



# PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION  
AGENDA  
PRE-MEETING STUDY SESSION  
MONDAY,  
May 7, 2012**

The City Commission will meet for a pre-meeting study session on Monday, May 7, 2012 at 5:30 p.m. in the City Chambers Building, 159 E. Maumee St., to discuss the following:

1. Presentation by First Federal Bank regarding the Fee Estate.
2. Other items as time permits.



# COMMISSION AGENDA

**AGENDA  
ADRIAN CITY COMMISSION  
MAY 7, 2012  
7:00PM**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE APRIL 16, 2012 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. PUBLIC COMMENT ON AGENDA ITEMS
- VI. COMMUNICATIONS
  1. **C1-Finance.** Quarterly Financial Forecast.
  2. **C2-Finance.** State Revenue Sharing – Update.
  3. **C3-Finance.** Downtown Development Authority – FY2011-12 Third Quarter Financial Report.
- VII. CONSENT AGENDA
  1. **CR12-020. Fire Department.** Resolution to approve a bid to purchase Automatic External Defibrillators.
  2. **CR12-021. Community Development.** Resolution to request a public hearing to hear comments to the approval of an application for an Obsolete Property Rehabilitation Exemption Certificate from Erika Escue, owner of 113 East Maumee Street.
  3. **CR12-022. Fire Department.** Resolution to approve a fireworks display for Christian Family Centre Community Celebration Day on August 4, 2012.
  4. **CR12-023. Engineering Department.** Resolution to award the bid for a Kubota Tractor to Archbold Equipment Co. of Adrian Michigan, who presented the low bid in the amount of \$34,735.
  5. **CR12-024. Engineering Department.** Resolution to award the bid for work uniforms for the TPOAM union members to Arrow Uniform of Taylor, Michigan, who was the low bidder.
  6. **CR12-025. Engineering Department.** Resolution to authorize selection of a vendor for curb, gutter and sidewalk replacement.
  7. **CR12-026. Administration.** Resolution to appoint Thomas Blanton and Don Taylor to the Adrian City Planning Commission.

VIII. REGULAR AGENDA

A. SPECIAL ORDERS

1. **SO-1.** Public Hearing for the consideration of comments regarding the adoption of the proposed FY2012-13 Budget and General Appropriations Act.
2. **SO-2.** Public Hearing for the consideration of comments to closing out the River Interceptor Improvement and Facade grants received from the MEDC.

B. RESOLUTIONS

1. **R12-045. Finance Department.** Resolution to adopt and amend the Fiscal Year 2012-2013 Budget and General Appropriations Act recommended by the City Administrator.
2. **R12-046. Community Development.** Resolution to close out the River Interceptor Improvement and Facade Improvement grants.
3. **R12-047. City Commission.** Resolution to authorize the Mayor to enter into a Farm Lease Agreement with James Marvin.
4. **R12-048. City Commission.** Resolution to authorize the Mayor to enter into a Farm Lease Agreement with Fred Feight.
5. **R12-049. City Commission.** Resolution to authorize the City Administrator to issue temporary sign permits to business owners affected by the South Main construction project.
6. **R12-050. Administration.** Resolution to award a bid for the remediation work at the former Buckeye Products site.
7. **R12-051. Administration.** Resolution to approve a verbal offer from Larry Ackley to purchase 138 S. Winter Street and to authorize the Mayor and the City Clerk to execute a quit claim deed.
8. **R12-052. Finance.** Resolution to approve the FY2011-12 Third Quarter Budget Amendments.
9. **R12-053. Finance.** Resolution to authorize the dissolution of Local Development Finance Authority and distribution of all remaining assets to the City of Adrian General Fund, in accordance with Section 20 of Public Act 281 of 1986.

IX. PUBLIC COMMENT

X. COMMISSIONERS COMMENTS



# MINUTES

**MINUTES  
ADRIAN CITY COMMISSION  
APRIL 16, 2012  
7:00 P.M.**

Official proceedings of the April 16, 2012 regular meeting of the City Commission, Adrian, Michigan.

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

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

Mayor DuMars in the Chair.

Commissioner Warren moved to approve the minutes of the April 2, 2012 regular meeting of the Adrian City Commission, seconded by Commissioner Jacobson, motion carried by a unanimous vote.

**PRESENTATION OF ACCOUNTS**

Utility Department Receiving Fund Voucher #3602 through #3607	\$75,379.75
General Fund Vouchers #20886 through #20899	\$263,172.94
Clearing Account Vouchers amounting to	<u>\$624,940.07</u>
TOTAL EXPENDITURES	<u>\$963,492.76</u>

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

**PROCLAMATION**

Mayor DuMars read a proclamation declaring Friday, April 27, 2012 as Arbor Day.

**COMMUNICATIONS**

1. **C-1. Finance.** Communication from Finance on the Michigan Government Finance Officers Association 2012 Spring Seminar.
2. **C-1. Finance.** Communication from Finance on the Government Finance Officer's Association Award of Excellence in Financial Reporting for the City of Adrian's FY2010-11 Comprehensive Annual Financial Report.

**PUBLIC COMMENT**

## **PUBLIC COMMENT**

Chris Miller, DDA director, requested Commission approval for the extension of the OPRA deadline for the Governor Crowell Tea Room and also for the approval of the liquor license transfer from Craig Peck to AEM Holdings, LLC.

## **CONSENT AGENDA**

### **RESOLUTIONS**

#### **CR12-014**

#### **RE: CDBG River Interceptor Improvement and Façade Improvement grants- SET PUBLIC HEARING PRIOR TO FORMAL GRANT CLOSE OUT**

WHEREAS, the City of Adrian received from the Michigan Economic Development Corporation two Community Development Block Grants, one for River Interceptor Improvements and one for Façade Improvements; and

WHEREAS, the City of Adrian is preparing to close out each of these grants; and

WHEREAS, the Grantee is required to hold at least one public hearing after the grant award and prior to the formal grant close out;

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby authorizes the scheduling of a public hearing on MSC209145ICE River Interceptor Improvement and MSC209196CDF Façade Improvement grants received from the MEDC for Monday, May 7, 2012, 7:00 p.m. in the City Chambers Building to receive comments prior to the grant close out.

#### **CR12-015**

#### **RE: FIRE DEPARTMENT – Authorization to Issue Permit for Fireworks Display to Colonial Fireworks July 28, 2012.**

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

WHEREAS, the display is to take place at the Lenawee County Fair and Event Grounds; and

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

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

1. All buildings and vehicles within the safe zone as depicted on the diagram provided by Colonial Fireworks Company are vacant during the fireworks display.

2. The safe zone as depicted on the diagram provided by Colonial Fireworks Company is free from pedestrian traffic during the fireworks display.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution approves the Fireworks Display Permit for July 28, 2012 by Colonial Fireworks Company on behalf of the Lenawee County Fair and Event Board.

**CR12-016**

**RE: POLICE DEPARTMENT –UTILIZATION OF FORFEITURE FUNDS FOR THE PURCHASE OF A MICRO-CUT PAPER SHREDDER**

WHEREAS, the Adrian Police Department prepares documents used in the prosecution of criminal cases and,

WHEREAS, the shredder in service at the police department must be replaced with a machine capable of cross-cut or micro-shredding, due to administrative rule, and

WHEREAS, the unit cost of shredders is below the limit need for bid, and

WHEREAS, the cost of the machine, a Shreddit, is \$3,087, and

WHEREAS, the Police Chief is desirous of using Drug Forfeiture funds to defray the cost of this expense; and

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

WHEREAS, the City of Adrian currently has a total of \$31,423 in a Trust Account as a result of Court Distributed Drug Forfeiture property seizures; and

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

NOW, THEREFORE, BE IT RESOLVED that \$3,087.00 be appropriated from the Drug Forfeiture Trust Fund (701-000.00-280.000) and that the FY2011-12 Budget be amended as follows:

**GENERAL FUND (101)**

**Police Department:**

**Revenue:**

(101-301.00-676.701) Contribution - Trust Fund

**Amount**

\$3,087.00

**Expenditures:**

(101-301.00-977.000) Capital- Equipment

3,087.00

Total

\$ -0-

**CR12-017**

**RE: POLICE DEPARTMENT –UTILIZATION OF FORFEITURE FUNDS FOR THE PURCHASE OF A COLOR COPIER**

WHEREAS the Adrian Police Department prepares documents used in the prosecution of criminal cases and,

WHEREAS the color copier in service at the police department has reached the end of its service life, and

WHEREAS a bid was conducted by the City of Adrian Finance Department, in accordance with the rules of the City charter, and

WHEREAS the lowest bidder for the copier, including the machine and service contract, is Goodremont's Inc. of Toledo, Ohio, and

WHEREAS, the cost of the machine, A Sharp MX-361DN, is \$7,742, and

WHEREAS the Police Chief is desirous of using Drug Forfeiture funds to defray the cost of this expense; and

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

WHEREAS the City of Adrian currently has a total of \$31,423 in a Trust Account as a result of Court Distributed Drug Forfeiture property seizures; and

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

NOW THEREFORE BE IT RESOLVED that \$7,742.00 be appropriated from the Drug Forfeiture Trust Fund (701-000.00-280.000) and that the FY2011-12 Budget be amended as follows:

**GENERAL FUND (101)**

**Police Department:**

**Revenue:**

(101-301.00-676.701) Contribution - Trust Fund

**Amount**

\$7,742.00

**Expenditures:**

(101-301.00-977.000) Capital- Equipment

7,742.00

Total

\$ -0-

**CR12-018**

**RE: CITY COMMISSION – RECOGNIZING LENAWEE EMERGENCY AND AFFORDABLE HOUSING CORP. (LEAHC) AS A NON-PROFIT ORGANIZATION OPERATING IN THE COMMUNITY FOR THE PURPOSE OF OBTAINING CHARITABLE GAMING LICENSE**

WHEREAS, the request from Lenawee Emergency and Affordable Housing Corp. (LEAHC) of Adrian, County of Lenawee, asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license be considered for approval.

**CR12-019**

**RE: DEPARTMENT OF FINANCE – FY2012-13 BUDGET AND GENERAL APPROPRIATIONS ACT – NOTICE OF PUBLIC HEARING**

WHEREAS the Adrian City Charter, as well as Michigan Public Act 5 of 1982, requires that a Public Hearing be held prior to the adoption of the proposed Budget and General Appropriations Act and that a notice of such hearing be published in a newspaper of general circulation at least one (1) week in advance of said hearing; and

WHEREAS the Adrian City Charter provides that a budget be adopted no later than the second week of May for the ensuing fiscal year, accompanied by action authorizing a millage rate to fund said budget.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission shall meet in the Commission Chambers, 159 E. Maumee Street on Monday, May 7, 2012 at 7:00 p.m., for the purpose of hearing comments regarding the adoption of the proposed FY2012-13 Budget and General Appropriations Act.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to publish a Public Notice of said hearing, in accordance with the provisions of the City Charter, as well as state and federal statutes.

BE IT FURTHER RESOLVED that Notice of Public Hearing shall include the date, time and place of said hearing, a summary of the entire budget, the citizen's right to present oral and written comments, and statements of where and when the proposed budget may be examined.

On motion by Commissioner Faulhaber, seconded by Commissioner Carrico, Consent resolutions CR12-014 thru CR12-019 were adopted by a unanimous vote.

**REGULAR AGENDA**

**SPECIAL ORDERS**

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

The following people addressed the Commission regarding their Special Assessments:

1. Jeffrey Wild – 1336 Railroad Ave – purchased a vacant lot for \$500. in County tax sale and was protesting the (3) \$160 charges for weed mowing that were attached to the property.
2. Mr. Helm – purchased property at the County tax sale that had water bills owed that he was not aware of and felt that he should feel he should not have to pay this and other water bills that tenants have neglected to pay.
3. Kristopher Ault – 502 Toledo St – asked if there was a start/stop feature with any of the bills from the City (trash, Stormwater utility, etc) because no one has lived in the house for 3 years but he is still charged.

**SO-2** Public hearing to hear and consider comments to the approval of a Special Assessment Roll for delinquent water and sewer charges, including a 10% penalty for late payment. There was no public comment

## **RESOLUTIONS**

### **RESOLUTION R12-035**

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

WHEREAS, Sections 70-12, 74-169, 10-94 and 10-98 of the Adrian City Code provides that any expense or cost incurred by the City upon or in respect to any single lot, delinquent storm water utility, rental property registration and/or inspection fees and parking assessments requires that the City Treasurer prepare a Special Assessment Roll for any such charges which have not been paid; and

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

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

Commissioner Faulhaber motioned and Commissioner Berryman Adams seconded to open the discussion among the Commission. Commissioner Carrico requested the removal of 512 Elm Street for a dispute of rental property and Commissioner Faulhaber requested that 818 E Butler Street be removed for the same reason. This would be pending further investigation.

Commissioner Faulhaber motioned and Commissioner Gallatin seconded the removal of 512 Elm Street and 818 E Butler St

pending further investigation and this was adopted by unanimous vote.

Commissioner Warren motioned to remove 1336 Railroad Ave. whose owner disputed the \$480.00 worth of grass mowing invoices which were attached to this property when he purchased it at the County Tax sale pending further investigation and this was seconded by Commissioner Berryman Adams and adopted by 6-1-0 vote.

Ayes: Mayor DuMars and Commissioners Gallatin, Warren, Jacobson, Berryman Adams, and Carrico

Nays: Commissioner Carrico

Abstained: None

On motion by Commissioner Faulhaber, seconded by Commissioner Berryman Adams, this amended resolution, which includes all invoices except the addresses listed above was adopted by a unanimous vote.

#### **RESOLUTION R12-036**

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

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

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

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

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

#### **RESOLUTION R12-037**

**RE: COMMUNITY DEVELOPMENT - 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.**

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 May 31, 2012.

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

### **RESOLUTION R12-038**

#### **RE: INFORMATION TECHNOLOGY- ADRIANMI.GOV REGISTRATION**

WHEREAS, the City of Adrian has maintained the Internet Domain Name Registration of ci.adrian.mi.us as its website and email address domain, and;

WHEREAS, local units of government throughout the United States are allowed to register an Internet Domain Name with the .GOV Domain Name Registration Service of the United States General Services Administration (GSA), and;

WHEREAS, for the efficiency of citizens, Commissioners and staff an Internet Domain Name reflecting the city's name, abbreviation of the state along with the extension .gov or adrianmi.gov accurately reflects the location of our city and the function it serves and gives users a more concise Internet address, and;

WHEREAS, the .GOV Domain Name Registration Service of the United States GSA requires the signature of the highest ranking elected official on a letter requesting the .gov Internet Domain Name;

NOW, THEREFORE, BE IT RESOLVED that the Mayor is hereby authorized to sign the correspondence required by the .GOV Domain Name Registration Service of the United States General Services Administration for the City of Adrian, a letter with requesting use of the Internet Domain Name of adrianmi.gov, and list the persons responsible for administration, finance and technical duties.

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

### **RESOLUTION R12-039**

#### **RE: HUMAN RESOURCES DEPARTMENT – Authorization to Establish a New Tier of Pension Benefit for Newly-Hired Division 01-General Employees to the Municipal Employees Retirement System (MERS)**

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

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

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

WHEREAS the MERS Pension Plan Document specifies a Section 43:

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

WHEREAS, under the auspices of Public Act 220 of 1996 (establishing MERS as an independent retirement system), the Human Resources Director and Finance Director recommend that the City of Adrian establish a new-tier MERS Defined-Benefit Pension Program for new hires in the Non-Union General Division (01) effective July 1, 2012, with the following provisions and linked to the current Defined Benefit Pension Program for Non-Union General Division (01):

1. Service Retirement Allowance – Benefit B-2 – 2.0% of Final Average Compensation (FAC);
2. Eligibility for Retirement – Normal Retirement Age – 60 and ten (10) or more years of service;
3. Final Average Compensation – (FAC-5) – i.e., One-fifth of the aggregate amount of compensation, excluding payments for overtime, accumulated sick leave and accumulated vacation leave, paid to a member during the period of five (5) consecutive years of the member's credited service in which the aggregate compensation paid is the highest;
4. Member Contribution Rate – 4.00% - Determined by the municipality as the members contribution as a percent of annual compensation;
5. Maximum Years of Credited Service – All; and

WHEREAS the employer contribution is initially estimated to be less than the ten (10%) percent employer contribution limit established by the EVIP Program; and

WHEREAS the advantage of linking the newly established pension program for new-hires to the currently open Defined Benefit pension program for Division 01 employees is allowing the current program to remain open and avoidance of the accelerated amortization of the accumulated Actuarial Unfunded Liability.

WHEREAS the City Administrator recommends approval of this resolution.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the establishment of a new-tier system of pension benefits for newly hired employees in the Non-Union General Division (01), and linked to the current Defined Benefit Pension Program for Non-Union General Division (01) as provided for by Public Act 220 of 1996.

BE IT FURTHER RESOLVED that the revised pension program for new hires be effective July 1, 2012 and that the following provisions be implemented:

1. Service Retirement Allowance – Benefit B-2 2.0% of Final Average Compensation (FAC);
2. Eligibility for Retirement – Normal Retirement Age – 60 and ten (10) or more years of service;
3. Final Average Compensation – (FAC-5) – i.e., One-fifth of the aggregate amount of compensation, excluding payments for overtime, accumulated sick leave and accumulated vacation leave, paid to a member during the period of five (5) consecutive years of the member’s credited service in which the aggregate compensation paid is the highest;
4. Member Contribution Rate – 4.00% - Determined by the municipality as the members contribution as a percent of annual compensation;
5. Maximum Years of Credited Service – All

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

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

#### **RESOLUTION R12-040**

**RE: UTILITIES DEPARTMENT –Wastewater Plant - Replacement Ballasts for Ultraviolet Disinfection System**

WHEREAS the Adrian City Commission included \$25,000 in the FY2011-12 Sewer Fund Capital Budget (497-554.00-975.144) for the planned replacement of (49) ballasts for the ultraviolet disinfection system at the Wastewater Treatment Plant; and

WHEREAS a quote was solicited and obtained from the sole source provider – ITT Water & Wastewater USA, Wedeco Products, Charlotte, NC amounting to \$24,563.70; and

WHEREAS the Finance Director indicates that there are sufficient funds available for this purpose in the Wastewater Capital Project Fund (497-554.00-977.144); and

WHEREAS the Utilities Director and City Administrator recommend approval of this resolution for the acquisition of (49) replacement ballasts for the ultraviolet disinfection system at the Wastewater Treatment Plant from Xylem Water Solutions USA, Wedeco Products, Charlotte, NC at a cost not to exceed \$24,563.70, and that the bid process be waived in the best interests of the City.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acquisition of (49) replacement ballasts for the ultraviolet disinfection system at the Wastewater Treatment Plant from Xylem Water Solutions USA, Wedeco Products, Charlotte, NC at a cost not to exceed \$24,563.70.

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 Faulhaber, seconded by Commissioner Gallatin, this resolution was adopted by a unanimous vote.

### **RESOLUTION R12-041**

**RE: DEPARTMENT OF PUBLIC WORKS – ASPHALT PAVING PROGRAM FOR 2012**

WHEREAS, on behalf of the Department of Public Works, the City of Adrian Purchasing Office has solicited and received bids on Thursday, April 5 for the 2012 construction season for (Part A) Paving Seeley Street from Comstock to dead end, and (Part B) Milling and resurfacing Trenton and Frank Streets from Division to Locust, and (Part C) paving and grading of four (4) alleys, and (Part D) Portions of Riverside Park Drive and Riverside Park Trail, including trail establishment, and (Part E) Fire Station North Parking Lot; and

WHEREAS, in response to a Request-for-Proposal, a total of ten (10) bids were received from the following vendors (specific details are provided in the attached cover memo):

<u>Vendor</u>	<u>Location</u>
Bryant Paving	LaSalle, MI
Slusarski Excavating and Paving	Adrian, MI
Belson Asphalt	Reading, MI
Gerken Paving	Napoleon, OH
American Asphalt	Lansing, MI
Quality Paving	Homer, MI
Michigan Paving	Jackson, MI
Barrett Paving	Ypsilanti, MI
Pavex Corp.	Trenton, MI
Crestline Paving	Toledo, OH; and

WHEREAS the City Engineer and City Administrator recommend distribution of the work among the following three (3) vendors for the reasons specified, cost and account distribution:

Part A - Slusarski Excavating and Paving	Adrian, MI	Low bid, when considering City's Local Preference Policy
Cost: \$ 24,996.08		(Account 203-451.52-801.000) Local Street Fund
Part B - American Asphalt	Lansing, MI	Low Bid
Cost: \$105,595.30		(Account 203-451.10-801.000) Local Street Fund
Part C - Belson Asphalt	Reading, MI	Low Bid
Cost: \$ 42,783.40		(Account 203-451.80-801.000) Local Street Fund
Part D - American Asphalt	Lansing, MI	Low Bid
Cost: \$ 31,459.00		(Account 101-697.00-975.000) Gen. Fund Parks
<u>19,560.00</u>		(Account 205-699.00-975.000) Fee Estate Fund
<u>\$ 51,019.00</u>		Includes Trail Establishment
Part E - American Asphalt	Lansing, MI	Low Bid
Cost: \$ 10,400.00		(Account 101-336.00-975.000) Gen. Fund - Fire
; and		

WHEREAS the Finance Director has verified compliance with the Local Preference Policy and indicates that sufficient funds are available for this purpose, as detailed above, for a total cost estimated at \$234,793.80.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the low bid and engagement of Slusarski Excavating and Paving, Adrian, MI (Part A - \$24,996.08), American Asphalt, Lansing, MI (Parts B, D & E - \$167,014.30), and Belson Asphalt, Reading, MI (Part C - \$42,783.40) in the City's Standard Professional Services Contract to provide asphalt paving for the aforementioned streets and alleys, at a cost estimated at \$234,793.80.

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

#### **RESOLUTION R12-042**

**RE: CITY COMMISSION – Resolution to approve the request for a transfer of a liquor license from Craig Peck and his wife to AEM Holding, LLC**

At a Regular meeting of the Adrian City Commission called to order by Mayor DuMars on April 16, 2012 at 7:00 P.M.

The following resolution was offered:

Moved by Commissioner Berryman Adams and supported by Commissioner Jacobson

That the application from AEM, HOLDING, LLC, for the following license(s) Class C; SDM and the following permits, if applied for: Dance and Entertainment permits to be located at 113 E Maumee Street, Adrian, Michigan

Be considered for Approval

APPROVAL

DISAPPROVAL

Yeas: 7

Yeas:     

Nays: 0

Nays:     

Absent 0

Absent:     

It is the consensus of this legislative body that it: Recommends this application be considered for approval by the Michigan Liquor Control Commission

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted by the Adrian city Commission at a Regular meeting held on April 16, 2012

### **RESOLUTION R12-043**

#### **RE: ADMINISTRATION – Use of Fire Department Communication Tower for Location of Wireless Communication System Antennas**

WHEREAS, TC3Net has requested the use of the Fire Department Tower for location of antennas for the development of a wireless communication system; and

WHEREAS, the City Administrator, Utilities Director and Fire Chief have discussed the request and have negotiated a proposed agreement that is consistent with prior agreements made with other wireless providers; and

WHEREAS, the proposed agreement approves access as requested and provides a level of free connections and \$300.00 per month in revenue, said proposed agreement being attached hereto.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the proposed agreement is hereby (approved) or (denied) and that the City Administrator is authorized to execute the agreement on behalf of the City of Adrian.

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

### **RESOLUTION R12-044**

#### **RE: ADMINISTRATION – Use of City of Adrian’s Fairground Water Tower for Location of Wireless Communication System Antennas**

WHEREAS, at a February 21, 2011 Commission meeting an agreement was approved granting D&P Communications access to the Adrian Fire Department Communication Tower and the City Fairground Water Tower; and

WHEREAS, D&P Communications has decided not to utilize the Fire Department Tower; and

WHEREAS, the proposed amended agreement reflects this change.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the proposed amended agreement is hereby (approved) or (denied) and that the City Administrator is authorized to execute the agreement on behalf of the City of Adrian.

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

### **MISCELLANEOUS**

1. Fire Department Report
2. D.A.R.T. Passenger Ridership Report
3. Departmental Report

### **PUBLIC COMMENTS**

1. Frank Rebar from Adrian College asked the Commission to grant the College's request to close Madison St from Michigan Ave to Williams St from 2:00 to 5:30pm on Sunday April 29<sup>th</sup> for Graduation commencement. The verbal request in February was denied by Staff so the request was brought directly to the Commission. After much discussion between the Commission and several members in the audience, the Commission decided to vote on the issue.

Commissioner Faulhaber motioned to allow Adrian College to close Madison Street between Michigan Ave and Williams St on Sunday, April 29, 2012 from 2:00 pm to 5:30 pm for Graduation Commencement; seconded by Commissioner Carrico; this resolution was adopted by a 4-3-0 vote

Ayes: Mayor DuMars and Commissioners Jacobson, Faulhaber, and Carrico

Nays: Commissioners Gallatin, Warren, and Berryman Adams

Abstained: None

2. Allen Kern – 1249 Vine St – complained that when the cable company cuts their cables, they do not dispose of them.

### **COMMISSIONER COMMENTS**

1. Commissioners Warren and Gallatin thanked Adrian College for all that they do for the City.
2. Commissioner Faulhaber appreciated his opportunity to ride with one of the Adrian Police Officers on their shift; it was a great experience.
3. Commissioner Gallatin asked for an update on the Sign Ordinance.

The next regular meeting of the Adrian City Commission will be held on Monday, May 7, 2012 at 7:00 p.m. in the City Chambers Building, 159 E. Maumee St., Adrian, MI 49221.

Greg DuMars  
Mayor

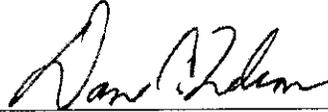
Pat Baker  
City Clerk



# CHECK REGISTER

May 7, 2012

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



Dane C. Nelson  
City Administrator

DCN:pmb

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 #3608 through #3616 .....	\$183,466.46
General Fund	
Vouchers #20900 through #20932 .....	\$637,047.72
Clearing Account Vouchers	
amounting to.....	<u>\$358,915.61</u>
TOTAL EXPENDITURES .....	<u>\$1,179,429.79</u>

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

**MAY 7, 2012**

**UTILITIES FUND  
CHECK REGISTER**

<b>CHECK#</b>	<b>AMOUNT</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>
3608	\$61,042.29	City of Adrian Payroll	Payroll for 04/13/2012
3609	\$67,857.93	City of Adrian Clearing	April 16 Check Register
3610	\$172.78	City of Adrian Utilities	Various Water Bills
3611	\$39.59	Frontier	Various Phone Bills
3612	\$237.33	Consumers Energy	various Electric Bills
3613	\$3,836.48	Citizens Gas Fuel	Various Heat Bills
3614	\$65.00	City of Adrian General Fund	Feb NSF charges
3615	\$65,058.69	City of Adrian Payroll	Payroll for 04/27/2012
3616	\$53,014.30	Consumers Energy	various Electric Bills
	<b>\$251,324.39</b>		
	<b>-\$67,857.93</b>	<b>CK 3609</b>	
	<b>\$183,466.46</b>	<b>TOTAL</b>	

MAY 7, 2012

GENERAL FUND  
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
20900	\$ 189,097.69	City of Adrian Payroll	Payroll for 04/13/2012
20901	\$ 14,038.57	First Federal Bank	Soc. Sec, 04/13/2012
20902	\$ 638.79	US Postmaster	Mail Rec flyers
20903	\$ 24.00	City of Adrian	Correct trash payment
20904	\$ 24.00	City of Adrian	Correct trash payment
20905		City of Adrian Utilities	EFT Transfer
20906	\$ 516,273.35	City of Adrian Clearing	Check Register 04/16
20907	\$ 3,733.49	Quick Service Transportation	Payroll w/e 04/14
20908	\$ -	City of Adrian Utilities	EFT Transfer
20909	\$ 1,418.58	City of Adrian Utilities	Various Water Bills
20910	\$ -	VOID	
20911	\$ 15,084.92	Consumers Energy	Various Electric Bills
20912	\$ 2,919.90	Citizens Gas Fuel	Various Heat Bills
20913	\$ 35.00	Christina Nieto	Recreation Refund
20914	\$ 26.00	Debbie Brown	Recreation Refund
20915	\$ 300.00	Tino Jimenez	Recreation Refund
20916	\$ 45.00	Rayne Bowers	Recreation Refund
20917	\$ 25.00	Alcia Regalado	Recreation Refund
20918	\$ 50.00	Annette Anders	Recreation Refund
20919	\$ 1,923.82	Quick Service Transportation	Jan-Mar Unemployment
20920	\$ 852.19	City of Adrian Stormwater	Adjust tax collections
20921	\$ 3,968.28	Quick Service Transportation	Payroll w/e 04/21/2012
20922	\$ 316.70	City of Adrian Petty Cash	Petty cash charges
20923	\$ 98,032.83	Bank of New York Mellon	Bond Payments
20924	\$ 191,482.19	City of Adrian Payroll	Payroll 04/27/2012
20925	\$ 14,896.58	First Federal Bank	Soc. Sec. 04/27/2012
20926	\$ 100.00	Lenawee Community Foundation	Award Dinner
20927	\$ 50.00	Lenawee Community Foundation	Award Dinner
20928	\$ 76,882.48	Blue Cross Blue Shield	May insurance
20929	\$ -	VOID	
20930	\$ 531.04	Frontier Communications	Various Telephone Bills
20931	\$ 16,650.88	Consumers Energy	Various Electric Bills
20932	\$ 3,899.79	Quick Service Transportation	Payroll w/e 04/28/2012
	\$ 1,153,321.07		
	\$ (516,273.35)	Less: CK# 20906	
	\$ 637,047.72		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. ADRIAN AREA CHAMBER OF COMME	15.00		
2. ADRIAN CHARTER TOWNSHIP	12,835.82		
3. ADRIAN LOCKSMITH & CYCLERY	60.05		
4. ADRIAN MECHANICAL SERVICES C	1,403.00		
5. AIRGAS USA, LLC	163.88		
6. ALL METALS INC.	123.17		
7. AMAZON CREDIT PLAN	52.38		
8. AMERICAN OFFICE SOLUTIONS, I	56.88		
9. APPLE MAT RENTAL	634.00		
10. ARCH WIRELESS	34.73		
11. ARCHBOLD EQUIPMENT CO	38.50		
12. ASSOCIATED ENGINEERS & SURVE	1,537.00		
13. AUTO ZONE COMMERCIAL	646.95		
14. BAKER & TAYLOR BOOKS	394.45		
15. BARRETT'S GARDEN CENTER, INC	60.87		
16. BATTERY WHOLESALE	416.26		
17. BAUMGARTNER LLC	15,407.57		
18. BELL EQUIPMENT CO	800.00		
19. BILL'S SERVICE, INC.	25.19		
20. BLACK SWAMP EQUIPMENT	193.41		
21. BRAKES-N-MORE	779.97		
22. BRONNER'S COMMERCIAL DISPLAY	2,068.00		
23. BUCK & KNOBBY EQUIP CO INC	573.95		
24. BUCKEYE DRYWALL INC	400.00		
25. BWI	800.06		
26. CARPET OUTLET PLUS	783.04		
27. CASLER HARDWARE INC	88.80		
28. CHAEDLE JR, JOHN P	110.37		
29. CATHY CHESHER	153.00		
30. COAST TO COAST DELI	132.67		
31. COMCAST	76.77		
32. COMMSPEC, INC.	2,841.85		
33. COMPUTER CARE COMPANY, INC.	229.85		
34. CUTLER DICKERSON CO	261.49		
35. THE DAILY TELEGRAM	188.00		
36. DETROIT FREE PRESS	168.02		
37. DIGITAL ALLY, INC,	488.00		
38. DOAN COMPANIES	892.76		
39. H. DOMINE ENTERPRISES INC	8.00		
40. E & B SALVAGE LLC	28.63		
41. FASTENAL COMPANY	212.74		
42. FBI-LEEDA	50.00		
43. FEDERAL EXPRESS	104.58		
44. FIRSTLAB	17.95		
45. FISHER SCIENTIFIC COMPANY LL	51.70		
46. FOSTER SWIFT COLLINS & SMITH	38.00		
47. GALE	469.15		
48. GALL'S INC	310.94		
49. GALLANT & SON	149.26		
50. GORDON & SONS WELL DRILLING	510.00		
51. GRAINGER INC.	66.15		
52. BRAD GRAMLING	60.00		
53. HADDEN TIRE COMPANY	691.00		
54. TRACY HARPSTER	300.00		
55. DEREK HELINSKI	76.81		
56. HERITAGE PLUMBING & HEATING	705.28		
57. HUBBARD'S AUTO CENTER INC	126.42		
58. HUDSON AREA AMBULANCE	110.00		
59. I.T. RIGHT	168.75		
60. INFOGROUP	630.00		
61. INGRAM LIBRARY SERVICES	16.68		
62. J & B MEDICAL SUPPLY	655.73		
63. JACKSON TRUCK SERVICE INC.	118.75		
64. JADE SCIENTIFIC INC	20.93		
65. JONES & HENRY ENGINEERS, LTD	1,720.95		
66. KENNEDY INDUSTRIES INC.	106.52		
67. KONICA MINOLTA BUSINESS SOLU	20.27		
68. BRENT KUBALEK	126.00		
69. WALTER GREG LANFORD	183.51		
70. LANSING SANITARY SUPPLY INC	2,573.19		
71. LEARNING WORKS & WONDERS	15.10		
72. LEGACY PRINTING	108.69		
73. LENAWEE COUNTY COMMUNITY	225.00		
74. LENAWEE COUNTY HEALTH DEPT	301.00		
75. LENAWEE COUNTY ROAD COMMISSI	69.62		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. LENAWEЕ COUNTY TREASURER	2,596.75		
77. LENAWEЕ TIRE & SUPPLY CO, IN	1,254.41		
78. LEVEL ONE INC	175.00		
79. LEXIS-NEXIS MATTHEW BENDER	541.82		
80. LIBRARY DESIGN ASSOCIATES IN	947.00		
81. LLOYD'S REPAIR SERVICE	168.00		
82. DOUG LOLLEY	52.99		
83. LYDEN OIL COMPANY	200.00		
84. MAC'S COMFORT SPECIALIST	35.00		
85. CHARTER TOWNSHIP OF MADISON	52,292.00		
86. MANPOWER OF LANSING MI INC.	3,182.70		
87. MARSHALL MUSIC CO.	1,309.00		
88. ARIC MASSINGILL	27.06		
89. MASSON'S ELECTRIC, INC	90.00		
90. MCGOWAN ELECTRIC SUPPLY INC	260.54		
91. MEASUREMENT SPECIALTIES INC	403.12		
92. MENIAL TASKS LLC	138.47		
93. MICHIGAN ECONOMIC DEVELOPERS	400.00		
94. MICHIGAN LIBRARY ASSOC	280.00		
95. MICHIGAN METER TECHNOLOGY GR	5,695.00		
96. MICHIGAN REC & PARK ASSOC	24.00		
97. STATE OF MICHIGAN	1,382.25		
98. MICHIGAN STATE POLICE	891.57		
99. MICHIGAN TBA DISTRIBUTORS IN	26.97		
100. MICROMARKETING LLC	770.12		
101. MIDWEST GAS INSTRUMENT SERVI	985.00		
102. MUGS N' MORE IMAGING	7,033.73		
103. NELSON TREE SERVICE INC	22,620.90		
104. NEOPOST INC.	1,995.43		
105. NEXTEL COMMUNICATIONS	557.85		
106. NORTH EASTERN UNIFORMS & EQU	150.93		
107. OCE IMAGISTICS INC	259.95		
108. OFFICEMAX CONTRACT INC.	51.35		
109. OMNIGRAPHICS INC.	163.70		
110. OSBURN ASSOCIATES INC	2,432.00		
111. OTIS ELEVATOR COMPANY	624.42		
112. PEERLESS SUPPLY INC	55.70		
113. PEST PATROL	45.00		
114. PIONEER MANUFACTURING CO.	1,500.00		
115. PLATINUM PLUS	1,393.94		
116. POLK CITY DIRECTORIES	2,295.00		
117. PREIN & NEWHOF ENGINEERS	272.00		
118. PRINTCOMM	2,602.00		
119. PRO-MED UNIFORM	109.99		
120. PROMEDICA PHYSICIANS GROUP	1,320.00		
121. QUICK SERVICE TRANSPORTATION	7,390.80		
122. QUILL CORPORATION	486.05		
123. RAISIN TOWNSHIP	1,209.89		
124. RED PAINT PRINTING LLC	513.00		
125. SAFEWAY MOVING & STORAGE	368.00		
126. SCANTRON CORPORATION	99.42		
127. SCHOLASTIC INC	687.65		
128. SCHUG CONCRETE CONSTRUCTION	3,875.74		
129. SHINE'S AUTO CLEAN	70.00		
130. SIELER CONSTRUCTION INC	61,334.00		
131. SIEMENS PUBLIC INC	45,942.01		
132. SJS INVESTMENT CONSULTING IN	750.00		
133. SPANGLER, GAIL	81.82		
134. SPARTAN DISTRIBUTOR INC	117.94		
135. SPHERE PROJECT MANAGEMENT	1,590.02		
136. STAPLES CREDIT PLAN	161.76		
137. STATE CHEMICAL MFG CO.	319.02		
138. STEVENS DISPOSAL	1,098.90		
139. JEFFREY A. STICKNEY, DO,PC	95.00		
140. STITCH WIZARD EMBROIDERY INC	51.00		
141. T-MOBILE	59.98		
142. TDS SECURITY, INC	850.50		
143. TECUMSEH PLYWOOD	25.97		
144. THOMAS SCIENTIFIC, INC	2,177.96		
145. THOMSON WEST	1,010.54		
146. TOBY'S INSTRUMENT SHOP INC	243.00		
147. TOMMARK INC	117.93		
148. TRACTOR SUPPLY COMPANY	987.28		
149. TTB CLEANING LLC	3,275.00		
150. UNITED PARCEL SERVICE	27.17		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. UNUM LIFE INSURANCE COMPANY	2,037.49		
152. USA BLUEBOOK	648.31		
153. USA TODAY	208.00		
154. UTILITIES INSTRUMENTATION SE	6,271.09		
155. UTILITIES REDUCTION SPECIALI	149.04		
156. VAN BRUNT TRANSPORT INC	15,620.91		
157. GIJSBERT VAN FRANKENHUYZEN	250.00		
158. WARREN HOLDING CO LLC	1,370.00		
159. WASHOVIA SERVICES INC	3,100.00		
160. WATER ENVIRONMENT FED.	210.00		
161. WEPHOTO LLC	437.50		
162. PAULA WEST	63.10		
163. WESTERN LIME CORPORATION	10,076.22		
164. WHITCHER PLUMBING & HEATING	1,290.00		
165. WHITETREE, JOHN	87.40		
166. ALAN WILKERSON & AJ BAYLON C	3,543.00		
167. F.B. WRIGHT CO	1,840.53		
**TOTAL ALL CLAIMS**	358,915.61		



# COMMUNICATIONS



## MEMO

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

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**DATE:** April 24, 2012

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

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

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

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Please find attached the Third-Quarter Financial Forecast for the City of Adrian for Fiscal Year 2011-12. As of March 31, 2012, actual General Fund Revenue - \$8,506,626 - exceeded expenditures - \$6,650,060 by \$1,856,566. 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 3rd Quarter Report, estimated revenues - \$9,999,459 - are expected to exceed forecasted expenditures - \$9,848,991 - by \$150,468.

Revenues are forecasted to fall short of budget by \$(1,072). The revenue estimate is based on recognition of funds derived from the Economic Vitality Incentive Program (EVIP), which the City of Adrian has met eligibility requirements. These funds were not included in the Adopted Budget due to the uncertainty of the eligibility requirements, which had not yet been developed. 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 component.

Additional revenue not contemplated in the FY2011-12 Adopted Budget includes \$160,000 of property leases to Savoy Energy Company for oil exploration (\$45,442 has been committed to maintenance of Adrian Training School and Downtown Holiday Lights) ; an additional \$170,000 may be forthcoming once legal descriptions have been completed for all agreed-upon leased property. The overall increase in revenue is partially offset by shortfalls associated with Investment Earnings (\$10,000) due to current market rates and discontinuation of the sale of Dog Licenses by the City (\$1,900), due to reduced staffing. Penalties and Interest on Taxes and Tax Collection Fees are forecasted to be \$20,000 below original estimates, due to market conditions, and Police Department revenue is forecasted to be down \$10,000 for the Livescan Applicant Fingerprinting Program, due to duplicate programs at the County and Schools, and Ordinance Fines & Costs are on track to be short \$15,000.

The Adopted Budget has been amended to reflect \$45,442 from Savoy Energy Company for oil lease agreement, \$7,700 from the State for fire protection of State facilities, \$32,032 for the Police Department Justice Assistance Grant to purchase forensic equipment and training, \$10,000 Stubnitz Grant for Tree Planting Program, and \$12,500 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. In addition, the Expenditure Budget has been amended to reflect \$27,442 for Downtown Christmas decorations, \$25,000 for Library Café, and \$10,839 for Lake Adrian fencing.

Expenditures, on the other hand, are forecasted to be \$151,540 favorable due to the implementation of the Health Reimbursement Account Program (\$43,295) and a reduction in the City's cost of Health Care due to increased employee contributions (\$177,000). These savings are partially offset by accumulated leave payoffs to departing employees related to planned budget reductions; the full benefit of savings will occur in FY2012-13.

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

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

- 1) The Major Street Fund is forecasted to be (\$35,834) unfavorable 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.
- 2) The Local Street Fund is forecasted to be (\$131,669) 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.
- 4) The Community Development Fund is forecasted to be (\$10,566) unfavorable due to planned use of fund balance thru the end of the current fiscal year, when the program will be terminated and the Fund dissolved.
- 5) The Economic Development Fund is forecasted to be \$6,080 favorable due to an unspent contingency account.
- 6) The Brownfield Redevelopment Authority Fund is forecasted to be favorable \$8,700, primarily due to increased property tax revenue derived from completed projects.
- 7) The Downtown Development Authority (DDA) Fund is forecasted to be \$6,200 favorable, primarily due to a \$4,000 private contribution for the Culinary Arts Project.
- 8) The DDA-TIF Fund is forecasted to be (\$72,000) unfavorable due to planned use of fund balance to assist in blight reduction downtown.
- 9) The LDFA-GAIDC Fund is forecasted to be (\$27,989) unfavorable due to planned use of fund balance to maintain current economic development initiatives.
- 10) The Vibrant Small Cities Fund is forecasted to be favorable - \$125,946 – due to delayed reimbursement for past expenses incurred by the State Grant. These funds will be transferred to the Major Street Fund for expenses associated with the Two-Way Street Project.
- 11) The DDA Debt Fund has made the last payment on the 1992 Streetscape Project and will be closed at the end of the fiscal year.

- 12) Although the Water and Sewer Capital Project Funds currently reflect unfavorable variances, these funds are made whole by the Water and Sewer Operating Funds, respectively, before the books are closed at year-end.
- 13) The Auto-Parking Fund is forecasted to be unfavorable (\$25,725) due to planned use of fund balance to improve the North Toledo Street Parking Lot as a local match commitment for a \$275,000 grant to build a new Farmer's Market.
- 14) The Sewer Fund is forecasted to be (\$79,263) unfavorable due to planned use of fund balance to maintain wastewater collection and treatment, while maintaining competitive utility rates.
- 15) The Water Fund is forecasted to be (\$5,521) unfavorable due to planned use of (\$50,521) fund balance to maintain water treatment and distribution, while maintaining competitive utility rates, offset by a \$45,000 increase in charges for Taps & Service.
- 16) The Storm Water Utility Fund is forecasted to be unfavorable (\$160,521) due to planned use of fund balance to underwrite the cost of a comprehensive catch basin improvement program.
- 17) 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.
- 18) The Information Technology Fund is forecasted to be (\$382,729) unfavorable due to planned use of fund balance to sustain intradepartmental computer services. This situation will be mitigated by removal of capital expenses in favor of increasing depreciable assets.
- 19) The Motor Vehicle Fund is forecasted to be \$132,865 favorable due to unspent contingency funds and greater than anticipated revenue from Adrian Schools and Lenawee Transportation.

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	\$( 43,566)	Grant Administration Expenses
DDA-TIF Fund	(110,000)	Façade Program/Auto Parking Contrib.
Auto Parking Fund	( 25,725)	Farmers' Market Lot Improvements
Storm Water Utility Fund	(160,521)	Bent Oak Storm Sewer Improvements
Information Technology Fund	<u>(411,171)</u>	Planned draw down on Fund Balance
Total	<u>\$ (750,983)</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 \$9 million portfolio as of February 29, 2012 and the balances in each bank or investment pool:

<u>Institution</u>	<u>Amount</u>
Huntington Bank	\$ 225,280
United Bank & Trust	646,474
Key Bank	577,627
First Federal Bank	6,200,329
Multi-Bank Securities	592,644
MBIA-Class Pool	<u>670,535</u>
Total	<u>\$ 8,912,889</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 non-interest bearing demand deposit accounts are fully insured. In other words, the total secured portion of the aforementioned amount is \$7,518,253, 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. There are currently proposals before the House and Senate. 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.



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## MEMO

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Date: May 1, 2012

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

From: Jeffrey C. Pardee, Finance Director

Re: State Revenue Sharing – Update

The State of Michigan Department of Treasury has issued the fourth of six Revenue Sharing payments in the State's FY2011-12 Fiscal Year. There are two components to the payments:

- I. Constitutional Revenue Sharing, which is a continuation of six (6) installments received at the end of October, December, February, April, June and August. The amount of the payments is dependent upon the amount of Sales Tax collected and distributed proportionately to municipalities based on population.
- II. Economic Vitality Incentive Program (EVIP) – formerly Statutory Revenue Sharing which was reduced by one-third (33%) and reconstituted as EVIP, which also is distributed in six (6) installments based on population. However, the EVIP Program has certain prerequisites to determine eligibility, including the following:
  - A. Accountability and Transparency (Required by October 1, 2011) – using dashboards and citizen's guides as specified by the State Department of Treasury, including public reporting of long-term liabilities for pension and other post-employment benefits (health care);
  - B. Creating a cooperation, collaboration, and consolidation plan (Required by January 1, 2012) – Collaborative efforts must be new initiatives.
  - C. Developing a compensation plan that the municipality intends to implement with any new, modified, or extended contract (Required by May 1, 2012). The compensation plan would be required to indicate intent to:
    1. Limit retirement plan costs to 10% (or 16.2% if not eligible for social security); of wages and salaries of employees in the plan.
    2. Require that any pensions be paid based on a final average compensation calculated using at least 3 consecutive years of salary.

3. Limit the amount of paid leave time, vacation time, and overtime hours used to calculated final average compensation to no more than 240 hours.
4. Limit retirement plan multipliers for defined benefit plans for employees eligible for social security to 1.5% (or 2.25% if no retirement health care is provided). Limits the multiple for employees not eligible for social security to 2.25% (or 3.0% if no retiree health care is provided).
5. If a health care plan is offered, state intent that employees pay at least 20% of the cost or adhere to a maximum employer cost of \$5,500 for a single employee, \$11,000 for a two-person contract, and \$15,000 for a family plan, or municipalities may opt out of this requirement with a two-thirds vote of the legislative body.

The City of Adrian has qualified for all three prerequisites and received the first four installments (\$67,968 for each or a total of \$271,872) on November 1, 2011, January 5, 2012, February 29, 2012 and April 30, 2012. One (1) more payment is expected for the balance of the City's fiscal year, for a total \$339,840, with the sixth and final payment falling in the City's FY2012-13 Fiscal Year.

The first Revenue Sharing payment for FY2011-12 (August) was received and recorded. The following schedule compares state Department of Treasury estimated payments for both Constitutional and Statutory Revenue Sharing with actual payments for the month of August:

<u>August</u>	<u>State</u>		<u>Variance</u>	
	<u>Estimated</u>	<u>Actual</u>	<u>Amount</u>	<u>Percent</u>
Constitutional	\$231,525	\$258,085	\$26,560	11.5 %
Statutory	184,759	158,198	(26,561)	(14.4) %
Total	<u>\$416,284</u>	<u>\$416,283</u>	<u>\$ (1)</u>	(0.0) %

The August payment reflects the 2010 census, with a population of 21,029 (which excludes an estimated 104 prisoners incarcerated in the Lenawee County jail).

Three Constitutional only Revenue Sharing payments have been received (October 31, and December 29, 2011 and February 29, 2012) and recorded. The following schedule compares state Department of Treasury estimated payments for only Constitutional Revenue Sharing with actual payments for the months of October and December 2011 and February and April, 2012:

<u>Constitutional Only</u>	<u>State</u>		<u>Variance</u>	
	<u>Estimated</u>	<u>Actual</u>	<u>Amount</u>	<u>Percent</u>
October, 2011	\$261,937	\$261,937	\$ 0	0 %
December, 2011	256,871	256,871	0	0 %
February, 2012	254,583	254,853	0	0 %
April, 2012	236,902	241,770	4,868	2.1%

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



# State Budget Office

Department of Technology, Management & Budget



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Mon Apr 30, 2012



## View Payment Details

Review your payment details for the deposit date indicated.

J.U  
4/30/2012.  
SF

### Payee

Payee number: 2386004654  
Payee name: CITY OF ADRIAN  
Financial Institution: FIRST FED BANK OF THE MIDWEST  
Payment Details Delivery Method: Web

Transaction type	Amount	Date	EFT event key	Reason
Deposit	TOTAL \$309,738.00	04/30/12	V 030 003384255 0001	

### Invoice / Adjustment details

Payment Key : 000 061293525  
Address : 100 E CHURCH ST ADRIAN MI 492210000 USA  
Mail Code: 28F

Seq # / Invoice No.	Date	Amount	Agency	Description
1/01		\$241,770.00	271 REVENUE SHARING (TREASURY) (517)373-2864 <a href="mailto:TREASORTA@MICHIGAN.GOV">TREASORTA@MICHIGAN.GOV</a>	101-990.00.575.000 CONSTITUTIONAL SALES TAX Ref #: 271 VZLRR115 001 2012

\*\*\*\*\*  
STATE REVENUE SHARING DISTRIBUTION OF CONSTITUTIONAL SALES TAX  
CITY OF ADRIAN YOUR LOCAL UNIT CODE IS 46-2010

CONSTITUTIONAL:  
POPULATION X DISTRIBUTION RATE = PMT AMT  
21,029 X \$11.4970 = \$241,770

For estimates and actual payments, visit our web site at:  
<https://treas-secure.state.mi.us/apps/findrevshareinfo.asp>  
This payment reflects sales tax receipts for the months of January and February 2012.

2/16		\$22,656.00	271 REVENUE SHARING (TREASURY) (517)373-2864 <a href="mailto:TREASORTA@MICHIGAN.GOV">TREASORTA@MICHIGAN.GOV</a>	101-990.00.575.001 ACCOUNTABILITY & TRANSPARENCY Ref #: 271 VZLRR115 001 2012
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\*\*\*\*\*  
ECONOMIC VITALITY INCENTIVE PROGRAM - COMBINED EVIP DISTRIBUTION  
CITY OF ADRIAN YOUR LOCAL UNIT CODE IS 46-2010

ACCOUNTABILITY AND TRANSPARENCY = \$22,656  
CREDIT YOUR ACCOUNT 101-000-574

FOR ADDITIONAL INFORMATION CALL 517/373-2697

3/17		\$22,656.00	271 REVENUE SHARING (TREASURY)	101-990.00.575.001 CONCOLODATION OF SERVICES
------	--	-------------	--------------------------------	---

(517)373-2864 Ref #: 271 VZLRR115 001 2012  
TREASORTA@MICHIGAN.GOV

\*\*\*\*\*  
ECONOMIC VITALITY INCENTIVE PROGRAM - COMBINED EVIP DISTRIBUTION  
CITY OF ADRIAN YOUR LOCAL UNIT CODE IS 46-2010

CONSOLIDATION OF SERVICES = \$22,656  
CREDIT YOUR ACCOUNT 101-000-574

FOR ADDITIONAL INFORMATION CALL 517/373-2697

101-990.00.575.001

4/18 \$22,656.00 271 REVENUE SHARING (TREASURY) EMPLOYEE COMPENSATION  
(517)373-2864 Ref #: 271 VZLRR115 001 2012  
TREASORTA@MICHIGAN.GOV

\*\*\*\*\*  
ECONOMIC VITALITY INCENTIVE PROGRAM - COMBINED EVIP DISTRIBUTION  
CITY OF ADRIAN YOUR LOCAL UNIT CODE IS 46-2010

EMPLOYEE COMPENSATION = \$22,656  
CREDIT YOUR ACCOUNT 101-000-574

FOR ADDITIONAL INFORMATION CALL 517/373-2697

Subtotal: \$309,738.00

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**MEMO**

Date: April 27, 2012

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

Mayor Gregg DuMars  
City Commission

From: Jeffrey C. Pardee, Finance Director

A handwritten signature in black ink, appearing to read 'Jeffrey C. Pardee'.

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

Please find attached the FY2011-12 Third 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 \$24,777, resulting in a net increase in Fund Balance from \$133,673 to \$158,450. 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 include \$506 Travel for MML Conference and Michigan Economic Developers Conference, \$5,908 for Supplies - Art-A-Licious, \$3,500 to Todd Seidell, LLC for Culinary Arts Project; \$400 for Audit Fees, \$750 for Building Rental, \$375 for Accounting Services and \$573 for advertising, such as: Daily Telegram, Uniquescreen Media and Adrian Area Chamber of Commerce.

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

Revenues exceeded Expenditures by \$26,380, resulting in a net increase in Fund Balance from \$255,332 to \$281,712. 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) has been made and payment incurred on 1992 DDA Bonds (\$1,025,000), which were 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 \$14,507 for Contract Services - Allied Waste Services for refuse collection and \$9,882 for Advertising, as well as \$47,813 for the Façade Program (Jeff Willet's Powerhouse Gym \$22,800); Enginehouse Management, LLC \$15,263; Donna Baker \$9,750).

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

Actual Debt Service is recorded in this Fund, which reflects 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 final payoff was made 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 March 31, 2012

	<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>Mar. 31</u> <u>2012</u>
<b>ASSETS</b>					
Cash and Cash Equivalents	\$108,637	\$97,340	\$115,752	\$116,583	\$135,984
Investments	15,820	16,027	16,065	16,085	16,093
Taxes Receivable	0	0	0	0	3,873
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	2,500
<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>\$158,450</u></b>
<b>LIABILITIES AND FUND BALANCE</b>					
Liabilities:					
Vouchers Payable	\$1,511	\$38	\$646	\$20	\$0
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
Total Liabilities	\$1,705	\$10,821	\$21,066	\$20	\$0
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	\$24,777
Unreserved/Undesignated Fund Balance	<u>129,861</u>	<u>126,195</u>	<u>105,938</u>	<u>114,543</u>	<u>133,673</u>
Total Fund Balance	\$126,195	\$105,938	\$114,543	\$133,673	\$158,450
<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>\$158,450</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 March 31, 2012

	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 Mar. 31	Remaining Budget
<b>REVENUES:</b>							
Property taxes	\$33,720	\$35,420	\$32,473	\$32,071	\$29,000	\$29,171	\$171
Investment Earnings	767	207	38	256	300	8	(292)
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
Culinary Arts Project - Donation	0	0	0	0	0	4,000	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>4,500</u>	<u>2,500</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>\$37,679</b>	<b>\$2,279</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	85	415
Printing & Binding	123	0	130	0	0	0	0
Postage	525	0	0	1	500	0	500
Shipping Charges	0	83	0	13	0	18	(18)
Contract Services	5,120	5,498	1,445	0	0	560	(560)
Culinary Arts Project	0	0	0	0	0	3,500	(3,500)
Audit Fees	0	400	400	400	400	400	0
Memberships & Dues	239	450	0	0	500	0	500
Medical Services	0	90	0	0	0	0	0
Telephone	668	535	569	398	700	4	696
Transportation	1,401	90	54	229	500	506	(6)
Advertising	5,245	4,960	6,033	4,522	5,000	573	4,427
Liability Insurance	94	94	107	100	100	34	66
Building Rental	1,000	1,000	1,000	1,000	1,000	750	250
Admin. & Accounting	500	500	500	529	500	375	125
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>\$6,836</b>	<b>\$7,964</b>

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

COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
As of March 31, 2012

	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	June 30 <u>2011</u>	FY2011-12		
					<u>Amended Budget</u>	<u>Actual thru Mar. 31</u>	<u>Remaining Budget</u>
<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	123	(123)
Supplies-Art-a-licious Fest	6,469	19,116	0	2,225	6,000	5,908	92
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>\$6,066</b>	<b>\$10,534</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>\$12,902</b>	<b>\$18,498</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>\$24,777</b>	<b>\$20,777</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>\$24,777</b>	<b>\$20,777</b>
<b>Fund Balance - Beginning of Period</b>	<b>129,861</b>	<b>126,195</b>	<b>105,938</b>	<b>114,543</b>	<b>133,673</b>	<b>133,673</b>	
<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>\$158,450</b>	

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

COMPARATIVE BALANCE SHEETS  
As of Mar 31, 2012

	<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>Mar. 31</u> <u>2011</u>
<b>ASSETS</b>					
Cash and Cash Equivalents	\$126,085	\$377,575	\$276,307	\$383,034	\$397,253
Investments	146,969	148,892	149,243	149,429	149,506
Taxes Receivable	0	0	0	0	10,070
Taxes Receivable-DDA Trash	0	0	0	0	1,732
Accounts Receivable	870	1,200	1,275	3,278	5,775
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>\$570,642</b>
<b>LIABILITIES AND FUND BALANCE</b>					
Liabilities:					
Vouchers Payable	\$94,900	\$6,041	\$0	\$1,416	\$1,545
TIF Payable	0	309,893	153,511	282,904	282,904
Due to Primary Government	1,853	1,391	283	295	154
Due to Community Development Fund	0	0	0	0	833
Due to Vibrant Small Cities Fund	0	0	12,695	0	0
Due to DDA Fund	0	0	0	1,025	2,500
Due to DDA Debt Fund	14,385	14,385	14,385	0	0
Due to IT Fund	0	0	853	193	397
Accrued Payroll	0	203	278	384	0
Accrued Sick & Vacation	0	0	0	598	597
<b>Total Liabilities</b>	<b>\$111,138</b>	<b>\$331,913</b>	<b>\$182,005</b>	<b>\$286,815</b>	<b>\$288,930</b>
FUND BALANCE:					
Reserved for:					
Encumbrances	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Subtotal Reserved Fund Balance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Net of Revenue vs Expenditures	(\$86,890)	\$32,968	\$66,557	(\$6,979)	\$26,380
Unreserved/Undesignated Fund Balance	<u>249,676</u>	<u>162,786</u>	<u>195,754</u>	<u>262,311</u>	<u>255,332</u>
<b>Total Fund Balance</b>	<b>\$162,786</b>	<b>\$195,754</b>	<b>\$262,311</b>	<b>\$255,332</b>	<b>\$281,712</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$273,924</b>	<b>\$527,667</b>	<b>\$444,316</b>	<b>\$542,147</b>	<b>\$570,642</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 Mar. 31, 2012

	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	June 30 <u>2011</u>	FY2011-12		
					<u>Amended Budget</u>	<u>Actual thru Mar. 31</u>	<u>Remaining Budget</u>
<b>REVENUES:</b>							
Property taxes	\$406,748	\$229,274	\$252,589	\$230,765	\$364,000	\$243,474	(\$120,526)
Contract Services (Refuse Collection)	14,842	19,381	16,350	18,078	15,000	17,025	2,025
Investment Earnings	12,776	7,126	2,874	2,967	3,000	3,434	434
Contribution - General Fund	0	0	0	0	0	0	0
Prior Year's Revenue	0	0	0	0	100,000	0	(100,000)
Other	0	0	0	250	0	0	0
Contrib.-Brownfield Redev. Fund	<u>0</u>	<u>0</u>	<u>10,781</u>	<u>4,245</u>	<u>4,245</u>	<u>0</u>	<u>(4,245)</u>
<b>Total Revenues</b>	<b>\$434,366</b>	<b>\$255,781</b>	<b>\$282,594</b>	<b>\$256,305</b>	<b>\$486,245</b>	<b>\$263,933</b>	<b>(\$222,312)</b>
<b>EXPENDITURES:</b>							
Wages	\$43,366	\$25,815	\$17,788	\$25,125	\$26,016	\$19,169	\$6,847
Fringe Benefits	11,048	7,750	4,113	5,635	6,019	5,157	862
Office Supplies	0	0	0	0	200	29	171
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	14,507	24,493
Consultant Fees	3,425	11,030	3,445	416	3,000	350	2,650
Transportation	161	0	0	40	100	102	(2)
Advertising	4,308	5,551	16,514	13,963	12,000	9,882	2,118
Liability Insurance	818	895	352	328	400	461	(61)
Info-Tech Services	10,997	10,237	10,237	2,314	4,771	3,578	1,193
Property Acquisition	0	0	0	0	0	0	0
Capital Improvements	0	0	0	0	40,000	0	40,000
Capital Equipment	574	0	0	0	0	0	0
Façade Program	<u>24,340</u>	<u>22,097</u>	<u>19,479</u>	<u>82,506</u>	<u>38,294</u>	<u>47,813</u>	<u>(9,519)</u>
<b>Operating Expenses</b>	<b>\$130,411</b>	<b>\$118,333</b>	<b>\$112,252</b>	<b>\$159,719</b>	<b>\$172,800</b>	<b>\$101,108</b>	<b>\$71,692</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>\$313,445</b>	<b>\$162,825</b>	<b>(\$150,620)</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 Mar. 31, 2012**

	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>Mar. 31</u>	Remaining <u>Budget</u>
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)	(1,500)	500
Transfer to Auto Parking Fund	(50,000)	0	0	(5,000)	(60,000)	(45,000)	15,000
Transfer to DDA	(6,600)	(2,000)	(6,000)	(6,000)	(6,000)	(4,500)	1,500
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	<u>(112,345)</u>	<u>(100,480)</u>	<u>(95,785)</u>	<u>(90,565)</u>	<u>(85,445)</u>	<u>(85,445)</u>	<u>0</u>
Total Transfer-Out	(390,845)	(104,480)	(103,785)	(103,565)	(313,445)	(136,445)	\$177,000
Contingency				0	0	0	0
Net Change in Fund Balance	(\$86,890)	\$32,968	\$66,557	(\$6,979)	\$0	\$26,380	\$26,380
Fund Balance - Beginning of Period	<u>249,676</u>	<u>162,786</u>	<u>195,754</u>	<u>262,311</u>	<u>255,332</u>	<u>255,332</u>	
<b>Fund Balance - End of Period</b>	<b><u>\$162,786</u></b>	<b><u>\$195,754</u></b>	<b><u>\$262,311</u></b>	<b><u>\$255,332</u></b>	<b><u>\$255,332</u></b>	<b><u>\$281,712</u></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 March 31, 2012

	<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>Mar. 31</u> <u>2011</u>
<b>ASSETS</b>					
Cash and Cash Equivalents	\$2,670	\$2,268	\$2,360	\$17,012	\$17,022
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>\$17,022</u></b>
<b>LIABILITIES AND FUND BALANCE</b>					
Liabilities:					
Accrued Interest Payable	\$16,762	\$7,120	\$7,973	\$1,707	(\$853)
Total Liabilities	\$16,762	\$7,120	\$7,973	\$1,707	(\$853)
FUND BALANCE:					
Net of Revenue vs Expenditures	\$0	\$0	\$0	\$0	\$2,570
Reserved For Debt Retirement	293	9,533	8,772	15,305	15,305
Total Fund Balance	\$293	\$9,533	\$8,772	\$15,305	\$17,875
<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>\$17,022</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 March 31, 2012

	<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>FY2011-12</u>		
					<u>Amended</u> <u>Budget</u>	<u>Actual</u> <u>thru</u> <u>Mar. 31</u>	<u>Remaining</u> <u>Budget</u>
<b>REVENUES:</b>							
Investment Earnings	\$105	\$23	\$92	\$367	\$100	\$110	\$10
<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>\$110</u></b>	<b><u>\$10</u></b>
<b>EXPENDITURES:</b>							
Principal Retirement	\$85,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$0
Bond Interest Expense	26,827	10,838	16,213	3,974	5,120	2,560	2,560
Paying Agent Fees	425	425	425	425	425	425	0
Total Expenditures	\$112,252	\$91,263	\$96,638	\$84,399	\$85,545	\$82,985	\$2,560
Deficiency of Revenues (Under) Expenditures	(\$112,147)	(\$91,240)	(\$96,546)	(\$84,032)	(\$85,445)	(\$82,875)	\$2,570
Other Financing Uses:							
Transfer from DDA - Special Revenue	112,345	100,480	95,785	90,565	85,445	85,445	0
Net Change in Fund Balance	\$198	\$9,240	(\$761)	\$6,533	\$0	\$2,570	\$2,570
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>\$17,875</u></b>	



# CONSENT AGENDA

## Adrian Fire Department



# Memorandum

**To:** Mayor Greg DuMars, Adrian City Commission

**From:** Paul G. Trinka

**CC:** City Administrator Dane C. Nelson, Finance Director Jeff Pardee, Assistant Finance Director Cindy Prue

**Date:** April 19, 2012

**Re:** Medtronic Lifepak 1000 Automatic External Defibrillators

---

Adrian Fire Department currently has three Automatic External Defibrillators (AEDs) in service. Due to changes in technology and what is and is not allowed to be used by E.M.S. providers the AEDs need to be replaced by January 1, 2013.

The fire department solicited bids for three Medtronic Lifepak 1000 Automatic External Defibrillators (AEDs). The bid list included seven different vendors including the manufacturer of the product. Cindy Prue received two bids in response. The low bid of \$7191.00 from Foremost Equipment, Rochester, New York meets specifications.

I would recommend accepting the bid from Foremost Equipment in the amount of \$7191.00 for three Medtronic Lifepak 1000 AEDs and one Lifepak 1000 Training System.

**RE: FIRE DEPARTMENT – Resolution to approve a bid to purchase Automatic External Defibrillators.**

**Resolution**

WHEREAS, due to changes in technology, the Adrian Fire Department is in need of three new Automatic External Defibrillators (AEDs) by January 1, 2013; and

WHEREAS the Adrian Fire Department solicited bids for three Medtronic Lifepak 1000 Automatic External Defibrillators (AEDs) with the list including seven different vendors; and

WHEREAS, two bids were received, with the low bid of \$7191. from Foremost Equipment, Rochester; and

WHEREAS, the Fire Chief recommends accepting the bid as these AEDs from Foremost Equipment meet specifications.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the purchase of three Medtronic Lifepak 1000 AEDs and one Lifepak 1000 Training System from Foremost Equipment of Rochester, New York in the amount of \$7,191.00.

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



**MEMO**

135 E. Maumee, Adrian, MI 49221-2703

---

DATE: April 30, 2012

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

FROM: Chris Miller  
DDA & Economic Development Coordinator

SUBJECT: OPRA request for 113 E. Maumee

---

Ladies and Gentlemen,

As you are aware, the City of Adrian adopted the Blueprint for Downtown plan to spur economic revitalization of downtown. Among the tools available for the city to use in support of this plan is the Obsolete Property Rehabilitation Act. The Act allows the city to, in effect, freeze property taxes as an incentive to development. The city has a set of criteria that are applied to an individual project that determines the length of the freeze, but prior to that action, the city is required to set a public hearing to consider the request.

Erika Escue, new owner of 113 E. Maumee, has formally requested the city approve an OPRA for her project. Ms Escue intends to renovate the former Barley House, enlarge the kitchen, and open as a restaurant/bar. It is the opinion of this office that her request be approved, and the attached resolution sets a Public Hearing for this purpose. Please contact me with any questions.

Best Regards,  
Chris Miller  
DDA & Economic Development Coordinator

**RE: DOWNTOWN DEVELOPMENT AUTHORITY – Obsolete Property Rehabilitation Exemption application for Erika Escue, owner of 113 East Maumee Street, Adrian, MI, pursuant and according with the provisions of the Obsolete Property Rehabilitation Act, PA 146 of 2000**

**RESOLUTION**

WHEREAS, the Adrian Downtown Development Authority and the Adrian City Commission have adopted the Blueprint for Downtown Revitalization in an effort to revitalize and re-energize downtown Adrian; and

WHEREAS, the aforementioned plan consists of a variety of recommendations aimed at assisting in the economic redevelopment of downtown Adrian, including private property rehabilitation and business recruitment; and

WHEREAS, the State of Michigan has established the Obsolete Property Rehabilitation Act (OPRA), Public Act 146 of 2000; and

WHEREAS, Public Act 146 of 2000 was developed to provide for the establishment of Obsolete Property Rehabilitation Districts in certain local governmental units; to provide for the exemption from certain taxes; to levy and collect a specific tax upon the owners of certain facilities; to provide for the disposition of the tax; to provide for the obtaining and transferring of an exemption certificate and to prescribe the contents of those certificates; to prescribe powers and duties of certain local government officials and to provide penalties; and

WHEREAS, the building located at 113 E. Maumee Street, Adrian, Michigan is functionally obsolete per the Brownfield Redevelopment Act 381 of 1996 definition. The property has suffered substantial loss of value due to changes in technology, deficiencies in design, and other factors significant to redevelopment of this property; and

WHEREAS, after a duly noted public hearing, the Adrian City Commission established an Obsolete Property Rehabilitation District to include the entire Downtown Development District at their October 16, 2006 regular meeting; and

WHEREAS, Erika Escue, owner of property at 113 E. Maumee Street has filed an application with the Adrian City Clerk for an Obsolete Property Rehabilitation Exemption; and

WHEREAS, in an effort to spur continued revitalization and reinvestment in Adrian's historic downtown, and in keeping with the recommendations in the Blueprint for Downtown Revitalization, the Adrian Downtown Development Coordinator has reviewed this request and recommends its approval.

NOW THEREFORE, BE IT RESOLVED that the Adrian City Commission, by resolution, hereby sets an official Public Hearing for the Regular Meeting of the Adrian City Commission to be held on Monday, May 21, 2012 at 7:00pm in the City Chambers building, 159 East Maumee Street, Adrian, Michigan, 49221, to discuss the application of an Obsolete Property Rehabilitation Exemption Certificate from Ms. Erika Escue, property owner of 113 East Maumee Street; and

BE IT FURTHER RESOLVED that the Adrian City Clerk will provide official notice via United States Postal Service Certified Mail to the legislative bodies of each taxing unit that levies ad valorem property taxes in the qualified local governmental unit in which the obsolete facility is located, and to the applicant submitting the exemption certificate.

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

# MEMO

---



DATE: May 4, 2012  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Fireworks for August 4, 2012

---

Following the same format as last year, the Christian Family Centre has contracted with Colonial Fireworks Co. to conduct a Fireworks display. The display will occur on August 4<sup>th</sup> and will be held on City-owned property in an area adjacent to Industrial Drive. The company has obtained the permit from the State of Michigan and has submitted the requested insurance coverage (\$10 million). The display will also include the closing of Industrial Drive. I recommend approval of the permit.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Dane C. Nelson'.

Dane C. Nelson  
City Administrator

DCN:pmb



# Colonial Fireworks Co.

*The New Revolution in Fireworks*



CR 3

April 5, 2012

City of Adrian  
Pat Baker  
135 E. Maumee St.  
Adrian, MI 49221

Dear Pat:

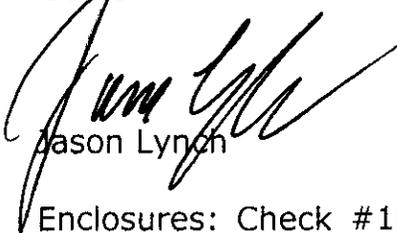
Thank you for your help with obtaining the street closure permit; enclosed is check #18521 for \$35, and a copy of Pastor Faulks' correspondence.

I also enclosing our Michigan Fireworks Permit Application and attachments; would you please forward to me the approved permit when available.

Again, thank you for your assistance for this unique community event. If you have questions or need additional information, please call me at 877-257-9977.

Sincerely,

**COLONIAL FIREWORKS**



Enclosures: Check #18521; Pastor Faulks' letter; State of Michigan Permit Application; Permit; Site Map; Diagram and Firing Site Information; Certificate of Insurance.



MANUFACTURING - 6480 Tomer Rd., Clayton, MI 49235 • 800-882-9323 • Fax 517-436-3269



ADMINISTRATION - 5225 Telegraph Rd., Toledo, OH 43612 • 877-257-9977 • Fax 419-476-0929



★  ★ **Colonial Fireworks Co.** ★  ★  
*The New Revolution in Fireworks*

April 11, 2012

City of Adrian  
Paul Trinka, Fire Chief  
208 South Main Street  
Adrian, MI 49221

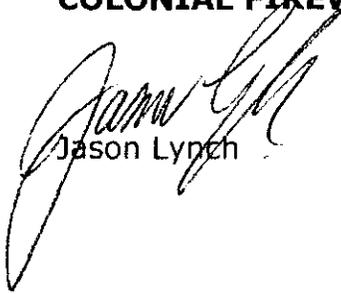
Dear Mr. Trinka:

This correspondence is to request the use of the City-owned property (open field) located adjacent to Industrial Drive in Adrian for The Christian Centre's fireworks display on August 4, 2012. We have previously submitted the Road Closure Permit request and also submitted the Fireworks Permit Application. This is the same location and circumstances as the 2011 fireworks display.

Thank you in advance for your cooperation and assistance; if you have questions or need additional information, please call met at 419-478-4945.

Sincerely,

**COLONIAL FIREWORKS**

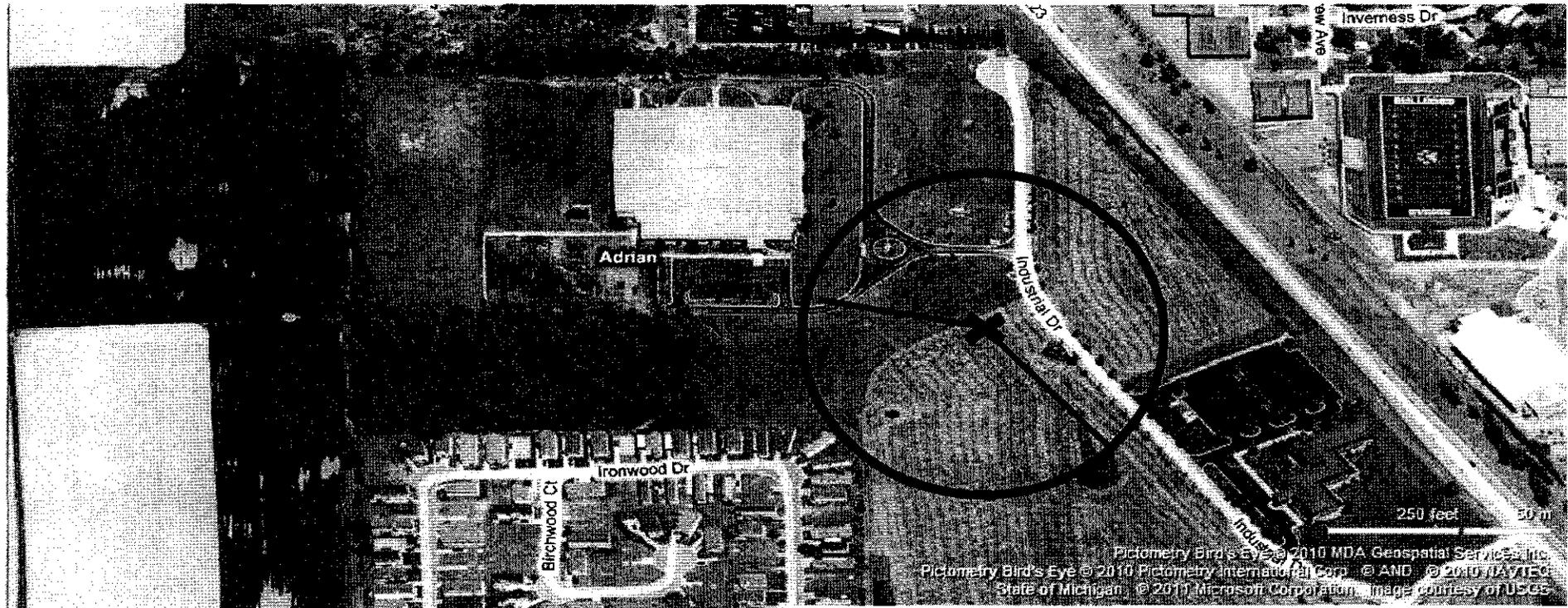


Jason Lynch

COLONIAL FIREWORKS  
LENAWEE CHRISTIAN FAMILY CENTRE  
CITY OF ADRIAN INDUSTRIAL COURT  
AUGUST 4, 2012



Firing Site - 3"; 4"; & 5" aerial shells  
700' diameter circle  
350' radius (5" maximum)



The display will be limited to 5" maximum aerial display shells, manually-and electrically-fired in accordance with NFPA 1123 as amended.

## DIAGRAM AND FIRING SITE INFORMATION

At Colonial Fireworks safety is our utmost concern, in order to provide that it is imperative that you supply us with a diagram and/or map of the display area. This will allow us to review the area and see where the spectators, parking areas and buildings will be in relationship to the firing site.

Below is a checklist that will assist you in completing the map and/or diagram. If the item listed does not apply – do not leave the space blank, please insert “N/A” – this will help us in determining if the omission was an oversight or that it really does not apply.

When completing the next section, please use distance in feet from the firing site to the following areas:

- |   |   |
|---|---|
| 1) Spectators/Audience/Viewing Area                 | <u>&gt; 350'</u> feet                     |
| 2) Parking Areas                                    | <u>&gt; 350'</u> feet                     |
| 3) Occupied Buildings                               | <u>&gt; 350'</u> feet                     |
| 4) Public Buildings (schools, hospitals, etc.)      | <u>N/A</u> feet                           |
| 5) Explosive/Toxics, Gasoline Pumps, etc.)          | <u>N/A</u> feet                           |
| 6) Temporary Event Set-ups (Tents, rides, etc.)     | <u>&gt; 350'</u> feet                     |
| 7) Highways, Streets, Roads                         | <u>ROAD CLOSURE: LINDENSTRAEL RD</u> feet |
| 8) Obstructions Overhead (powerlines, lights, etc.) | <u>N/A</u> feet                           |
| 9) Active Railroads                                 | <u>N/A</u> feet                           |

I have completed the above information to the best of my knowledge.

JASON LYNCH (COLONIAL FIREWORKS)

Name and Title

Signature

Date

Safe shows are a result of proper planning. As always, it is our goal to provide you with the best display for your event dollar, with safety being our number one concern.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/5/2012

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

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

<b>PRODUCER</b> Britton-Gallagher and Associates, Inc. 6240 SOM Center Rd. Cleveland OH 44139	<b>CONTACT NAME:</b> _____ <b>PHONE (A/C, No, Ext):</b> 440-248-4711	<b>FAX (A/C, No):</b> 440-544-1234	
	<b>E-MAIL ADDRESS:</b> _____		
<b>INSURED</b> Colonial Fireworks Company 6480 Tomer Road Clayton MI 49235	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A :</b> Lexington Insurance Co		
	<b>INSURER B :</b> Granite State Insurance Co		
	<b>INSURER C :</b> Axis Surplus Ins Company		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
<b>INSURER F :</b>			

**COVERAGES**

CERTIFICATE NUMBER: 415294464

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADOL SUBR: INSR, WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC		1619924-04	2/15/2012	2/15/2013	EACH OCCURRENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$50,000
						MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
						PRODUCTS - COMP/OP AGG	\$2,000,000
							\$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		CA6265853911	2/15/2012	2/15/2013	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		EAU705977	2/15/2012	2/15/2013	EACH OCCURRENCE	\$9,000,000
						AGGREGATE	\$9,000,000
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WC STATUTORY LIMITS	OTHER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

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

SHOW NO: 2012-060 DISPLAY DATE: AUGUST 4, 2012 RAINDATE: 8/5/12  
 DISPLAY LOCATION: FIELD WEST OF INDUSTRIAL DRIVE, ADRIAN, MI  
 ADDITIONAL INSURED: CHRISTIAN FAMILY CENTRE; CITY OF ADRIAN; ADRIAN COLLEGE; GATEWAY COMMUNITY CHURCH; FIRST CHURCH OF THE NAZARENE.

**CERTIFICATE HOLDER****CANCELLATION**

CHRISTIAN FAMILY CENTRE  
 STACY GAMEL  
 1800 WEST US-223  
 ADRIAN MI 49221

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

AUTHORIZED REPRESENTATIVE

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**Permit for Fireworks Display**  
 Michigan Department of Energy, Labor & Economic Growth  
 Bureau of Fire Services  
 Office of the State Fire Marshal  
 P.O. Box 30700  
 Lansing, MI 48909  
 517-241-8847

**2012**

Authority: 1968 PA 358	The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to the agency.
Compliance: Required	
Penalty: Misdemeanor	

*This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only.*

<input checked="" type="checkbox"/> Public Display		<input type="checkbox"/> Agricultural Pest Control	
ISSUED TO <b>COLONIAL FIREWORKS COMPANY</b>			AGE (18 or over)
ADDRESS <b>6480 TOMER RD CLAYTON, MI</b>			
NAME OF ORGANIZATION, GROUP, FIRM, OR CORPORATION <b>CHRISTIAN FAMILY CENTRE</b>			
NUMBER AND TYPES OF FIREWORKS <b>613 3" THROUGH 5" AERIAL DISPLAY SHELLS</b>			
EXACT LOCATION OF DISPLAY <b>FIELD WEST OF INDUSTRIAL DRIVE, ADRIAN MI</b>			
CITY, VILLAGE, TOWNSHIP <b>CITY OF ADRIAN</b>		DATE <b>AUGUST 4, 2012 RD: 8/5/12</b>	TIME <b>DUSK</b>
BOND OR INSURANCE FILED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			AMOUNT <b>\$10 MILLION</b>

Issued by action of the	<input type="checkbox"/> council	<input type="checkbox"/> commission	<input type="checkbox"/> board of
<input type="checkbox"/> city	<input type="checkbox"/> village	<input type="checkbox"/> township of _____	on the _____ day of _____ 20____
_____ (Signature and Title of Council/Commission/Board Representative)			

**\* THIS FORM IS VALID FOR THE YEAR SHOWN ONLY \***

**Application for Fireworks Display Permit**  
 Michigan Department of Energy, Labor, & Economic Growth  
 Bureau of Fire Services  
 P.O. Box 30700  
 Lansing, MI 48909  
 517-241-8847

**2012**

Authority: 1968 PA 358	The Department of Energy, Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.	
Compliance: Voluntary		
Penalty: Permit will not be issued		
<input checked="" type="checkbox"/> Public Display	<input type="checkbox"/> Agricultural Pest Control	DATE OF APPLICATION <b>APRIL 5, 2012</b>
NAME OF APPLICANT <b>COLONIAL FIREWORKS FBO CHRISTIAN FAMILY CENTRE</b>	ADDRESS <b>6480 TOMER RD CLAYTON, MI</b>	AGE (18 or over)
IF CORPORATION, NAME OF PRESIDENT <b>GREG TREMONTI</b>	ADDRESS <b>500 RIVERSIDE ROSSFORD, OH</b>	
IF A NON-RESIDENT APPLICANT, NAME OF MICHIGAN ATTORNEY OR RESIDENT AGENT <b>MICHIGAN RESIDENT CORPORATION</b>	ADDRESS	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR <b>BRANDON MORRILL</b>	ADDRESS <b>4908 SAND CREEK HWY</b>	AGE (18 or over) <b>24</b>
NO. YEARS EXPERIENCE <b>5+</b>	NO. DISPLAYS <b>50+</b>	WHERE <b>THROUGHOUT MICHIGAN AND OHIO</b>
NAME OF ASSISTANT <b>RICHARD LOFFREDO</b>	ADDRESS <b>62 MORTON ST FALL RIVER, MA</b>	AGE <b>64</b>
NAME OF OTHER ASSISTANT <b>AARON DUSSEAU</b>	ADDRESS <b>4031 SUMMIT ST WESTON, MI</b>	AGE <b>24</b>
EXACT LOCATION OF PROPOSED DISPLAY <b>FIELD WEST OF INDUSTRIAL DRIVE, ADRIAN MI</b>		
DATE OF PROPOSED DISPLAY <b>AUGUST 4, 2012 RD: 8/5/12</b>	TIME OF PROPOSED DISPLAY <b>DUSK</b>	
	KIND OF FIREWORKS TO BE DISPLAYED	
<b>613</b>	<b>3" THROUGH 5" AERIAL DISPLAY SHELLS</b>	
MANNER AND PLACE OF STORAGE PRIOR TO DISPLAY (Subject to Approval of Local Fire Authorities) <b>COLONIAL FIREWORKS COMPANY VEHICLE</b>		
AMOUNT OF BOND OR INSURANCE (To be set by local government) <b>\$10 MILLION</b>	NAME OF BONDING CORPORATION OR INSURANCE COMPANY <b>BRITTON GALLAGHER &amp; ASSOC</b>	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY <b>6240 SOM CENTER RD SOLON OH</b>		
SIGNATURE OF APPLICANT <b>Jason Lynch {electronically signed}</b>		

\* FORM IS VALID FOR YEAR SHOWN ONLY \*

Adrian 1<sup>st</sup> Church of the Nazarene  
Pastor: Dr David Fulks, Jr  
50 Industrial Dr  
Adrian, MI 49221

.....

# Adrian First Church of the Nazarene

March 17, 2012

Dear Sir,

Greetings.

I write this letter today in response to the request to have a fireworks display on August 4 (8pm to 10:30 pm). We give permission and have understanding for the shutting down of Industrial Dr. for said purpose and with the understanding that there is a rain date on August 5<sup>th</sup>.

God bless and do not hesitate to call me if you have any need for further assistance.

Sincerely,



David Fulks, Jr.  
Sr. Pastor

.....

**RE: FIRE DEPARTMENT -Authorization for Fireworks Display for Christian Family Centre for Community Celebration Day on August 4, 2012**

**RESOLUTION**

WHEREAS, the Adrian Fire Chief has received and reviewed a Fireworks Display Permit from the Christian Family Centre located at 1800 W. US-223, Adrian, MI for an annual community celebration on Saturday, August 4, 2012; and

WHEREAS, the Fire Chief has identified the location of the firing area to be on City-owned property on Industrial Drive across US-223 from the Adrian College football stadium; and

WHEREAS, the Fire Chief and City Administrator further recommend approval of the requested permit and authorization for the City Clerk to sign said permit, providing the following actions be taken regarding establishment of safe distances for the viewing public in adherence to the National Fire Protection Association guidelines:

- 1. Industrial Drive be closed to all vehicular and pedestrian traffic;
- 2. No parking be allowed in Nuestro/Ventures, Kapnick and Adrian Nazarene Church parking lots; and
- 3. Provision of appropriate security to ensure spectators do not walk across the field from the Maple Woods development into the fallout area.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, approves the Fireworks Display Permit for August 4<sup>th</sup> requested by the Christian Family Centre, with the aforementioned provisions in adherence to the National Fire Protection Association Guidelines, and authorizes the City Clerk to sign said permit.

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

May 1, 2012

**MEMORANDUM**

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

CC: Mark Gasche, Parks & Recreation Director  
Mark Bishop, Superintendent DPW  
Justin Combs, Forester

SUBJECT: Kubota Tractor 2012



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We received bids on April 26, 2012 for a Kubota Tractor.

CITY OF ADRIAN, MICHIGAN  
KUBOTA TRACTOR  
DUE DATE: APRIL 26, 2012

BIDDER	AMOUNT	DELIVERY
Archbold Equipment Adrian, MI	\$ 34,735.00 Kubota L5740HSTC	30 days
Dakin's Yard n Garden Jackson MI	\$ 35,540.00 Kubota L5740HSTC	
Carleton Farm Supply Carleton, MI	\$ 35,489.90 Kubota L5740HSTC	30 days
J & R Tractor LLC Monroe MI	No Bid	

It is our recommendation that this bid be awarded to Archbold Equipment Co. Turf Division of Adrian, MI in the amount of \$34,735.00

Funds for this purchase are available in the 2011-12 Fiscal Year budgets 662-000.00-001.000 Parks and Forestry Motor Vehicle Fund. This was a budgeted expense to replace a tractor damaged in an accident in 2010. We received an insurance settlement in the amount of (\$18,500) for this tractor after the accident and those funds were placed in the Motor Vehicle Revenue fund to offset the cost of a new tractor.

**CR12-023**

**RE: DEPARTMENT OF PUBLIC WORKS – MOTOR VEHICLE POOL -  
Authorization to Purchase One (1) Kubota Tractor for Parks &  
Forestry Division**

**RESOLUTION**

WHEREAS the Adrian City Commission, by Resolution #11-051 dated May 2, 2011, adopted the FY2011-12 Budget and General Appropriations Act, which included \$45,000.00 to purchase one (1) tractor to replace a Parks & Forestry Division vehicle damaged in a 2010 accident; and

WHEREAS an insurance claim was submitted and a settlement in the amount of \$18,500 was received and recorded in the Motor Vehicle Fund (662); and

WHEREAS the Purchasing Office, in collaboration with the City Engineer, solicited and received competitive bids Thursday, April 26, 2012, with the following results:

BIDDER	AMOUNT	DELIVERY
Archbold Equipment Adrian, MI	\$ 34,735.00 Kubota L5740HSTC	30 days
Dakin's Yard n Garden Jackson MI	\$ 35,540.00 Kubota L5740HSTC	
Carleton Farm Supply Carleton, MI	\$ 35,489.90 Kubota L5740HSTC	30 days
J & R Tractor LLC Monroe MI	No Bid	

; and

WHEREAS the Finance Director indicates that sufficient funds are available in the FY2011-12 Motor Pool Fund for this purpose (account #662-000.00-001.000); and.

WHEREAS the City Engineer and City Administrator recommend selection of the low bid and authorization to purchase one (1) Kubota L5740HSTC from Archbold Equipment, Inc., Adrian, MI, at a cost not to exceed \$34,735.00.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acquisition of one (1) Kubota L5740HSTC from Archbold Equipment, Inc., Adrian, MI, at a cost not to exceed \$34,735.00.

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

seconded by Commissioner \_\_\_\_\_, this

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

# MEMO

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DATE: May 2, 2012  
TO: Dane C. Nelson, City Administrator  
FROM: Cindy L Prue, Assistant Finance Director  
SUBJECT: Purchase of Work Uniforms

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I concur with the recommendation of the Assistant Finance Director to award the bid for the purchase of work uniforms for the TPOAM to the low bidder, Arrow Uniform of Taylor, Michigan, according to the attached tabulation of the bids received.

A handwritten signature in cursive script, appearing to read "Dane Nelson".

Dane C. Nelson  
City Administrator

Sealed bids on Work Uniforms for the TPOAM union members were received until April 5, 2012 in the Purchasing Office. Attached is a tabulation of the bids received. This year I am recommending the bid be awarded to the low bidder, Arrow Uniform of Taylor, Michigan. There are several advantages to Arrow's pricing. The first being name patch and City of Adrian patch cost is included in the unit pricing on the items. The second being there are no upcharges for large size items so union members will know exactly what each piece is costing their allowance. The final advantage is that Arrow Uniform will bring sample uniforms to each work site and work with the employees to ensure they receive the proper size uniform.

Therefore, I recommend this years uniform purchase be awarded to Arrow Uniform of Taylor, Michigan.

Sincerely,

Cindy L Prue  
Assistant Finance Director

**RE: Engineering Department – Resolution to award the bid for work uniforms for members of the TPOAM Union**

**RESOLUTION**

WHEREAS, sealed bids were received April 5, 2012 for the purchase of uniforms for TPOAM members; and

WHEREAS, said bids have been tabulated and recommendations made by the Assistant Finance Director and the City Administrator to award the bid to Arrow Uniform of Taylor, Michigan for the following items and prices:

ITEM	Arrow Uniform Taylor, MI	Libra Industries Jackson, MI	Mugs n' More Adrian, MI
Shirts-Short Sleeve	\$ 11.68	\$ 11.90	\$ 16.50 \$4.00 per size XXL up 10% tall
Shirts-Long Sleeve	\$ 11.14	\$ 9.90	\$ 15.34 \$4.00 per size XXL up 10% tall
Chamois Shirt	\$ 31.90 S – 2X \$ 34.80 3X+	No Bid	\$ 26.75 \$4.00 per size XXL up 10% tall
Knit Shirt-Short Sleeve 50%/50%	\$ 14.40	\$ 9.95	No Bid
Knit shirt-Short Sleeve 100% polyester	\$ 14.40	\$ 15.50	\$ 16.00 \$2.50 XXL
Trousers	\$ 14.85	\$ 14.65	\$ 18.32 \$7.00 size 50 up Even sizes only \$4.00 for odd sizes
Name Patches	Included in per piece price	\$ 1.75 name \$ 2.50 company name	\$ 2.25
Coveralls	\$ 26.67	\$ 25.85	\$ 30.00 \$4.00 per size XXL up 10% tall
Jacket-Hip Length	\$ 31.95	\$ 29.75	\$ 31.00 \$4.00 per size XXL up 10% tall
Jacket-Waist Length	\$ 31.95	\$ 27.70	\$ 29.50 \$4.00 per size XXL up 10% tall
Bib Overalls	\$ 53.82	\$ 56.40	\$ 68.00 \$ 10.00 XXL \$15.00 3XL
Insulated Coat	\$ 61.43	\$ 57.45	\$ 62.00 \$10.00 XXL \$15.00 3XL
Lrg Size upcharge	None	30% for 2X-3X 30% for 44 – 50	See above

Delivery	30 days	30 days	20 days

WHEREAS, said bids have been considered by the Adrian City Commission.

NOW, THEREFORE, BE IT RESOLVED that the bid for TPOAM uniforms be awarded to Arrow Uniform of Taylor, Michigan for the items and prices as listed in the bid tabulation above and under the terms and conditions as specified and as proposed in their sealed bid dated April 5, 2012.

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

May 2, 2012

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Curb & Gutter Bids – CG -2-2012

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We received bid on May 1, 2012 for curb & gutter on Seeley St., Frank St, AFD, Riverside Park and ADA ramps on streets. Below are the tabulations for the bids received:

CITY OF ADRIAN, MICHIGAN  
CG-2-2012  
DUE DATE: MAY 1, 2012

	GM & Sons Whitmore Lake MI	Eastlund Concrete Holt MI	Doan Construction Ypsilanti MI	Audia Concrete Milford, MI	Sieler Construction Blissfield MI
Curb & Gutter 1560 ft	\$ 21,060.00	\$ 26,208.00	\$ 23,400.00	\$ 34,086.00	\$ 31,590.00
Curb & Gutter 900 ft.	\$13,275.00	\$ 16,020.00	\$ 18,000.00	\$ 21,285.00	\$ 18,225.00
Curb & Gutter Rem. 850 ft	\$ 7,225.00	\$ 8,075.00	\$ 7,650.00	\$ 8,075.00	\$ 15,937.50
Driveway 6inch 175 syd	\$ 5,250.00	\$ 7,402.50	\$ 9,712.50	\$ 7,245.00	\$ 13,623.75
Driveway 8inch 50 syd	\$ 1,800.00	\$ 2,227.50	\$ 3,950.00	\$ 2,250.00	\$ 5,017.50
Sidewalk, rem 130 syd	\$ 1,755.00	\$ 1,111.50	\$ 1,170.00	\$ 1,040.00	\$ 7,897.50
Pavement, Rem 225 syd	\$ 3,825.00	\$ 1,923.75	\$ 2,025.00	\$ 2,025.00	\$13,668.75
Sidewalk, 4inch 1150 sft	\$ 4,025.00	\$ 4,715.00	\$ 5,175.00	\$ 5,175.00	\$ 9,775.00
Sidewalk, 6inch 350 ft	\$ 1,400.00	\$ 1,645.00	\$ 2,450.00	\$ 2,030.00	\$ 3,377.50

Sidewalk Ramp 870 sft	\$ 4,785.00	\$ 5,046.00	\$ 6,090.00	\$ 6,960.00	\$ 6,655.50
Detectable Warning Surface 80 ft	\$ 2,560.00	\$ 2,640.00	\$ 2,800.00	\$ 3,200.00	\$ 3,788.80
<b>TOTAL</b>	\$66,960.00	\$77,014.25	\$82,422.50	\$93,371.00	\$129,556.80

It is recommended that this bid be awarded to GM & Sons, Inc. of Whitmore Lake, MI in the amount of \$66,960.00. We have checked references and find that this contractor is experienced with this type of work. There were no bids that met the requirements of the Local Preference Policy for this work.

Funds for these projects are available in the following funds and have been bid as approved in the Capitol Outlay for FY2011-2012:

Local Street Fund- Seeley St.-(203-451.XX-801.000) - \$ 40,592.50  
Local Street Fund- Resurfacing - (203-451.10-801.000) - \$ 26,367.50

May 7, 2012

**CR12-025**

**RE: CITY ENGINEER-- Authorization to Select Vendor for Curb Replacement**

**RESOLUTION**

WHEREAS the Adrian City Commission, by Resolution #11-051 dated May 2, 2011, adopted the FY2011-12 Budget and General Appropriations Act, which included funding for local street improvements for Seeley Street (\$112,604) and Misc. Resurfacing Projects (\$165,967), of which curb, gutter and sidewalk improvements are a part; and

WHEREAS, on behalf of the City Engineer, the City of Adrian Purchasing Office solicited and obtained bids for curb, gutter and sidewalk improvements from the following five (5) vendors on Tuesday, May 1, 2012:

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
GM & Sons, Inc.	Whitmore Lake, MI	\$ 66,960.00
Eastlund Concrete, Inc.	Holt, MI	\$ 77,014.25
Doan Construction Co.	Ypsilanti, MI	\$ 82,422.50
Audia Concrete, Inc.	Milford, MI	\$ 93,371.00
Sieler Construction Co.	Blissfield, MI	\$129,556.80

WHEREAS the Finance Director indicates that sufficient funds are available for this purpose in the Local Street Fund: \$40,592.50 for Seeley Street (203-451.52-801.203) and \$26,367.50 for Misc. Resurfacing (203-451.10-801.203), for a total project cost of \$66,960.00; and

WHEREAS the City Engineer and City Administrator recommend that the low bid be selected and GM & Sons, Inc., Whitmore Lake, MI be engaged in the City's Standard Professional Services Contract to provide the aforementioned curb, gutter and sidewalk improvements, at a cost not to exceed \$66,960.00.

NOW THEREFORE BE IT RESOLVED that GM & Sons, Inc., Whitmore Lake, MI be engaged in the City's Standard Professional Services Contract to provide specified curb, gutter and sidewalk improvements, at a cost not to exceed \$66,960.00.

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

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

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

**RE: ADMINISTRATION – Planning Commission appointments**

**RESOLUTION**

WHEREAS vacancy exists on the city Planning Commission due to the resignation of James Caldwell due to his relocation away from the city and;

WHEREAS a second vacancy exists due to the expiration of the term of Michael Clegg as city commissioner and;

WHEREAS, Mayor DuMars has recommended the appointment of Thomas Blanton and Don Taylor to serve on the planning commission;

NOW, THEREFORE, BE IT RESOLVED that Charles R. Jacobson be appointed to the position of a city commissioner on the Planning Commission for a term to coincide with his term as city commissioner and that his term as a regular member of the Planning Commission be terminated and

BE IT FURTHER RESOLVED that Thomas Blanton be appointed to fill the unexpired term of James Caldwell, which shall expire in April of 2013 and

BE IT FURTHER RESOLVED that Don Taylor be appointed to the Planning Commission for a term to expire in April of 2015.

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



# REGULAR AGENDA

**SO-1**

May 7, 2012

**SPECIAL ORDER**

The Mayor called for the hearing and consideration of comments regarding the adoption of the proposed FY2012-13 Budget and General Appropriations Act.

Discussion

When the Mayor call for final objections\_\_\_\_\_

\_\_\_\_\_ and he declared the hearing closed.

**RE: Finance Department-FY2012-13 Budget Resolution**

**RESOLUTION**

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

WHEREAS, the City Commission received budget requests from all City Departments, and has reviewed in detail the City Administrator's Fiscal Year 2012-2013 Budget Recommendation; and

WHEREAS, the City Commission, after due deliberation, has formulated a Proposed General Appropriations Act balancing General Fund/General Purpose appropriations at \$9,645,451 with available resources for Fiscal Year 2012-13 and balancing total operations, including Special Revenue Funds (e.g., Major and Local Streets) and Enterprise Funds (e.g., Water and Wastewater Funds) at \$25,162,124, a summary of which is included in the Notice of Public Hearing published in a newspaper of general circulation; and

WHEREAS, a copy of the proposed Budget and General Appropriations Act was published April 27, 2012 and a Public Hearing was held on May 7, 2012 in accordance with the provisions of Section 8.3 of the Adrian City Charter, Public Act 5 of 1982, and the federal, state and local Fiscal Assistance Act of 1972 (P.L. 92-512), as amended; and

WHEREAS, included in the General Appropriations Act are the service charge rates for Dial-A-Ride transportation and Water and Sewer Utilities; Dial-A-Ride rates remain unchanged from FY2010-11; for a typical utility customer using eight units, which is approximately 6000 gallons per month, the water bill will increase \$1.40 per

month and the sewer bill will increase \$1.98 per month for a total increase of \$3.38 per month; and

WHEREAS, the City Administrator recommends several changes to the City's financial Fund structure to better position the City to sustain public services into the future, specifically:

- 1) Establishment of a new Internal Service Fund for Building Space Cost Allocation (Fund #663) to provide a rational mechanism to allocate cost to City operating departments through monthly rental charges on a square foot basis to cover operating costs such as building maintenance, custodial services, insurance and taxes, as well as accumulate annual depreciation for eventual building replacement; transfer of \$400,000 of previously designated General Fund Assigned Fund Balance (101-000.00-393.003) to the newly created Fund for Building Space Cost Allocation (Fund #663) to partially fund \$2,716,701 accumulated depreciation and provide initial working capital;
- 2) Elimination of the Vibrant Small Cities Grant Fund (Fund #283), due to the completion of the grant, and the transfer of all remaining assets to the Major Street Fund (Fund #202);
- 3) Elimination of the DDA-Debt Fund (Fund #394), due to the full retirement of the Limited Tax General Obligation Bonds (\$1,025,000 issued 10/1/92) on March 1, 2012;
- 4) Elimination of the Local Development Finance Authority (LDFA) Fund (Fund #310), due to the full satisfaction of all obligations to Garden State Tanning, Inc.;
- 5) Consolidation of the Community Development Fund (Fund #275), the Economic Development Fund (Fund #276) and the LDFA-GAIDC Fund (Fund #282) into the City's General Fund (Fund #101- Department #895) to coalesce resources for future economic development initiatives. In conjunction with the aforementioned consolidation, the following transactions are contemplated:
  - a. Transfer of all assets, liabilities and fund balances from the consolidated funds to the General Fund, including cash, investments and outstanding loan receivables.

- b. Forgiveness of \$89,000 remaining balance of a \$120,000 Long Term Advance authorized by the City Commission (Resolution #R08-123, dated September 2, 2008) from the LDFA-GAIDC Fund (Fund # 282) to the Community Development Fund (Fund # 275).

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

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

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

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission does hereby adopt and amend the Fiscal Year 2012-2013 Budget and General Appropriations Act recommended by the City Administrator as advertised and placed in the Clerk's Office for public inspection, balancing General Fund/General Purpose appropriations at \$9,645,451 with available resources for Fiscal Year 2012-13 and balancing total operations, including Special Revenue Funds (e.g., Major and Local Streets) and Enterprise Funds (e.g., Water and Wastewater Funds) at \$25,162,124, a summary of which is included in the Notice of Public Hearing published in a newspaper of general circulation.

BE IT FURTHER RESOLVED that the Adrian City Commission authorizes to levy a millage rate of 14.6039 (Operating-13.6293; and Local Streets-0.9746) mills upon

the total Taxable Value of Real and Personal Property (\$391,348,603) so as to generate \$5,742,604, including additions for Industrial Facilities Tax (IFT) Revenue and excluding captured tax revenue for various economic development authorities, to support the FY2012-2013 City of Adrian General Fund Operating and Local Street Budgets.

BE IT FURTHER RESOLVED that the Adrian City Commission authorizes Industrial Facilities Tax (IFT) collections at 7.30195 mills on the total Taxable Value of Real and Personal Property (\$15,151,300) so as to generate \$110,633 to provide additional support for the FY2012-13 City of Adrian General Fund Operating and Local Street Budgets.

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

BE IT FURTHER RESOLVED that the following Water and Sewer Rate Charges continue in effect on July 1, 2012:

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

<u>Meter Size</u>	<u>Current Service Charge Per Month</u>	<u>Proposed Service Charge Per Month</u>
5/8"	<del>\$ 8.50</del>	\$ 9.00
3/4"	<del>\$ 10.13</del>	\$ 10.75
1"	<del>\$ 12.85</del>	\$ 13.62
1 1/2"	<del>\$ 19.30</del>	\$ 20.45
2"	<del>\$ 27.47</del>	\$ 29.12
3"	<del>\$ 44.33</del>	\$ 47.00
4"	<del>\$ 71.84</del>	\$ 76.15
6"	<del>\$135.07</del>	\$143.17
8"	<del>\$278.16</del>	\$294.85
10"	<del>\$419.48</del>	\$444.65

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

Current commodity charge:       \$2.27 per unit  
Proposed commodity charge:       \$2.40 per unit

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

<u>Connection Size (Inches)</u>	<u>Current Monthly Charge</u>	<u>Proposed Monthly Charge</u>
2 ½ and under	<del>\$ 8.48</del>	\$ 9.00
3	<del>\$11.83</del>	\$ 12.54
4	<del>\$15.86</del>	\$ 16.81
6	<del>\$31.50</del>	\$ 33.40
8	<del>\$56.29</del>	\$ 59.67
10	<del>\$95.49</del>	\$101.22

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

Current rate per month	<del>\$30.58</del>
Proposed rate per month	\$31.51
Bulk water at water treatment plant per 100 gallons	\$ 0.88

Sewer Rates.

(2) Commodity Charge.

Current commodity charge:	<del>\$2.97</del> per 100 cubic feet
Proposed commodity charge:	\$3.15 per 100 cubic feet

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

<u>Meter Size</u>	<u>Current Service Charge Per Month</u>	<u>Proposed Service Charge Per Month</u>
5/8"	<del>\$ 11.85</del>	\$ 12.56
3/4"	<del>\$ 16.06</del>	\$ 17.00
1"	<del>\$ 19.85</del>	\$ 21.05
1 1/2"	<del>\$ 27.40</del>	\$ 29.05
2"	<del>\$ 45.37</del>	\$ 48.10
3"	<del>\$ 60.51</del>	\$ 64.14
4"	<del>\$ 90.75</del>	\$ 96.20
6"	<del>\$172.03</del>	\$182.35
8"	<del>\$283.57</del>	\$300.58
10"	<del>\$425.35</del>	\$450.87

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

Current flat rate:	<del>\$41.10</del>
Proposed flat rate:	\$43.57

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

Adrian Township	Current	<del>\$42.10</del>
Madison Township	Proposed	\$44.65

Outside City (master meter rate per unit)		
Adrian Township	Current	\$2.28
	Proposed	\$2.42
Madison Township	Current	<del>\$2.31</del>
	Proposed	\$2.45

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

Service charge for new accounts

Current: \$15.00  
Proposed: \$25.00

Septage Receiving Waste Fees:

Current: ~~\$50.00 per 1000 gallons~~  
Proposed \$55.00 per 1000 gallons

Current and Proposed Water and Sewer Connection Fees:

Water and sewer connection fees shall be paid by the owner for all new and renewed connections to the water and sewer system. These fees shall be paid prior to the issuance of a building permit. The Water Capacity Charge and the Sewer Impact Fee are established to recover the capital investment made to provide service. The Water Tap Installation charge recovers the cost of tapping a water main and installing a service line to the property. The fees result from an analysis of the water and sewer capital assets and capacity. The fees are based on the size of the tap and meter reflecting the potential water and sewer demand.

Water Tap Unit	Water Meter Charge	Residential Equivalent Charge	Water Tap Installation	Water Capacity Size	Sewer Impact Size
3/4"	5/8"	1	\$1,325.00	\$950.00	\$1,150.00
3/4"	3/4"	1.5	\$1,450.00	\$1,250.00	\$1,700.00
1"	1"	2.5	\$1,975.00	\$2,350.00	\$2,850.00
1.5"	1.5"	5	\$2,650.00	\$4,675.00	\$5,675.00
2"	2"	8		\$7,480.00	\$9,075.00
3"	3"	16		\$15,000.00	\$18,000.00
4"	4"	25		\$23,375.00	\$28,325.00
6"	6"	50		\$42,500.00	\$51,500.00
8"	8"	140		\$119,000.00	\$144,000.00
10"	10"	220		\$187,000.00	\$226,600.00

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

- 1) Establishment of a new Internal Service Fund for Building Space Cost Allocation (Fund #663) to provide a rational mechanism to allocate cost to City operating departments through monthly rental charges on a square foot basis to cover operating costs such as maintenance, custodial services, insurance and taxes, as well as accumulate annual depreciation for eventual building replacement; transfer of \$400,000 of previously designated General Fund Assigned Fund Balance (101-000.00-393.003) to the newly created Fund for Building Space Cost Allocation (Fund #663) to partially fund \$2,716,701 accumulated depreciation and provide initial working capital;
- 2) Elimination of the Vibrant Small Cities Grant Fund (Fund #283), due to the completion of the grant, and the transfer of all remaining assets to the Major Street Fund (Fund #202);
- 3) Elimination of the DDA-Debt Fund (Fund #394), due to the full retirement of the Limited Tax General Obligation Bonds (\$1,025,000 issued 10/1/92) on March 1, 2012;
- 4) Elimination of the Local Development Finance Authority (LDFA) Fund (Fund #310), due to the full satisfaction of all obligations to Garden State Tanning, Inc.;
- 5) Consolidation of the Community Development Fund (Fund #275), the Economic Development Fund (Fund #276) and the LDFA-GAIDC Fund (Fund #282) into the City's General Fund (Fund #101- Department #895) to coalesce resources for future economic development initiatives. In conjunction with the aforementioned consolidation, the following transactions are contemplated:
  - a. Transfer of all assets, liabilities and fund balances from the consolidated funds to the General Fund, including cash, investments and outstanding loan receivables.
  - b. Forgiveness of \$89,000 remaining balance of a \$120,000 Long Term Advance authorized by the City Commission (Resolution #R08-123, dated September 2, 2008) from the LDFA-GAIDC Fund (Fund # 282) to the Community Development Fund (Fund # 275).

BE IT FURTHER RESOLVED that \$11,500.00 be appropriated from the Drug Forfeiture Trust Fund (701-000.00-280.000) to be transferred to the General Fund-Police Department Revenue Budget (101-301.00-676.701) for the acquisition of tactical equipment (101-301.00-977.000).

BE IT FURTHER RESOLVED that:

1. The City Administrator is hereby designated the Chief Administrative Officer (CAO) of the City of Adrian and, further, that the Finance Director shall perform the duties of the Chief Fiscal Officer (CFO) as specified in this resolution.
2. The CFO shall provide an orientation session and written instructions for preparing departmental budget requests. These instructions shall include information that the CFO determines to be useful and necessary to assure that the budgetary estimates of the agencies are prepared in a consistent manner and the needs of the CAO and the City Commission are met.
3. Any offices, departments, commissions and boards of the City of Adrian financed in whole or in part by the City of Adrian shall transmit to the CFO their estimates of the amounts of money required for each activity in their respective agencies, as well as their estimate of revenues that will be generated from charges for services. They shall also submit any other information deemed relevant by the CAO, CFO and/or City Commission.
4. The CFO shall prescribe forms to be used by the offices, departments, commissions and boards of the City of Adrian in submitting their budget estimates and shall prescribe the rules and regulations the CFO deems necessary for the guidance of officials in preparing such budget estimates. The CFO may require that the estimates be calculated on the basis of various assumptions regarding level of service. The CFO may also require a statement for any proposed expenditure and a justification of the services financed.
5. The CFO shall prepare estimates of revenue for each budgeted fund, classified to show in detail the amount expected to be received from each source. Estimated of expenditures and revenues shall also be classified by character, object, function and activity consistent with the State Chart of Accounts and Michigan Department of Treasury accounting system classification.

6. The CFO shall review the agency estimates with a representative from each agency of the City of Adrian that has submitted such estimates. The purpose of the review shall be to clarify the estimates, ensure the accuracy, and to determine their adherence to the policies previously enumerated by the CAO, CFO and City Commission as herein required.
7. The CFO shall consolidate the estimates received from the various departments and agencies, together with the amounts of expected revenues, and shall make recommendations relating to those estimates, which shall assure that the total of estimated expenditures, including an accrued deficit, does not exceed the total of expected revenues, including an unappropriated surplus.
8. The recommended budget shall include at least the following:
  - (a) Expenditure data for the most recently completed fiscal year and estimated expenditures for the current fiscal year;
  - (b) An estimate of the expenditure amounts required to conduct the government of the City of Adrian, including its budgetary centers;
  - (c) Revenue data for the most recently completed fiscal year and estimated revenues for the current fiscal year;
  - (d) An estimate of revenues, by source, to be raised or received by the City of Adrian in the ensuing fiscal year;
  - (e) The amount of surplus or deficit from prior fiscal years, together with an estimate of the amount of surplus or deficit expected in the current fiscal year;
  - (f) An estimate of the amount needed for deficiency, contingent or emergency purposes and the amounts needed to pay and discharge the principal and interest of the debt of the City of Adrian due in ensuing fiscal years;
  - (g) The amount of proposed capital outlay expenditures, except those finance by enterprise, capital projects or internal service funds, including the estimated total costs and proposed method of financing of each capital construction project for three (3) years beyond the fiscal year covered by the budget;
  - (h) An informational summary of projected revenues and expenditures/expenses of all capital projects, internal service and enterprise funds;

- (i) A comparison of the revenue and expenditure amounts in the recommended budget to the budget previously adopted, and amended, by the City Commission, with appropriate explanation of the variances;
  - (j) Any other data relating to fiscal conditions that the CAO, CFO and/or City Commission consider to be useful in evaluating the financial needs of the City of Adrian.
9. Not less than ninety (90) days before the next succeeding fiscal year, the CAO shall transmit the recommended budget to the City Commission. The recommended budget shall be accompanied by:
- (a) A proposed general appropriation measure, consistent with the budget, which shall set forth the anticipated revenue and requested expenditure/expense authority, in such form and in such detail deemed appropriate by the City Commission;
  - (b) A budget message, which shall explain the reasons for the increases or decreases in budgeted items compared with the current fiscal year, the policy of the CAO as it relates to important budgetary items, and any other information that the CAO determines to be useful to the City Commission in its consideration of the proposed appropriations;
  - (c) A comparison of the recommended budget to the current year adopted and amended budget, together with an analysis and explanation of the variances therefrom, such variances being divided to show the portion attributable to the current year budget amendments and the portion resulting from the recommended budget.
10. The City Commission may direct the CAO and/or other appointed officials to submit any additional information it deems relevant in its consideration of the budget and proposed appropriations measure. The City Commission may conduct budgetary reviews with the CFO and/or City Departments or agencies for the purpose of clarification or justification of proposed budgetary items.
11. The City Commission may revise, alter or substitute for the proposed general appropriations measure in any way, except that it may not change it in a way that would cause total appropriations, including an accrued deficit, to exceed total estimated revenues, including an unappropriated surplus. An accrued deficit shall be the first item to be resolved in the general appropriations measure.

12. The City Commission shall fix the time and place of a public hearing to be held on the budget and proposed appropriations measure. The City Clerk shall then have published, in a newspaper of general circulation within the City of Adrian, notice of the hearing and an indication of the place at which the budget and proposed appropriations measure may be inspected by the public. This notice must be published at least seven days before the date of the public hearing.
13. No later than June 30, the City Commission shall pass a general appropriations measure providing the authority to make expenditures and incur obligations on behalf of the City of Adrian. The supporting budgetary data to the general appropriations measure shall include at least the following:
  - (a) Expenditure data for the most recently completed fiscal year;
  - (b) The expenditure budget as originally adopted by the City Commission for the current fiscal year;
  - (c) The amended current year appropriations;
  - (d) An estimate of the expenditure amounts required to conduct the government of the City of Adrian, including its budgetary centers;
  - (e) Revenue data for the most recently completed fiscal year and estimated revenues for the current fiscal year;
  - (f) Budgeted Revenue Estimates as originally adopted by the City Commission for the current fiscal year;
  - (g) The amended current year Budgeted Revenues;
  - (h) An estimate of revenues, by source, to be raised or received by the City of Adrian in the ensuing fiscal year;
  - (i) The amount of surplus or deficit from prior fiscal years, together with an estimate of the amount of surplus or deficit expected in the current fiscal year;
  - (j) An estimate of the amount needed for deficiency, contingent or emergency purposes, and the amounts needed to pay and to discharge the principal and interest of the debt of the City of Adrian due in the ensuing fiscal year;
  - (k) The amount of proposed capital expenditures, except those financed by enterprise, capital project or internal service funds, including the

estimated costs and proposed method of financing of each capital construction project and the projected additional annual operating costs and the method of financing the operating costs of each capital construction project for three (3) years beyond the fiscal year covered by the budget;

- (l) An informational summary of projected revenues and expenditures/expenses of capital projects, internal service and enterprise funds;
  - (m) Any other data relating to fiscal conditions that the City Commission considers to be useful in considering the financial needs of the City;
  - (n) Printed copies of the City Commission's Adopted Budget, Financial Plan or any facsimile thereof shall contain all the above data unless otherwise approved by the City Commission.
14. The City Commission may authorize transfers between appropriation items by the CAO or CFO within limits stated in the appropriations measure. In no case, however, may such limits exceed those provided for in paragraph #21 of this resolution.
15. A deviation from the original general appropriations measure shall not be made without first amending the general appropriations measure through action by the City Commission, except within those limits provided for in paragraph #16 of this resolution.
16. Appropriations accumulated at the Department level will be deemed maximum authorization to incur expenditures. The CAO or the CFO shall exercise supervision and control of all budgeted expenditures within these limits, holding expenditures below individual line-item appropriations or allowing overruns in individual line-items, providing that at no time shall the net expenditures exceed the total appropriation for each department as originally authorized or amended by the City Commission. Line-item detail by cost center and allotments, which provide a monthly calendarization of annual appropriations, as deemed necessary by the CFO, shall be maintained and utilized as an administrative tool for management information and cost control. The CFO shall not approve any expenditure beyond that necessary to accomplish stated program or work objectives authorized in the general appropriations measure as originally approved unless amended, in which case the amendment takes precedence.

17. The CFO shall maintain, for all budgeted funds, appropriation ledger accounts in which are to be recorded such expenditures, encumbrances and obligations for the future payment of appropriated funds as the CCFO may approve.
18. Each Purchase Order, Voucher, or Contract of the City of Adrian shall specify the funds and appropriation designated by number assigned in the accounting system classification from which it is payable and shall be paid from no other fund or appropriation. The necessary amount of the appropriation from such account shall be transferred pursuant to the provisions of this resolution to the appropriate general appropriation account and the expenditure then charged thereto.
19. No obligation shall be incurred against, and no payment shall be made from, any appropriation account unless there is sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation. Any obligation incurred or payment authorized in violation of this resolution shall be void and any payment so made illegal, except those otherwise ordered by court judgment or decree.
20. The CFO, after the end of each fiscal quarter, shall transmit to the City Commission a report depicting the financial condition of budgeted operations, including, but not limited to:
  - (a) A forecast of actual revenues by major source compared with budgeted revenues accompanied by an explanation of any significant variances; and
  - (b) A forecast of actual expenditures and encumbrances by department compared with authorized appropriations accompanied by an explanation of any significant variances.
21. Direct expenditure and/or transfers of any unencumbered balance or any portion thereof in any appropriation for transfer account to any other appropriations account may not be made without amendment of the general appropriations measure as provided for in this resolution, except that transfers within and between budgeted funds and departments may be made by the CFO in the following instances:
  - (a) Transfers may be made between accounts as authorized by the CAO up to a maximum of \$10,000;
  - (b) Transfers may be made from the non-departmental overtime account and salary/fringe benefit adjustment account to the appropriate

departmental budget as specific overtime requests are reviewed and approved by the CAO. Additionally, overtime appropriations may be transferred between departments, if authorized by the CAO;

22. The Chief Administrative Officer (City Administrator) is granted expenditure authority up to a maximum of \$10,000 per transaction and, in compliance with Section 12.1 of the City Charter, sealed bids shall be obtained for all materials, supplies and public improvements in amounts equal to or greater than the aforementioned spending limit.
23. The City Commission may make supplemental appropriations by amending this general appropriations measure as provided by this resolution, provided that revenues in excess of those anticipated in the original appropriations measure become available due to:
  - (a) An unobligated surplus from prior years becoming available;
  - (b) Current year revenue exceeding original estimates in amounts sufficient enough to finance increased appropriations. The City Commission may make a supplemental appropriation by increasing the dollar amount of an appropriation item in the original general appropriations measure or by adding additional items. At the same time the estimated amount from the source of revenue to which the increase in revenue may be attributed shall be increased, or other source an amount shall be added to the appropriation account in a sum sufficient to equal the supplemental expenditure amount. In no case may such appropriation cause total estimated expenditures, including an accrued deficit, to exceed total estimated revenues, including an unappropriated surplus.
24. Whenever it appears to the CAO, CFO or City Commission that actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such funds were based, the CAO shall present to the City Commission recommendations which, if adopted, will prevent expenditures from exceeding available resources for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both. After receiving the recommendations of the CAO for bringing appropriations into balance with estimated revenues, the City Commission shall amend the general appropriations measure to reduce

- appropriations or shall approve such measures necessary to provide revenues sufficient to equal appropriations, or both.
25. All appropriations are annual and the unexpended portion shall lapse at year-end. Encumbrances and Appropriations Carried Forward will be recorded as a reservation of fund balance and the subsequent year's budget amended to provide authority to complete these transactions. Appropriations shall not be carried forward for more than six (6) months into the budget year following the year in which they were originally appropriated.
  26. A member of the City Commission, the CAO, CFO, appointed official, administrative officer or employee of the City of Adrian shall not: (1) create a debt, incur a financial obligation on behalf of the City against an appropriation account in excess of the amount authorized, (2) apply or divert money of the City for purposes inconsistent with those specified in this general appropriations measure as approved and amended by the City Commission, not (3) forgive a debt or write off an account receivable without appropriate authorization of the City Commission.
  27. All Internal Service Fund budgets that have depreciable assets shall have a capital budget with detail supporting the amount of annual depreciation therein included, as well as a fiscal plan for replacing, upgrading or disposing of those assets.
  28. The budgetary system shall be maintained on the same basis of accounting (generally accepted accounting principals) as the actual financial information is maintained.
  29. Any violation of the general appropriations measure by the CAO, CFO, any administrative officer, employee or member of the City Commission detected through application of generally accepted accounting procedures utilized by the City of Adrian, or disclosed in an audit of the financial records and accounts of the City, shall be filed with the State Treasurer and reported by the State Treasurer to the Attorney General. Pursuant to Public Act 621 of 1978, the Uniform Budgeting and Accounting Act for Local Government, the Attorney General shall review the report and initiate appropriate action against the person or persons in violation. For use and benefit of the City of Adrian, the Attorney General or Prosecuting Attorney may institute a civil and/or criminal action in a court of competent jurisdiction for the recovery of City funds disclosed by an examination to have been illegally expended or

collected as a result of malfeasance, and for the recovery of public property disclosed to have been converted or misappropriated.

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

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

**SPECIAL ORDER**

The Mayor called for the hearing and consideration of comments to closing out the River Interceptor Improvement and Façade Improvement grants received from the MEDC.

Discussion

When the Mayor call for final objections \_\_\_\_\_

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and he declared the hearing closed.

**RESOLUTION**

**RE: FORMAL GRANT CLOSE OUT of the MSC209145ICE CDBG River Interceptor Improvement and MSC209196CDF Façade Improvement grants**

WHEREAS, the City Of Adrian received from the Michigan Economic Development Corporation two Community Development Block Grants, one for River Interceptor Improvements and one for Façade Improvements; and

WHEREAS, the City of Adrian held a public hearing prior to the grant close out; and

WHEREAS, the Grantee is required to submit a formal grant close out;

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby authorizes the formal close out of MSC209145ICE River Interceptor Improvement and MSC209196CDF Façade Improvement grants received from the MEDC.

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

# MEMO

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DATE: April 26, 2012  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Farm Rental Agreements

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For the past several years, the City has entered into annual rental agreements with two farmers for the Witt Farm and the Marvin Farm properties. Last year the rental amounts per acre were increased to \$100 per acre, and it is recommended to continue that price for the current year. Both farmers have contacted the City and are willing to continue on the same terms as previous years. While it is possible to place the rental property up for bid, since the City has had a positive relationship over the past several years with both farmers, and since it is believed that the rental rate is reasonable under the circumstances, it is recommended that we continue with the current situation without proceeding to receive any formal bids.

As such, I have prepared two resolutions to approve annual lease agreements with Mr. Fred Feight for the Witt Farm, and with Jimmy Marvin for the Marvin Farm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Dane C. Nelson'.

Dane C. Nelson  
City Administrator

DCN:mld

## FARM LEASE

This Lease Agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2012, between the undersigned Landlord and undersigned Tenant:

WITNESSETH:

The Landlord for and in consideration of the rents and covenants hereinafter mentioned to be paid and performed by the said Tenant, has demised, leased, and by these premises does demise, lease and let unto the said Tenant the following described land, to wit:

One hundred fifty-seven (157) acres of land adjacent to Beecher Road in the City of Adrian. The exact area to be farmed shall be the land purchased by the Landlord on May 23, 2003, from members of the Marvin family.

1. The term of this lease shall be from the date of this agreement to the last day of December 2012.
2. As rent hereunder, the Tenant shall pay the sum of \$100.00 per acre for 157 acres, said rent to be paid as follows: \$15,700.00 when the crops are removed, but not later than January 30, 2013.
3. The Landlord shall pay all taxes on the real estate above described.
4. The Landlord shall give the Tenant quiet and peaceful possession of the above described premises so long as Tenant performs the terms and conditions contained herein. Notwithstanding this covenant, the Tenant understands that the Landlord may endeavor to use the rented land for purposes other than farming during the term of this Lease. It is understood by the Tenant that the Landlord, or anyone authorized by the Landlord, may enter onto the rented land for inspections. If any damage occurs to any growing crops, the Landlord will reimburse the Tenant for any such loss. The Landlord is also authorized to terminate this Lease as to a portion or all of the rented land during the term of this Lease and in the event the Landlord chooses to do so, the Tenant will be reimbursed for any loss sustained.
5. The Tenant shall not remove any trees, bushes, other natural vegetation, or fencing and fence posts without the written consent of the Landlord.
6. The Tenant covenants and agrees that he shall not assign, transfer, or sublet said premises, or any part thereof, without the written consent of the Landlord.
7. The Tenant shall farm the crop land in an efficient and businesslike way, doing the plowing, seeding, cultivating, fertilizing, herbiciding and harvesting at the proper time and in the proper manner in accordance with the usual farming practices followed in this area.
8. The Tenant shall not commit waste on or damage to the premises and will use due care to prevent their employees, agents, or others entering on the premises with their permission from so doing.
9. The Tenant agrees to yield possession of the demised premises at the end of the term of this lease, however, if climatic conditions prevent the Tenant from removing their crops by the end of the term of this lease, they shall have a reasonable period of time after the term to do

so.

10. The Tenant agrees to discontinue the practice of no-till farming and will plow under debris present after harvest.
11. The Tenant shall not plant any crops on the premises which could not normally be harvested prior to the end of the term of this lease.
12. The Tenant has been advised by the Landlord that the land is now subject to an oil and gas lease and that the holder of the lease has the right to enter said property for testing, drilling, etc.
13. If default is made in the payment of rent above referred to or any part thereof, or any of the agreements herein contained to be kept by the Tenant, it shall be lawful for the Landlord, without notice, to declare the term ended and to remove and put out the Tenant or any person or persons occupying the premises, using such force as may be deemed necessary in so doing. In the event of such a default, the Landlord shall have a lien on the growing crops and may, at his option, take over the farming operations and harvest and market the crops, the proceeds of which shall be applied first to the reasonable labor and expenses of the Landlord in growing and marketing said crops, with the then remaining balance to be applied to the unpaid rent due hereunder, and the remaining balance, if any, to be divided equally between the Landlord and the Tenant, after affording the Tenant a reasonable amount for his costs and labor in connection with the crops.
14. The Landlord does covenant that the Tenant, on paying the aforesaid installments of rent and performing all of the covenants aforesaid, shall and may peacefully and quietly have, hold, and enjoy the premises for the term aforesaid.
15. Tenant agrees to work with the Landlord to eliminate waterborne debris onto adjacent property.

This agreement shall be binding on the parties hereto, their respective heirs, representatives, successors and assigns.

IN WITNESS WHEREOF we make our hands and seals the date first above written.

IN THE PRESENCE OF:

\_\_\_\_\_

\_\_\_\_\_

LANDLORD:  
City of Adrian

By: \_\_\_\_\_  
Greg DuMars  
Its: Mayor

TENANT:

By: \_\_\_\_\_  
James Marvin  
7151 W. Beecher Rd.  
Clayton, MI 49235

**R12-047**

May 7, 2012

RESOLUTION

WHEREAS, the City of Adrian is the owner of approximately 157 acres of land adjacent to Beecher Road in the City of Adrian; and

WHEREAS, a portion of the real estate is tillable; and

WHEREAS, the City Administrator has negotiated a proposed Lease Agreement with the previous farmer of said property, which terms have been reviewed by the City Commission and found to be in the best interest of the City to ratify.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Mayor is hereby authorized to enter into a Farm Lease Agreement with James Marvin to rent approximately 157 acres of tillable ground on the above mentioned parcel of real estate for One Hundred (\$100.00) Dollars per acre for a period ending December 31, 2012, and subject to other terms acceptable to the City Administrator.

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

# MEMO

---



DATE: April 26, 2012  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Farm Rental Agreements

---

For the past several years, the City has entered into annual rental agreements with two farmers for the Witt Farm and the Marvin Farm properties. Last year the rental amounts per acre were increased to \$100 per acre, and it is recommended to continue that price for the current year. Both farmers have contacted the City and are willing to continue on the same terms as previous years. While it is possible to place the rental property up for bid, since the City has had a positive relationship over the past several years with both farmers, and since it is believed that the rental rate is reasonable under the circumstances, it is recommended that we continue with the current situation without proceeding to receive any formal bids.

As such, I have prepared two resolutions to approve annual lease agreements with Mr. Fred Feight for the Witt Farm, and with Jimmy Marvin for the Marvin Farm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dane C. Nelson".

Dane C. Nelson  
City Administrator

DCN:mld

## FARM LEASE

This Lease Agreement entered into this \_\_\_\_\_ day of April, 2012, between the undersigned Landlord and undersigned Tenant:

WITNESSETH:

The Landlord for and in consideration of the rents and covenants hereinafter mentioned to be paid and performed by the said Tenant, has demised, leased, and by these premises does demise, lease and let unto the said Tenant the following described land, to-wit:

Sixty-two (62) acres of land adjacent to M52 in the City of Adrian. The exact area to be farmed shall be agreed between the parties.

1. The term of this lease shall be from the \_\_\_\_\_ day of April, 2012, to the last day of December, 2012.
2. As rent hereunder, the Tenant shall pay the sum of \$100.00 per acre for 62 acres, said rent to be paid as follows: \$3,100.00 on or before September 1, 2012 and the balance of \$3,100.00 on or before December 15, 2012.
3. The Landlord shall pay all taxes on the real estate described above.
4. The Landlord shall give the Tenant quiet and peaceful possession of the abovedescribed premises so long as Tenant performs the terms and conditions contained herein. Notwithstanding this covenant, the Tenant understands that the Landlord may endeavor to use the rented land for purposes other than farming during the term of this Lease. It is understood by the Tenant that the Landlord, or anyone authorized by the Landlord, may enter onto the rented land for inspections. If any damage occurs to any growing crops, the Landlord will reimburse the Tenant for any such loss. The Landlord is also authorized to terminate this Lease as to a portion or all of the rented land during the term of this Lease and in the event the Landlord chooses to do so, the Tenant will be reimbursed for any loss sustained.
5. The Tenant shall not remove any trees, bushes, other natural vegetation, or fencing and fence posts without the written consent of the Landlord.
6. The Tenant covenants and agrees that he shall not assign, transfer, or sublet said premises, or any part thereof, without the written consent of the Landlord.
7. The Tenant shall farm the crop land in an efficient and businesslike way, doing the plowing, seeding, cultivating, fertilizing, herbiciding and harvesting at the proper time and in the proper manner in accordance with the usual farming practices followed in this area.
8. The Tenant shall not commit waste on or damage to the premises and will use due care to prevent their employees, agents, or others entering on the premises with their permission from so doing.
9. The Tenant agrees to yield possession of the demised premises at the end of the term of this lease, however, if climatic conditions prevent the Tenant from removing their crops by the end of the term of this lease, they shall have a reasonable period of time after the term to do

so.

10. The Tenant shall not plant any crops on the premises which could not normally be harvested prior to the end of the term of this lease.
11. The Tenant has been advised by the Landlord that the land is now subject to an oil and gas lease and that the holder of the lease has the right to enter said property for testing, drilling, etc.
12. If a default be made in the payment of rent above referred to or any part thereof, or any of the agreements herein contained to be kept by the Tenant, it shall be lawful for the Landlord, without notice, to declare the term ended and to remove and put out the Tenant or any person or persons occupying the premises, using such force as may be deemed necessary in so doing. In the event of such a default, the Landlord shall have a lien on the growing crops and may, at his option, take over the farming operations and harvest and market the crops, the proceeds of which shall be applied first to the reasonable labor and expenses of the Landlord in growing and marketing said crops, with the then remaining balance to be applied to the unpaid rent due hereunder, and the remaining balance, if any, to be divided equally between the Landlord and the Tenant, after affording the Tenant a reasonable amount for his costs and labor in connection with the crops.
13. The Landlord does covenant that the Tenant, on paying the aforesaid installments of rent and performing all of the covenants aforesaid, shall and may peacefully and quietly have, hold, and enjoy the premises for the term aforesaid.
14. Should the Landlord remove a portion of the land for development purposes after the Tenant has planted that year's crop, the Landlord agrees to pay the Tenant for the cash outlay of seed, fertilizer and herbicide used on that portion of said land.

This agreement shall be binding on the parties hereto, their respective heirs, representatives, successors and assigns.

IN WITNESS WHEREOF we make our hands and seals the date first above written.

IN THE PRESENCE OF:

LANDLORD:  
City of Adrian

By:

Greg DuMars  
Its: Mayor

TENANT:

By: \_\_\_\_\_

Fred Feight  
1760 W. Russell Road  
Tecumseh, MI 49286

**RESOLUTION**

**RE: ADMINISTRATION – Farm Lease Agreement with Fred Feight – Former Witt Farm**

WHEREAS, the City of Adrian is the owner of approximately sixty-two (62) acres of land adjacent to M-52, formerly known as the Witt Farm; and

WHEREAS, a portion of the real estate is tillable; and

WHEREAS, the City Administrator has negotiated a proposed Lease Agreement with the previous farmer of said property, which terms have been reviewed by the City Commission and found to be in the best interest of the City to approve.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Mayor is hereby authorized to enter into a Farm Lease Agreement with Fred Feight to rent approximately sixty-two (62) acres of tillable ground on the above-mentioned parcel of real estate for One Hundred (\$100.00) Dollars per acre for a period ending December 31, 2012, and subject to other terms acceptable to the City Administrator.

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

# MEMO

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DATE: April 26, 2012

TO: Honorable Mayor and City Commission

FROM: Dane C. Nelson, City Administrator

SUBJECT: Temporary Signage During South Main Construction Project

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The State of Michigan has announced that there will be a complete reconstruction of a significant portion of South Main Street during the summer and fall months of 2012. During this construction project, there will be a number of temporary traffic changes which will affect every vehicle that traverses this area, and which will in turn affect the numerous businesses located throughout this construction zone. During this project, businesses will be severely impacted by the changing traffic flow and construction project and will need considerable flexibility and understanding from City officials in order to maintain normal business operations. One of the concerns that has been raised is that there may be a need for additional temporary signage which may or may not be permitted under the current City of Adrian sign ordinance. As such, I have prepared the attached resolution that would authorize my office to issue temporary sign permits with all fees waived to try to accommodate the various needs that may come up during this construction project. I would have liked to be more specific, but I do not believe it is possible to come up with one solution for the potentially numerous proposals and situations that may arise during this project. It is important for the City Commission to recognize the value of these businesses to the City and we should do all we can to assist these businesses during this lengthy construction season, and I believe that this resolution will be one area where we can provide such assistance. As such, I recommend your approval of the attached resolution.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Dane C. Nelson'.

Dane C. Nelson  
City Administrator

DCN:mld

**R12-049**

May 7, 2012

**RE: City Commission – Resolution to authorize the City Administrator to issue temporary sign permits during time frame of the South Main construction project**

**RESOLUTION**

WHEREAS, the State of Michigan has announced construction plans for a significant portion of South Main Street in the City of Adrian, for the summer and fall of 2012; and

WHEREAS, the project is expected to continue through November of 2012; and

WHEREAS, this construction work will include numerous, ever changing and significant alterations to the customary flow of traffic in this area until the project is completed; and

WHEREAS, this project is expected to therefore cause interruptions to local businesses and confusion to motorists who are patrons of businesses in the affected areas of construction; and

WHEREAS, the Adrian City Commission desires to assist all affected businesses by relaxing rules pertaining to signage on a temporary basis in order to assist where it can to minimize the impact of this project on all of such businesses.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Adrian City Commission does hereby authorize the Adrian City Administrator to issue temporary sign permits for whatever time frame and under such conditions as may be set forth in the discretion of the City Administrator to business owners affected by the South Main construction project in order to minimize the impact of this project on local businesses and that any fees customarily charged for sign permits shall be waived for any of the permits issued pursuant to this resolution.

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

# MEMO

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DATE: April 26, 2012

TO: Honorable Mayor and City Commission

FROM: Dane C. Nelson, City Administrator

SUBJECT: Buckeye Products Site/EPA Grant

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The City has been awarded a grant from the EPA in the amount of \$200,000 to remediate contamination at the former Buckeye Products site on Beecher Street. There is a match required of \$40,000. Lenawee County has agreed to pay one half of the match with the City paying the other half. The City will pay its share of the match from Brownfield funds currently available. If the property is ever sold after the site is remediated, the City and the County would be reimbursed on a 50-50 basis.

Bids were received for the remediation work. The bid tabulation is attached. Cindy Prue and I individually reviewed the bids and both had concern over various assumptions and other items that were contained in the low bid proposal. This company provided an alternate bid in the amount of \$266,990, which appeared to best handle all of the proposed activity, which would have made it much higher than the other two lower bidders. We interviewed the next lowest bidder, being TSP Service Inc. of Livonia, Michigan, and found that the representatives had a reasonable plan and had the experience and capability needed for the project. The third lowest bidder, ASTI Environmental, has been the prior contractor for the City for all prior work on this site. However, the bid specifications indicated that each bidder was required to attend a pre-bid meeting, and ASTI did not have a representative attend. As such, while normally I would prefer proceeding with ASTI Environmental, in this case I believe that the bid should be awarded to TSP Services, Inc. in order to keep the integrity of the bid process intact. As such, I recommend accepting the bid of TSP Services, Inc. of Livonia, Michigan in the amount of \$230,205.

Respectfully submitted,

Dane C. Nelson  
City Administrator

DCN:mld

CITY OF ADRIAN, MICHIGAN  
BUCKEYE - 410 E. BEECHER STREET CLEANUP  
DUE DATE: FEBRUARY 23, 2012

BIDDER	PRICE	
ASTI Environmental Brighton, MI	\$ 235,000.00	
TSP Service Inc Livonia, MI	\$ 230,205.00	
K&D Industries Midland MI	\$ 225,000.00	<i>alt</i> 216,990
PSI Plymouth, MI		
AKT Peerless Farmington, MI	\$305,050.00	

*wed April 25  
2:00*

**R12-050**

May 7, 2012

**RE: ADMINISTRATION – Authorization to purchase consultant services to manage an Environmental Protection Agency grant**

WHEREAS, the City of Adrian has been awarded a grant from the Environmental Protection Agency in the amount of \$200,000 to be applied towards the environmental cleanup of the former Buckeye products site at 410 East Beecher Street and;

WHEREAS, the grant requires a \$40,000 match, which will be divided equally between the County of Lenawee and the City and;

WHEREAS, the funds for the city match will be disbursed from the contingency account in the Brownfield fund and;

WHEREAS, bids were received to retain a consultant to manage the project and after review by staff, it has been recommended that the bid of TSP Service, Inc of Livonia, Michigan be accepted in the amount of \$230,205.;

NOW THEREFORE, IT IS HEREBY RESOLVED that the bid by TSP Service of Livonia, Michigan be accepted in the amount of \$230,205. and that funds for the city match of \$20,000 be appropriated from the Brownfield Redevelopment Fund Unreserved/Unassigned Fund Balance Account (279-000.00-390.000) and that FY2011-12 Budget be amended as follows:

Brownfield Redevelopment Fund (279)

Revenue:

279-000.00-697.000	Prior Years Revenue	\$20,000.
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Expenses:

279-290.00-801.000	Contract Services	\$20,000.
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On motion by Commissioner \_\_\_\_\_, seconded by  
Commissioner \_\_\_\_\_, this resolution was \_\_\_\_\_  
By a \_\_\_\_\_ vote.

# MEMO

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DATE: April 30, 2012  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Sale of 138 S. Winter Street

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I received a call from Larry Ackley, who is the owner of Larry's Custom Cycles, which is a local business located on S. Winter Street in the City of Adrian. Mr. Ackley asked whether or not he could purchase the vacant lot that is located to the east of his property for a nominal sum with the lot to be potentially used by his business. The City purchased this lot several years ago and used grant money to demolish the dilapidated structure that was located on it. It is now vacant and has no current or prospective use for the City. Mr. Ackley and I discussed the sum of \$500.00 as a value for the property which is acceptable to him. I have attached a proposed resolution if the Commission wishes to proceed with this transaction.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dane C. Nelson".

Dane C. Nelson  
City Administrator

DCN:mld

**RESOLUTION**

**RE: Administration – resolution to approve the verbal offer from Larry Ackley to purchase 138 S. Winter and to authorize the Mayor and City Clerk to execute a quit claim deed.**

WHEREAS, the City Of Adrian has identified various properties of real estate located in the City of Adrian that are owned by the City and have no present or intended future use; and

WHEREAS, the City has received an offer from Larry Ackley to purchase a vacant lot located at 138 S. Winter Street for the sum of \$500.00; and

NOW, THEREFORE, BE IT RESOLVED that the verbal offer to purchase 138 S. Winter Street in the amount of \$500.00 from Larry Ackley be, and is hereby, accepted and that the Mayor and City Clerk are hereby authorized to execute a quit claim deed to convey the interest of the City of Adrian in said property to Larry Ackley for the sum of \$500.00 and said property conveyed in its present AS-IS condition with no warranties.

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



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**MEMO**

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Date: April 30, 2012

To: Dane C. Nelson, City Administrator  
Hon. Gregg DuMars, Mayor  
City Commission

From: Jeffrey C. Pardee, Finance Director

**Re: FY2011-12 Third 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 Third Quarter Financial Forecast highlighted several misc. increases and decreases, resulting in a net increase of \$199,225, including the following:

- Building Permits & Inspections	\$120,000
- Oil Lease Proceeds	114,558
- Rental Housing Registration Program	15,000
- Electrical Inspections	10,000
- Heating Inspections	6,000
- Plumbing Inspections	5,000
- Library Contrib-Lenawee County (Legal Svcs)	4,667
- Penalties & Interest on Taxes	(20,000)
- Tax Collection Fees	(20,000)
- Ordinance Fines & Costs	(15,000)
- Livescan Applicant Fingerprinting	(10,000)
- Investment Income	(10,000)
- Principle Residence Denial Penalty	( 1,000)
Total	<u>\$199,225</u>

**General Fund Expenditures:**

Appropriation amendments for the General Fund basically offset one another with increases due costs associated with the Adrian Training School acquisition, basement sewage improvements at the Adrian Public Library, and uniform replacement for inspectors and other union-represented personnel, offset by reduced Motor Vehicle expenses for the Engineering Department. **The net effect of both the revenue and expenditure adjustments enables an increase in the Contingency Account to a new balance in the amount of \$372,265.**

**The end result is a total increase in General Fund expenditures - \$199,225 - which brings total appropriations in balance with estimated revenues - \$10,199,756, as required by PA621 of 1978, the Uniform Budgeting and Accounting Act for Local Units of Government.**

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

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

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>GENERAL FUND REVENUE (101):</b>								
Revenues								
<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	\$40	\$40	(\$160)	-80.0%	
672.000 OIL LEASE PROCEEDS	0	45,442	45,442	2,000	160,000	114,558	252.1%	
695.000 OTHER	0	0	0	200	200	200		
<b>Total - Dept 209.00</b>	<b>\$200</b>	<b>\$45,642</b>	<b>\$45,442</b>	<b>\$2,240</b>	<b>\$160,240</b>	<b>\$114,598</b>	<b>251.1%</b>	
<b>Dept 201.00: FINANCE DEPARTMENT</b>								
445.000 PENALTIES & INTEREST ON TAXES	\$70,000	\$70,000	\$0	\$20,401	\$50,000	(\$20,000)	-28.6%	
480.000 DOG LICENSES	2,000	100	(1,900)	87	100	0	0.0%	
607.000 TAX COLLECTION FEES	220,000	220,000	0	174,451	200,000	(20,000)	-9.1%	
664.000 INVESTMENT INCOME	140,000	70,000	(70,000)	38,737	60,000	(10,000)	-14.3%	Market Rates
676.133 CONTRIB.-INDIRECT COST ALLOCATION	135,215	135,215	0	67,608	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	270	100	100		
696.000 CASH OVER/SHORT	0	0	0	(269)	(300)	(300)		
<b>Total - Dept 201.00</b>	<b>\$572,215</b>	<b>\$500,315</b>	<b>(\$71,900)</b>	<b>\$301,285</b>	<b>\$450,115</b>	<b>(\$50,200)</b>	<b>-10.0%</b>	
<b>Dept 209.00: CITY ASSESSOR</b>								
444.000 PRINCIPLE RES. DENIAL PENALTY	\$2,000	\$5,000	\$3,000	\$3,527	\$4,000	(\$1,000)	-20.0%	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>\$5,100</b>	<b>\$3,000</b>	<b>\$3,527</b>	<b>\$4,100</b>	<b>(\$1,000)</b>	<b>-19.6%</b>	
<b>Dept 210.00: CITY ATTORNEY</b>								
488.000 CONTRACT SERVICES	\$11,000	\$11,000	\$0	\$8,253	\$11,000	\$0	0.0%	
488.275 CONTRACT SERVICES-CMM DEV	0	2,000	2,000	2,250	2,250	250	12.5%	
490.000 LEGAL SERVICES	100	100	0	0	100	0	0.0%	
<b>Total - Dept 210.00</b>	<b>\$11,100</b>	<b>\$13,100</b>	<b>\$2,000</b>	<b>\$10,503</b>	<b>\$13,350</b>	<b>\$250</b>	<b>1.9%</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	50	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	55	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	(3,435)	100	0	0.0%	
695.000 OTHER	1,100	1,100	0	775	1,100	0	0.0%	
<b>Total - Dept 215.00</b>	<b>\$9,600</b>	<b>\$9,600</b>	<b>\$0</b>	<b>(\$2,555)</b>	<b>\$9,600</b>	<b>\$0</b>	<b>0.0%</b>	

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE		VARIANCE		EXPLANATION
	ADOPTED	AMENDED	over/(under)	ACTUAL	FORECAST	FORECAST TO BUDGET		
	BUDGET	BUDGET	ADOPTED			AMOUNT	PERCENT	
<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	\$95	\$1,000	\$0	0.0%	
628.000 FOUNDATIONS - CEMETERY	11,000	11,000	0	5,634	11,000	0	0.0%	
629.000 GRAVE OPENINGS	40,000	40,000	0	26,600	40,000	0	0.0%	
630.000 UPKEEP OF CEM LOTS (NOT PC)	10,000	10,000	0	5,908	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	1,271	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>\$39,508</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	\$645	\$800	\$400	100.0%	
506.000 SPS SRO GRANT	42,000	42,000	0	27,333	42,000	0	0.0%	
513.000 BULLET PROOF VEST GRANT	1,000	1,000	0	0	1,000	0	0.0%	
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	35,804	74,000	0	0.0%	
540.000 POLICE JAG GRANT - COMPUTER EQUIP.	0	13,532	13,532	13,511	13,532	0	0.0%	
543.000 POLICE TRAINING GRANT	7,000	7,000	0	3,028	7,000	0	0.0%	
576.000 LIQUOR LICENSES	13,000	14,000	1,000	14,114	14,000	0	0.0%	
624.000 LIVESCAN APPLICANT FINGERPRINTING	30,000	30,000	0	13,585	20,000	(10,000)	-33.3%	
627.000 DUPLICATING & PHOTOSTATS	6,000	6,000	0	3,345	6,000	0	0.0%	
656.000 PARKING FINES	19,000	19,000	0	13,510	19,000	0	0.0%	
659.000 ORDINANCE FINES & COSTS	75,000	75,000	0	38,500	60,000	(15,000)	-20.0%	
660.000 TOW & IMPOUND FEES	12,000	12,000	0	5,730	9,000	(3,000)	-25.0%	
675.000 DONATIONS-PRIVATE	0	14,000	14,000	16,852	17,000	3,000	21.4%	
675.001 DONATIONS-POLICE RESERVES	0	1,200	1,200	1,600	2,000	800		
675.008 DONATIONS-AUXILLIARY	3,000	3,000	0	0	0	(3,000)	-100.0%	
676.701 CONTRIB - TRUST FUND	5,000	12,000	7,000	0	7,000	(5,000)	-41.7%	
684.000 SAFETY CITY	2,000	2,000	0	100	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	300	1,000	0	0.0%	
695.000 OTHER	6,000	6,000	0	3,136	6,000	0	0.0%	
<b>Total - Dept 301.00</b>	<b>\$303,400</b>	<b>\$340,132</b>	<b>\$36,732</b>	<b>\$190,893</b>	<b>\$308,332</b>	<b>(\$31,800)</b>	<b>-9.3%</b>	
<b>DEPT 336.00: FIRE DEPARTMENT</b>								
544.000 FIRE PROTECTION PAYMENT	\$0	\$7,700	\$7,700	\$7,647	\$7,700	\$0		State Facilities
<b>Total - Dept 336.00</b>	<b>\$0</b>	<b>\$7,700</b>	<b>\$7,700</b>	<b>\$7,647</b>	<b>\$7,700</b>	<b>\$0</b>		

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE		VARIANCE		EXPLANATION
	ADOPTED	AMENDED	over/(under)	ACTUAL	FORECAST	FORECAST TO BUDGET		
	BUDGET	BUDGET	ADOPTED			AMOUNT	PERCENT	
<b>Dept 371.00: INSPECTION DEPARTMENT</b>								
454.00 JUNK DEALERS & SCAVENGERS	\$0	\$0	\$0	\$10	\$100	\$100		
458.000 VENDORS-HAULERS & PEDDLERS	0	200	200	530	600	400		
463.000 PERMITS-SIGNS & HANGERS	1,000	1,000	0	990	1,000	0	0.0%	
477.000 BUILDING	80,000	80,000	0	182,633	200,000	120,000	150.0%	
478.000 ELECTRICAL	25,000	25,000	0	30,348	35,000	10,000	40.0%	
479.000 HEATING	24,000	24,000	0	25,944	30,000	6,000	25.0%	
482.000 PLUMBING	10,000	10,000	0	13,400	15,000	5,000	50.0%	
483.000 SEWER TAPPING	100	100	0	0	100	0	0.0%	
485.000 ZONING PERMITS & FEES	3,000	3,000	0	2,000	3,000	0	0.0%	
486.000 MISCELLANEOUS	500	500	0	467	500	0	0.0%	
487.000 RENTAL HOUSING REGISTRATION	15,000	15,000	0	28,666	30,000	15,000	100.0%	
673.106 WEED MOWING	0	3,000	3,000	2,496	3,000	0		
<b>Total - Dept 371.00</b>	<b>\$158,600</b>	<b>\$161,800</b>	<b>\$3,200</b>	<b>\$287,484</b>	<b>\$318,300</b>	<b>\$156,500</b>	<b>96.7%</b>	
<b>Dept 441.00: DEPARTMENT OF PUBLIC WORKS</b>								
481.000 SIDEWALK-CURB & EXCAVATING	\$2,000	\$2,000	\$0	\$1,423	\$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%	
695.004 SALE OF SIGNS	0	300	300	298	300	0		
<b>Total - Dept 441.00</b>	<b>\$2,300</b>	<b>\$2,600</b>	<b>\$300</b>	<b>\$1,721</b>	<b>\$2,600</b>	<b>\$0</b>	<b>0.0%</b>	
<b>Dept 449.00: ENGINEERING DEPARTMENT</b>								
483.000 STORM SEWER TAPPING	\$0	\$100	\$100	\$35	\$100	\$0		
671.000 RENTS	30,000	30,000	0	24,942	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>\$34,100</b>	<b>\$100</b>	<b>\$24,977</b>	<b>\$34,100</b>	<b>\$0</b>	<b>0.0%</b>	

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE		VARIANCE		EXPLANATION
	ADOPTED	AMENDED	over/(under)	ACTUAL	FORECAST	FORECAST TO BUDGET		
	BUDGET	BUDGET	ADOPTED			AMOUNT	PERCENT	
<b>Dept 691.00: RECREATION DEPARTMENT</b>								
651.053 USE/ADM FEES-REC-CONCESSIONS	\$26,000	\$26,000	\$0	\$16,916	\$26,000	\$0	0.0%	
651.054 USE/ADM FEES-REC-YOUTH SPORTS	11,200	11,200	0	11,209	11,200	0	0.0%	
651.055 USE/ADM FEES-REC-ADULT SPORTS	95,000	95,000	0	57,883	95,000	0	0.0%	
651.056 USE/ADM FEES-REC-YOUTH PROGRAM	16,000	16,000	0	6,393	16,000	0	0.0%	
651.057 USE/ADM FEES-REC-NON-RESIDENT	0	100	100	0	100	0	0.0%	
651.058 USE/ADM FEES-REC-SPECIAL EVENT	25,000	25,000	0	23,801	25,000	0	0.0%	
651.059 USE/ADM FEES-REC-PIOTTER CENTER	50,700	50,700	0	40,536	50,700	0	0.0%	
651.060 USE/ADM FEES-REC-SKATE PARK	5,200	5,200	0	3,089	5,200	0	0.0%	
651.061 USE/ADM FEES-REC-AQUATICS	87,500	87,500	0	36,045	87,500	0	0.0%	
651.062 USE/ADM FEES-REC-ADULT CLASSES	13,900	13,900	0	9,478	13,900	0	0.0%	
651.070 USE/ADM FEES-REC-AMUSE TCKS	5,000	5,000	0	3,838	5,000	0	0.0%	
651.072 USE/ADM FEES-REC-SHELTER USE	7,500	7,500	0	5,623	7,500	0	0.0%	
675.000 DONATIONS-PRIVATE	0	25,000	25,000	13,809	25,000	0	0.0%	Swigert Funds for
695.000 OTHER	0	3,000	3,000	9	3,000	0	0.0%	Day Break Renovation
<b>Total - Dept 691.00</b>	<b>\$343,000</b>	<b>\$371,100</b>	<b>\$28,100</b>	<b>\$228,629</b>	<b>\$371,100</b>	<b>\$0</b>	<b>0.0%</b>	<b>at Piotter Center</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	1,450	4,500	0	0.0%	
651.042 USE/ADM FEES-REC-MACHINE PITCH	6,190	6,190	0	3,138	6,190	0	0.0%	
651.043 USE/ADM FEES-REC-MINORS	5,700	5,700	0	4,810	5,700	0	0.0%	
651.044 USE/ADM FEES-REC-MAJORS	5,940	5,940	0	3,985	5,940	0	0.0%	
651.045 USE/ADM FEES-REC-JUNIORS	4,470	4,470	0	1,535	4,470	0	0.0%	
675.000 DONATIONS - PRIVATE	8,400	8,400	0	3,700	8,400	0	0.0%	
<b>Total - Dept 691.01</b>	<b>\$35,400</b>	<b>\$35,400</b>	<b>\$0</b>	<b>\$18,618</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	\$9,664	\$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	500	500	420	500	0	0.0%	
<b>Total - Dept 697.00</b>	<b>\$33,000</b>	<b>\$43,500</b>	<b>\$10,500</b>	<b>\$20,084</b>	<b>\$43,500</b>	<b>\$0</b>	<b>0.0%</b>	

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE		VARIANCE		EXPLANATION
	ADOPTED	AMENDED	over/(under)	ACTUAL	FORECAST	FORECAST TO BUDGET		
	BUDGET	BUDGET	ADOPTED			AMOUNT	PERCENT	
<b>Dept 738.00: ADRIAN PUBLIC LIBRARY</b>								
567.000 LIBRARY STATE AID	\$6,000	\$6,000	\$0	\$3,095	\$6,000	\$0	0.0%	
627.000 DUPLICATING & PHOTOSTATS	3,000	3,000	0	2,574	3,000	0	0.0%	
651.000 APPLICATION FEE	3,000	3,000	0	1,690	3,000	0	0.0%	
655.000 SALES & CONCESSIONS	1,000	1,000	0	576	1,000	0	0.0%	
657.000 LIBRARY BOOK FINES	10,000	10,000	0	2,518	10,000	0	0.0%	
658.000 PENAL FINES	100,000	90,600	(9,400)	90,599	90,600	0	0.0%	Reduced State Revenue
671.000 RENTS	2,500	2,500	0	200	2,500	0	0.0%	Sharing
675.073 DONATIONS-PRIVATE-LIBRARIES	8,000	8,000	0	4,065	8,000	0	0.0%	
676.004 CONTRIB. - LENAWEE COUNTY	0	0	0	4,667	4,667	4,667		District Library Legal Fees
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>\$134,100</b>	<b>(\$9,400)</b>	<b>\$109,984</b>	<b>\$138,767</b>	<b>\$4,667</b>	<b>3.5%</b>	
<b>Dept 990.00: NON-DEPARTMENTAL</b>								
404.000 CURRENT REAL PROPERTY TAX	\$4,685,668	\$4,685,668	\$0	\$4,545,315	\$4,685,668	\$0	0.0%	
405.000 CURRENT PERS PROP TAX	914,296	914,296	0	956,971	914,296	0	0.0%	
406.000 DELQ PERS PROP TAX	500	11,500	11,000	11,047	11,500	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	2,884	4,000	0	0.0%	
575.000 SALES & USE TAX	1,411,351	1,538,751	127,400	1,257,642	1,538,751	0	0.0%	
575.001 ECONOMIC VITALITY INCENTIVE PROGRAM	0	339,840	339,840	135,937	339,840	0		Economic Vitality
661.000 CIVIL INFRACTIONS	300	1,300	1,000	600	1,300	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	164,664	210,000	0	0.0%	
676.276 CONTRIBUTION-ECON DEVEL	110,000	110,000	0	82,500	110,000	0	0.0%	
676.500 CONTRIB-EMPLOYEE HEALTH CARE	177,000	0	(177,000)	0	0	0		
676.702 CONTRIB-ENDOWMENT TRUST FUND	100	100	0	15	100	0	0.0%	
683.000 SALE OF PROPERTY	0	1,000	1,000	750	1,000	0		Surplus Property
695.000 OTHER	140,000	140,000	0	103,756	140,000	0	0.0%	
697.000 PRIOR YEARS REVENUE	0	194,087	194,087	0	0	(194,087)	-100.0%	Planned Use of Fund
<b>Total - Dept 990.00</b>	<b>\$7,694,615</b>	<b>\$8,191,942</b>	<b>\$497,327</b>	<b>\$7,262,081</b>	<b>\$7,997,855</b>	<b>(\$194,087)</b>	<b>-2.4%</b>	<b>Balance</b>
<b>Total Revenues</b>	<b>\$9,447,430</b>	<b>\$10,000,531</b>	<b>\$553,101</b>	<b>\$8,506,626</b>	<b>\$9,999,459</b>	<b>(\$1,072)</b>	<b>0.0%</b>	

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

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>GENERAL FUND EXPENDITURES (101):</b>								
<b>101.00 CITY COMMISSION</b>								
SALARIES & FRINGE BENEFITS	\$27,513	\$27,513	\$0	\$19,735	\$27,513	\$0	0.0%	
OPERATING	78,718	78,718	0	61,301	78,718	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$106,231	\$106,231	\$0	\$81,036	\$106,231	\$0	0.0%	
<b>172.00 CITY ADMINISTRATOR</b>								
SALARIES & FRINGE BENEFITS	\$224,672	\$218,348	(\$6,324)	\$172,555	\$235,348	(\$17,000)	-7.8%	Sec Retirement
OPERATING	7,392	7,392	0	8,106	10,392	(3,000)	-40.6%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$232,064	\$225,740	(\$6,324)	\$180,661	\$245,740	(\$20,000)	-8.9%	
<b>191.00 ELECTION DEPARTMENT</b>								
SALARIES & FRINGE BENEFITS	\$10,500	\$10,500	\$0	\$9,013	\$10,500	\$0	0.0%	
OPERATING	9,100	12,100	3,000	12,829	14,100	(2,000)	-16.5%	School Election
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$19,600	\$22,600	\$3,000	\$21,842	\$24,600	(\$2,000)	-8.8%	
<b>201.00 FINANCE DEPARTMENT</b>								
SALARIES & FRINGE BENEFITS	\$428,111	\$418,372	(\$9,739)	\$329,577	\$438,372	(\$20,000)	-4.8%	Acct Clk II Retire
OPERATING	(108,232)	(21,143)	87,089	(25,385)	(21,143)	0	0.0%	Direct Charges for Acctg.
CAPITAL OUTLAY	0	0	0	0	0	0		Services Replaced with
TOTAL	\$319,879	\$397,229	\$77,350	\$304,192	\$417,229	(\$20,000)	-5.0%	Ind. Cost Allocation
<b>209.00 CITY ASSESSOR</b>								
SALARIES & FRINGE BENEFITS	\$89,160	\$89,673	\$513	\$65,822	\$89,673	\$0	0.0%	
OPERATING	54,402	53,028	(1,374)	35,499	53,028	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$143,562	\$142,701	(\$861)	\$101,321	\$142,701	\$0	0.0%	
<b>210.00 CITY ATTORNEY</b>								
SALARIES & FRINGE BENEFITS	\$133,067	\$131,919	(\$1,148)	\$105,904	\$131,919	\$0	0.0%	
OPERATING	14,585	17,653	3,068	10,910	17,653	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$147,652	\$149,572	\$1,920	\$116,814	\$149,572	\$0	0.0%	

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE		VARIANCE		EXPLANATION
	ADOPTED	AMENDED	over/(under)	ACTUAL	FORECAST	FORECAST TO BUDGET		
	BUDGET	BUDGET	ADOPTED			AMOUNT	PERCENT	
<b>215.00 CITY CLERK</b>								
SALARIES & FRINGE BENEFITS	\$85,848	\$85,649	(\$199)	\$61,233	\$85,649	\$0	0.0%	
OPERATING	12,253	12,253	0	13,036	15,253	(3,000)	-24.5%	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$98,101	\$97,902	(\$199)	\$74,269	\$100,902	(\$3,000)	-3.1%	
<b>226.00 HUMAN RESOURCES DEPARTMENT</b>								
SALARIES & FRINGE BENEFITS	\$100,114	\$98,652	(\$1,462)	\$71,101	\$98,652	\$0	0.0%	
OPERATING	63,538	78,038	14,500	47,308	70,038	8,000	10.3%	Consultant Fees
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$163,652	\$176,690	\$13,038	\$118,409	\$168,690	\$8,000	4.5%	
<b>265.00 CITY HALL</b>								
SALARIES & FRINGE BENEFITS	\$0	\$0	\$0	\$0	\$0	\$0		
OPERATING	97,000	97,000	0	62,317	97,000	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>13,725</u>	<u>13,725</u>	<u>13,725</u>	<u>13,725</u>	<u>0</u>	0.0%	
TOTAL	\$97,000	\$110,725	\$13,725	\$76,042	\$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	6,499	13,000	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$13,000	\$13,000	\$0	\$6,499	\$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	28,486	40,000	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$40,000	\$40,000	\$0	\$28,486	\$40,000	\$0	0.0%	
<b>276.00 CEMETERY</b>								
SALARIES & FRINGE BENEFITS	\$258,154	\$253,782	(\$4,372)	\$184,473	\$253,782	\$0	0.0%	
OPERATING	58,942	59,037	95	34,837	59,037	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>648</u>	<u>0</u>	<u>0</u>		
TOTAL	\$317,096	\$312,819	(\$4,277)	\$219,958	\$312,819	\$0	0.0%	
<b>301.00 POLICE DEPARTMENT</b>								
SALARIES & FRINGE BENEFITS	\$2,435,248	\$2,340,087	(\$95,161)	\$1,747,009	\$2,330,087	\$10,000	0.4%	Hospitalization
OPERATING	278,597	287,137	8,540	172,549	278,137	9,000	3.1%	Motor Pool
CAPITAL OUTLAY	<u>15,000</u>	<u>62,039</u>	<u>47,039</u>	<u>46,408</u>	<u>62,039</u>	<u>0</u>	0.0%	
TOTAL	\$2,728,845	\$2,689,263	(\$39,582)	\$1,965,966	\$2,670,263	\$19,000	0.7%	
<b>336.00 FIRE DEPARTMENT</b>								
SALARIES & FRINGE BENEFITS	\$1,207,324	\$1,278,464	\$71,140	\$914,619	\$1,278,464	\$0	0.0%	
OPERATING	183,792	181,437	(2,355)	114,815	181,437	0	0.0%	
CAPITAL OUTLAY	<u>54,500</u>	<u>59,450</u>	<u>4,950</u>	<u>4,986</u>	<u>59,450</u>	<u>0</u>	0.0%	
TOTAL	\$1,445,616	\$1,519,351	\$73,735	\$1,034,420	\$1,519,351	\$0	0.0%	

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE		VARIANCE FORECAST TO BUDGET		EXPLANATION
				ACTUAL	FORECAST	AMOUNT	PERCENT	
<b>371.00 INSPECTION DEPARTMENT</b>								
SALARIES & FRINGE BENEFITS	\$291,664	\$287,307	(\$4,357)	\$204,590	\$287,307	\$0	0.0%	
OPERATING	29,518	29,518	0	24,678	29,518	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$321,182	\$316,825	(\$4,357)	\$229,268	\$316,825	\$0	0.0%	
<b>441.00 DEPARTMENT OF PUBLIC WORKS</b>								
SALARIES & FRINGE BENEFITS	\$512,903	\$494,606	(\$18,297)	\$195,616	\$494,606	\$0	0.0%	
OPERATING	(281,966)	(281,005)	961	(26,819)	(281,005)	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$230,937	\$213,601	(\$17,336)	\$168,797	\$213,601	\$0	0.0%	
<b>442.00 CENTRAL STORES SUPPLY</b>								
SALARIES & FRINGE BENEFITS	\$6,000	\$6,000	\$0	\$1,381	\$6,000	\$0	0.0%	
OPERATING	21,900	21,900	0	(19,148)	21,900	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$27,900	\$27,900	\$0	(\$14,307)	\$27,900	\$0		
<b>449.00 ENGINEERING DEPARTMENT</b>								
SALARIES & FRINGE BENEFITS	\$56,343	\$54,057	(\$2,286)	\$41,694	\$54,057	\$0	0.0%	
OPERATING	28,080	57,080	29,000	17,257	27,080	30,000	52.6%	Motor Pool
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$84,423	\$111,137	\$26,714	\$58,951	\$81,137	\$30,000	27.0%	
<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	103,691	169,000	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$174,000	\$174,000	\$0	\$103,691	\$174,000	\$0	0.0%	
<b>550.00 FIXED EXPENSES</b>								
DEBT SERVICE	\$448,435	\$448,435	\$0	\$118,987	\$448,435	\$0	0.0%	
TOTAL	\$448,435	\$448,435	\$0	\$118,987	\$448,435	\$0	0.0%	

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE		VARIANCE		
	ADOPTED BUDGET	AMENDED BUDGET	over/(under) ADOPTED	ACTUAL	FORECAST	FORECAST TO BUDGET AMOUNT	PERCENT	EXPLANATION
<b>691.00 RECREATION DEPARTMENT</b>								
SALARIES & FRINGE BENEFITS	\$514,538	\$500,246	(\$14,292)	\$347,726	\$500,246	\$0	0.0%	
OPERATING	264,757	294,286	29,529	168,669	294,286	0	0.0%	\$25,000 contribution for
CAPITAL OUTLAY	<u>43,900</u>	<u>40,177</u>	<u>(3,723)</u>	<u>16,284</u>	<u>40,177</u>	<u>0</u>	0.0%	Daybreak Renovation
TOTAL	\$823,195	\$834,709	\$11,514	\$532,679	\$834,709	\$0	0.0%	
<b>691.01 ADRIAN AREA LITTLE LEAGUE</b>								
SALARIES & FRINGE BENEFITS	\$7,000	\$7,000	\$0	\$1,143	\$7,000	\$0	0.0%	
OPERATING	24,000	24,111	111	4,976	24,111	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>5,554</u>	<u>5,554</u>	<u>5,554</u>	<u>5,554</u>	<u>0</u>	0.0%	
TOTAL	\$31,000	\$36,665	\$5,665	\$11,673	\$36,665	\$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	9,201	14,675	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$14,675	\$14,675	\$0	\$9,201	\$14,675	\$0	0.0%	
<b>697.00 PARKS &amp; FORESTRY DEPARTMENT</b>								
SALARIES & FRINGE BENEFITS	\$200,059	\$238,858	\$38,799	\$193,950	\$238,858	\$0	0.0%	
OPERATING	133,566	150,148	16,582	88,814	150,148	0	0.0%	
CAPITAL OUTLAY	<u>36,500</u>	<u>107,781</u>	<u>71,281</u>	<u>66,426</u>	<u>107,781</u>	<u>0</u>	0.0%	
TOTAL	\$370,125	\$496,787	\$126,662	\$349,190	\$496,787	\$0	0.0%	
<b>698.00 PARKS &amp; FORESTRY - HERITAGE PARK</b>								
SALARIES & FRINGE BENEFITS	\$92,965	\$89,154	(\$3,811)	\$60,208	\$89,154	\$0	0.0%	
OPERATING	42,053	42,053	0	27,523	42,053	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>18,693</u>	<u>18,693</u>	<u>18,418</u>	<u>18,693</u>	<u>0</u>	0.0%	
TOTAL	\$135,018	\$149,900	\$14,882	\$106,149	\$149,900	\$0	0.0%	
<b>700.00 ADRIAN FENCE PROPERTY</b>								
SALARIES & FRINGE BENEFITS	\$100	\$100	\$0	\$141	\$100	\$0	0.0%	
OPERATING	2,400	2,400	0	34	2,400	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$2,500	\$2,500	\$0	\$175	\$2,500	\$0	0.0%	

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE		VARIANCE		
	ADOPTED BUDGET	AMENDED BUDGET	over/(under) ADOPTED	ACTUAL	FORECAST	FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
<b>738.00 ADRIAN PUBLIC LIBRARY</b>								
SALARIES & FRINGE BENEFITS	\$372,828	\$369,505	(\$3,323)	\$284,293	\$369,505	\$0	0.0%	
OPERATING	309,288	317,108	7,820	233,906	317,108	0	0.0%	
CAPITAL OUTLAY	<u>40,000</u>	<u>62,500</u>	<u>22,500</u>	<u>25,376</u>	<u>62,500</u>	<u>0</u>	0.0%	
TOTAL	\$722,116	\$749,113	\$26,997	\$543,575	\$749,113	\$0	0.0%	
<b>801.00 PLANNING COMMISSION</b>								
OPERATING	\$11,800	\$11,800	\$0	\$7,830	\$11,800	\$0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$11,800	\$11,800	\$0	\$7,830	\$11,800	<u>0</u>	0.0%	
<b>836.00 OTHER PROJECTS</b>								
SALARIES & FRINGE BENEFITS	\$0	\$4,000	\$4,000	\$8,778	\$10,000	(\$6,000)		Training School Clean-up
OPERATING	61,121	69,121	8,000	66,619	99,121	(30,000)	-43.4%	Training School Electric &
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		Water
TOTAL	\$61,121	\$73,121	\$12,000	\$66,619	\$109,121	(\$36,000)	-49.2%	
<b>965.00 TRANSFERS OUT</b>								
CONTRIBUTION - AUTO PARKING	\$60,000	\$60,000	\$0	\$30,000	\$60,000	\$0	0.0%	
CONTRIBUTION - DIAL-A-RIDE	100,000	100,000	0	0	100,000	0	0.0%	
CONTRIBUTION - MVP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$160,000	\$160,000	\$0	\$30,000	\$160,000	\$0	0.0%	
<b>990.00 NON-DEPARTMENTAL</b>								
HOSPITALIZATION - HRA REIMB.	(\$43,295)	\$0	\$43,295	\$0	\$0	\$0		
CONTINGENCY	<u>0</u>	<u>175,540</u>	<u>175,540</u>	<u>(2,333)</u>	<u>0</u>	<u>175,540</u>	100.0%	
TOTAL	(\$43,295)	\$175,540	\$218,835	(\$2,333)	\$0	\$175,540	100.0%	
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$9,447,430</b>	<b>\$10,000,531</b>	<b>\$553,101</b>	<b>\$6,650,060</b>	<b>\$9,848,991</b>	<b>\$151,540</b>	<b>1.5%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,856,566</b>	<b>\$150,468</b>	<b>\$150,468</b>		

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

<u>FUND/DEPARTMENT</u>	FY2011-12 <u>ADOPTED</u> <u>BUDGET</u>	FY2011-12 <u>AMENDED</u> <u>BUDGET</u>	AMENDED over/(under) <u>ADOPTED</u>	YEAR-TO-DATE <u>ACTUAL</u>	<u>FORECAST</u>	<u>VARIANCE</u> <u>FORECAST TO BUDGET</u>		
						<u>AMOUNT</u>	<u>PERCENT</u>	<u>EXPLANATION</u>
<u>RECONCILIATION BETWEEN ADOPTED AND AMENDED BUDGET</u>								
ADOPTED BUDGET			\$9,447,430	GENERAL FUND				
AMENDED BUDGET			<u>\$10,000,531</u>	CONTINGENCY				
INCREASE/(DECREASE)			<u>\$553,101</u>	ACCOUNT				
Contingency - Beginning Balance					\$0			
Encumbrances & Carry Forwards			\$140,247					
First Quarter Budget Amendments			134,059					
Second Quarter Budget Amendments			292,540					
Oil Lease Proceeds			45,442					
Police JAG Grant-Forensic Equip & Training			32,032					
Downtown Christmas Lights			27,442					
Library - Café Food Prep Equipment			18,100					
Swigert Trust - Day Break Renovation			12,500					
Lake Adrian Fencing			10,839					
Stubnitz Grant - Tree Planting Program			10,000					
Library - HVAC Pipe Wrap & Drawings			6,900					
Employee Health Care Contributions			(177,000)					
Total			<u>\$553,101</u>					
			\$0					
Second Quarter Budget Amendments				<u>\$175,540</u>				
Contingency - Ending Balance				<u>\$175,540</u>				

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

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>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	360,684	360,684	388,389	388,389	7,705	2.1%	
546.000 GAS & WEIGHT TAX	850,000	850,000	0	637,603	850,000	0	0.0%	
547.000 STATE TRUNKLINE MAINTENANCE	<u>54,298</u>	<u>54,298</u>	<u>0</u>	<u>4,321</u>	<u>54,298</u>	<u>0</u>	0.0%	
INTERGOVERNMENTAL REVENUE	\$1,279,298	\$1,639,982	\$360,684	\$1,385,313	\$1,647,687	\$7,705	0.5%	
664.000 INVESTMENT INCOME	5,000	5,000	0	103	5,000	0	0.0%	
676.599 CONTRB.-CAPITAL PROJECT FUND	70,000	70,000	0	55,696	70,000	0	0.0%	
695.000 OTHER	0	0	0	1,858	2,000	2,000		
697.000 - PRIOR YEARS REVENUE	13,450	246,025	232,575	0	236,025	(10,000)		-4.1% Planned Use of Fund
<b>TOTAL MAJOR STREET FUND REVENUE</b>	<b>\$1,367,748</b>	<b>\$1,961,007</b>	<b>\$593,259</b>	<b>\$1,442,970</b>	<b>\$1,960,712</b>	<b>(\$295)</b>	0.0%	Balance
<b>MAJOR STREET FUND EXPENDITURES (202):</b>								
STREET CONSTRUCTION	\$610,750	\$950,999	\$340,249	\$959,023	\$960,999	(\$10,000)	-1.1%	
ROUTINE ROAD MAINTENANCE	264,511	269,303	4,792	108,269	269,303	0	0.0%	
ROUTINE BRIDGE MAINTENANCE	28,500	97,650	345,041	9,090	97,650	0	0.0%	
TRAFFIC SERVICE MAINTENANCE	199,450	263,721	64,271	127,216	263,721	0	0.0%	
WINTER MAINTENANCE	76,000	76,000	0	31,306	76,000	0	0.0%	
NON-MOTORIZED TRANSPORTATION	28,300	28,300	0	13,533	28,300	0	0.0%	
STATE TRUNKLINE MAINTENANCE (US223)	13,130	13,130	0	4,463	13,130	0	0.0%	
STATE TRUNKLINE MAINTENANCE (M-52)	31,478	31,478	0	7,974	31,478	0	0.0%	
STATE TRUNKLINE MAINTENANCE (M-34)	9,675	9,675	0	3,368	9,675	0	0.0%	
ADMIN & RECORD KEEPING	5,954	57,954	52,000	29,924	57,954	0	0.0%	Indirect Cost
CONTRIBUTION - LOCAL STREET FUND	100,000	100,000	0	50,000	100,000	0	0.0%	
<b>990.00 NON-DEPARTMENTAL</b>								
GRANT MATCH-KIWANIS TRAIL	\$0	\$62,797	\$62,797	\$88,336	\$88,336	(\$25,539)	-40.7%	
CONTINGENCY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
<b>TOTAL</b>	<b>\$0</b>	<b>\$62,797</b>	<b>\$62,797</b>	<b>\$88,336</b>	<b>\$88,336</b>	<b>(\$25,539)</b>	<b>-40.7%</b>	
<b>TOTAL MAJOR STREET FUND EXP. (202)</b>	<b>\$1,367,748</b>	<b>\$1,961,007</b>	<b>\$869,150</b>	<b>\$1,432,502</b>	<b>\$1,996,546</b>	<b>(\$35,539)</b>	<b>-1.8%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,468</b>	<b>(\$35,834)</b>	<b>(\$35,834)</b>		

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE		VARIANCE		
	ADOPTED	AMENDED	over/(under)	ACTUAL	FORECAST	FORECAST TO BUDGET		EXPLANATION
	BUDGET	BUDGET	ADOPTED			AMOUNT	PERCENT	
<b>LOCAL STREET FUND REVENUE (203):</b>								
546.000 GAS & WEIGHT TAX	\$270,000	\$270,000	\$0	\$203,957	\$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	1,795	15,000	0	0.0%	
664.000 INVESTMENT EARNINGS	1,000	1,000	0	111	1,000	0	0.0%	
676.202 CONTRIBUTION - MAJOR STREET FUND	100,000	100,000	0	50,000	100,000	0	0.0%	
676.599 CONTRIBUTION - CAPITAL PROJ. REV. FUND	12,000	81,000	69,000	80,684	81,000	0	0.0%	Special Assessments
695.000 OTHER	0	2,000	2,000	1,137	2,000	0	0.0%	
697.000 PRIOR YEARS' REVENUE	0	200,669	200,669	0	0	(200,669)	-100.0%	Planned Use of Fund
699.204 TRANSFER IN - MUNICIPAL STREET FUND	413,000	413,000	0	206,500	413,000	0	0.0%	Balance
<b>TOTAL LOCAL STREET FUND REVENUE</b>	<b>\$871,000</b>	<b>\$1,142,669</b>	<b>\$271,669</b>	<b>\$544,184</b>	<b>\$942,000</b>	<b>(\$200,669)</b>	<b>-17.6%</b>	
<b>LOCAL STREET FUND EXPENDITURES (203):</b>								
SIDEWALKS	\$44,500	\$44,500	\$0	\$12,659	\$44,500	\$0	0.0%	
STREET CONSTRUCTION (INCL. ALLEYS)	328,151	507,704	179,553	279,336	507,704	0	0.0%	
ROUTINE ROAD MAINTENANCE	359,611	368,111	8,500	154,026	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	34,390	53,600	0	0.0%	
WINTER MAINTENANCE	64,000	64,000	0	28,396	64,000	0	0.0%	
ADMIN & RECORD KEEPING	4,954	28,954	24,000	24,313	28,954	0	0.0%	Indirect Cost
CONTINGENCY	9,384	69,000	59,616	0	0	69,000		
<b>TOTAL LOCAL STREET FUND EXP (203)</b>	<b>\$871,000</b>	<b>\$1,142,669</b>	<b>\$271,669</b>	<b>\$533,120</b>	<b>\$1,073,669</b>	<b>\$69,000</b>	<b>6.0%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,064</b>	<b>(\$131,669)</b>	<b>(\$131,669)</b>		

CITY OF ADRIAN  
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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>MUNICIPAL STREET FUND REVENUE (204):</b>								
402.000 PROPERTY TAXES - SPECIAL VOTED	\$411,000	\$411,000	\$0	\$368,493	\$411,000	\$0	0.0%	
664.000 INVESTMENT INCOME	2,000	2,000	0	528	2,000	0	0.0%	
<b>TOTAL MUNICIPAL STREET FUND REVENUE</b>	<b>\$413,000</b>	<b>\$413,000</b>	<b>\$0</b>	<b>\$369,021</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	\$206,500	\$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>\$206,500</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>\$162,521</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	332,031	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>\$332,031</b>	<b>\$785,282</b>	<b>(\$118,157)</b>	<b>-13.1%</b>	<b>Undistributed Funds</b>
696.00 PARKS & FORESTRY GARAGE	\$14,675	\$14,675	\$0	\$8,545	\$14,675	0	0.0%	
699.00 FEE ESTATE MAINTENANCE	761,213	879,370	118,157	453,760	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>\$462,305</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>(\$130,274)</b>	<b>(\$118,157)</b>	<b>(\$118,157)</b>		

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

<u>FUND/DEPARTMENT</u>	<u>FY2011-12</u>	<u>FY2011-12</u>	<u>AMENDED</u>	<u>YEAR-TO-DATE</u>	<u>FORECAST</u>	<u>VARIANCE</u>		<u>EXPLANATION</u>
	<u>ADOPTED</u>	<u>AMENDED</u>	<u>over/(under)</u>			<u>ADOPTED</u>	<u>FORECAST TO BUDGET</u>	
	<u>BUDGET</u>	<u>BUDGET</u>	<u>ADOPTED</u>	<u>ACTUAL</u>		<u>AMOUNT</u>		
<b>OMNI FUND REVENUE (267):</b>								
662.000 OMNI FORFEITURES - RESTRICTED	\$0	\$0	\$0	\$680	\$700	\$700		
663.000 OMNI FORFEITURES	86,200	86,200	0	67,546	85,500	(700)	-0.8%	
664.000 INVESTMENT INCOME	1,000	1,000	0	172	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>\$68,398</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	\$21,464	\$26,000	\$0	0.0%	
OPERATING	65,300	65,300	0	52,482	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>\$73,946</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>(\$5,548)</b>	<b>\$0</b>	<b>\$0</b>		

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

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>COMMUNITY DEVELOPMENT FUND REV (275):</b>								
520.000 COMM DEV BLOCK GRANT	\$0	\$12,000	\$12,000	\$23,330	\$12,000	\$0		
531.000 PROPERTY IMPROVEMENT PROGRAM	0	24,000	24,000	24,290	24,000	0		
632.000 ADMINISTRATIVE FEES	15,000	15,000	0	400	15,000	0	0.0%	
651.000 APPLICATION FEE	100	100	0	50	100	0	0.0%	
664.000 INVESTMENT INCOME	1,000	1,000	0	2,031	1,000	0	0.0%	
676.281 CONTRIB-DDA-TIF FUND	2,000	2,000	0	1,500	2,000	0	0.0%	
676.282 CONTRIB-DDA-LDFA FUND	15,000	15,000	0	22,500	15,000	0	0.0%	
676.500 CONTRIB-EMPLOYEE HEALTH CARE	809	809	0	0	809	0	0.0%	
676.701 CONTRIB. - TRUST FUND	0	0	0	31,000	31,000	31,000		
683.000 SALE OF PROPERTY	0	0	0	1,998	2,000	2,000		
697.000 PRIOR YEARS' REVENUE	66,316	43,566	(22,750)	0	0	(43,566)	-100.0%	Planned Use of
<b>TOTAL COMMUNITY DEVELOPMENT FUND REV</b>	<b>\$100,225</b>	<b>\$113,475</b>	<b>\$13,250</b>	<b>\$107,099</b>	<b>\$102,909</b>	<b>(\$10,566)</b>	<b>-9.3%</b>	<b>Fund Balance</b>
<b>COMMUNITY DEVELOPMENT FUND EXP (275):</b>								
ADM CD BLOCK GRANT	\$90,225	\$90,225	\$0	\$61,711	\$90,225	\$0	0.0%	
CDBG FAÇADE PRG - 125 E. MAUMEE	0	0	0	11,875				
CDBG FAÇADE PRG - 149 N. MAIN	0	11,250	11,250	11,251	11,250	0	0.0%	
PROPERTY IMPROVEMENT PROGRAM	0	0	0	26,190	0	0		Loan Program
PROPERTY ACQUISITION EXPENSES	10,000	10,000	0	43	10,000	0	0.0%	
DOWNTOWN RENTAL REHAB	0	2,000	2,000	0	2,000	0	0.0%	
<b>TOTAL COMM DEVLP FUND EXP (275)</b>	<b>\$100,225</b>	<b>\$113,475</b>	<b>\$13,250</b>	<b>\$111,070</b>	<b>\$113,475</b>	<b>\$0</b>	<b>0.0%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$3,971)</b>	<b>(\$10,566)</b>	<b>(\$10,566)</b>		

CITY OF ADRIAN  
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 March 31, 2012

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	\$279	\$1,500	\$0	0.0%	
675.075 DONATIONS - PRIVATE	225,000	225,000	0	225,000	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>\$225,279</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	\$ 82,500	\$ 110,000	\$ -	0.0%	
ECONOMIC DEVELOPMENT								
SALARIES & FRINGE BENEFITS	\$116,673	\$116,673	\$0	\$85,460	\$116,673	\$0	0.0%	
OPERATING	24,938	24,938	0	16,872	24,938	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL ECONOMIC DEVELOPMENT	\$141,611	\$141,611	\$0	\$102,332	\$141,611	\$0	0.0%	
CONTINGENCY	6,080	6,080	0	0	0	6,080	100.0%	
<b>TOTAL ECONOMIC DEVELOPMENT FUND EXP (276)</b>	<b>\$ 257,691</b>	<b>\$ 257,691</b>	<b>\$ -</b>	<b>\$ 184,832</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>\$40,447</b>	<b>\$6,080</b>	<b>\$6,080</b>		
<b>BROWNFIELD REDEVELOPMENT AUTHORITY (279):</b>								
404.000 CURRENT PROPERTY TAX	\$17,000	\$35,225	\$18,225	\$43,175	\$43,225	\$8,000	22.7%	
664.000 INVESTMENT EARNINGS	200	200	0	726	900	700	350.0%	
<b>TOTAL REVENUE</b>	<b>\$17,200</b>	<b>\$35,425</b>	<b>\$18,225</b>	<b>\$43,901</b>	<b>\$44,125</b>	<b>\$8,700</b>	<b>24.6%</b>	
<b>BROWNFIELD REDEVELOPMENT AUTHORITY (279):</b>								
ADMINISTRATION	\$17,200	\$35,425	\$18,225	\$0	\$35,425	\$0	0.0%	
<b>TOTAL EXPENDITURES</b>	<b>\$17,200</b>	<b>\$35,425</b>	<b>\$18,225</b>	<b>\$0</b>	<b>\$35,425</b>	<b>\$0</b>	<b>0.0%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$43,901</b>	<b>\$8,700</b>	<b>\$8,700</b>		

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

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>DOWNTOWN DEVLPMNT AUTH REV (280):</b>								
404.000 CURRENT REAL PROPERTY TAX	\$29,000	\$29,000	\$0	\$29,171	\$29,000	\$0	0.0%	
664.000 INVESTMENT EARNINGS	300	300	0	8	100	(200)	-66.7%	
695.006 OTHER-CULINARY ARTS PROJECT	100	100	0	4,000	4,000	3,900	3900.0%	
699.281 TRANSFER IN TIFA	2,000	2,000	0	4,500	4,500	2,500	125.0%	
<b>TOTAL DOWNTOWN DEV AUTH. REV.</b>	<b>\$31,400</b>	<b>\$31,400</b>	<b>\$0</b>	<b>\$37,679</b>	<b>\$37,600</b>	<b>\$6,200</b>	<b>19.7%</b>	
<b>DOWNTOWN DEVLPMNT AUTH. EXP. (280):</b>								
SALARIES & FRINGE BENEFITS	\$8,000	\$8,000	\$0	\$0	\$8,000	\$0	0.0%	
OPERATING	18,400	18,400	0	8,301	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>\$12,902</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>\$24,777</b>	<b>\$6,200</b>	<b>\$6,200</b>		

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

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>DDA - TIF FUND REVENUE (281):</b>								
404.000 CURRENT REAL PROPERTY TAX	\$364,000	\$364,000	\$0	\$243,474	\$364,000	\$0	0.0%	
631.000 REFUSE COLLECTION	15,000	15,000	0	17,025	15,000	0	0.0%	
664.000 INVESTMENT EARNINGS	3,000	3,000	0	3,434	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 FUNI	4,245	4,245	0	0	4,245	0	0.0%	for Auto Parking
<b>TOTAL DOWNTOWN DEV AUTH. REV.</b>	<b>\$446,245</b>	<b>\$446,245</b>	<b>\$0</b>	<b>\$263,933</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	\$24,325	\$32,035	\$0	0.0%	
OPERATING	62,471	62,471	0	28,970	62,471	0	0.0%	
CAPITAL OUTLAY	0	38,294	38,294	47,813	50,294	(12,000)		Façade Program
SUBTOTAL	\$94,506	\$132,800	\$38,294	\$101,108	\$144,800	(\$12,000)	-9.0%	
<b>965.00 TRANSFERS OUT</b>								
CONTRIBUTION-COMMUNITY DEVELOP	\$2,000	\$2,000	\$0	\$1,500	\$2,000	\$0	0.0%	
CONTRIBUTION-DDA	6,000	6,000	0	4,500	6,000	0	0.0%	
TRANSFER OUT - DEBT	85,445	85,445	0	85,445	85,445	0	0.0%	
TRANSFER OUT - AUTO PARKING	60,000	60,000	0	45,000	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	\$136,445	\$313,445	\$0	0.0%	
<b>990.00 NON-DEPARTMENTAL</b>								
CONTINGENCY	\$38,294	\$0	(\$38,294)	\$0	\$0	\$0		
TOTAL	\$38,294	\$0	(\$38,294)	\$0	\$0	\$0		
<b>TOTAL DDA-TIF FUND EXP</b>	<b>\$446,245</b>	<b>\$446,245</b>	<b>\$0</b>	<b>\$237,553</b>	<b>\$458,245</b>	<b>(\$12,000)</b>	<b>-2.7%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,380</b>	<b>(\$72,000)</b>	<b>(\$72,000)</b>		

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

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>LDFA-GAIDC FUND REVENUE (282):</b>								
404.000 CURRENT REAL PROPERTY TAX	\$42,482	\$56,933	\$14,451	\$62,039	\$56,933	\$0	0.0%	
664.000 INVESTMENT INCOME	500	500	0	88	500	0	0.0%	
671.000 RENTS	4,000	4,000	0	2,650	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>\$71,922</b>	<b>\$14,451</b>	<b>\$64,777</b>	<b>\$61,433</b>	<b>(\$10,489)</b>	<b>-14.6%</b>	<b>Balance</b>
<b>LDFA-GAIDC FUND - EXPENDITURES (282):</b>								
<b>290.00 ADMINISTRATION</b>								
SALARIES & FRINGE BENEFITS	\$34,599	\$34,599	\$0	\$43,608	\$59,599	(\$25,000)	-72.3%	
OPERATING	7,872	22,323	14,451	3,770	7,323	15,000	67.2%	
CAPITAL OUTLAY	0	0	0	0	0	0		
<b>SUBTOTAL</b>	<b>\$42,471</b>	<b>\$56,922</b>	<b>\$14,451</b>	<b>\$47,378</b>	<b>\$66,922</b>	<b>(\$10,000)</b>	<b>-17.6%</b>	
<b>965.00 TRANSFERS OUT</b>								
969.275 CONTRIBUTION-COMMUNITY DEVELOP	15,000	15,000	0	22,500	22,500	(7,500)	-50.0%	
<b>SUBTOTAL</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$22,500</b>	<b>\$22,500</b>	<b>(\$7,500)</b>	<b>-50.0%</b>	
<b>TOTAL LDFA FUND EXP (310)</b>	<b>\$57,471</b>	<b>\$71,922</b>	<b>\$14,451</b>	<b>\$69,878</b>	<b>\$89,422</b>	<b>(\$17,500)</b>	<b>-24.3%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$5,101)</b>	<b>(\$27,989)</b>	<b>(\$27,989)</b>		
<b>VIBRANT SMALL CITIES GRANT REVENUE (283):</b>								
519.013 VSCG-DOWNTOWN FAÇADE GRANT	\$0	\$0	\$0	\$126,946	\$126,946	\$126,946		
<b>TOTAL DDA DEBT FUND REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$126,946</b>	<b>\$126,946</b>	<b>\$126,946</b>		
<b>VIBRANT SMALL CITIES GRANT EXPENDITURES (283):</b>								
BLIGHT REDUCTION-PROPERTY ACQUISITIC	\$0	\$0	\$0	\$908	\$1,000	(\$1,000)		
<b>TOTAL DDA DEBT FUND EXP (394)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$908</b>	<b>\$1,000</b>	<b>(\$1,000)</b>		
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$126,038</b>	<b>\$125,946</b>	<b>\$125,946</b>		

CITY OF ADRIAN  
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 March 31, 2012

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE		VARIANCE		EXPLANATION
	ADOPTED	AMENDED	over/(under)	ACTUAL	FORECAST	FORECAST TO BUDGET		
	BUDGET	BUDGET	ADOPTED			AMOUNT	PERCENT	
<b>DDA DEBT FUND REVENUE (394):</b>								
664.000 INTEREST EARNINGS	\$100	\$100	\$0	\$110	\$110	\$10	10.0%	
699.000 APPROP TRANSFER IN	85,445	85,445	0	85,445	85,445	0	0.0%	
<b>TOTAL DDA DEBT FUND REVENUE</b>	<b>\$85,545</b>	<b>\$85,545</b>	<b>\$0</b>	<b>\$85,555</b>	<b>\$85,555</b>	<b>\$10</b>	<b>0.0%</b>	
<b>DDA DEBT FUND EXPENDITURES (394):</b>								
BOND INTEREST EXPENSE	\$5,120	\$5,120	\$0	\$2,560	\$5,120	\$0	0.0%	
PAYING AGENT FEES	425	425	0	425	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>\$2,985</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>\$82,570</b>	<b>\$10</b>	<b>\$10</b>		

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

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-CAPITAL PROJECTS FUND REVENUE (496)</b>								
676.591 CONTRIBUTION- WATER FUND	\$329,000	\$329,000	\$0	\$39,947	\$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>\$39,947</b>	<b>\$329,000</b>	<b>(\$39,614)</b>	<b>-10.7%</b>	<b>Balance</b>
<b>WATER-CAPITAL PROJECTS FUND EXPENDITURES (496)</b>								
METER READING & MAINT.	\$35,000	\$60,826	\$25,826	\$2,060	\$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	7,103	79,000	0	0.0%	
WATER PLANT CAPITAL IMPRVMT	162,000	165,788	3,788	30,784	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>\$39,947</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	\$740,874	\$348,874	\$713,837	\$740,874	\$0	0.0%	
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>\$1,588,599</b>	<b>\$1,196,599</b>	<b>\$713,837</b>	<b>\$740,874</b>	<b>(\$847,725)</b>	<b>-53.4%</b>	<b>Balance</b>
<b>SEWER-CAPITAL PROJECTS FUND EXPENDITURES (497)</b>								
WWTP CAPITAL IMPROVEMENTS	\$45,000	\$45,000	\$0	\$1,832	\$45,000	\$0	0.0%	
WWTP CAPITAL EQUIPMENT	50,000	50,000	0	3,340	50,000	0	0.0%	
SEWER COLLECTION SYSTEM	297,000	1,493,599	1,196,599	710,905	1,493,599	0	0.0%	
<b>TOTAL EXPENDITURES</b>	<b>\$392,000</b>	<b>\$1,588,599</b>	<b>\$1,196,599</b>	<b>\$716,077</b>	<b>\$1,588,599</b>	<b>\$0</b>	<b>0.0%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$2,240)</b>	<b>(\$847,725)</b>	<b>(\$847,725)</b>		

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE		VARIANCE		
	ADOPTED	AMENDED	over/(under)	ACTUAL	FORECAST	FORECAST TO BUDGET		EXPLANATION
	BUDGET	BUDGET	ADOPTED			AMOUNT	PERCENT	
<b>AUTO PARKING FUND REVENUE (585):</b>								
526.000 FARMERS' MARKET GRANT	\$275,000	\$275,000	\$0	\$1,800	\$275,000	\$0	0.0%	
652.312 PARKING FEES-PERMITS	1,000	1,000	0	400	1,000	0	0.0%	
656.000 PARKING FINES	0	0	0	10	10	10		
664.000 INVESTMENT EARNINGS	200	200	0	117	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	30,000	60,000	0	0.0%	Fund Balance
699.210 CONTRIBUTION - DDA-TIFA	60,000	60,000	0	45,000	60,000	0	0.0%	
699.599 CONTRIBUTION - SPECIAL ASSESSMENT	60,000	60,000	0	57,670	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>\$134,997</b>	<b>\$481,210</b>	<b>(\$25,725)</b>	<b>-5.1%</b>	
<b>AUTO PARKING FUND EXPENDITURES (585):</b>								
SALARIES & FRINGE BENEFITS	\$35,096	\$35,096	\$0	\$11,357	\$35,096	\$0	0.0%	
OPERATING	196,839	196,839	0	28,058	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>\$39,415</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>\$95,582</b>	<b>(\$25,725)</b>	<b>(\$25,725)</b>		
<b>TRANSPORTATION SYSTEM FUND REV (588):</b>								
511.000 FEDERAL GRANTS	\$66,409	\$66,409	\$0	\$40,566	\$66,409	\$0	0.0%	
571.000 STATE CAPITAL GRANT	0	0	0	1,584	1,584	1,584		
572.000 STATE ACT 51 OPERATING	154,069	154,069	0	115,012	154,069	0	0.0%	
633.000 PASSENGER FARES	90,522	90,522	0	78,657	90,522	0	0.0%	
671.000 RENTS	4,056	4,056	0	305	4,056	0	0.0%	
675.000 DONATIONS-PRIVATE	0	0	0	3,000	3,000	3,000		
676.101 CONTRIBUTION - GENERAL FUND	100,000	100,000	0	0	100,000	0	0.0%	
695.000 OTHER	0	0	0	305	305	305		
695.005 ADVERTISING REVENUE	0	0	0	1,830	2,500	2,500		
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>\$241,259</b>	<b>\$422,445</b>	<b>\$1,439</b>	<b>0.3%</b>	<b>Fund Balance</b>
<b>TRANSPORTATION FUND EXPENDITURES:</b>								
SALARIES & FRINGE BENEFITS	\$300,075	\$300,075	\$0	\$210,752	\$300,075	\$0	0.0%	
OPERATING	14,600	14,600	0	100,237	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>\$310,989</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>(\$69,730)</b>	<b>\$1,439</b>	<b>\$1,439</b>		

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE		VARIANCE		EXPLANATION
	ADOPTED	AMENDED	over/(under)	ACTUAL	FORECAST	FORECAST TO BUDGET		
	BUDGET	BUDGET	ADOPTED			AMOUNT	PERCENT	
<b>SEWER FUND REVENUE (590):</b>								
585.000 RIVER INTERCEPTOR IMPROVEMNT GRANT	\$0	\$348,874	\$348,874	\$280,614	\$348,874	\$0		
647.000 CHARGES FOR SERVICES	4,189,500	4,189,500	0	3,200,664	4,189,500	0	0.0%	
653.000 PENALTIES	85,000	85,000	0	61,458	85,000	0	0.0%	
664.000 INVESTMENT EARNINGS	30,000	30,000	0	13,110	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	21,725	25,000	0	0.0%	
695.000 OTHER	20,000	20,000	0	11,358	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>\$4,809,430</b>	<b>\$404,646</b>	<b>\$3,588,929</b>	<b>\$4,730,167</b>	<b>(\$79,263)</b>	<b>-1.6%</b>	<b>Balance</b>
<b>SEWER FUND EXPENDITURES (590):</b>								
WASTE WATER TREATMENT PLANT	\$1,464,049	\$1,475,314	\$11,265	\$965,684	\$1,475,314	\$0	0.0%	
ADMINISTRATION & OVERHEAD	605,611	605,611	0	409,951	605,611	0	0.0%	
SANITARY SEWERS	223,850	268,357	44,507	177,792	268,357	0	0.0%	
BROAD STREET LIFT STATION	50,000	50,000	0	28,945	50,000	0	0.0%	
LIFT STATIONS	41,500	41,500	0	13,345	41,500	0	0.0%	
RETENTION BASIN	11,000	11,000	0	4,122	11,000	0	0.0%	
DEPRECIATION EXPENSE	1,200,000	1,200,000	0	1,011,349	1,200,000	0	0.0%	
BOND INTEREST EXPENSE	271,100	271,100	0	225,287	271,100	0	0.0%	
INSTALLMENT PURCHASE DEBT SVC	91,884	91,884	0	10,569	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	13,895	27,790	0	0.0%	
CONTRIBUTION - CAPITAL PROJECTS	392,000	740,874	348,874	713,837	740,874	0	0.0%	
<b>TOTAL SEWER FUND EXPENDITURES (590)</b>	<b>\$4,404,784</b>	<b>\$4,809,430</b>	<b>\$404,646</b>	<b>\$3,574,776</b>	<b>\$4,809,430</b>	<b>\$0</b>	<b>0.0%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,153</b>	<b>(\$79,263)</b>	<b>(\$79,263)</b>		

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
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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	\$11,985	\$15,000	\$0	0.0%	
646.000 CHARGES FOR SERVICES - SALES	3,506,000	3,506,000	0	2,526,351	3,506,000	0	0.0%	
653.000 PENALTIES	75,000	75,000	0	52,241	75,000	0	0.0%	
664.000 INVESTMENT EARNINGS	20,000	20,000	0	13,568	20,000	0	0.0%	
667.000 HYDRANT RENTAL	50,000	50,000	0	36,770	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	69,383	70,000	45,000	180.0%	
695.000 OTHER	20,000	20,000	0	24,226	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>\$2,734,524</b>	<b>\$3,810,741</b>	<b>(\$5,521)</b>	<b>-0.1%</b>	<b>Balance</b>
<b>WATER FUND EXPENDITURES (591):</b>								
MERCHANDISE	\$40,000	\$40,000	\$0	\$32,738	\$40,000	\$0	0.0%	
PURIFICATION & PUMPING	1,222,511	1,226,972	4,461	850,489	1,226,972	0	0.0%	
TRANSMISSION & DISTRIBUTION	498,200	502,064	3,864	337,776	502,064	0	0.0%	
CUSTOMER SERVICE & OVERHEAD	611,042	611,042	0	340,961	611,042	0	0.0%	
DEPRECIATION EXPENSE	780,879	780,879	0	477,998	780,879	0	0.0%	
BOND INTEREST EXPENSE	237,327	237,327	0	185,659	237,327	0	0.0%	
CONTRIBUTION - INDIRECT COST PLAN	88,978	88,978	0	44,489	88,978	0	0.0%	
CONTRIBUTION - CAPITAL PROJECTS	329,000	329,000	0	39,948	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>\$2,310,058</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>\$424,466</b>	<b>(\$5,521)</b>	<b>(\$5,521)</b>		
<b>SOLID WASTE FUND REVENUE (595):</b>								
640.000 REFUSE COLLECTION & DISPOSAL	\$533,600	\$556,800	\$0	\$567,302	\$567,302	\$10,502	1.9%	
649.000 CURBSIDE RECYCLING CHARGE	24,000	24,000	0	3,807	24,000	0	0.0%	
695.000 OTHER	23,965	23,965	0	0	8,965	(15,000)	-62.6%	
<b>TOTAL SOLID WASTE FUND REVENUE</b>	<b>\$581,565</b>	<b>\$604,765</b>	<b>\$0</b>	<b>\$571,109</b>	<b>\$600,267</b>	<b>(\$4,498)</b>	<b>-0.7%</b>	
<b>SOLID WASTE FUND EXPENDITURES (595):</b>								
SALARIES & FRINGE BENEFITS	\$82,141	\$82,141	\$0	\$35,322	\$82,141	\$0	0.0%	
OPERATING	499,424	522,624	23,200	373,517	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>\$408,839</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>\$162,270</b>	<b>(\$4,498)</b>	<b>(\$4,498)</b>		

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

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>STORM WATER UTILITY FUND REV (598):</b>								
648.000 STORM SEWER CHARGES	\$260,000	\$260,000	\$0	\$261,654	\$260,000	\$0	0.0%	
664.000 INVESTMENT EARNINGS	100	100	0	496	500	400	400.0%	
695.000 OTHER	0	0	0	4,913	5,000	5,000		
697.000 PRIOR YEARS' REVENUE	98,728	165,921	67,193	0	0	(165,921)	-100.0%	Planned Use of Fund
<b>TOTAL STORM WATER UTILITY FUND REV.</b>	<b>\$358,828</b>	<b>\$426,021</b>	<b>\$67,193</b>	<b>\$267,063</b>	<b>\$265,500</b>	<b>(\$160,521)</b>	<b>-37.7%</b>	<b>Balance</b>
<b>STORM WATER UTILITY FUND EXP. (598):</b>								
DRAINS - PUBLIC BENEFIT	\$343,990	\$370,583	\$26,593	\$189,296	\$370,583	\$0	0.0%	
ADMIN. & RECORD KEEPING	838	31,838	31,000	13,779	31,838	0	0.0%	Indirect Cost
ENGINEERING	14,000	23,600	9,600	9,359	23,600	0	0.0%	
<b>TOTAL STORM WATER UTILITY FUND EXP</b>	<b>\$358,828</b>	<b>\$426,021</b>	<b>\$67,193</b>	<b>\$212,434</b>	<b>\$426,021</b>	<b>\$0</b>	<b>0.0%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$54,629</b>	<b>(\$160,521)</b>	<b>(\$160,521)</b>		

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

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>CAPITAL PROJECTS REVOLVING FUND REVENUE (599)</b>								
408.202 SPECIAL ASSESSMENTS-MAJOR STREET	\$70,000	\$70,000	\$0	\$55,696	\$70,000	\$0	0.0%	
408.203 SPECIAL ASSESSMENTS-LOCAL STREETS	12,000	12,000	0	80,684	81,000	69,000	575.0%	
664.000 INVESTMENT EARNINGS	30,000	30,000	0	23,075	30,000	0	0.0%	
<b>TOTAL REVENUE</b>	<b>\$112,000</b>	<b>\$112,000</b>	<b>\$0</b>	<b>\$159,455</b>	<b>\$181,000</b>	<b>\$69,000</b>	<b>61.6%</b>	
<b>CAPITAL PROJECTS REVOLVING FUND EXPENDITURES (599)</b>								
<b>TRANSFERS OUT</b>								
CONTRIB - MAJOR STREET	\$70,000	\$70,000	\$0	\$55,696	\$70,000	\$0	0.0%	
CONTRIB - LOCAL STREET	12,000	12,000	0	80,684	81,000	(69,000)	-575.0%	
<b>SUBTOTAL</b>	<b>\$82,000</b>	<b>\$82,000</b>	<b>\$0</b>	<b>\$136,380</b>	<b>\$151,000</b>	<b>(69,000)</b>	<b>-84.1%</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>\$136,380</b>	<b>\$151,000</b>	<b>(\$39,000)</b>	<b>-34.8%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,075</b>	<b>\$30,000</b>	<b>\$30,000</b>		

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

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>INFORMATION TECHNOLOGY FUND REVENUE (661)</b>								
636.000 INFO TECH SERVICES	\$140,005	\$140,005	\$0	\$104,120	\$140,005	\$0	0.0%	
637.000 GIS/CAD SERVICES	65,548	65,548	0	51,431	65,548	0	0.0%	
676.500 CONTRIB-EMPLOYEE HEALTH CARE	4,889	4,889	0	0	0	(4,889)	-100.0%	
695.000 OTHER	0	0	0	1,201	1,200	1,200		
697.000 PRIOR YEARS' REVENUE	237,408	484,040	246,632	0	0	(484,040)	-100.0%	Planned Use of Fund
<b>TOTAL REVENUE</b>	<b>\$447,850</b>	<b>\$694,482</b>	<b>\$246,632</b>	<b>\$156,752</b>	<b>\$206,753</b>	<b>(\$487,729)</b>	<b>-70.2%</b>	<b>Balance</b>
<b>INFORMATION TECHNOLOGY FUND EXPENDITURES (661)</b>								
GIS SERVICES	\$115,811	\$160,741	\$44,930	\$40,097	\$60,741	\$100,000	62.2%	
TELECOMMUNICATIONS	25,000	25,055	55	25,553	25,055	0	0.0%	
ADMINISTRATION	307,039	508,686	201,647	186,716	503,686	5,000	1.0%	
<b>TOTAL EXPENDITURES</b>	<b>\$447,850</b>	<b>\$694,482</b>	<b>\$246,632</b>	<b>\$252,366</b>	<b>\$589,482</b>	<b>\$105,000</b>	<b>15.1%</b>	
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$95,614)</b>	<b>(\$382,729)</b>	<b>(\$382,729)</b>		

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE		VARIANCE		EXPLANATION
	ADOPTED	AMENDED	over/(under)	ACTUAL	FORECAST	FORECAST TO BUDGET		
	BUDGET	BUDGET	ADOPTED			AMOUNT	PERCENT	
<b>MOTOR VEHICLE POOL FUND REVENUE (662)</b>								
635.000 VEHICLE RENT	\$340,449	\$340,449	\$0	\$191,963	\$255,951	(\$84,498)	-24.8%	
676.001 CONTRIBUTION - ADRIAN SCHOOLS	84,000	84,000	0	91,566	122,088	38,088	45.3%	
676.002 CONTRIBUTION - LISD	4,000	4,000	0	2,952	3,936	(64)	-1.6%	
676.003 CONTRIBUTION - LENAWEE TRANSPORTATI	58,000	58,000	0	49,522	66,029	8,029	13.8%	
676.202 CONTRIBUTION - MAJOR STREET FUND	115,000	115,000	0	37,539	50,052	(64,948)	-56.5%	
676.203 CONTRIBUTION - LOCAL STREET FUND	100,000	100,000	0	49,740	66,320	(33,680)	-33.7%	
676.205 CONTRIBUTION - FEE ESTATE	20,000	20,000	0	10,995	14,660	(5,340)	-26.7%	
676.267 CONTRIBUTION - OMNI	200	200	0	255	340	140	70.0%	
676.500 CONTRIB-EMPLOYEE HEALTH CARE	4,390	4,390	0	0	0	(4,390)	-100.0%	
676.585 CONTRIBUTION - AUTO PARKING	500	500	0	4,162	5,549	5,049	1009.9%	
676.588 CONTRIBUTION - TRANSPORTATION FUND	10,000	10,000	0	38,736	51,648	41,648	416.5%	
676.590 CONTRIBUTION - WASTEWATER FUND	22,000	22,000	0	15,969	21,292	(708)	-3.2%	
676.591 CONTRIBUTION - WATER FUND	23,500	23,500	0	13,254	17,672	(5,828)	-24.8%	
676.595 CONTRIBUTION - SOLID WASTE FUND	0	0	0	7,963	10,617	10,617		
676.598 CONTRIBUTION - STORM WATER UTILITY	5,000	5,000	0	11,579	15,439	10,439	208.8%	
685.000 SALE OF EQUIPMENT	12,000	12,000	0	17,205	22,940	10,940	91.2%	
695.000 OTHER	0	0	0	1,328	1,771	1,771		
697.000 PRIOR YEARS' BALANCE	0	5,950	5,950	0	0	(5,950)	-100.0%	Planned Use of Fund
<b>TOTAL MOTOR BVEHICLECPOOL FUND REVENUE</b>	<b>\$799,039</b>	<b>\$804,989</b>	<b>\$5,950</b>	<b>\$544,728</b>	<b>\$726,304</b>	<b>(\$78,685)</b>	<b>-9.8%</b>	<b>Balance</b>
<b>MOTOR POOL FUND EXPENES (662)</b>								
CEMETERY VEHICLES	\$14,286	\$14,575	\$289	\$3,597	\$4,796	\$9,779	67.1%	
ADMINISTRATION	177,465	177,465	0	317,374	423,165	(245,700)	-138.5%	
POLICE DEPT VEHICLES	112,031	112,031	0	50,872	67,829	44,202	39.5%	
FIRE DEPT VEHICLES	98,829	98,999	170	14,903	19,871	79,128	79.9%	
INSPECTION DEPT VEHICLES	4,800	4,800	0	1,885	2,513	2,287	47.6%	
DPW VEHICLES	157,922	160,812	2,890	19,359	25,812	135,000	83.9%	
STORM WATER UTILITY VEHICLES	25,772	25,772	0	0	0	25,772	100.0%	
ENGINEERING DEPT VEHICLES	8,561	8,850	289	3,296	4,395	4,455	50.3%	
RECREATION DEPT VEHICLES	4,967	4,967	0	1,404	1,872	3,095	62.3%	
PARKS & FORESTRY DIV VEHICLES	49,438	50,883	1,445	10,587	14,116	36,767	72.3%	
HERITAGE PARK VEHICLES	5,600	5,889	289	3,595	4,793	1,096	18.6%	
FEE ESTATE VEHICLES	24,549	25,127	578	4,371	5,828	19,299	76.8%	
CONTRIBUTION - INDIRECT COST PLAN	18,447	18,447	0	9,224	18,448	(1)	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>\$440,467</b>	<b>\$593,439</b>	<b>\$211,550</b>		
<b>REVENUE OVER/(UNDER) EXP.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$104,261</b>	<b>\$132,865</b>	<b>\$132,865</b>		

CITY OF ADRIAN  
 FY2011-12 THIRD QUARTER FINANCIAL FORECAST  
 March 31, 2012

FUND/DEPARTMENT	FY2011-12	FY2011-12	AMENDED	YEAR-TO-DATE	FORECAST	VARIANCE		EXPLANATION
	ADOPTED	AMENDED	over/(under)			FORECAST TO BUDGET		
	BUDGET	BUDGET	ADOPTED	ACTUAL		AMOUNT	PERCENT	
PERPETUAL CARE FUND REVENUE (711)								
664.000 INVESTMENT EARNINGS	\$40,000	\$40,000	\$0	\$17,324	\$40,000	\$0	0.0%	
TOTAL REVENUE	\$40,000	\$40,000	\$0	\$17,324	\$40,000	\$0	0.0%	
PERPETUAL CARE FUND EXPENDITURES (711)								
CONTRIBUTION - GENERAL FUND	\$40,000	\$40,000	\$0	\$0	\$40,000	\$0	0.0%	
TOTAL EXPENDITURES	\$40,000	\$40,000	\$0	\$0	\$40,000	\$0	0.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$17,324	\$0	\$0		
TOTAL REVENUES - ALL FUNDS	\$26,172,481	\$29,746,752	\$3,432,914	\$21,388,323	\$27,828,518	(\$1,918,234)	-6.4%	
TOTAL EXPENDITURES - ALL FUNDS	26,172,481	29,746,752	3,850,162	18,420,309	29,308,621	438,131	1.5%	
NET OF REVENUE AND EXPENDITURES	0	0	\$0	2,968,014	(1,480,103)	(1,480,103)		

**CITY OF ADRIAN  
FY 2011-12 BUDGET  
THIRD QUARTER FINANCIAL FORECAST  
RECOMMENDED BUDGET AMENDMENTS**

	<b>FY2011-12 ADOPTED BUDGET</b>	<b>FY2011-12 AMENDED BUDGET as of 3/31/12</b>	<b>FY2011-12 SECOND QUARTER FINANCIAL FORECAST</b>	<b>BUDGET AMENDMENT</b>
<b><u>GENERAL FUND (101)</u></b>				
<b>REVENUE:</b>				
<b>CITY ADMINISTRATOR</b>				
101-172.00672.000 OIL LEASE PROCEEDS	\$0	\$45,442	\$160,000	\$114,558
<b>FINANCE DEPARTMENT</b>				
101-201.00445.000 PENALTIES & INTEREST ON TAXES	70,000	70,000	50,000	(20,000)
<b>101-201.00-607.000</b> TAX COLLECTION FEES	220,000	220,000	200,000	(20,000)
101-201.00-664.000 INVESTMENT INCOME	140,000	70,000	60,000	(10,000)
<b>CITY ASSESSOR</b>				
101-209.00-444.000 PRINCIPAL RESIDENCE DENIAL PENALTY	2,000	5,000	4,000	(1,000)
<b>POLICE DEPARTMENT</b>				
101-301.00-624.000 LIVESCAN APPLICANT FINGERPRINTING	30,000	30,000	20,000	(10,000)
101-301.00-659.000 ORDINANCE FINES & COSTS	75,000	75,000	60,000	(15,000)
<b>INSPECTION DEPARTMENT</b>				
101-371.00-477.000 BUILDING PERMITS	80,000	80,000	200,000	120,000
101-371.00-478.000 ELECTRICAL INSPECTIONS	25,000	25,000	35,000	10,000
101-371.00-479.000 HEATING	24,000	24,000	30,000	6,000
101-371.00-482.000 PLUMBING	10,000	10,000	15,000	5,000
101-371.00-487.000 RENTAL HOUSING REGISTRATION	15,000	15,000	30,000	15,000
<b>ADRIAN PUBLIC LIBRARY</b>				
101-738.00-676.004 CONTRIB. - LENAWEE COUNTY	0	0	4,667	4,667
<b>NON-DEPT.</b>				
101-990.00-697.000 PRIOR YEARS REVENUE	0	194,087	194,087	0
<b>TOTAL GENERAL FUND REVENUE</b>				<b><u>\$199,225</u></b>

CITY OF ADRIAN  
 FY 2011-12 BUDGET  
 THIRD QUARTER FINANCIAL FORECAST  
 RECOMMENDED BUDGET AMENDMENTS

	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET as of 3/31/12	FY2011-12 SECOND QUARTER FINANCIAL FORECAST	BUDGET AMENDMENT
<b>EXPENDITURES:</b>				
<b>CEMETERY</b>				
101-276.00-743.000 UNIFORMS	\$475	\$570	\$870	\$300
<b>Dept 371.00: INSPECTION DEPARTMENT</b>				
101-371.00-743.000 UNIFORMS	100	100	400	300
<b>Dept 441.00: DEPARTMENT OF PUBLIC WORKS</b>				
101-441.00-743.000 UNIFORMS	2,800	3,761	4,061	300
<b>Dept 449.00: ENGINEERING DEPARTMENT</b>				
101-449.00-943.662 VEH RENT - MOTOR POOL	\$16,750	\$45,750	\$15,750	(\$30,000)
<b>Dept. 691.00: PARKS &amp; RECREATION</b>				
101-697.00-741.051 SUPPLIES-ALL AGE GEN	500	500	3,500	3,000
<b>Dept. 697.00: PARKS &amp; FORESTRY DIVISION</b>				
101-697.00-743.000 UNIFORMS	1,050	2,334	2,634	300
<b>Dept. 698.00: PARKS &amp; FORESTRY - HERITAGE PARK</b>				
101-698.00-743.000 UNIFORMS	350	350	650	300
<b>Dept. 738.00: ADRIAN PUBLIC LIBRARY</b>				
101-738.00-975.000 CAPITAL IMPROVEMENTS	25,000	38,800	45,800	7,000
<b>Dept. 836.00: OTHER PROJECTS (ADRIAN TRAINING SCHOOL)</b>				
101-836.00-702.017 WAGES-ATS	\$0	\$4,000	\$12,000	\$8,000
101-836.00-708.017 OVERHEAD-ATS	0	100	400	300
101-836.00-776.000 MAINT. SUPPLIES	100	100	500	400
101-836.00-921.017 ELECTRICAL -ATS	0	4,500	12,000	7,500
101-836.00-923.017 WATER - ATS	0	2,600	7,000	4,400
101-836.00-943.017 EQUIP RENTAL - ATS	0	600	1,000	400
<b>Dept. 990.00: NON-DEPT. APPROPRIATIONS</b>				
101-990.00-990.000 CONTINGENCY	0	175,540	372,265	196,725
<b>TOTAL GENERAL FUND EXPENDITURES</b>				<u><b>\$199,225</b></u>
<b>TOTAL GENERAL FUND</b>				<u><u><b>\$0</b></u></u>

May 7, 2012

**R12-052**

**RE: DEPARTMENT OF FINANCE –FY2011-12 THIRD 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 Third 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.



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**MEMO**

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Date: April 30, 2012

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

From: Jeffrey C. Pardee, Finance Director

A handwritten signature in black ink, appearing to read 'Jeffrey C. Pardee', written over the printed name.

**Re: Dissolution of Local Development Finance Authority and Disposition of Assets**

In accordance with Public Act 281 of 1986, the Adrian City Commission created the Local Development Finance Authority in 1991 for the purpose of providing financial incentives for an economic development project, specifically Garden State Tanning, Inc.

The City of Adrian entered into a Development Agreement with Garden State Tanning, Inc. on May 8, 1991, which identified specific facility improvements consisting of a manufacturing plant containing approximately one hundred twenty thousand (120,000) square feet of general manufacturing, warehouse and office space, estimated to cost \$4,300,000, housing equipment having an approximate initial cost of \$4,000,000, located on 29.33 acres of industrial park property in the City of Adrian. In consideration of the foregoing, the City of Adrian issued LDFA bonds in the amount of \$764,100 for infrastructure improvements, which were retired in 2008.

Having satisfied all financial obligations to Garden State Tanning and/or its successor organization, the City of Adrian is desirous of dissolving the Local Development Finance Authority and disposing of its assets. Section 20 of the aforementioned Act specifies that, *An authority that completes the purposes for which it was organized shall be dissolved by resolution of the governing body. The property and assets of the authority remaining after the satisfaction of the obligations of the authority shall belong to the municipality or to an agency or instrumentality designated by resolution of the municipality.*

I respectfully recommend dissolution of the Local Development Finance Authority and distribution of all remaining assets to the City of Adrian General Fund, in accordance with Section 20 of Public Act 281 of 1986. The attached resolution has been prepared for the City Commission's consideration at their regularly scheduled meeting of May 7, 2012. If you have any questions or need for further information, please contact my office.

May 7, 2012

**R12-053**

**DEPARTMENT OF FINANCE – Dissolution of Local Development Finance Authority and Disposition of Assets**

**Resolution**

WHEREAS, in accordance with Public Act 281 of 1986, the Adrian City Commission created the Local Development Finance Authority (LDFA) in 1991 for the purpose of providing financial incentives for an economic development project, specifically Garden State Tanning, Inc.; and

WHEREAS the City of Adrian entered into a Development Agreement with Garden State Tanning, Inc. on May 8, 1991, which identified specific facility improvements consisting of a manufacturing plant containing approximately one hundred twenty thousand (120,000) square feet of general manufacturing, warehouse and office space, estimated to cost \$4,300,000, housing equipment having an approximate initial cost of \$4,000,000, located on 29.33 acres of industrial park property in the City of Adrian; and

WHEREAS in consideration of the foregoing, the City of Adrian issued LDFA bonds in the amount of \$764,100 for infrastructure improvements, which were retired in 2008; and

WHEREAS, having satisfied all financial obligations to Garden State Tanning and/or its successor organization, the City of Adrian is desirous of dissolving the Local Development Finance Authority and disposing of its assets; and

WHEREAS Section 20 of the aforementioned Act specifies that, *An authority that completes the purposes for which it was organized shall be dissolved by resolution of the governing body. The property and assets of the authority remaining after the satisfaction of the obligations of the authority shall belong to the municipality or to an agency or instrumentality designated by resolution of the municipality;* and

WHEREAS the Finance Director and City Administrator recommend dissolution of the Local Development Finance Authority and distribution of all remaining assets to the City of Adrian General Fund, in accordance with Section 20 of Public Act 281 of 1986.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the dissolution of the Local Development Finance Authority and distribution of all remaining assets to the City of Adrian General Fund, in accordance with Section 20 of Public Act 281 of 1986.

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