.00
XA0-255-7001-01	LENAWEE COUNTY BUILDING AUTHORITY		Amount	\$5,329.08	\$3,298.68	\$0.00	\$0.00	\$2,030.40
			Units		198.00			432.00
XA0-255-8009-00	WASHOVIA SERVICES INC 124 W. Hunt		Amount	\$3,602.44	\$3,001.13	\$0.00	\$0.00	\$601.31
			Units		180.14			127.94
XA0-255-8011-01	PATH, PAMELA A & CHEESBRO, PATRICIA		Amount	\$3,894.18	\$2,683.93	\$0.00	\$0.00	\$1,210.25
			Units		161.10			257.50
XA0-000-0270-00	ADRIAN SUBWAY INC 523 N. Main		Amount	\$5,577.31	\$2,449.02	\$273.33	\$371.87	\$2,483.09
			Units		147.00	100.00	118.68	528.32
XA0-255-8006-00	ACKERMAN, KIMBERLY M 110 W. Hunt		Amount	\$1,698.90	\$518.13	\$0.00	\$0.00	\$1,080.77
			Units		31.10			229.95
XA0-255-8007-01	RODRIGUEZ, DANIEL & CAROL 114 W. Hunt		Amount	\$1,143.11	\$600.26	\$0.00	\$0.00	\$542.85
			Units		36.03			115.50
XA0-255-8008-01	RICHARDSON, LAWRENCE & ZELMA 118 W. Hunt		Amount	\$1,503.63	\$960.78	\$0.00	\$0.00	\$542.85
			Units		57.67			115.50
XA0-255-8001-00	24/7 BAIL AGENCY INC 601 N. Main		Amount	\$1,242.89	\$1,106.22	\$136.67	\$0.00	\$0.00
			Units		66.40	50.00		0.00
XA0-255-8010-00	LEIK, TM 620 N WINTER ST		Amount	\$3,729.19	\$1,601.03	\$0.00	\$0.00	\$2,128.16
			Units		96.10	0.00	0.00	452.80
XA0-255-8010-00	City of Adrian Retention Basin		Amount	\$1,559.71	\$1,005.26	\$0.00	\$0.00	\$554.45
			Units			0.00	0.00	117.97

**RE: ENGINEERING - Certifying Costs and Preparing Special Assessment Roll for Improvements on W. Hunt from Main to Trestle Park including Section of N. Winter from W. Hunt to Stormwater Retention Basin - SAD #382**

**RESOLUTION**

WHEREAS, the City Clerk has certified to the City Administrator the total cost of improvements on W. Hunt from Main to Trestle Park, said project being known and designated as Special Assessment District #382; and

WHEREAS, the City Administrator has forwarded said report to the City Commission and recommends that it be approved.

NOW, THEREFORE, BE IT RESOLVED:

1. That the total cost of said improvements mentioned above in the amount of One Hundred Thousand One Hundred Forty Four and Sixty Six Cents (\$126,144.66) is hereby approved.
2. That the City Assessor is directed to apportion the said total cost as follows:
  - a. Thirty One Thousand Three Hundred Forty Six and Sixty Four Cents (\$31,346.64) shall be spread upon the Special Assessment Roll according to the frontage against the portion of land especially benefitted which lies within the corporate limits of the City of Adrian, which shall be known and designated as Special Assessment District #382, and which is described as follows:
 

W. Hunt from Main to Trestle Park, including Section of N. Winter from W. Hunt to Stormwater Retention Basin
  - b. Ninety Four Thousand Seven Hundred Ninety Eight and Two Cents (\$94,798.02) shall be the City's portion of said project.

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

**RE: ENGINEERING – Set Public Hearing Date for Special Assessment Roll – W. Hunt from Main to Trestle Park including Section of N. Winter from W. Hunt to Stormwater Retention Basin – SAD #382**

**RESOLUTION**

WHEREAS, the City Assessor has completed the Special Assessment Roll for improvements on W. Hunt from Main to Trestle Park and has reported the same to the City Commission, together with certification that the Assessment Roll conforms to the direction of the City Commission and the provisions of the Adrian City Code.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Special Assessment Roll for SAD #382 for improvements on W. Hunt from Main to Trestle Park including Section of N. Winter from W. Hunt to Stormwater Retention Basin be filed forthwith in the office of the City Clerk for public examination.
2. That the City Commission will meet in the Commission Chambers, 159 E. Maumee Street, Adrian, MI, at 7:00pm on Monday, November 21, 2011 for the purpose of reviewing the said roll and hearing and considering any objections thereto.
3. 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 1.213 of the Adrian City Code.

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



# REGULAR AGENDA



**MEMO**

135 E. Maumee, Adrian, MI 49221-2703

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DATE: October 20, 2011

TO: Hon. Gary McDowell, Mayor  
City Commission  
Dane Nelson, City Administrator

FROM: Chris Miller  
DDA & Economic Development Coordinator

SUBJECT: Extend OPRA project deadline for Governor Croswell Tea Room  
and Sauce projects

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When OPRA certificates were granted for the Governor Croswell and Sauce projects, the commission set an April 2011 deadline for project completion. Since this deadline has passed and as both projects near completion, it seems prudent to officially grant an extension so that the owners remain in compliance with the construction deadline.

I respectfully request the commission establish a revised deadline for both projects.

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Chris Miller  
DDA & Economic Development Coordinator

**R11-120**

November 7, 2011

**RE: DOWNTOWN DEVELOPMENT AUTHORITY – Update OPRA certificate for David and Kim Horstman, owners of 149 N. Main Street, Adrian, MI, pursuant and in accordance with the provisions of the Obsolete Property Rehabilitation Act, PA 146 of 2000.**

**RESOLUTION**

WHEREAS, the City of Adrian granted an Obsolete Property Rehabilitation Act Exemption Certificate for David and Kim Horstman, owners of 149 N. Main Street, Adrian, MI on December 20, 2010; and

WHEREAS, included in that certificate was a completion date of April 30, 2011; and

WHEREAS, David and Kim Horstman have proceeded in good faith on the renovation and it is substantially completed; and

WHEREAS, the city has determined that the project is proceeding appropriately and will meet the established OPRA criteria.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby authorizes the extension of the completion deadline to February 1, 2012.

On motion by Commissioner \_\_\_\_\_, seconded by  
Commissioner \_\_\_\_\_, this resolution was  
\_\_\_\_\_ vote.

**R11-121**

November 7, 2011

**RE: DOWNTOWN DEVELOPMENT AUTHORITY – Update OPRA certificate for Al and Phylis Wilkerson, owners of 125 E. Maumee Street, Adrian, MI, pursuant and in accordance with the provisions of the Obsolete Property Rehabilitation Act, PA 146 of 2000.**

**RESOLUTION**

WHEREAS, the City of Adrian granted an Obsolete Property Rehabilitation Act Exemption Certificate for Al and Phylis Wilkerson, owners of 125 E. Maumee Street, Adrian, MI on December 20, 2010; and

WHEREAS, included in that certificate was a completion date of April 30, 2011; and

WHEREAS, Al and Phylis Wilkerson have proceeded in good faith on the renovation and it is substantially completed; and

WHEREAS, the city has determined that the project is proceeding appropriately and will meet the established OPRA criteria.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby authorizes the extension of the completion deadline to February 1, 2012.

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



155 E. Maumee St., Adrian, MI 49221

Police Department

517.264.4808 Fax 517.264.1927

7 November 2011

Attached is request to waive the bid process for the purchase of a MILO Range PRO use-of-force simulator to be paid for with JAG grant and private donation funds. The request is based on the following facts and information.

There are four manufactures of use-of-force simulators that sell in the United States. Demonstrations and price quotes were solicited from each manufacturer. Of the four, one did not quote a price or schedule a demonstration after several communications back and forth. A second did not provide a demonstration, because their price was well in excess of the program budget. A third demonstrated their product, and provided a quote. That demonstration was a failure, as the equipment could not be made to work constantly.

The fourth manufacturer, IES-Interactive of Ann Arbor, Michigan, did an on-site demonstration. Their product performed flawlessly over the course of a long and arduous demonstration. Further, the quoted price from IES-Interactive was significantly below their advertised pricing, allowing this project to be completed using only the grant funds and donation, without tapping into forfeiture funds.

Respectfully submitted,

A handwritten signature in black ink that reads 'Terrence B. Collins'. The signature is fluid and cursive.

Terrence B. Collins

Chief of Police

**R11-122**

November 7, 2011

**RE: POLICE DEPARTMENT – Authorization to purchase grant funded training equipment**

WHEREAS, the Adrian City Commission, by Resolution #R11-097, dated September 6, 2011, authorized submission and acceptance of a Justice Assistance Grant (2011-DX-BJ-3178) in the amount of \$11,032, and acceptance of a donation from Fraternal Order of Police #117 in the amount of \$14,000; and

WHEREAS, Adrian Police Department training staff conducted testing and evaluation of the major suppliers of use-of-force simulators available to US Law Enforcement; and

WHEREAS, the MILO Range PRO system, produced and sold exclusively by IES Interactive of Ann Arbor, Michigan, was deemed to be the best system available during testing and evaluation; and

WHEREAS, the Police Department solicited and received a quote from IES Interactive of Ann Arbor, Michigan, in the amount of \$22,650; and

WHEREAS, IES-Interactive has agreed to a substantial price discount to supply the MILO Range PRO system at cost to the Adrian Police Department; and

WHEREAS, the Finance Director indicates there are sufficient funds available for this purpose in the Police Department FY2011-12 Capital Budget, as follows:

(101-301.00-977.172) Grant Capital Outlay	\$11,032
(101-301.00-977.000) Operating Capital Outlay	<u>11,618</u>
	<u>\$22,650</u> ; and

WHEREAS, the Police Chief and City Administrator recommend authorization to purchase the aforementioned training equipment from IES Interactive Company, Ann Arbor, MI at a cost not to exceed \$22,650 and waiver of the bid process in the best interests of the City and in accordance with the City's Purchasing Policy as specified in Chapter 12 of the City Charter and Section 2-304 of the Codified City Ordinances.

NOW THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the use of Justice Assistance Grant Funds (JAG 2011-DX-BJ-3178) and donated funds, for the purchase of a MILO Range PRO system from IES-Interactive, Ann Arbor, Michigan, the sole provider for such equipment, in the amount of \$22,650.

BE IT FURTHER RESOLVED that, in the best interests of the City, the competitive bid process be waived, in accordance with the City's Purchasing Policy as specified in Chapter 12 of the City Charter and Section 2-304 of the Codified City Ordinances.

On motion by Commissioner \_\_\_\_\_,

Seconded by Commissioner \_\_\_\_\_, this

Resolution was adopted by a \_\_\_\_\_ vote.



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**MEMO**

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Date: October 22, 2011

To: Dane C. Nelson, City Administrator  
Hon. Gary McDowell, Mayor  
City Commission

From: Jeffrey C. Pardee, Finance Director

**Re: FY2011-12 First Quarter Recommended Budget Amendments**

Public Act 621 of 1978, the Uniform Budgeting and Accounting act for Local Units of Government, provides for adjustments to the Adopted Budget. The Financial Forecast, prepared by the City of Adrian's Finance Department, has identified several variances between current projections and Estimated Revenues and Appropriations included in the Adopted and Amended FY2011-12 Budget, and recommends appropriate budget amendments.

The recommended budget amendments comply with the Uniform Budgeting and Accounting Act requirement that no appropriations measure may be submitted to the City Commission that would allow total expenditures/expenses, including an accrued deficit, to exceed total estimated revenues, including an available surplus.

A summary explanation follows:

General Fund Revenue: The First Quarter Financial Forecast highlighted several misc. increases and decreases, resulting in a net increase of \$118,500, including the following:

- Oil Lease Proceeds	\$ 18,000
- Principal Residence Denial Penalty	500
- City Attorney Contract Services	1,000
- School Policing Officer Grant	18,000
- State Fire Protection Payment	7,700
- Building Permits	200
- Weed Mowing	2,000
- Recreation Non-Residence Fees	100
- Parks & Forestry Misc.	500
- Swigert Trust Donation-Day Break Prg.	12,500
- Library Penal Fines	(9,400)
- Sales & Use Tax	127,400
-Sale of Property	<u>1,000</u>
Total	<u>\$179,500</u>

General Fund Expenditures:

- The recommended adjustment to the Fire Department is to properly reflect forecasted Salaries and Fringe Benefits for the current fiscal year.
- The Inspection Department budget adjustment is to defray anticipated charges from the Motor Vehicle Pool for assigned vehicles.
- The Recreation Department budget adjustment is to direct the Swigert Trust monies to the Department on Aging for the Day Break Renovation Project at the Piotter Center.
- The recommended adjustment to the Parks & Forestry Division is to properly reflect forecasted Salaries and Fringe Benefits for the current fiscal year.

**The total increase in General Fund expenditures - \$179,500 - brings total appropriations in balance with estimated revenues - \$9,821,709, as required by PA621 of 1978, the Uniform Budgeting and Accounting Act for Local Units of Government.**

Other Funds requiring mid-year budget adjustments include:

- The Major Street Fund to recognize the MDOT Grant to fund the Beecher Street reconstruction project, and an adjustment to reflect allocation of central service administrative costs associated with infrastructure improvements.
- Adjustments to the Local Street Fund reflect allocation of central service administrative costs associated with infrastructure improvements.
- Adjustments to the Community Development Fund recognize additional Block Grant funds and allocates them to the Downtown Façade Program.
- The Brownfield Redevelopment Authority budget adjustment recognizes additional current real property tax revenue from completion of prior projects.
- The DDA-TIF budget reflects the movement of miscellaneous unused operating appropriations to cover expenses for the Downtown Façade Program.
- The LDFA-GAIDC budget adjustment recognizes additional current real property tax revenue from completion of prior projects.
- The Sewer Capital Projects Fund, as well as the allocation from the Sewer Fund, recognizes the additional revenue derived from the State Grant for the River Interceptor Project in Riverside Park.
- Adjustments to the Storm Water Utility Fund reflect allocation of central service administrative costs associated with infrastructure improvements.

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

**R11-123**

November 7, 2011

**RE: DEPARTMENT OF FINANCE –FY2011-12 FIRST QUARTER BUDGET AMENDMENTS**

**RESOLUTION**

WHEREAS, Public Act 621 of 1978, the Uniform Budgeting and Accounting act for Local Units of Government, provides for adjustments to the Adopted Budget; and

WHEREAS, the Financial Forecast, prepared by the City of Adrian's Finance Department, has identified several variances between current projections and Estimated Revenues and Appropriations included in the Adopted and Amended FY2011-12 Budget, and recommends appropriate budget amendments; and

WHEREAS, the recommended budget amendments comply with the Uniform Budgeting and Accounting Act requirement that no appropriations measure may be submitted to the City Commission that would allow total expenditures/expenses, including an accrued deficit, to exceed total estimated revenues, including an available surplus; and

WHEREAS, the City Administrator has reviewed the Financial Forecast and proposed budget amendments and recommends their adoption.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission authorizes the Department of Finance to amend the FY2011-12 Budget in accordance with the attached schedule entitled City of Adrian FY2011-12 First Quarter Recommended Budget Amendments.

BE IT FURTHER RESOLVED that the resulting Amended Budget shall comply with the Uniform Budgeting and Accounting Act (Public Act 621 of 1978) for Local Units of Government, which requires that no appropriations measure may be adopted in which total expenditures/expenses, including an accrued deficit, exceed total estimated revenues, including an available surplus.

On motion by Commissioner \_\_\_\_\_,

Seconded by Commissioner \_\_\_\_\_, this

Resolution was adopted by a \_\_\_\_\_ vote.



Adrian Public Library

143 E. Maumee St. • Adrian, Michigan 49221-2773

(517) 265-2265 • Fax (517) 265-8847  
www.adrian.lib.mi.us

**November 2, 2011**

**To: Honorable Mayor Gary McDowell and City Commission**

**From: Carol Souchock, Adrian Public Library Director**

**CC: Dane Nelson, City Administrator and Jeff Pardee, Finance Director**

**Re: HVAC Pipe Wrap/Asbuilt Documents**

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The library's construction account at FY end 10/11 had a \$150,000 fund balance of which \$25,000 had been set aside for the following projects:

- the installation of HVAC pipe wrap to improve energy efficiency
- the creation of asbuilt documents for the electrical/underground utility runs in the library and library square which will help facilitate the Merit fiber installation project
- potential café projects.

The HVAC pipe wrap and asbuilt project were part of the library's previous capital improvement budget but due to delays caused by leaking pipes I did not complete that project during the last FY.

I am requesting approval to move forward with appropriations from this designated fund balance for the HVAC pipe wrap and the creation of final asbuilt documents and requesting a budget transfer of the following funds:

- |  |         |
|--|---------|
| 1. HVAC pipe wrap in the library's mechanical rooms  | \$4,400 |
| 2. Creation of asbuilt print and electronic drawings | \$2,500 |

The HVAC pipe wrap bid results are attached. I would like to hire Caris Heating & Cooling to install the pipe wrap and architect Todd Seidell to complete the asbuilt drawings.

The creation of the café food prep area and café equipment will be addressed at the next commission meeting.

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

CITY OF ADRIAN, MICHIGAN  
 HVAC PIPE INSULATION  
 DUE DATE: JUNE 21, 2011

ITEM	Caris Heating & Cooling Adrian, MI	PR Sussman Perrysburg OH
HVAC Pipe Insulation & Wrapping	\$3,890.00	\$4,487.00
HVAC Pipe Insulation & Wrapping in Storage Rm 3	\$500.00	\$752.00
Time Frame	Begin within: 21 days Complete: 7 days	Begin within: 15 days Complete: 10 days
Type of Insulation	Owens Corning	Owens Corning

**RE: ADRIAN PUBLIC LIBRARY –HVAC Pipe Wrap and Asbuilt Drawings**

**RESOLUTION**

WHEREAS, the Adrian Public Library is desirous of gaining energy efficiencies of the library’s HVAC system and preparing asbuilt documents for the library’s electrical system and the underground utility runs in Library Square; and

WHEREAS, the Library Director and City Administrator recommend acceptance of the low bid, engagement of Caris Heating & Cooling, Adrian, MI in the City’s Standard Professional Services Contract at a cost not to exceed \$4,400, and authorization of the appropriate budget amendments; and

WHEREAS, the Library Director and City Administrator recommend engagement of Todd Seidell, Gaylord, MI in the creation of asbuilt documents at a cost not to exceed \$2,500, and authorization of the appropriate budget amendments; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2010-11 year-end Assignment of Unreserved General Fund Balance (101-000.00-393.000), which access requires City Commission appropriation; and

WHEREAS, the Library Director and City Administrator recommend approval of this resolution, installation of the HVAC Pipe Wrap and creation of the asbuilt documents at a total cost not to exceed \$6,900.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby accepts the low bid to perform Adrian Public Library HVAC Pipe Wrap,the engagement of Caris Heating & Cooling, Adrian, MI. in the City’s Standard Professional Services Contract at a cost not to exceed \$4,400.

BE IT FURTHER RESOLVED that the Adrian City Commission, by this resolution, hereby engages architect Todd Seidell , Gaylord, MI. to create the asbuilt documents at a cost not to exceed \$2,500.

BE IT FURTHER RESOLVED that \$6,900 be appropriated from Assigned Unreserved General Fund Balance (101-000.00-393.000) and that the FY2011-12 Budget be amended as follows:

**General Fund (101)**

Revenue:

(101-990.00-697.000)	Prior Years’ Revenue	\$ 6,900
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Expenditures:

(101-738.00-801.000)	Library – Contract Services	\$ 2,500
(101-738.00-975.000)	Library – Capital Improvements	<u>4,400</u>
	Total	\$ 6,900

On motion by Commissioner \_\_\_\_\_,

Seconded by Commissioner \_\_\_\_\_, this

Resolution was adopted by a \_\_\_\_\_ vote.