



# PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION  
AGENDA  
PRE-MEETING STUDY SESSION  
MARCH 21, 2011  
5:30 P.M.**

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The City Commission will meet for a pre-meeting study session on Monday, March 21, 2011 at 5:30 p.m. in the City Chambers Building, 159 E. Maumee St., to discuss the following:

- I. Access Drive Request  
*- Adrian College Representatives*
  
- II. Other Items as Time Permits



# COMMISSION AGENDA

**AGENDA  
ADRIAN CITY COMMISSION  
MARCH 21, 2011  
7:00 P.M.**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF MINUTES OF THE MARCH 7, 2011 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. PUBLIC COMMENTS
- VI. CONSENT AGENDA
  - A. RESOLUTIONS
    - 1. **CR11-001. Zoning Board of Appeals.** Resolution to reappoint Gerald Burg as an alternate on the Zoning Board of Appeals for a 3-year term.
    - 2. **CR11-002. Planning Commission.** Resolution to reappoint Mike Jacobitz and Brian Watson to the Planning Commission for 3-year terms.
    - 3. **CR11-003. Police Department.** Resolution to approve the transfer of ownership of an escrowed Class C licensed business, located at 1001 S. Main, from Midland Food Services, LLC to Pizza Hut of America, Inc., and approve request to transfer status from a Class C license to a tavern license.
- VII. REGULAR AGENDA
  - A. SPECIAL ORDER
    - 1. **SO-1 – Parks & Recreation.** Public Hearing to hear and consider comments to approval of the Parks & Recreation 5-Year Master Plan.
  - B. RESOLUTIONS
    - 1. **R11-024. Parks & Recreation.** Resolution to approve the Parks & Recreation 5-Year Master Plan. Approval of a Master Plan is necessary to be eligible for grant funding through the Michigan Department of Natural Resources & Environment.

2. **R11-025. Library.** Resolution to approve the purchase and installation of carpet for the library meeting room and the resulting budget amendments. Funds for this purchase were previously donated.
3. **R11-026. City Commission.** Resolution authorizing appropriation of unspent Youth Symposium Funds and approval of the resulting budget amendments.
4. **R11-027. Engineering Dept.** Resolution to approve a contract renewal with Clean Care, Inc. of Toledo, OH, for janitorial services at City Hall, Adrian Public Library and the City Chambers Building.
5. **R11-028. Utilities Dept.** Resolution to retain Insituform Technologies for lining approximately 2,000 feet of 8" sewer lines in portions of W. Maumee and Maple Avenue and that the bid process be waived.
6. **R11-029. Finance Dept.** Resolution to approve the *City-Wide Central Service Cost Allocation Plan and Indirect Cost Proposals* for the year ending June 30, 2009. The Plan enables the City to recover core central administrative costs from federal and state grants, contracts with local governmental units and City Enterprise Funds.
7. **R11-030. Police Dept.** Resolution to approve the purchase of two police vehicles through the State Cooperative Purchasing Program, that the bid process be waived and approval of the resulting budget amendments.

V I I I. MISCELLANEOUS

1. Departmental Report
2. Fire Department Report
3. Dial-A-Ride Report
4. Parks & Recreation Quarterly Report

I X. PUBLIC COMMENTS

X. COMMISSION COMMENTS



# MINUTES

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

Prior to the opening of the regular meeting, Commissioner DuMars moved to go into closed session to discuss property acquisition, seconded by Commissioner Steele, motion carried by a unanimous vote.

At 6:55 p.m. the Commission came out of closed session to begin their regularly scheduled meeting at 7:00 p.m.

Official proceedings of the March 7, 2011 regular meeting of the City Commission, Adrian, Michigan.

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

PRESENT: Mayor McDowell, Commissioners DuMars, Warren, Osborne, Carrico, Clegg and Steele

Mayor McDowell in the Chair.

Commissioner DuMars moved to approve the minutes of the February 23, 2011 regular (rescheduled) meeting of the Adrian City Commission, seconded by Commissioner Clegg, motion carried by a unanimous vote.

**PRESENTATION OF ACCOUNTS**

Utility Department Receiving Fund Voucher #3416 through #3418	\$ 113,975.01
General Fund Vouchers #20318 through #20335	\$ 381,956.75
Clearing Account Vouchers amounting to	\$ <u>909,577.21</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,405,508.97</u></b>

On motion by Commissioner Clegg, seconded by Commissioner Warren, motion carried by a unanimous vote.

**COMMUNICATION**

1. **C-1. Finance Department.** State Revenue Sharing update comparing estimated and actual revenue sharing.

**PUBLIC COMMENTS**

There were none.

**REGULAR AGENDA**

**RESOLUTIONS**

**RESOLUTION R11-018**

**RE: ENGINEERING DEPT. – Overnight Parking in City-Owned Lots**

WHEREAS, downtown business owners have requested the City to develop a system to provide for overnight parking in city lots on a temporary or limited basis; and

WHEREAS, City staff has prepared a process to allow for limited overnight parking in downtown lots by the sale of annual permits.

NOW, THEREFORE, IT IS RESOLVED that the attached process for temporary overnight parking is approved and that the price for such annual permits shall be set at \$100.00 per year for up to four (4) vehicles; and be it

FURTHER, RESOLVED that permits shall be sold on an annual basis to commence on the date of purchase.

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

**RESOLUTION R11-019**

**RE: DIAL-A-RIDE – Resolution to Approve Agreement with MDOT for Funding Assistance for Dial-A-Ride Services**

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

WHEREAS, a Project Authorization has been proposed which provides FY2011 Section 5311 Operating Assistance for such service (effective October 1, 2010 and expires September 30, 2011, based on 18.5% of the estimated eligible costs), which is \$58,302. The maximum amount to be paid will not exceed 18.5% of the audited costs, and if funds are insufficient to reimburse at 18.5% of audited costs, a new reimbursement percentage will be calculated for all agencies, and be it

RESOLVED, that the City Commission of the City of Adrian does hereby approve the proposed Agreement No. 2007-0156, Authorization No. Z13 for FY2011 Section 5311 Operating Assistance; and be it

FURTHER RESOLVED, that the monies from this grant be given to Adrian Dial-A-Ride in accordance with the terms of the Contract; and

HEREBY, authorizes the Mayor, Gary E. McDowell, and City Clerk, Pat Baker, to execute Authorization #Z13 for and on behalf of the City of Adrian.

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

### **RESOLUTION R11-020**

**RE: DIAL-A-RIDE – Amendment to MDOT Master Agreement to MDOT Contract No. 2007-0156/A1**

WHEREAS, the City of Adrian has the authority to contract with the Michigan Department of Transportation for State and/or Federal funds for passenger transportation related services; and

WHEREAS, the City of Adrian did approve Master Agreement No. 2007-0156; and

WHEREAS, an AMENDMENT (Contract No. 2007-0156/A1) to this Agreement has been issued in order to revise the third-party contracting procedures, retroactive to the effective date of the AGREEMENT, for program years FY2007 through FY2011; and

NOW, THEREFORE, be it resolved that the Mayor, Gary E. McDowell, is hereby authorized and directed to execute said agreement for and on behalf of the City of Adrian.

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

### **RESOLUTION R11-021**

**RE: DIAL-A-RIDE – Approve Execution of Projection Authorizations with MDOT for Passenger Transportation Related Services**

WHEREAS, this resolution shall approve execution of Project Authorizations for any programs designed by the City of Adrian and/or Project Authorizations for any amount determined by the City of Adrian with the Michigan Department of Transportation which are issued under Master Agreement Number 2007-0156/A1.

NOW, THEREFORE, BE IT RESOLVED that the Mayor, Gary E. McDowell, and/or the City Clerk, Pat Baker, of the City of Adrian are authorized to enter into and execute on behalf of the City of Adrian all such project Authorizations with the Michigan Department of Transportation for passenger transportation related services for the Agreement period.

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

### **RESOLUTION R11-022**

**RE: ADMINISTRATION – Uniform Video Service Local Franchise Agreement – D & P Communications**

WHEREAS, D & P Communications, Inc. has submitted a proposed franchise under the Uniform Video Service Local Franchise Act in order to provide video service to the City of Adrian; and

WHEREAS, the City Administrator has reviewed the proposed franchise agreement and has determined it has complied with the State law and as set forth in the attached agreement.

NOW, THEREFORE, IT IS RESOLVED that the attached Uniform Video Service Local Franchise Agreement for D & P Communications, Inc. is hereby approved and that the City Administrator is authorized to execute said Franchise 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 R11-023**

#### **RE: DEPARTMENT OF PARKS & RECREATION – Baseball/Softball Uniforms**

WHEREAS, the Department of Parks & Recreation, in conjunction with the City of Adrian Purchasing Office, solicited and received bids on Thursday, February 24, 2011 for uniforms for the Youth Baseball/Softball Programs; and

WHEREAS, four (4) vendors were invited to bid; however only one (1) responded.

<u>VENDOR</u>	<u>LOCATION</u>	<u>ESTIMATED AMOUNT</u>
Mugs `n More Imaging	Adrian, MI	\$11,000.00

WHEREAS, because the vendor is local and has previously provided uniforms and good service, the Parks & Recreation Director and City Administrator recommend acceptance of the sole bid and purchase of baseball/softball uniforms from Mugs `n More Imaging, Adrian, MI at an estimated cost (depending on volume purchased) of \$11,000.00, which compares favorably with last year's bid price and \$4,000 less than 2009; and

WHEREAS, the Finance Director indicates that sufficient funds are available in the FY2010-11 Parks & Recreation Operating Budget for this purpose in the appropriate sub-accounts for the individual activities.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby accepts the sole bid and authorizes the Parks & Recreation Department to purchase baseball/softball uniforms from Mugs `n More Imaging, Adrian, MI at an estimated cost (depending on volume purchased) of \$11,000.00.

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

#### **PUBLIC COMMENTS**

1. Allen Kern, 1249 Vine St., said he would like to see a traffic light at the 4-corners. Also would like speed limit signs on Madison Street.

#### **COMMISSION COMMENTS**

There were none.

The next regular meeting of the Adrian City Commission will be held on Monday, March 21, 2011, at 7:00 p.m. in the Chambers Building located at 159 E. Maumee St., Adrian, MI 49221.

Gary E. McDowell  
Mayor

Pat Baker  
City Clerk



# CHECK REGISTER

March 21, 2011

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

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

DCN:bjw

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 #3419 through #3426.....	\$ 145,915.51
General Fund	
Vouchers #20336 through #20354 .....	\$ 300,777.99
Clearing Account Vouchers	
amounting to.....	<u>\$289,195.02</u>
TOTAL EXPENDITURES .....	<u>\$735,888.52</u>

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

March 21, 2011

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
3419	Frontier	Wastewater Phone	\$ 40.02
3420	City of Adrian: Payroll	March 4 Payroll	\$ 79,045.93
3421	City of Adrian: Clearing Acct	March 7 CK Register	\$ 711,316.19
3422	Antonette Torado-Villasona	Deposit Refund	\$ 150.00
3423	City of Adrian: General Fund	Feb Expenses	\$ 45,458.50
3424	City of Adrian	IT & MVP Feb Expenses	\$ 6,670.78
3425	Consumers Energy	Water Plant Electric	\$ 9,237.77
3426	Citizens Gas Fuel Co	Various Heat Bills	\$ 5,312.51
		<b>Total</b>	<b>\$ 857,231.70</b>
		Less: CK #3421	\$ 711,316.19
		<b>TOTAL</b>	<b>\$ 145,915.51</b>

WW = \$ 614,662.90

WAT= \$ 242,568.80

21-Mar-11

GENERAL FUND  
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
20336	\$ 489.58	Frontier	Various Phone Bills
20337	\$ 216,299.20	City of Adrian: Payroll	Payroll for March 4
20338	\$ 16,577.92	First Federal Bank	Soc Security for March 4
20339	\$ 20.00	City of Adrian: Trust Fund	Correct Receipt
20340	\$ 1,292.91	Platinum Plus	Various Credit Card Expenses
20341	\$ 443.30	Consumers Energy	Heritage Electric Bills
20342	\$ 36,853.03	Avery Oil & Propane	MVP Gasoline & Diesel Fuel
20343	\$ 96.96	City of Adrian: Utilities	Bohn Pool Water Bill
20344	\$ 191,925.24	City of Adrian: Clearing Account	March 7 Check Register
20345		City of Adrian: Utilities	Transfer State MI Funds
20346	\$ 4,235.74	Quick Service Transportation	Payroll W/E Mar 5
20347	\$ 150.00	Regina Valdez	Recreation Refund
20348	\$ 50.00	Sylvia Stoner	Recreation Refund
20349	\$ 110.00	Elizabeth Hughes	Recreation Refund
20350	\$ 335.83	Frontier	Various Phone Bills
20351	\$ 15.00	Len Cty Register of Deeds	Jeopardy Assessment
20352	\$ 4,453.09	Quick Service Transportation	Payroll W/E Mar 12
20353	\$ 4,101.83	Citizens Gas Fuel Co	Various Heat Bills
20354	\$ 15,253.60	Consumers Energy	Various Electric Bills

\$ 492,703.23  
\$ (191,925.24) Less: CK# 20344  
\$ 300,777.99

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. ABSOPURE WATER COMPANY	182.00		
2. CITY OF ADRIAN	32,687.50		
3. ADRIAN COLLEGE	40.00		
4. ADRIAN FABRICARE CENTER INC.	670.00		
5. ADRIAN LOCKSMITH & CYCLERY	99.92		
6. ADRIAN MECHANICAL SERVICES C	595.73		
7. ADRIAN OVERHEAD DOORS	90.00		
8. ADRIAN PAINTERS SUPPLY & EQU	53.56		
9. AIR DESIGN INC	95.73		
10. AIRGAS GREAT LAKES	102.45		
11. ALL AREA MECHANICAL, LLC	350.00		
12. ALLIED WASTE SERVICES #259	2,403.00		
13. AMAZON CREDIT PLAN	447.08		
14. AMERICAN LIBRARY ASSOCIATION	717.45		
15. AMERICAN OFFICE SOLUTIONS	52.63		
16. APOLLO FIRE EQUIPMENT	134.26		
17. APPLE MAT RENTAL	257.30		
18. APPLIED BUSINESS SOFTWARE	399.60		
19. APPLIED INDUSTRIAL TECHNOLOG	55.56		
20. ASSOCIATED ENGINEERS	3,156.00		
21. AUTO ZONE COMMERCIAL	356.72		
22. BAKER & TAYLOR BOOKS	1,149.66		
23. BARNHART, ARTHUR	133.62		
24. BATTERY WHOLESAL	23.34		
25. KRISTIN BAUER	20.00		
26. GREG BELL CHEVROLET CADILLAC	3.29		
27. ROBERT BISHOP	236.88		
28. BLACK SWAMP EQUIPMENT	70.00		
29. BLISSFIELD HEATING AND PLUMB	103.00		
30. TODD BROWN	20.00		
31. BS&A SOFTWARE	475.00		
32. BWI	752.34		
33. CDW-G COMPUTER SUPPLIES	231.31		
34. CHAMBERS CONTROL COMPANY	1,354.00		
35. CLEAN CARE INC	4,429.00		
36. COAST TO COAST DELI	67.08		
37. CODE OFFICIALS CONFERENCE	150.00		
38. COMCAST	84.69		
39. CONCLUSIVE MARKETING	45.00		
40. CONSUMER ENERGY	30,330.00		
41. CUTLER DICKERSON CO	736.16		
42. D&B	293.50		
43. D&P COMMUNICATIONS, INC.	1,879.99		
44. THE DAILY TELEGRAM	370.48		
45. DAN'S FARM SUPPLY INC	83.06		
46. NICOLE DAVIS	32.00		
47. JACK DOHENY SUPPLIES	1,900.00		
48. E & B SALVAGE LLC	47.20		
49. EAST JORDAN IRON WORKS INC	3,871.80		
50. STEVE EBERLE	20.00		
51. ELLISON EDUCATIONAL EQUIPMEN	328.60		
52. FASTENAL COMPANY	339.75		
53. FIRST TOWING LLC	88.00		
54. FIRSLAB	17.95		
55. FORT MEIGS AUTO ELECTRIC	247.88		
56. FYR-FYTER SALES & SERVICE	19.00		
57. GALE	139.72		
58. GALL'S INC	231.55		
59. GALLANT & SON	60.57		
60. GENESEE DISTRICT LIBRARY	19.00		
61. GERKEN MATERIALS INC.	2,332.44		
62. MARK GIGAX	20.00		
63. GRAINGER INC.	216.75		
64. GRAPHICS UNLIMITED	150.00		
65. GREAT LAKES BOOK DISTRIB	91.52		
66. DENISE GRITZMAKER	20.00		
67. HACH COMPANY	114.40		
68. HADDEN TIRE COMPANY	744.00		
69. HERITAGE PLUMBING & HEATING	244.66		
70. HILLS AUTO & TRUCK REPAIR IN	260.01		
71. SHANE HORN	20.00		
72. HUBBARD AUTO CENTER	1,023.77		
73. I C M A VANTAGE POINT	5,956.36		
74. ICMA RETIREMENT CORPORATION	155.76		
75. INGRAM LIBRARY SERVICES	245.86		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. INTERNATIONAL CODE COUNCIL I	198.00		
77. JACKSON PRINTING AND MAILING	513.74		
78. JACKSON TRUCK SERVICE INC.	50.74		
79. JONES & HENRY, ENGINEERS	10,231.84		
80. K.A. STEEL CHEMICALS, INC.	2,387.34		
81. KAR LABORATORIES INC	180.00		
82. KELLER THOMA, P.C.	192.88		
83. KONICA MINOLTA BUSINESS SOLU	101.15		
84. BRENT KUBALEK	35.95		
85. LAKESHORE LEARNING MATERIAL	91.94		
86. LANDSCAPE ARCHITECTS & PLANN	2,955.00		
87. WALTER GREG LANFORD	86.78		
88. LANSING SANITARY SUPPLY INC	655.16		
89. LEGACY PRINTING	130.88		
90. LEN CO DEPT OF HUMAN SERVICE	118.00		
91. LENAWEE COUNTY LIBRARY	18.00		
92. LENAWEE COUNTY PRINTER	608.32		
93. LENAWEE COUNTY TREASURER	30.00		
94. LEXIS NEXIS RM INC	150.00		
95. LOWE'S CREDIT SERVICES	1,334.11		
96. M B ELECTRIC LLC	160.00		
97. MAGLOCLEN	135.00		
98. MANPOWER OF LANSING MI INC.	1,579.50		
99. MAPLE CITY GLASS INC.	647.03		
100. MASSON'S ELECTRIC, INC	233.21		
101. MASUNE FIRST AID & SAFETY	55.80		
102. GARY MCDOWELL	20.00		
103. MCGOWAN ELECTRIC SUPPLY INC	682.83		
104. MICHIGAN DEPARTMENT OF	2,231.83		
105. MICHIGAN METER TECHNOLOGY GR	31.94		
106. MICHIGAN MUNICIPAL LEAGUE	200.00		
107. MICHIGAN OFFICE SOLUTIONS	175.85		
108. MICHIGAN REC & PARK ASSOC	215.00		
109. STATE OF MICHIGAN	646.00		
110. MICHIGAN STATE POLICE	778.50		
111. MICHIGAN TECH UNIVERSITY	40.00		
112. MICROMARKETING LLC	394.30		
113. MIDWEST TAPE	162.83		
114. MOORE MEDICAL LLC	374.15		
115. MORNINGSTAR INVESTOR	170.00		
116. MUGS N' MORE IMAGING	411.00		
117. MUNICIPAL WEB SERVICES	290.00		
118. NEXTEL COMMUNICATIONS	1,171.50		
119. NICK CREGER	31.15		
120. NORTH AMERICAN SALT COMPANY	10,826.42		
121. NORTH EASTERN UNIFORMS & EQU	1,063.92		
122. OAK POINTE MEDICAL PRODUCTS	2,245.00		
123. OMNIGRAPHICS INC.	163.70		
124. MIKE OSBORN	20.00		
125. PAIN ENTERPRISES, INC.	650.88		
126. PALMER ENVELOPE CO.	1,285.00		
127. PARAGON LABORATORIES INC	610.00		
128. DAVID PATE	20.00		
129. PET'S SUPPLIES PLUS	105.96		
130. PLANNING & ZONING CENTER INC	370.00		
131. PLUMBING INSPECTORS ASSOC. O	170.00		
132. PRESSURE SYSTEMS INC	796.92		
133. GLENN PRESTON	20.00		
134. QUICK SERVICE TRANSPORTATION	4,623.99		
135. CHAD & SHANTEL RAPER & ABSTR	7,200.00		
136. RECORDED BOOKS LLC.	2,260.20		
137. REHMANN ROBSON	5,900.00		
138. TIM RITCHIE	20.00		
139. KRIS SCHMIDT STUDIO	281.00		
140. SERVICE FIRST LLC	20.00		
141. SHERWIN-WILLIAMS CO	1,358.34		
142. SHINE'S AUTO CLEAN	60.00		
143. SLUSARSKI EXCAVATING & PAVIN	7,289.24		
144. SPENCER MANUFACTURING INC.	35.00		
145. SPRINT NEXTEL	60.00		
146. STEVENS DISPOSAL	38,231.50		
147. JEFFREY A. STICKNEY, DO,PC	16.00		
148. SUNSHINE MEDICAL SUPPLY, INC	298.50		
149. SUPERMEDIA LLC	368.35		
150. TDS SECURITY	1,375.50		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. THOMAS SCIENTIFIC	1,668.78		
152. THOMSON WEST	366.72		
153. TRAFFIC & PARKING CONTROL CO	117.33		
154. PAUL TRINKA	20.00		
155. U.S. TOY CO, INC	69.12		
156. UNIQUESCREEN MEDIA INC.	93.33		
157. UNUM LIFE INSURANCE COMPANY	2,252.93		
158. VAN BRUNT TRANSPORT INC	9,725.00		
159. VARSITY FORD INC.	40,436.00		
160. WEISKOPF INDUSTRIES CORP	175.04		
161. WEPHOTO LLC	416.00		
162. WESTERN LIME CORPORATION	9,846.15		
163. RYAN WHITE	20.00		
164. W.W. WILLIAMS	235.94		
165. WOODLANDS LIBRARY COOPERATIV	10.00		
166. WORLD MUSIC SUPPLY	143.57		
**TOTAL ALL CLAIMS**	289,195.02		



# CONSENT AGENDA

CR-1

**CR11-001**

March 21, 2011

**RE: ZONING BOARD OF APPEALS – Reappoint Member to the Zoning Board of Appeals**

**RESOLUTION**

WHEREAS, the term of office of Gerald Burg as an alternate on the Zoning Board of Appeals will expire in April; and

WHEREAS, this will create a vacancy which must be filled in accordance with the Adrian City Charter; and

WHEREAS, Gerald Burg has expressed a willingness to continue serving on the Zoning Board of Appeals, if reappointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the reappointment of Gerald Burg on the Zoning Board of Appeals.

NOW, THEREFORE, BE IT RESOLVED that that the Adrian City Commission does hereby approve the reappointment of Gerald Burg as an alternate on the Zoning Board of Appeals for a 3-year term, expiring in 2014.

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

CR-2

**CR11-002**

March 21, 2011

**RE: PLANNING COMMISSION – Reappoint Member to the Planning Commission**

**RESOLUTION**

WHEREAS, the terms of office of Mike Jacobitz and Brian Watson on the Planning Commission will expire in April; and

WHEREAS, this will create vacancies which must be filled in accordance with the Adrian City Charter; and

WHEREAS, Mike Jacobitz and Brian Watson have expressed their willingness to continue serving on the Planning Commission, if reappointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the reappointment of the above-named individuals.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the reappointment of Mike Jacobitz and Brian Watson to the Planning Commission for three year terms, expiring in 2014.

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

CR-3

Request ID # 577390

RESOLUTION

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
(Regular or Special) (Township Board, City or Village Council)

called to order by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ P.M.

The following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

That the request to TRANSFER OWNERSHIP ESCROWED 2010 CLASS C LICENSED BUSINESS, LOCATED AT 1001 S. MAIN, ADRIAN, MI 49221, LENAWEE COUNTY, FROM MIDLAND FOOD SERVICES, L.L.C. TO PIZZA HUT OF AMERICA, INC. (A DELAWARE CORPORATION) & REQUEST TO TRANSFER STATUS FROM CLASS C LICENSE TO TAVERN LICENSE

be considered for \_\_\_\_\_  
(Approval or Disapproval)

APPROVAL

DISAPPROVAL

Yeas: \_\_\_\_\_

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Absent: \_\_\_\_\_

It is the consensus of this legislative body that the application be:

\_\_\_\_\_ for issuance  
(Recommended or Not Recommended)

State of Michigan \_\_\_\_\_

County of \_\_\_\_\_

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
(Township Board, City or Village Council) (Regular or Special)

meeting held on \_\_\_\_\_  
(Date)

(Signed) \_\_\_\_\_  
(Township, City or Village Clerk)

SEAL

(Mailing address of Township, City or Village)



Michigan Department of Energy, Labor & Economic Growth  
**MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)**  
7150 Harris Drive, P.O. Box 30005  
Lansing, Michigan 48909-7505

**FOR MLCC USE ONLY**

Request ID # 577390

Business ID # 225384

## LOCAL APPROVAL NOTICE

[Authorized by MCL 436.1501]

February 15, 2011

**TO:** ADRIAN CITY COUNCIL  
ATTN: CLERK  
100 E. CHURCH ST.  
ADRIAN, MI 49221

**APPLICANT:** PIZZA HUT OF AMERICA, INC. (A DELAWARE CORPORATION)

**Home Address and Telephone No. or Contact Address and Telephone No.:**

**CONTACT:** TERRANCE P. CONLIN, ATTORNEY, DeLOOF, HOPPER, DEVER & WRIGHT, PLLC,  
301 N. MAIN, SUITE #250, ANN ARBOR, MI 48104 (734) 994-1295B, ext 35 (734) 929-9798 (fax)  
email: [tpc@dhdwlaw.com](mailto:tpc@dhdwlaw.com)

**STOCKHOLDER:** PIZZA HUT INC., 14841 DALLAS PKWY, DALLAS, TX 75254

The MLCC cannot consider the approval of an application for a new or transfer of an on-premises license without the approval of the local legislative body pursuant to the provisions of MCL 436.1501 of the Liquor Control Code of 1998. For your information, local legislative body approval is also required for DANCE, ENTERTAINMENT, DANCE-ENTERTAINMENT AND TOPLESS ACTIVITY PERMITS AND FOR OFFICIAL PERMITS FOR EXTENDED HOURS FOR DANCE AND/OR ENTERTAINMENT pursuant to the provisions of MCL 436.1916 of the Liquor Control Code of 1998.

For your convenience a resolution form is enclosed that includes a description of the licensing application requiring consideration of the local legislative body. The clerk should complete the resolution certifying that your decision of approval or disapproval of the application was made at an official meeting. **Please return the completed resolution to the MLCC as soon as possible.**

If you have any questions, please contact the On-Premises Section of the Licensing Division as (517) 636-4634.

**PLEASE COMPLETE ENCLOSED RESOLUTION AND RETURN  
TO THE LIQUOR CONTROL COMMISSION AT ABOVE ADDRESS**



Michigan Department of Energy, Labor & Economic Growth  
**MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)**  
7150 Harris Drive, P.O. Box 30005  
Lansing, Michigan 48909-7505

## **POLICE INVESTIGATION REQUEST**

[Authorized by MCL 436.1201(4)]

February 15, 2011

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

Request ID #: 577390

Applicant:

PIZZA HUT OF AMERICA, INC. (A DELAWARE CORPORATION) REQUESTS TRANSFER OWNERSHIP ESCROWED 2010 CLASS C LICENSED BUSINESS, LOCATED AT 1001 S. MAIN, ADRIAN, MI 49221, LENAWEE COUNTY, FROM MIDLAND FOOD SERVICES, L.L.C. & REQUESTS TO TRANSFER STATUS FROM CLASS C LICENSE TO TAVERN LICENSE.

CONTACT: TERRANCE P. CONLIN, ATTORNEY, DeLOOF, HOPPER, DEVER & WRIGHT, PLLC, 301 N. MAIN, SUITE #250, ANN ARBOR, MI 48104 (734) 994-1295B, ext 35 (734) 929-9798 (fax) email: [tpc@dhdwlaw.com](mailto:tpc@dhdwlaw.com)

STOCKHOLDER: PIZZA HUT INC., 14841 DALLAS PKWY, DALLAS, TX 75254

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

Forward your report, along with fingerprint cards (if requested) and \$30.00 for each card to the Michigan Liquor Control Commission.

If you have any questions, contact the appropriate unit (On Premises, Off Premises or Manufacturers & Wholesalers) at (517) 322-1400.

klr

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

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



Michigan Department of Energy, Labor & Economic Growth  
**MICHIGAN LIQUOR CONTROL COMMISSION**  
 (MLCC)

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

**FOR MLCC USE ONLY**  
 Request ID # 577390  
 Business ID # 225384

**POLICE INVESTIGATION REPORT**

[Authorized by MCL 436.1217 and R 436.1105; MAC]

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

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

PIZZA HUT OF AMERICA, INC. (A DELAWARE CORPORATION) REQUESTS TRANSFER OWNERSHIP ESCROWED 2010 CLASS C LICENSED BUSINESS, LOCATED AT 1001 S. MAIN, ADRIAN, MI 49221, LENAWEE COUNTY, FROM MIDLAND FOOD SERVICES, L.L.C. & REQUESTS TO TRANSFER STATUS FROM CLASS C LICENSE TO TAVERN LICENSE.

**Section 1. APPLICANT INFORMATION**

APPLICANT #1: PIZZA HUT INC. 14841 DALLAS PKWY DALLAS, TX 75254	APPLICANT #2
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DATE FINGERPRINTED**: <u>NO FINGERPRINTS REQUIRED</u>	DATE FINGERPRINTED**:
---	-----------------------

DATE OF BIRTH: Is the applicant a U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No* *Does the applicant have permanent Resident Alien status? <input type="checkbox"/> Yes <input type="checkbox"/> No* *Does the applicant have a Visa? Enter status:	DATE OF BIRTH: Is the applicant a U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No* *Does the applicant have permanent Resident Alien status? <input type="checkbox"/> Yes <input type="checkbox"/> No* *Does the applicant have a Visa? Enter status:
--	--

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

<b>ARREST RECORD:</b> <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor Enter record of all arrests and convictions (Attach a signed and dated sheet if more space is needed)	<b>ARREST RECORD:</b> <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor Enter record of all arrests and convictions (Attach a signed and dated sheet if more space is needed)
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**Section 2. INVESTIGATION OF BUSINESS AND ADDRESS TO BE LICENSED**

Does applicant intend to have dancing, entertainment, topless activity, or extended hours permit?  
 No  Yes, complete LC-1636

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

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

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

Building  Plumbing  Zoning  Fire  Sanitation  Health

**Section 4. RECOMMENDATION**

- Is this applicant qualified to conduct this business if licensed?  Yes  No\*
  - Should the MLCC grant this request?  Yes  No\*
- \*If any of the above questions were answered No, you must state your reasons for MLCC consideration of this recommendation on the back of this form or on an attached signed and dated sheet.
- Is this recommendation subject to final inspection to determine that the proposed location meets all building, plumbing, zoning, fire, sanitation and health laws and ordinances?  Yes  No
  - Is this recommendation subject to any other conditions?  Yes  No
- If Yes, list the conditions below or on an attached signed and dated sheet if more space is needed

*Jeanne B. Call* 3-2-11  
 \_\_\_\_\_  
 Signature (Sheriff or Chief of Police) Date

ADRIAN POLICE DEPARTMENT



# REGULAR AGENDA

50-1, R-1

March 21, 2011

**SPECIAL ORDER**

The Mayor called for the hearing and consideration of comments to approval of the Parks and Recreation 5-Year Master Plan

Discussion

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

\_\_\_\_\_

and he declared the hearing closed.

# MEMO

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**To:** Dane C. Nelson, City Administrator  
**From:** Mark K. Gasche, Parks & Recreation Director  
**Date:** March 17, 2011  
**Re:** Parks and Recreation 5 Year Master Plan

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The Parks and Recreation Master Plan, 2011-1016 has been developed for guidance on how the City will fulfill the department's mission over the next 5 years. The plan will not only provide guidance, but is necessary to be eligible for grant funding through the Michigan Department of Natural Resources and Environment (MDNRE). The format for this plan has been established by the State of Michigan, DNRE, Grants Management Section.

The plan was formulated based on information gathered, analyzed and compiled from the following sources:

- 1) Input from the citizens of Adrian through:
  - a) Focus Group Meetings (5)
  - b) Public Meetings
    - i) City Commission (1)
  - c) Public Hearing
    - i) City Commission (3-21-11)
- 2) Evaluation of:
  - a) Demographics
  - b) Natural features
  - c) Parks and recreation trends
- 3) Data compiled from Previous City of Adrian Parks and Recreation Plans, City of Adrian Comprehensive Plan, and Park and Recreation Plans of adjacent/surrounding communities.

One of the most important sections of the plan is the Goals and Objectives. In order to develop the goals the Adrian Parks and Recreation Department and consultant evaluated all of the information gathered throughout the planning process. The evaluation was based upon physical characteristics, demographics, input from the citizens who live in the City, Stakeholder interviews, and other planning efforts in the City and County. All of this information evolved into general goals and objectives for the Parks and Recreation Master Plan, which you can find on pages 70 – 80 of the plan.

The themes of collaboration, regionalization, sharing services, maximizing resources, and avoiding duplication are prevalent throughout the plan. Given the difficult economic times these are important and necessary strategies in order to preserve the parks, programs, facilities, and services that we provide to the citizens both now and in the future. Even though the main emphasis of the plan is to maintain the current level of

facilities and programs there are a few potential new or expanded facilities that the plan calls out for consideration over the next five years; notably a dog park, splash pad, the possible acquisition of the Stubnitz Center, and expansion of the Kiwanis Trail. The Commission should consider whether or not they would like to have these items included in the plan, although inclusion in the plan does not guarantee future action. But if we want to apply for grant funding we must have that item/project included in our plan.

In the programming area the question should be asked if we want to focus our efforts on a particular age group such as youth, or any particular type of programs. These areas are addressed in Goal IV. In addition the plan calls for the establishment of a Parks and Recreation Advisory Board under Goal V. C. - To acknowledge the importance of public input and contact with community leaders.

An extension of the Goals and Objectives is the Action Plan, which is on pages 81 – 83 of the Master Plan. The Action Plan was developed as a way to identify how the City intends to meet the Goals and Objectives set forth in the Master Plan over the next 5 years. All projects will be subject to the availability of funding, the CIP process, and the approval of the City Commission. The Goals and Objectives and Action Plan are included in the City Commission's packet for review. The entire Master Plan is available online at [www.ci.adrian.mi.us](http://www.ci.adrian.mi.us) (Services/Recreation/Master Plan).

I believe the Parks and Recreation Master Plan is a good tool for the City as we strive to meet the needs of the community with the resources available to us going forward. It will serve as a guide for the Parks and Recreation Department in the planning and implementation of parks, facilities, programs, and services. It will also be a good resource to direct us as we work with the public, community agencies and organizations, and other local units of government. I recommend that the City of Adrian Parks and Recreation Master Plan, 2011-2016 be approved as presented and with any modifications agreed upon after the public hearing on March 21, 2011.

# **PUBLIC NOTICE**

**CITY OF ADRIAN  
PARKS & RECREATION DEPT.  
ADRIAN CITY HALL  
135 E MAUMEE STREET  
ADRIAN, MI 49221**

## **PARKS & RECREATION MASTER PLAN**

**A DRAFT OF THE PARKS AND RECREATION MASTER PLAN (2011-2016) IS AVAILABLE FOR PUBLIC VIEWING IN THE PARKS AND RECREATION DEPARTMENT ON THE FIRST FLOOR OF ADRIAN CITY HALL, 135 E MAUMEE STREET, ADRIAN.**

**THE DRAFT WILL BE AVAILABLE FROM NOW UNTIL MARCH 21, 2011, WHEN A PUBLIC HEARING WILL BE HELD AT THE CITY COMMISSION MEETING. CITY HALL HOURS ARE 8:00 A.M. TO 4:30 P.M. MONDAY THROUGH FRIDAY.**

**Pat Baker  
City Clerk  
Adrian, Michigan**

**PUBLISH: February 25<sup>th</sup> as Legal Notice (1) time**

# **NOTICE OF PUBLIC HEARING**

**City of Adrian  
Parks & Recreation Department  
135 E Maumee Street  
Adrian, MI 49221  
517-264-4872**

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**Notice of Public Hearing to review a draft of the City of Adrian Parks and Recreation Master Plan (2011-2016).**

**Notice is hereby given that a public hearing will take place before the Adrian City Commission on Monday, March 21, 2011 at 7:00pm. The purpose of the public hearing is for the City Commission to review a draft of the proposed Parks and Recreation Master Plan and to give residents an opportunity to comment on the plan. The draft was prepared by the Landscape Architects and Planners, Inc of Lansing, Michigan and will propose an action plan for the Parks and Recreation Department for the next 5 years. The public hearing will be held in the City Commission Chambers, 159 E Maumee Street, Adrian, Michigan. The public is encouraged to attend. Any questions may be directed to the Parks and Recreation Department at 517-264-4872.**

**Pat Baker  
Adrian City Clerk**

**Dated this 22<sup>nd</sup> day of February, 2011**

AFFIDAVITS OF PUBLICATION

PUBLIC NOTICE

CITY OF ADRIAN  
PARKS & RECREATION  
DEPT.  
ADRIAN CITY HALL  
135 E MAUMEE STREET  
ADRIAN, MI 49221

PARKS & RECREATION  
MASTER PLAN

A DRAFT OF THE  
PARKS AND RECREATION  
MASTER PLAN  
(2011-2016) IS AVAIL-  
ABLE FOR PUBLIC  
VIEWING IN THE PARKS  
AND RECREATION DE-  
PARTMENT ON THE

FIRST FLOOR OF  
ADRIAN CITY HALL, 135  
E MAUMEE STREET,  
ADRIAN.

THE DRAFT WILL BE  
AVAILABLE FROM NOW  
UNTIL MARCH 21, 2011,  
WHEN A PUBLIC HEAR-  
ING WILL BE HELD AT  
THE CITY COMMISSION  
MEETING. CITY HALL  
HOURS ARE 8:00 A.M.  
TO 4:30 P.M. MONDAY  
THROUGH FRIDAY.  
Pat Baker, City Clerk,  
Adrian, Michigan  
1T February 25.

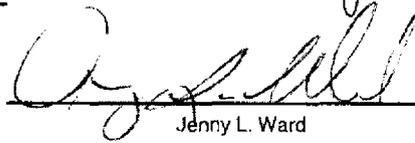
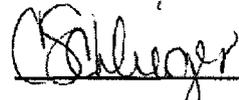
STATE OF MICHIGAN  
County of Lenawee  
City of Adrian

Christine Schlieger being first duly sworn, says that she  
is the PRINCIPAL CLERK of The Daily Telegram  
a newspaper published in the English language for the dis-  
semination of local or transmitted news and intelligence of a  
general character, which is a duly qualified newspaper, and  
that annexed here to is a copy of a certain order taken from  
said newspaper, in which the order was published on the

February 25, 2011

Paid \_\_\_\_\_ Amount Due \$24.85

Subscribed and sworn to before me this  
day of February 28, 2011



Jenny L. Ward  
Notary Public, Lenawee County, Michigan  
My Commission Expires: September 12, 2014  
Acting in County of Lenawee

**DEPARTMENT OF PARKS AND RECREATION – 2011-2016 Parks & Recreation Master Plan Approval**

**RESOLUTION**

WHEREAS, the Parks and Recreation Master Plan, 2011-1016 has been developed for guidance on how the City will fulfill the department’s mission over the next 5 years; and

WHEREAS, the Plan will not only provide guidance, but is necessary to be eligible for grant funding through the Michigan Department of Natural Resources and Environment (MDNRE); and

WHEREAS, the format for this Plan has been established by the State of Michigan, DNRE, Grants Management Section and was formulated based on information gathered, analyzed and compiled from the following sources:

- 1) Input from the citizens of Adrian through:
  - a) Focus Group Meetings (5)
  - b) Public Meetings
    - (i) City Commission (1)
  - c) Public Hearing
    - (i) City Commission (3-21-11)
  
- 2) Evaluation of:
  - a) Demographics
  - b) Natural features
  - c) Parks and recreation trends
  
- 3) Data compiled from previous City of Adrian Parks and Recreation Plans, City of Adrian Comprehensive Plan, and Park and Recreation Plans of adjacent/surrounding communities; and

WHEREAS, all of this information evolved into general goals and objectives for the Parks and Recreation Master Plan, which you can find on pages 70 – 80 of the Plan; and

WHEREAS, an extension of the Goals and Objectives is the Action Plan, which is on pages 81 – 83 of the Master Plan, the Action Plan was developed as a way to identify how the City intends to meet the Goals and Objectives set forth in the Master Plan over the next 5 years; all projects will be subject to the availability of funding, the City’s Capital Improvement Planning (CIP) process, and the approval of the City Commission; and

WHEREAS, the Public Hearing requirements have been met to allow adoption of the subject Plan; and

WHEREAS, the Parks and Recreation Director and City Administrator recommend approval of the 2011-2016 Parks & Recreation Master Plan.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, approves the 2011-2016 Parks & Recreation Master Plan.

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

R-2

# MEMO

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DATE: March 16, 2011  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Library Meeting Room Carpet

In 2008, the carpet in the library meeting room in the lower level sustained was damaged by water. Due to ongoing humidity issues, replacement of the carpet has been delayed until now. Bids were received for the purchase and installation of carpet on January 27, 2011, and the Library Director has recommended that the bid be awarded to Abbey Carpet of Adrian, MI in the amount of \$17,335.00.

Three firms responded to the offer to bid. Funds are available from private donations. I urge your favorable consideration authorizing the purchase and installation of carpet from Abbey Carpet at a cost of \$17,335.00.

Respectfully submitted,

  
Dane C. Nelson  
City Administrator

DCN:bjw

R-2



1011 Main Street, Adrian, Michigan 48107

Phone: 313.241.2100  
www.adrianmi.gov

**March 7, 2011**

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

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

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

**Re: Adrian Public Library Meeting Room Carpet**

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The replacement of the water/mold damaged meeting room carpet has been planned since 2008 but delayed due to the ongoing humidity challenges in the library's lower level. The upgrades made to our HVAC system over the last year along with the installation of a standalone dehumidifier which was donated by Adrian's Morning Rotary Club have improved our challenging humidity issues in the meeting room.

The meeting room carpet was damaged by water which entered the building via the sink holes in library lane in the summer of 2008. Sections of the carpet were removed at that time due to the discovery of mold along our west interior wall.

The meeting room carpet will be replaced with donated funds. These funds were donated in previous years and rolled over by our finance department in June 2010 at our fiscal year ending for this purpose.

I request permission from the City Commission to authorize The City of Adrian to replace the damaged meeting carpet at a cost of \$17,335.00 from Abbey Carpet. Funds are available in the Library's deferred rev - lib account 101-000.00-162.738 for this project. The attached resolution has been prepared for consideration by the City Commission at their meeting of March 21, 2011.

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

CITY OF ADRIAN, MICHIGAN  
PUBLIC LIBRARY MEETING ROOM FLOORING  
DUE DATE: JANUARY 27, 2011

ITEM	O'Connor & Sons Floor Covering Tecumseh, MI	Abby Carpet Adrian, MI	Morley's Floor Covering Adrian MI
Supply & Install Flooring as per specifications	\$ 17,176.00	\$ 17,064.00	\$ 17,999.00
5% Extra base & flooring	\$ 425.00	\$ 271.00	\$ 925.00
Product	Shaw "Chain Reaction" Centiva Vinyl Wood Plank Roppe Cove Base	Shaw Queen Chain Reaction Centiva Good Ole Woods Roppe Cove Base	Shaw Chain Reaction Centiva Good Ole Woods Roppe 4" Cove Base
Installation	Begin within 21 days Complete 6 days	Begin within 31 days Complete 7 days	Begin within 45 days Complete 7 days

**R11-025**

March 21, 2011

**RE: ADRIAN PUBLIC LIBRARY – Meeting Room Carpet Acquisition and Installation**

**RESOLUTION**

WHEREAS, the Adrian Public Library, in conjunction with the Purchasing Office, solicited and received bids on January 27, 2011 for replacement carpeting in the lower-level meeting room with the following results:

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
Abbey Carpet	Adrian, MI	\$17,335.00
O'Connor & Sons Floor Covering	Adrian, MI	\$17,601.00
Morley's Floor Covering	Adrian, MI	\$18,924.00

WHEREAS, the City Finance Director indicates that sufficient funds are available due to prior private donations for this purpose in the Library's Deferred Revenue Account (101-000.00-162.738); and

WHEREAS, the Library Director and City Administrator recommend acceptance of the low bid, engagement of Abbey Carpet, Adrian, MI in the City's Standard Professional Services Contract, and authorization of the appropriate budget amendments.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby accepts the low bid to acquire and install replacement carpeting in the lower level meeting room of the Adrian Public Library and the engagement of Abbey Carpet, Adrian, MI, in the City's Standard Professional Services Contract at a cost not to exceed \$17,335.00.

BE IT, FURTHER, RESOLVED that \$17,335.00 be appropriated from the Library's Deferred Revenue Account (101-000.00-162.738) and that the FY2010-11 Budget be amended as follows:

**General Fund**

Revenue:		
(101-738.00-675.073)	Donations – Private – Library	\$17,335
Expenditures:		
(101-738.00-975.000)	Library – Capital Improvements	<u>17,335</u>
	Total	<u>\$ -0-</u>

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

R-3



**MEMO**

Date: March 16, 2011

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

From: Jeffrey C. Pardee, Finance Director

**Re: Mayor's Youth Council**

In 2009, the City of Adrian Mayor's Youth Council sponsored a Youth Symposium for which the Mayor successfully solicited \$6,450 from private and public sources to defray the expenses associated with the Symposium. Although the individual transactions were tracked separately and reported accordingly, the funds were co-mingled with the budgeted funds devoted to the general operation of the Youth Council, with the result of all unspent funds being returned to General Fund – Fund Balance at the close of FY2008-09.

As indicated on the attached schedule, the actual cost of the Symposium amounted to \$5,172.77, leaving a balance of \$1,277.23. The Mayor has requested that these funds be appropriated from fund balance in order to finance current activities of the Youth Council that would fall within the parameters of the original intent of the private and public donations.

I respectfully recommend that \$1,277.23 be appropriated from General Fund – Unassigned Fund Balance (101-000.00-390.000) for this purpose and that the appropriate budget amendments be authorized. The attached resolution has been prepared for consideration by the City Commission at its regularly scheduled meeting on March 21, 2011.

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

**CITY OF ADRIAN  
MAYOR'S YOUTH COUNCIL  
REVENUE AND EXPENDITURE REPORT  
Account 101-101.00-880.002**

**FY2008-09  
As of June 30, 2009**

Description	Mayor's Youth Council Amount	Youth Symposium Amount	Total
Resources:			
FY2008-09 Budget Appropriation	\$2,000.00		\$2,000.00
Adrian Township Fee	250.00		250.00
Madison Township Fee	0.00		0.00
Art Auction Receipts	225.00		225.00
Youth Symposium - Ebeling		250.00	250.00
Youth Symposium - Ellerholtz		25.00	25.00
Youth Symposium - Ruth Mreilat		250.00	250.00
Youth Symposium - LCEF		1,000.00	1,000.00
Youth Symposium - Slusarski		250.00	250.00
Youth Symposium - Wilt		250.00	250.00
Youth Symposium - Adrian Bike & Lock		25.00	25.00
Youth Symposium - Gurdjian & Assoc.		200.00	200.00
Youth Symposium - Pennington Gas		200.00	200.00
Youth Symposium - Consumers Energy		4,000.00	4,000.00
<b>Total Resources</b>	<b>\$2,475.00</b>	<b>\$6,450.00</b>	<b>\$8,925.00</b>
Expenses:			
Donation - Lenawe Council for Visual Arts	\$50.00		\$50.00
Youth Planning Seminar - Room reservation	103.35		103.35
Donation - APS-Homeless Program	75.00		75.00
Donation - Boys & Girls Club	75.00		75.00
Donation - Adrian City Teen Library	75.00		75.00
Legacy Printing - Art Contest Flyer	66.67		66.67
Petty Cash - Misc. -Cookies	27.25		27.25
Boomerang Studios-Points of Pride DVD Copies	30.00		30.00
Gear-Up - MYC Shirts	59.85		59.85
Mugs N' More - Medals for Art Contest	51.75		51.75
Mugs N' More - Medals for Art Contest	17.25		17.25
NLC Youth Delegate Registration	100.00		100.00
NLC Youth Delegate Expenses	272.06		272.06
Gear Up - Shirts	87.80		87.80
Gary McDowell - Table Display	216.13		216.13
Gear Up - Blankets	150.00		150.00
MRPA Registration Fees		540.00	540.00
Kelly Inflatables		800.00	800.00
Dominos Pizza		213.75	213.75
Herbey Atkinson - DJ		200.00	200.00
Luther Snow - Speaker		3,000.00	3,000.00
Luther Snow - Expenses		190.00	190.00
Meijer - Supplies		133.02	133.02
Stapies - Supplies		96.00	96.00
<b>Total Expenses</b>	<b>\$1,457.11</b>	<b>\$5,172.77</b>	<b>\$6,629.88</b>
<b>Resources Over/(Under) Expenses</b>	<b>\$1,017.89</b>	<b>\$1,277.23</b>	<b>\$2,295.12</b>

**RE: CITY COMMISSION – Mayor’s Youth Council**

**RESOLUTION**

WHEREAS, in 2009, the City of Adrian Mayor’s Youth Council sponsored a Youth Symposium for which the Mayor successfully solicited \$6,450 from private and public sources to defray the expenses associated with the Symposium; and

WHEREAS, although the individual transactions were tracked separately and reported accordingly, the funds were co-mingled with the budgeted funds devoted to the general operation of the Youth Council, with the result of all unspent funds being returned to General Fund – Fund Balance at the close of FY2008-09; and

WHEREAS, the actual cost of the Symposium amounted to \$5,172.77, leaving a balance of \$1,277.23; and

WHEREAS, the Mayor has requested that these funds be appropriated from fund balance in order to finance current activities of the Youth Council that would fall within the parameters of the original intent of the private and public donations; and

WHEREAS, the Finance Director and City of Adrian Administrator recommend that \$1,277.23 be appropriated from General Fund – Unassigned Fund Balance (101-000.00-390.000) for this purpose and that the appropriate budget amendments be authorized.

NOW, THEREFORE, BE IT RESOLVED that the City Commission, by this resolution, hereby authorizes appropriation of the unspent balance of Youth Symposium funds (\$1,277.23) from General Fund – Unassigned Fund Balance (101-000.00-390.000) and that the FY2010-11 Budget be amended as follows:

<b>GENERAL FUND (101)</b>		<u>AMOUNT</u>
REVENUE:		
(101-990.00-697.000)	Prior Year’s Revenue	\$1,277.23
EXPENDITURES:		
(101-101.00-880.002)	Mayor’s Youth Council	<u>1,277.23</u>
	Total	<u>\$ -0-</u>

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

R-4

# MEMO

---



DATE: March 14, 2011  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Janitorial Services -- Contract Renewal

I concur with the recommendation of the Asst. Finance Director to extend the contract with Clean Care, Inc. of Toledo, OH for the cleaning of City Hall, the Adrian Public Library and the City Chambers for a one-year period. The original contract allowed for renewal on an annual basis. Clean Care has agreed to continue the contract with no price increase. The current costs are as follows:

<u>Location</u>	<u>Monthly Fee</u>	<u>Annual Fee</u>
City Hall	\$2,016	\$24,192
Adrian Public Library	\$2,248	\$26,976
City Chambers	\$ 165	\$ 1,980

I urge your favorable consideration authorizing the contract extension with Clean Care, Inc. for a one-year period at the current prices listed above.

Respectfully submitted,

  
Dane C. Nelson  
City Administrator

DCN:bjw

SUBJECT: Janitorial Services Purchasing Office  
TO: Dane C. Nelson City of Adrian  
FROM: Cindy L Prue March 11, 2011

The contract for Janitorial Services at City Hall, the City Chambers building and the Library are to expire on June 30, 2011. The following clause is in the current contract allowing for two one-year renewals on this service.

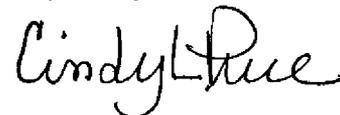
Contract Period

*Contract will be effective upon signing of the Contract agreement on or about July, 2009 through June 30, 2011. The City shall have the right to renew the contract for up to two additional one-year periods provided that forty-five days prior to the date of termination for the respective term of the contract, the City notifies the contractor of its intent to renew the contract. Renewal on an annual basis shall be on the same terms and conditions as the original contract. Any such extension shall be on the same terms and conditions as the original contract.*

I have contacted the current provider, Clean Care, and have asked them to submit a proposal on the service period of July 1, 2011 through June 30, 2012. Per the attached proposal, they have indicated there will be no proposed increase for this period.

Therefore, I recommend the contract with Clean Care of the above mentioned facilities be extended for an additional one-year period at the current cost.

Respectfully,



Cindy L Prue  
Assistant Finance Director



511 Phillips Avenue  
Toledo, Ohio 43612  
(419) 725-2100

March 4, 2011

RE: Janitorial Services Adrian City

Dear Cindy Prue:

Clean Care Inc. (CCI) is pleased to serve as your janitorial cleaning contractor at the City Hall, Public Library, and City Chambers. Per our telephone conversation, this letter confirms that CCI will continue our services with no proposed increases for service dates July 1, 2011, through June 30, 2012. Therefore, we will continue to invoice you at the current rates as follows:

Adrian City Hall	\$2,016 (monthly)	\$24,192 (annually)
Adrian Library	\$2,248 (monthly)	\$26,976 (annually)
City Chambers	\$165 (monthly)	\$1,980 (annually)

Thanks very much for your consideration. We look forward to serving you in the upcoming year.

Sincerely,

Joel A. Groover  
Vice President  
jgroover@cleancare.com

**R11-027**

March 21, 2011

**RE: CITY ENGINEER – Janitorial Services Contract Renewal for Adrian Public Library, City Hall and City Chambers Building**

**RESOLUTION**

WHEREAS, the Adrian City Commission, by Resolution CR09-038 dated June 15, 2009, approved a low-bid contract with Clean Care of Toledo, OH for the cleaning of Adrian Public Library, City Hall and the Chambers Building, with the second-year contract costs in the amount of \$2,248 per month, \$2,016 per month and \$165 per month, respectively; and

WHEREAS, the contract period extended from July 1, 2009 through June 30, 2011, with a provision for two additional one-year periods, provided that forty-five days prior to termination, the City notifies the contractor its intent to renew; and

WHEREAS, the City of Adrian Purchasing Office has inquired as to the price for a one-year extension with a written response that there will be no price increase; and

WHEREAS, the Purchasing Officer and City Administrator recommend that the Janitorial Services Contract with Clean Care of Toledo, OH for the cleaning of Adrian Public Library, City Hall and the Chambers Building in the amount of \$2,248 per month, \$2,016 per month, and \$165 per month, respectively, be renewed for the one-year period July 1, 2011 through June 30, 2012.

NOW, THEREFORE, BE IT RESOLVED that the City Commission, by this resolution, hereby authorizes that the Janitorial Services Contract with Clean Care of Toledo, OH for the cleaning of Adrian Public Library, City Hall and the Chambers Building in the amount of \$2,248 per month, \$2,016 per month, and \$165 per month, respectively, be renewed for the one-year period July 1, 2011 through June 30, 2012.

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

R-5

# MEMO

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DATE: March 16, 2011  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Sewer Lining Project

The Utilities Director has indicated that approximately 2,000 ft. of 8" sewer mains located on W. Maumee and Maple Avenue are in need of repair. He solicited a proposal from Insituform Technologies of Howell, Michigan, who is currently working on the River Interceptor Sewer Project.

Insituform's proposal includes lining the sewer mains using a cured-in-place treatment process. The total project cost submitted is \$44,507.00. This is a savings of approximately \$5,520, since they are already working in the city and would not charge mobilization costs.

The City Charter allows the bid process to be waived when it is determined that no advantage to the city would result in obtaining additional bids. There are no local companies that provide this specialized service. I urge your favorable consideration authorizing Insituform Technologies of Howell, MI to perform the sewer lining services at a cost of \$44,507.00 and that the bid process be waived.

Respectfully submitted,

  
Dane C. Nelson  
City Administrator

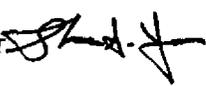
DCN:bjw

R-5

2011-03-16



**MEMORANDUM – UTILITIES DEPARTMENT**

DATE: March 16, 2011  
TO: Dane C. Nelson, City Administrator  
FROM: Shane A. Horn, Utilities Director   
SUBJECT: Sewer Lining Project

During routine inspection of our sewer mains on sections of West Maumee and Maple Street utilizing our robotic remote controlled camera we have discovered a total of approximately 2,000 ft of sewer main that is in need of repair.

Insituform Technologies is a subcontractor of Gleason Construction who is performing the sewer work through Riverside Park on our River Interceptor sewer. Insituform is responsible for lining 600 feet of 12” sewer in this project. The lining process will restore deteriorated areas of our sewer main by using a cured-in-place (CIPP) treatment process. The CIPP system is a seamless pipe within a pipe that essentially lines an existing pipeline with a new pipe that maintains structural stability with a 100-year design life.

I received a proposal from Insituform Technologies of Howell, MI to line 2,000 feet of 8” sewer in these impacted areas for a total project price of \$44,507.00. By utilizing Insituform Technologies while they are in town on our River Interceptor project we would save an additional \$5,200.00 in mobilization costs. I respectfully recommend that we utilize the services of Insituform Technologies of Howell, MI in the amount \$44,507.00 and that we waive the bidding process due to the idea that they will already be in town and we will be receiving the most competitive pricing possible. Due to the emergency nature of this repair, funds for this project will come from the sewer fund reserves.

cc: Jeff Pardee, Finance Director  
Steve Eberle, O&M Supt.



March 10, 2011

To: City of Adrian  
Attn: Shane Horn  
135 E. Maumee Street  
Adrian, Michigan 49221  
Phone: 517-264-4825  
Fax: 517-266-4693

Re: Adrian, Michigan CIPP Lining Project

Insituform Technologies USA, Inc. herein proposes to furnish a Proposal for all labor, materials, equipment, and services necessary to reconstruct the referenced project.

**Proposal Pricing**

Item Number	Description	Estimated Quantity	Unit	Unit Price	Total
1	8 Inch CIPP (6mm thick)	1967	LF	\$21.00	\$ 41,307.00
2	Lateral Reinstatements	23	EA	\$125.00	\$ 2,875.00
3	Protruding Tap Removal	1	EA	\$325.00	\$ 325.00
<b>Project Total</b>					<b>\$ 44,507.00</b>

**Notes:**

- \*\* Water to be provided by owner at no cost to Insituform
- \*\* Any unforeseen excavations will be done as a change order or completed by the owner.

**Assumptions and Qualifications**

If conditions are materially different from those communicated to Insituform Technologies USA, Inc., we reserve the right to void or renegotiate the pricing contained in this proposal.

We have based this proposal on a nominal wall thickness for the Insitutube as shown in the price. This is based on the best available information at the time of this proposal. Existing pipe deterioration in excess of the conditions assumed, ground water loads in excess of those assumed, or other loads or conditions may increase the recommended thickness for all or portions of the work. Final recommendations may be submitted to you following the completion of the preliminary TV phase of the project. Stated prices are subject to adjustment if design changes are agreed upon.

Specific service connections will be reconnected only when written directions are received from the Owner/Prime Contractor with an additional charge for each service connection. The Owner/Prime Contractor will indemnify and hold Insituform Technologies USA, Inc. harmless from all claims arising from backups and other effects of such actions or inaction's from services not opened at the owner's request. Water shall be provided at no cost to Insituform Technologies USA, Inc. for all construction phases of this project. Insituform Technologies USA, Inc. will follow all required deposit, backflow prevention, and metering procedures.

**Proposal Inclusions**

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The prices stated in this proposal include:

1. Pre-Video inspections and documentation of existing pipe prior to reconstruction with the Insituform process for pipe rehabilitated by CIPP.
2. Final video inspection following completion of the installation to document your new pipe rehabilitated by CIPP.
3. Insitutube wetout using 400,000 Flexural Modulus resin, inversion, curing, and finishing.
4. Confined space safe entry practices.
5. One-year standard construction warranty.
6. Certificate of insurance with a standard coverage

**Proposal Exclusions**

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Not included in the prices stated in this estimate are costs associated with the items listed below. These items, if needed or found to be applicable, would be provided by Insituform Technologies USA, Inc. at your additional cost; or would be furnished by others, at your direction, at no cost to Insituform Technologies USA, Inc.:

- a) If preliminary video inspection of the pipe interior indicates excessive damage, or other extra-ordinary condition, which will require excavation, or other extraordinary remedy, to prepare the pipe for installation of the Insitutube, then those services will be paid for or provided by the Owner. This will include excessive roots, excessive debris and protruding taps that can not be cut.
- b) Additional cleaning and televising mobilizations and/or setups due to point repairs, obstruction removals, or delays out of our control will be an additional charge.
- c) Water from fire hydrants within a convenient distance from each cleaning and inversion site location.
- d) Legal dumpsite for debris resulting from pipe cleaning.
- e) *If any hazardous or toxic materials are encountered during the project, the Owner/Prime Contractor will be responsible for the removal and disposal of the materials.*
- f) Additional premiums for special insurance coverage(s) demanded by you or other parties particular to this project.
- g) Performance and Payment Bond not included. This is available upon request, but if required please add 2.5% to the total project cost.

**Proposal Terms and Conditions**

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- a) **Limits of Liability.** In consideration of Insituform Technologies USA, Inc.'s agreement to maintain no less than \$5,000,000 of comprehensive general liability insurance in the form required by the Contract, Insituform Technologies USA, Inc.'s liability to the Owner for any matter covered by such insurance will be limited to the extent of such insurance and the Owner will indemnify and hold Insituform Technologies USA, Inc. harmless from any third party claims covered by such insurance to the extent such claims exceed the limits of such insurance. Neither party shall be liable to the other for consequential damages relating to the contract. In case of conflict between this provision and any other provision in the Contract as ultimately executed, this provision shall govern and prevail.
- b) **LIMITED WARRANTY. IN LIEU OF ALL OTHER EXPRESSED, IMPLIED AND/OR STATUTORY. WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, CONTRACTOR AGREES TO CORRECT ANY DEFECTS IN THE MATERIALS OR SERVICES PROVIDED BY CONTRACTOR WHICH ARE BROUGHT TO THE ATTENTION OF CONTRACTOR WITHIN ONE YEAR FOLLOWING**

**Insituform® Proposal –**

- COMPLETION OF CONTRACTOR'S WORK, PROVIDED OWNER AFFORDS CONTRACTOR SUITABLE ACCESS AND WORKING CONDITIONS TO ACCOMPLISH SUCH CORRECTION.
- c) MUTUAL RELEASE OF CONSEQUENTIAL DAMAGES. Neither party shall be liable to the other for consequential damages relating to or arising out of the Contract.
  - d) PROPOSAL SUBJECT TO NEGOTIATION OF OTHER STANDARD TERMS OF AGREEMENT. This proposal is subject to agreement of the parties on other terms and conditions as are customary in contracts of this nature.
  - e) Quantities are estimated. Unit prices apply for actual invoice and payment.
  - f) Payments are due at net within thirty days of invoice. Final payment is due within thirty days of completion of project.
  - g) Monthly progress partial payments may be requested for the value of work in progress or completed, including materials secured and on site.
  - h) Prices stated are in effect for thirty days from the date of this proposal. The acceptance period may be extended at the sole option of Insituform Technologies USA, Inc.
  - i) Conflicts. In case of conflict between the provision of the aforesaid paragraphs and any other provision in the Contract as ultimately executed the provisions as set forth above shall govern and prevail.

**Offered By:**

**Accepted By:**

Insituform Technologies USA, Inc.

*Ken Quillen*

Senior Project Manager / Business Manager

**Accepted by: Insituform Technologies USA, Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date: \_\_\_\_\_

Is this Project Tax Exempt? \_\_\_\_\_ If Yes, please provide Tax Exemption Form and, where applicable, Project Exemption Form.

Does this Project require Certified Payroll? \_\_\_\_\_ Are there wage rates? \_\_\_\_\_. If yes, please provide a copy of the wage rates.

This accepted proposal constitutes a formal agreement. If you initiate a purchase order or other contract document it shall not be acknowledged without this accepted proposal as an attachment.

**R11-028**

March 21, 2011

**RE: UTILITIES DEPARTMENT –Sewer Lining Project**

**RESOLUTION**

WHEREAS, during routine inspection of sewer mains on sections of West Maumee and Maple Streets, approximately 2,000 feet of sewer main was discovered to be in need of repair; and

WHEREAS, a quote was solicited and obtained from Insituform Technologies USA, Inc. Howell, MI amounting to \$44,507.00; and

WHEREAS, Insituform is currently a subcontractor of Gleason Construction, who is performing the sewer work in Riverside Park; Insituform is responsible for lining 600 feet of 12" sewer in this project; and

WHEREAS, the lining process will restore deteriorated areas of the sewer main by using a cured-in-place (CIPP) treatment process; the CIPP system is a seamless pipe within a pipe that maintains structural stability, with a 100-year design life; and

WHEREAS, \$5,200 mobilization costs would be saved by engaging Insituform while they are deployed on the River Interceptor Project; and

WHEREAS, the Finance Director indicates that there are sufficient funds available for this purpose in the Sewer Fund – Municipal Equity Account (590-000.00-392.000); and

WHEREAS, the Utilities Director and City Administrator recommend approval of this resolution for authorization to engage Insituform Technologies USA, Inc. Howell, MI in the City's Standard Professional Services Contract for purposes of installing CIPP seamless pipe in approximately 2,000 feet of sewer mains on sections of West Maumee and Maple Streets at a cost not to exceed \$44,507.00.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Insituform Technologies USA, Inc. Howell, MI in the City's Standard Professional Services Contract for purposes of installing CIPP seamless pipe in approximately 2,000 feet of sewer mains on sections of West Maumee and Maple Streets at a cost not to exceed \$44,507.00.

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.

BE IT, FURTHER, RESOLVED that \$44,507.00 be appropriated from the Sewer Fund – Municipal Equity Account (590-000.00-392.000) and that the FY2010-11 Budget be amended as follows:

**SEWER FUND (590)**

Revenue:		Prior Years'	
(590-000.00-697.00)	Revenue		\$44,507.00
Expenditures:			
(590-542.00-801.000)	Contract Services		44,507.00
	Total		\$ <u>-0-</u>

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

R-6



**MEMO**

Date: March 17, 2011

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

From: Jeffrey C. Pardee, Finance Director

**Re: Indirect Cost Allocation Plan**

The Adrian City Commission, by Resolution #10-079 dated June 21, 2010, authorized the engagement of Rehmann Robson, Jackson, MI in the City's Standard Professional Services Contract for development of an Indirect Cost Allocation Plan at a cost not to exceed \$9,875.

Federal Office of Management & Budget Circular A-87 establishes cost principles for determining the allowable costs incurred by State, Local and Indian Tribal Governments under grants, cost reimbursement contracts, and other agreements with the Federal government. The development of an City-wide Central Service Cost Allocation Plan and related Indirect Cost Proposals Indirect Cost Allocation Plan has been completed (copy attached), based on the City's FY2008-09 audited Comprehensive Annual Financial Report and in compliance with OMB Circular A-87.

The aforementioned Plan will enable the City to recover core central administrative costs, e.g., finance, human resources, purchasing, legal, clerk, administrator, from federal and state grants, and contracts with local governmental units, as well as City Enterprise Funds. Therefore, I respectfully recommend approval of the CITY-WIDE CENTRAL SERVICE COST ALLOCATION PLAN and INDIRECT COST PROPOSALS for the year ended June 30, 2009.

The attached resolution has been prepared for the City Commission's consideration at their regularly scheduled meeting of March 21, 2011. If you have any questions or need for further information, please contact my office.

**CITY OF ADRIAN, MICHIGAN**

**CITY-WIDE CENTRAL SERVICE**

**COST ALLOCATION PLAN**

**and**

**INDIRECT COST PROPOSALS**

**FOR THE YEAR ENDED JUNE 30, 2009**

**CITY OF ADRIAN, MICHIGAN**  
**City-Wide Central Service Cost Allocation Plan**  
**and**  
**Indirect Cost Proposals**

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February \_\_, 2011

Honorable Mayor and City Commission  
City of Adrian  
Adrian, Michigan 49221

We have completed our assignment to assist in the development of a City-Wide Central Service Cost Allocation Plan and Indirect Cost Proposal for the **CITY OF ADRIAN** for the year ended June 30, 2009. The Plan is prepared in accordance with policies and procedures contained in OMB Circular A-87. This report includes the City-Wide Central Service Cost Allocation Plan and Indirect Cost Proposals.

The application of the indirect cost rates to present and future grants should provide additional resources to the City or enable the City to reduce the amount of the City's resources presently committed to grant supported programs. The application of the rates and the benefits which may be received by the City are dependent upon the regulations relating to specific grants.

The indirect cost rates should be used with all applicable current and future grants for the maximum monetary benefit. However, the Office of Management and Budget (OMB) requires Federal Agencies to obtain, review, and approve Cost Allocation Plans of Local Governments to support overhead costs charged to Federal Grants.

The results of this study indicate that funds can be recovered by applying the indirect cost rates to current grants. In addition to this, a further benefit is the development of information which can be used to strengthen the City's position in the negotiation of future grants.

Additionally, identified indirect costs of this Plan can be charged to other self-sufficient funds and cost centers.

The City-Wide Central Service Cost Allocation Plan and Indirect Cost Rate Proposals and the related workpaper documentation should be recalculated each year, or recalculated to avoid inequities in the allocation of costs.

The Plan and Proposal, for the most part, are based upon the City's audited financial statements for the year ended June 30, 2009. During our assignment, it was necessary to review the inter-relationships of departments and their related service functions to develop a sound basis for the allocation and distribution of indirect expenditures to City departments. This review included an analysis of the City's organizational and financial structure to identify those central service departments and other central service costs providing benefits to the grantee and other City departments.

In developing the City-Wide Central Service Cost Allocation Plan, we:

1. Identified City grantee and self-sufficient departments.
2. Identified central service departments and other central service costs which directly benefit other City departments.
3. Identified cost of each service rendered.
4. Determined an equitable basis for allocating central service costs for each of the central service departments.
5. Allocated the costs mathematically to the user departments using the basis selected.

In developing the Indirect Cost Proposals, we:

1. Identified indirect costs allocable to grantee and self-sufficient departments.
3. Computed the indirect cost rate based on total salaries and wages of the grantee and self-sufficient departments.

We appreciate this opportunity to be of service to you on this project. Please contact us if we can be of any further assistance in the application or approval of these rates to current or future grants.



Finance Director

135 E. Maumee St . Adrian, Michigan 49221

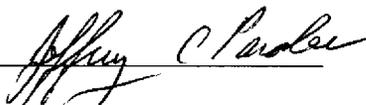
(517) 264-4824. Fax (517) 266-4693  
[jpardee@ci.adrian.mi.us](mailto:jpardee@ci.adrian.mi.us)

CITY-WIDE CENTRAL SERVICE COST ALLOCATION PLAN  
AND CDBG INDIRECT COST PROPOSAL CERTIFICATION BY  
RESPONSIBLE CITY OFFICIAL FOR THE YEAR ENDED  
JUNE 30, 2009

- (1) All costs included in this proposal on March 1, 2011 to establish billing or final indirect costs rates for the year ended June 30, 2009 are allowable in accordance with the requirements of the Federal awards to which they apply and Office of Management and Budget Circular A-87, "Cost Principles for State, Local, and Indian Tribe Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rates.

I declare that the foregoing is true and correct.

Governmental Unit: CITY OF ADRIAN, MICHIGAN

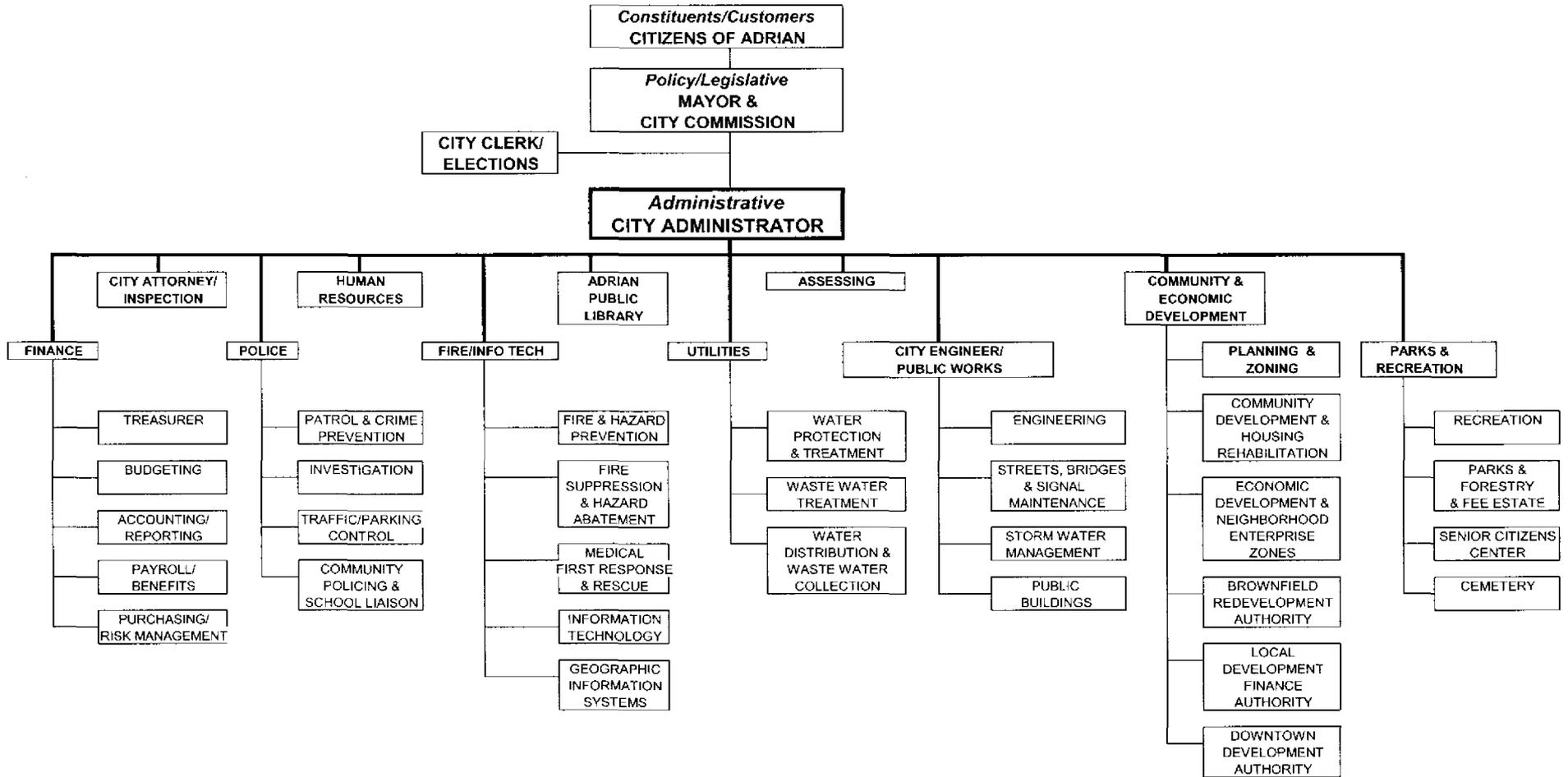
Signature: 

Name of Official: Jeffrey C. Pardee, C.P.F.O.

Title: Finance Director/ C.F.O.

Date of Execution: March 22, 2011

# CITY OF ADRIAN ORGANIZATION CHART



**CITY OF ADRIAN, MICHIGAN**  
**CITY-WIDE CENTRAL SERVICE COST ALLOCATION PLAN**  
**PLAN NARRATIVE**  
**FOR THE YEAR ENDED JUNE 30, 2009**

The City-Wide Central Service Cost Allocation Plan includes the allowable cost of services rendered to grantee/self sufficient and central service departments.

The grantee and self sufficient departments in the City are included in the listing of Departments on Exhibit A:

The Plan first allocates allowable central service costs to grantee and central service departments. Central service costs are defined as those costs paid for by the City which benefit more than one department and which are not charged directly to the benefiting department. Descriptions of central service costs and cost allocation bases are outlined in Exhibit B.

The Plan then allocates allowable costs of central service departments provided to departments necessary for the successful conduct of the grantee or other cost center programs. Central service department costs distributed in this Plan are described and allocated as follows:

1. Description of services and cost allocation bases are outlined in the "Description of Central Services" section following.
2. Exhibit B depicts allowable departmental costs, including costs allocated as central service costs.
3. The allocation of allowable costs to grantee/self-sufficient, central service and other departments is shown in Exhibits C through L.

Only the costs of those central services which could be identified as benefiting the grantee departments were allocated in the Plan.

In certain situations, costs were allocated reciprocally among central service departments. There were residual amounts which remained to be reallocated. These costs are shown in Exhibit M, which reallocates them to the grantee department based upon percentages that were previously established in Exhibits C through L, on Exhibit N.

All amounts shown in the Plan, with the exception of building use allowance and equipment use allowance, were taken from the City's audited financial statements for the fiscal year ended June 30, 2009. Building and equipment use allowances were developed from capital asset detail records maintained by the City, and do not include depreciation provisions on assets which would be considered as fully depreciated. Equipment use depreciation allowances were computed only for departments in which capital asset records were available.

# **CITY OF ADRIAN, MICHIGAN**

## **CITY-WIDE CENTRAL SERVICE COST ALLOCATION PLAN**

### **DESCRIPTION OF CENTRAL SERVICES**

**FOR THE YEAR ENDED JUNE 30, 2009**

#### **CITY COMMISSION**

The City Council is the legislative body of the City, which is composed of seven elected members, discharges a number of specific administrative responsibilities in accordance with State law, including review and adoption of the annual budget for departments and establishing management policies for the operation of City departments, buildings, and other property within its control. All costs are essentially allocated to statutory duties, or "Other" on Exhibit C.

#### **CITY ADMINISTRATOR**

The City Administrator Manager is responsible for the operation of municipal affairs of the City. The City Administrator is appointed by the City Commission and serves at their pleasure. Duties of the City Administrator include, but are not necessarily limited to, budget preparation, and administration of all staff operations of departments providing services to the citizens of the City.

Allocation percentages are determined from time records of the City Administrator Department, and the cost are allocated in Exhibit D.

#### **FINANCE**

The Finance Department is responsible for recording all financial transactions of the City. The department is responsible for the development and implementation of accounting policies and procedures which are designed to safeguard the City's assets and provide timely and accurate financial information. The department is also responsible for treasury/receipts functions, the purchasing function, general ledger maintenance, preparing monthly and annual financial statements and summaries, preparing all external financial reports, processing payrolls, coordination of audits, and processing all claims for payment, and issuing and collecting all miscellaneous accounts receivable billings.

Allocable salaries of the Finance Department personnel, as determined from the payroll records, are allocated on the basis described in Exhibit E.

#### **ASSESSOR**

This Department is responsible for the assessment of each class of taxable real and personal property within the City of Adrian, including preparation of the parking assessment roll for downtown parking. These costs are statutory in nature, and are allocated accordingly in Exhibit F.

#### **CITY ATTORNEY**

The City Attorney's Office) provides legal counsel to the Commission, the Administrator, and all other departments, officers, boards and commissions of the City. The City Attorney represents the City in all legal proceedings in which the City is interested.

Allocation percentages are determined from time records of the City Attorney Office, and the cost are allocated in Exhibit G.

**CITY OF ADRIAN, MICHIGAN**  
**CITY-WIDE CENTRAL SERVICE COST ALLOCATION PLAN**  
**DESCRIPTION OF CENTRAL SERVICES (Concluded)**  
**FOR THE YEAR ENDED JUNE 30, 2009**

**CITY CLERK**

The City Clerk's Office is responsible for the following:

1. Custody of all deeds, contracts, ordinances, commission proceedings, agreements, and all other documents pertaining to the office, issuance of City Licenses, recording and publishing of City Commission proceedings and legal notices.
2. Other statutory functions.

Departmental costs are allocated to benefiting departments based upon the allocation basis as depicted in Exhibit H.

**HUMAN RESOURCES**

The Department of Human Resources is responsible for the following:

1. Administering the personnel, safety, and affirmative action policies of the City.
2. Processing, interviewing, and testing and hiring job applicants.
3. Administering the fringe benefit programs.
4. Participating in negotiations with City labor unions.

Allocable departmental costs are allocated to benefiting departments based upon the allocation basis as depicted in Exhibit I.

**CITY HALL**

The City Hall (Grounds Department) is responsible for the complete maintenance and general housekeeping of the City Hall building.

The allowable departmental costs are allocated to benefiting departments based upon square footage occupied as depicted in Exhibit J.

**OTHER COSTS**

Other costs in this plan include the following:

Building Depreciation: Depreciation costs certain buildings and of City Hall are allocated on Exhibit K.

Equipment Depreciation: Depreciation costs, as shown on Exhibit L, are allocated for departments in which depreciation records are available.

**INDIRECT COST PROPOSALS**

**CITY-WIDE CENTRAL  
SERVICE COST ALLOCATION  
PLAN**

City of Adrian, Michigan  
 City-Wide Central Service Cost Allocation Plan  
 Summary of Plan  
 For the Year ended June 30, 2009

Exhibit A

DEPARTMENTS/COST CENTERS	City Commission	City Administrator	Finance Department	City Assessor	City Attorney	City Clerk	Human Resources	City Hall	Building Depreciation	Equipment Depreciation	Inter- Departmental Cost Allocation	Total
<b>Grantee and Self-sufficient:</b>												
Auto Park System	\$0	\$2,547	\$492	\$4,355	\$0	\$113	\$439	\$0	\$0	\$0	\$1,451	\$9,397
Community Development	\$0	\$7,641	\$2,761	\$0	\$8,162	\$678	\$2,660	\$4,360	\$208	\$0	\$3,662	\$30,132
Fire department	\$0	\$12,736	\$12,709	\$0	\$1,632	\$4,291	\$16,810	\$0	\$25,540	\$12,337	\$9,531	\$95,586
Department of Public Works	\$0	\$2,547	\$29,617	\$0	\$1,632	\$13,543	\$10,613	\$19,737	\$2,536	\$0	\$14,418	\$94,643
Economic Development	\$0	\$12,736	\$492	\$0	\$8,162	\$227	\$891	\$2,091	\$100	\$0	\$2,990	\$27,689
Information Technology	\$0	\$2,547	\$4,766	\$0	\$0	\$227	\$891	\$0	\$0	\$0	\$1,784	\$10,215
Library	\$0	\$7,641	\$19,631	\$0	\$8,162	\$1,354	\$5,306	\$0	\$3,760	\$5,385	\$8,835	\$60,074
Parks and Forestry	\$0	\$5,094	\$11,423	\$0	\$3,264	\$2,484	\$9,735	\$22,057	\$213,800	\$48,079	\$7,439	\$323,375
Police Department	\$0	\$20,377	\$21,220	\$0	\$40,811	\$8,018	\$31,413	\$76,677	\$3,650	\$0	\$25,171	\$227,337
Recreation Department	\$0	\$7,641	\$16,038	\$0	\$0	\$2,710	\$10,613	\$0	\$0	\$0	\$7,991	\$44,993
Storm Water Utility	\$0	\$2,547	\$2,837	\$0	\$3,264	\$0	\$0	\$943	\$45	\$0	\$1,572	\$11,208
Wastewater System	\$0	\$7,641	\$66,647	\$0	\$3,264	\$3,048	\$11,943	\$13,183	\$628	\$0	\$23,024	\$129,378
Waste Collection and Disposal	\$0	\$0	\$0	\$0	\$8,162	\$0	\$0	\$0	\$0	\$0	\$1,314	\$9,476
Water System	\$0	\$7,641	\$74,780	\$0	\$1,632	\$5,645	\$22,117	\$11,271	\$537	\$0	\$27,685	\$151,308
Transportation	\$0	\$2,547	\$7,451	\$0	\$0	\$0	\$0	\$3,162	\$151	\$0	\$2,366	\$15,677
<b>Total Grantee and Self-sufficient</b>	<b>\$0</b>	<b>\$101,883</b>	<b>\$270,864</b>	<b>\$4,355</b>	<b>\$88,147</b>	<b>\$42,338</b>	<b>\$123,431</b>	<b>\$153,481</b>	<b>\$250,955</b>	<b>\$65,801</b>	<b>\$139,233</b>	<b>\$1,240,488</b>
<b>Central Service Departments:</b>												
City Commission	\$0	\$38,207	\$2,799	\$0	\$3,264	\$0	\$0	\$0	\$0	\$0	\$4,996	\$49,266
City Administrator	\$0	\$0	\$2,799	\$0	\$8,162	\$451	\$1,769	\$11,551	\$550	\$0	\$2,901	\$28,183
Finance Department	\$0	\$38,207	\$9,418	\$0	\$3,264	\$1,468	\$5,759	\$44,650	\$2,126	\$0	\$9,701	\$114,593
City Assessor	\$0	\$7,641	\$1,248	\$0	\$16,323	\$316	\$1,245	\$12,928	\$615	\$0	\$4,434	\$44,750
City Attorney	\$0	\$17,830	\$983	\$0	\$0	\$451	\$1,769	\$5,253	\$250	\$0	\$2,636	\$29,172
City Clerk	\$0	\$12,736	\$1,589	\$0	\$3,264	\$338	\$1,330	\$2,091	\$100	\$0	\$2,621	\$24,069
Human Resources	\$0	\$12,736	\$8,700	\$0	\$4,898	\$227	\$891	\$3,162	\$151	\$0	\$4,727	\$35,492
City Hall	\$0	\$7,641	\$0	\$0	\$0	\$0	\$0	\$25,102	\$69,998	\$0	\$742	\$103,483
<b>Total Central Service</b>	<b>\$0</b>	<b>\$134,998</b>	<b>\$27,536</b>	<b>\$0</b>	<b>\$39,175</b>	<b>\$3,251</b>	<b>\$12,763</b>	<b>\$79,635</b>	<b>\$28,894</b>	<b>\$69,998</b>	<b>\$32,758</b>	<b>\$429,008</b>
<b>Other Departments:</b>												
Inspection Department	\$0	\$7,641	\$4,388	\$0	\$32,653	\$4,739	\$4,416	\$21,879	\$1,038	\$0	\$9,839	\$86,593
Other	\$127,656	\$10,194	\$75,460	\$177,870	\$3,264	\$46,870	\$891	\$0	\$0	\$0	\$115,528	\$557,733
<b>Total Other</b>	<b>\$127,656</b>	<b>\$17,835</b>	<b>\$79,848</b>	<b>\$177,870</b>	<b>\$35,917</b>	<b>\$51,609</b>	<b>\$5,307</b>	<b>\$21,879</b>	<b>\$1,038</b>	<b>\$0</b>	<b>\$125,367</b>	<b>\$644,326</b>
<b>Total</b>	<b>\$ 127,656</b>	<b>\$ 254,716</b>	<b>\$ 378,248</b>	<b>\$ 182,225</b>	<b>\$ 163,239</b>	<b>\$ 97,198</b>	<b>\$ 141,501</b>	<b>\$ 254,995</b>	<b>\$ 280,887</b>	<b>\$ 135,799</b>	<b>\$ 297,358</b>	<b>\$ 2,313,822</b>

Supporting Exhibits

B & C      B & D      B & E      B & F      B & G      B & H      B & I      B & J      K      L      N

City of Adrian, Michigan  
 City-Wide Central Service Cost Allocation Plan  
 Central Service Departments Allowable Costs  
 For the Year ended June 30, 2009

Exhibit B

	Central Service Departments							
	City Commission	City Administrator	Finance Department	City Assessor	City Attorney	City Clerk	Human Resources	City Hall
DEPARTMENT COSTS								
Total departmental costs per audited records for the Year ended June 30, 2009	\$ 127,656	\$ 268,411	\$ 376,122	\$ 181,610	\$ 164,041	\$ 97,098	\$ 141,350	\$ 139,895
CENTRAL SERVICE COSTS								
Building depreciation -Exhibit L	-	\$550	\$2,126	\$615	\$250	\$100	\$151	\$25,102
Equipment depreciation -Exhibit M	-	-	-	-	-	-	-	69,998
Total central service costs	-	550	2,126	615	250	100	151	95,100
ADJUSTMENTS								
Non-allowable and non-allocable costs:								
Capital outlay	-	14,245	-	-	-	-	-	-
Other	-	-	-	-	1,052	-	-	-
Total adjustments	-	14,245	-	-	1,052	-	-	-
<b>Total allowable costs</b>	<b>\$ 127,656</b>	<b>\$ 254,716</b>	<b>\$ 378,248</b>	<b>\$ 182,225</b>	<b>\$ 163,239</b>	<b>\$ 97,198</b>	<b>\$ 141,501</b>	<b>\$ 254,995</b>
<b>Allocated on Exhibit</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>

City of Adrian, Michigan  
City-Wide Central Service Cost Allocation Plan  
Allocation of Costs  
City Commission  
For the Year ended June 30, 2009

Exhibit C

<u>DEPARTMENTS/COST CENTERS</u>	Direct Allocation (1)	Departmental Cost Allocation
<b>Grantee and Self-sufficient:</b>		
Auto Park System	-	\$0
Community Development	-	\$0
Fire department	-	\$0
Department of Public Works	-	\$0
Economic Development	-	\$0
Information Technology	-	\$0
Library	-	\$0
Parks	-	\$0
Police Department	-	\$0
Recreation Department	-	\$0
Storm Water Utility	-	\$0
Wastewater System	-	\$0
Waste Collection and disposal	-	\$0
Water System	-	\$0
Transportation	-	\$0
Total Grantee and Self-sufficient	0%	\$0
<b>Central Service Departments:</b>		
City Commission	-	\$0
City Administrator	-	\$0
Finance Department	-	\$0
City Assessor	-	\$0
City Attorney	-	\$0
City Clerk	-	\$0
Human Resources	-	\$0
City Hall	-	\$0
Total Central Service	0%	\$0
<b>Other Departments:</b>		
Inspection Department	-	\$0
Other	100%	\$127,656
Total Other	100%	\$127,656
Total	100%	\$ 127,656

(1) From City records

**City of Adrian, Michigan**  
**City-Wide Central Service Cost Allocation Plan**  
**Allocation of Costs**  
**City Administrator**  
**For the Year ended June 30, 2009**

Exhibit D

<u>DEPARTMENTS/COST CENTERS</u>	<u>Units</u>	<u>Percent</u>	<u>Departmental Cost Allocation</u>
<b>Grantee and Self-sufficient:</b>			
Auto Park System	1,161	1.00%	\$2,547
Community Development	3,483	3.00%	\$7,641
Fire department	5,805	5.00%	\$12,736
Department of Public Works	1,161	1.00%	\$2,547
Economic Development	5,805	5.00%	\$12,736
Information Technology	1,161	1.00%	\$2,547
Library	3,483	3.00%	\$7,641
Parks	2,322	2.00%	\$5,094
Police Department	9,288	8.00%	\$20,377
Recreation Department	3,483	3.00%	\$7,641
Storm Water Utility	1,161	1.00%	\$2,547
Wastewater System	3,483	3.00%	\$7,641
Waste Collection and disposal	-	0.00%	\$0
Water System	3,483	3.00%	\$7,641
Transportation	1,161	1.00%	\$2,547
Total Grantee and Self-sufficient	46,440	40.00%	\$101,883
<b>Central Service Departments:</b>			
City Commission	17,415	15.00%	\$38,207
City Administrator	-	0.00%	\$0
Finance Department	17,415	15.00%	\$38,207
City Assessor	3,483	3.00%	\$7,641
City Attorney	8,127	7.00%	\$17,830
City Clerk	5,805	5.00%	\$12,736
Human Resources	5,805	5.00%	\$12,736
City Hall	3,483	3.00%	\$7,641
Total Central Service	61,533	53.00%	\$134,998
<b>Other Departments:</b>			
Inspection Department	3,483	3.00%	\$7,641
Other	4,644	4.00%	\$10,194
Total Other	8,127	7.00%	\$17,835
Total	116,100	100.00%	\$ 254,716

(1) From City time records

City of Adrian, Michigan  
 City-Wide Central Service Cost Allocation Plan  
 Allocation of Costs  
 Finance Department  
 For the Year ended June 30, 2009

Exhibit E

DEPARTMENTS/COST CENTERS	Units Allocated Directly	Allocation of Accounts Payable Function		Allocation of Payroll Function		Allocation of Receipts Processing Function		Allocation of Purchasing Function		Summary		
		Number of Of Checks (1)	Units Allocation	Number of Employees (2)	Units Allocation	Number of Receipt Documents (1)	Units Allocation	Number of Purchase Orders (1)	Units Allocation	Total Units	Percent	Allocation
<b>Grantee and Self-sufficient:</b>												
Auto Park System	-	-	-	0.5	82	84	191	-	-	273	0.13%	\$492
Community Development	-	11	599	3	495	11	25	56	395	1,514	0.73%	\$2,761
Fire department	-	47	2,558	19	3,133	-	-	180	1,269	6,960	3.36%	\$12,709
Department of Public Works	3,925	116	6,313	12	1,978	50	114	550	3,877	16,207	7.83%	\$29,617
Economic Development	-	2	109	1	165	2	5	-	-	279	0.13%	\$492
Information Technology	-	30	1,633	1	165	-	-	115	811	2,609	1.26%	\$4,766
Library	-	116	6,313	6	989	1	2	488	3,440	10,744	5.19%	\$19,631
Parks and Forestry	-	51	2,776	11	1,814	-	-	235	1,657	6,247	3.02%	\$11,423
Police Department	-	67	3,646	35.5	5,853	64	146	280	1,974	11,619	5.61%	\$21,220
Recreation Department	-	73	3,973	12	1,978	72	164	378	2,665	8,780	4.24%	\$16,038
Storm Water Utility	-	2	109	-	-	637	1,450	-	-	1,559	0.75%	\$2,837
Wastewater System	15,158	85	4,626	13.5	2,226	5,684	12,938	217	1,530	36,478	17.62%	\$66,647
Waste Collection and disposal	-	-	-	-	-	-	-	-	-	-	0.00%	\$0
Water System	14,650	130	7,075	25	4,122	5,002	11,386	526	3,708	40,941	19.77%	\$74,780
Transportation	2,159	22	1,197	-	-	100	228	70	493	4,077	1.97%	\$7,451
<b>Total Grantee and Self-sufficient</b>	<b>35,892</b>	<b>752</b>	<b>40,927</b>	<b>139.5</b>	<b>23,000</b>	<b>11,707</b>	<b>26,649</b>	<b>3,095</b>	<b>21,819</b>	<b>148,287</b>	<b>71.61%</b>	<b>\$270,863</b>
<b>Central Service Departments:</b>												
City Commission	-	22	1,197	-	-	5	11	45	317	1,525	0.74%	\$2,799
City Administrator	-	17	925	2	330	-	-	38	268	1,523	0.74%	\$2,799
Finance Department	-	27	1,469	6.5	1,072	163	371	319	2,249	5,161	2.49%	\$9,418
City Assessor	-	6	327	1.4	231	-	-	17	120	678	0.33%	\$1,248
City Attorney	-	2	109	2	330	-	-	13	92	531	0.26%	\$983
City Clerk	-	7	381	1.5	247	6	14	32	226	868	0.42%	\$1,589
Human Resources	3,291	15	816	1	165	-	-	71	500	4,772	2.30%	\$8,700
City Hall	-	-	-	-	-	-	-	-	-	-	0.00%	\$0
<b>Total Central Service</b>	<b>3,291</b>	<b>96</b>	<b>5,224</b>	<b>14.4</b>	<b>2,375</b>	<b>174</b>	<b>396</b>	<b>535</b>	<b>3,772</b>	<b>15,058</b>	<b>7.28%</b>	<b>\$27,536</b>
<b>Other Departments:</b>												
Inspection Department	-	15	816	5	823	229	521	33	233	2,393	1.16%	\$4,388
Other	32,174	36	1,958	1	165	2,619	5,960	153	1,075	41,332	19.95%	\$75,461
<b>Total Other</b>	<b>32,174</b>	<b>51</b>	<b>2,774</b>	<b>6</b>	<b>988</b>	<b>2,848</b>	<b>6,481</b>	<b>186</b>	<b>1,308</b>	<b>43,725</b>	<b>21.11%</b>	<b>\$79,849</b>
<b>Total</b>	<b>71,357</b>	<b>899</b>	<b>48,925</b>	<b>159.9</b>	<b>26,363</b>	<b>14,729</b>	<b>33,526</b>	<b>3,816</b>	<b>26,899</b>	<b>207,070</b>	<b>100.00%</b>	<b>\$ 378,248</b>

(1) From representative sample

(2) Average number of full-time employees

City of Adrian, Michigan  
City-Wide Central Service Cost Allocation Plan  
Allocation of Costs  
City Assessor  
For the Year ended June 30, 2009

Exhibit F

<u>DEPARTMENTS/COST CENTERS</u>	<u>Units (1)</u>	<u>Percent</u>	<u>Allocation</u>
<b>Grantee and Self-sufficient:</b>			
Auto Park System	955	2.39%	\$4,355
Community Development		0.00%	\$0
Fire department		0.00%	\$0
Department of Public Works		0.00%	\$0
Economic Development		0.00%	\$0
Information Technology		0.00%	\$0
Library		0.00%	\$0
Parks and Forestry		0.00%	\$0
Police Department		0.00%	\$0
Recreation Department		0.00%	\$0
Storm Water Utility		0.00%	\$0
Wastewater System		0.00%	\$0
Waste Collection and disposal		0.00%	\$0
Water System		0.00%	\$0
Transportation		0.00%	\$0
Total Grantee and Self-sufficient	<u>955</u>	<u>2.39%</u>	<u>\$4,355</u>
<b>Central Service Departments:</b>			
City Commission		0.00%	\$0
City Administrator		0.00%	\$0
Finance Department		0.00%	\$0
City Assessor		0.00%	\$0
City Attorney		0.00%	\$0
City Clerk		0.00%	\$0
Human Resources		0.00%	\$0
City Hall		0.00%	\$0
Total Central Service	<u>0</u>	<u>0.00%</u>	<u>\$0</u>
<b>Other Departments:</b>			
Inspection Department		0.00%	\$0
Other	38,966	97.61%	\$177,870
Total Other	<u>38,966</u>	<u>97.61%</u>	<u>\$177,870</u>
Total	<u>39921</u>	<u>100.00%</u>	<u>\$ 182,225</u>

(1) From City records

City of Adrian, Michigan  
City-Wide Central Service Cost Allocation Plan  
Allocation of Costs  
City Attorney  
For the Year ended June 30, 2009

Exhibit G

<u>DEPARTMENTS/COST CENTERS</u>	Units Allocation (1)	Percent	Departmental Cost Allocation
<b>Grantee and Self-sufficient:</b>			
Auto Park System	-	0.00%	\$0
Community Development	4,026	5.00%	\$8,162
Fire department	805	1.00%	\$1,632
Department of Public Works	805	1.00%	\$1,632
Economic Development	4,026	5.00%	\$8,162
Information Technology	-	0.00%	\$0
Library	4,026	5.00%	\$8,162
Parks and Forestry	1,610	2.00%	\$3,264
Police Department	20,131	25.00%	\$40,811
Recreation Department	-	0.00%	\$0
Storm Water Utility	1,610	2.00%	\$3,264
Wastewater System	1,610	2.00%	\$3,264
Waste Collection and disposal	4,026	5.00%	\$8,162
Water System	805	1.00%	\$1,632
Transportation	-	0.00%	\$0
Total Grantee and Self-sufficient	<u>43,480</u>	<u>54.00%</u>	<u>\$88,147</u>
<b>Central Service Departments:</b>			
City Commission	1,610	2.00%	\$3,264
City Administrator	4,026	5.00%	\$8,162
Finance Department	1,610	2.00%	\$3,264
City Assessor	8,052	10.00%	\$16,323
City Attorney	-	0.00%	\$0
City Clerk	1,610	2.00%	\$3,264
Human Resources	2,416	3.00%	\$4,898
City Hall	-	0.00%	\$0
Total Central Service	<u>19,324</u>	<u>24.00%</u>	<u>\$39,175</u>
<b>Other Departments:</b>			
Inspection Department	16,108	20.00%	\$32,653
Other	1,610	2.00%	\$3,264
Total Other	<u>17,718</u>	<u>22.00%</u>	<u>\$35,917</u>
<b>Total</b>	<u><u>80,522</u></u>	<u><u>100.00%</u></u>	<u><u>\$163,239</u></u>

(1) From City records

City of Adrian, Michigan  
City-Wide Central Service Cost Allocation Plan  
Allocation of Costs  
City Clerk  
For the Year ended June 30, 2009

Exhibit H

DEPARTMENTS/COST CENTERS	Personnel Related			Summary		
	# of Full Time Personnel	Units	Other Direct Units Allocation (1)	Total Units	Percent	Departmental Cost Allocation
<b>Grantee and Self-sufficient:</b>						
Auto Park System	0.5	70	-	70	0.12%	\$113
Community Development	3	419	-	419	0.70%	\$678
Fire department	19	2,652	-	2,652	4.41%	\$4,291
Department of Public Works	12	1,675	6,695	8,370	13.93%	\$13,543
Economic Development	1	140	-	140	0.23%	\$227
information Technology	1	140	-	140	0.23%	\$227
Library	6	837	-	837	1.39%	\$1,354
Parks and Forestry	11	1,535	-	1,535	2.56%	\$2,484
Police Department	35.5	4,955	-	4,955	8.25%	\$8,018
Recreation Department	12	1,675	-	1,675	2.79%	\$2,710
Storm Water Utility	-	-	-	-	0.00%	\$0
Wastewater System	13.5	1,884	-	1,884	3.14%	\$3,048
Waste Collection and disposal	-	-	-	-	0.00%	\$0
Water System	25	3,489	-	3,489	5.81%	\$5,645
Transportation	-	-	-	-	0.00%	\$0
<b>Total Grantee and Self-sufficient</b>	<b>139.5</b>	<b>19,471</b>	<b>6,695</b>	<b>26,166</b>	<b>43.56%</b>	<b>\$42,338</b>
<b>Central Service Departments:</b>						
City Commission	-	-	-	-	0.00%	\$0
City Administrator	2	279	-	279	0.46%	\$451
Finance Department	6.5	907	-	907	1.51%	\$1,468
City Assessor	1.4	195	-	195	0.32%	\$316
City Attorney	2	279	-	279	0.46%	\$451
City Clerk	1.5	209	-	209	0.35%	\$338
Human Resources	1	140	-	140	0.23%	\$227
City Hall	-	-	-	-	0.00%	\$0
<b>Total Central Service</b>	<b>14.4</b>	<b>2,009</b>	<b>-</b>	<b>2,009</b>	<b>3.33%</b>	<b>\$3,251</b>
<b>Other Departments:</b>						
inspection Department	5	697	2,232	2,929	4.88%	\$4,739
Other	1	140	28,825	28,966	48.23%	\$46,870
<b>Total Other</b>	<b>6</b>	<b>837</b>	<b>31,058</b>	<b>31,895</b>	<b>53.11%</b>	<b>\$51,609</b>
<b>Total</b>	<b>159.9</b>	<b>22,317</b>	<b>37,753</b>	<b>60,070</b>	<b>100.00%</b>	<b>\$ 97,198</b>

(1) From City time records

City of Adrian, Michigan  
City-Wide Central Service Cost Allocation Plan  
Allocation of Costs  
Human Resources  
For the Year ended June 30, 2009

Exhibit I

<u>DEPARTMENTS/COST CENTERS</u>	Number of Employees (1)	Percent	Departmental Cost Allocation
<b>Grantee and Self-sufficient:</b>			
Auto Park System	0.5	0.31%	\$439
Community Development	3	1.88%	\$2,660
Fire department	19	11.88%	\$16,810
Department of Public Works	12	7.50%	\$10,613
Economic Development	1	0.63%	\$891
Information Technology	1	0.63%	\$891
Library	6	3.75%	\$5,306
Parks and Forestry	11	6.88%	\$9,735
Police Department	35.5	22.20%	\$31,413
Recreation Department	12	7.50%	\$10,613
Storm Water Utility	-	0.00%	\$0
Wastewater System	13.5	8.44%	\$11,943
Waste Collection and disposal	-	0.00%	\$0
Water System	25	15.63%	\$22,117
Transportation	-	0.00%	\$0
Total Grantee and Self-sufficient	<u>139.5</u>	<u>87.23%</u>	<u>\$123,431</u>
<b>Central Service Departments:</b>			
City Commission	-	0.00%	\$0
City Administrator	2	1.25%	\$1,769
Finance Department	6.5	4.07%	\$5,759
City Assessor	1.4	0.88%	\$1,245
City Attorney	2	1.25%	\$1,769
City Clerk	1.5	0.94%	\$1,330
Human Resources	1	0.63%	\$891
City Hall	-	0.00%	\$0
Total Central Service	<u>14.4</u>	<u>9.02%</u>	<u>\$12,763</u>
<b>Other Departments:</b>			
Inspection Department	5	3.12%	\$4,416
Other	1	0.63%	\$891
Total Other	<u>6</u>	<u>3.75%</u>	<u>\$5,307</u>
Total	<u>159.9</u>	<u>100.00%</u>	<u>\$ 141,501</u>

(1) Average number of full-time employees

City of Adrian, Michigan  
City-Wide Central Service Cost Allocation Plan  
Allocation of Costs  
City Hall  
For the Year ended June 30, 2009

Exhibit J

<u>DEPARTMENTS/COST CENTERS</u>	<u>Number of Square Feet (1)</u>	<u>Percent</u>	<u>Departmental Cost Allocation</u>
<b>Grantee and Self-sufficient:</b>			
Auto Park System	-	0.00%	\$0
Community Development	208	1.71%	\$4,360
Fire department	-	0.00%	\$0
Department of Public Works	940	7.74%	\$19,737
Economic Development	100	0.82%	\$2,091
Information Technology	-	0.00%	\$0
Library	-	0.00%	\$0
Parks	1,050	8.65%	\$22,057
Police Department	3,650	30.07%	\$76,677
Recreation Department	-	0.00%	\$0
Storm Water Utility	45	0.37%	\$943
Wastewater System	628	5.17%	\$13,183
Waste Collection and disposal	-	0.00%	\$0
Water System	537	4.42%	\$11,271
Transportation	150	1.24%	\$3,162
Total Grantee and Self-sufficient	<u>7,308</u>	<u>60.19%</u>	<u>\$153,481</u>
<b>Central Service Departments:</b>			
City Commission	-	0.00%	\$0
City Administrator	550	4.53%	\$11,551
Finance Department	2,126	17.51%	\$44,650
City Assessor	615	5.07%	\$12,928
City Attorney	250	2.06%	\$5,253
City Clerk	100	0.82%	\$2,091
Human Resources	150	1.24%	\$3,162
City Hall	-	0.00%	\$0
Total Central Service	<u>3,791</u>	<u>31.23%</u>	<u>\$79,635</u>
<b>Other Departments:</b>			
Inspection Department	1,040	8.58%	\$21,879
Other	-	0.00%	\$0
Total Other	<u>1,040</u>	<u>8.58%</u>	<u>\$21,879</u>
Total	<u>12,139</u>	<u>100.00%</u>	<u>\$ 254,995</u>

(1) For City Hall Building only

City of Adrian, Michigan  
City-Wide Central Service Cost Allocation Plan  
Allocation of Costs  
Building Depreciation Expense  
For the Year ended June 30, 2009

Exhibit K

DEPARTMENTS/COST CENTERS	Other Buildings (1)		City Hall (1)		Total Building Depreciation Expense	
	Cost	Annual Depreciation Expense	Building Square Feet	Percent		
<b>Grantee and Self-sufficient:</b>						
Auto Park System	\$0	\$0	-	0.00%	\$0	\$0
Community Development	\$0	\$0	208	1.71%	\$208	\$208
Fire department	\$1,164,216	\$25,540	-	0.00%	\$0	\$25,540
Department of Public Works	\$240,304	\$1,596	940	7.74%	\$940	\$2,536
Economic Development	\$0	\$0	100	0.82%	\$100	\$100
Information Technology	\$0	\$0	-	0.00%	\$0	\$0
Library	\$354,667	\$3,760	-	0.00%	\$0	\$3,760
Parks	\$1,388,306	\$212,750	1,050	8.65%	\$1,050	\$213,800
Police Department	\$0	\$0	3,650	30.07%	\$3,650	\$3,650
Recreation Department	\$0	\$0	-	0.00%	\$0	\$0
Storm Water Utility	\$0	\$0	45	0.37%	\$45	\$45
Wastewater System	\$0	\$0	628	5.17%	\$628	\$628
Waste Collection and disposal	\$0	\$0	-	0.00%	\$0	\$0
Water System	\$0	\$0	537	4.42%	\$537	\$537
Transportation	\$0	\$0	150	1.24%	\$151	\$151
Total Grantee and Self-sufficient	\$3,147,493	\$243,646	7,308	60.19%	\$7,309	\$250,955
<b>Central Service Departments:</b>						
City Commission	\$0	\$0	-	0.00%	\$0	\$0
City Administrator	\$0	\$0	550	4.53%	\$550	\$550
Finance Department	\$0	\$0	2,126	17.51%	\$2,126	\$2,126
City Assessor	\$0	\$0	615	5.07%	\$615	\$615
City Attorney	\$0	\$0	250	2.06%	\$250	\$250
City Clerk	\$0	\$0	100	0.82%	\$100	\$100
Human Resources	\$0	\$0	150	1.24%	\$151	\$151
City Hall	\$1,195,316	\$25,102	-	0.00%	\$0	\$25,102
Total Central Service	\$1,195,316	\$25,102	3,791	31.23%	\$3,792	\$28,894
<b>Other Departments:</b>						
Inspection Department	\$0	\$0	1,040	8.58%	\$1,038	\$1,038
Other	\$0	\$0	-	0.00%	\$0	\$0
Total Other	\$0	\$0	1,040	8.58%	\$1,038	\$1,038
<b>Total</b>	<b>\$4,342,809</b>	<b>\$268,748</b>	<b>12,139</b>	<b>100.00%</b>	<b>\$12,139</b>	<b>\$280,887</b>

(1) From City Capital asset records

City of Adrian, Michigan  
City-Wide Central Service Cost Allocation Plan  
Allocation of Costs  
Equipment Depreciation  
For the Year ended June 30, 2009

Exhibit L

<u>DEPARTMENTS/COST CENTERS</u>	<u>Cost of Equipment</u>	<u>Equipment Depreciation (1)</u>
<b>Grantee and Self-sufficient:</b>		
Auto Park System	\$0	\$ -
Community Development	\$0	-
Fire department	\$213,405	12,337
Department of Public Works	\$240,625	-
Economic Development	\$0	-
Information Technology	\$0	-
Library	\$160,485	5,385
Parks	\$1,306,535	48,079
Police Department	\$0	-
Recreation Department	\$0	-
Storm Water Utility	\$0	-
Wastewater System	\$0	-
Waste Collection and disposal	\$0	-
Water System	\$0	-
Transportation	\$0	-
Total Grantee and Self-sufficient	<u>\$1,921,050</u>	<u>65,801</u>
<b>Central Service Departments:</b>		
City Commission	\$0	-
City Administrator	\$0	-
Finance Department	\$0	-
City Assessor	\$0	-
City Attorney	\$0	-
City Clerk	\$0	-
Human Resources	\$0	-
City Hall	\$720,948	69,998
Total Central Service	<u>\$720,948</u>	<u>69,998</u>
<b>Other Departments:</b>		
Inspection Department	\$0	-
Other	\$0	-
Total Other	<u>\$0</u>	<u>-</u>
Total	<u>\$2,641,998</u>	<u>\$ 135,799</u>

(1) From City records

City of Adrian, Michigan  
City-Wide Central Service Cost Allocation Plan  
Allocation of Costs  
Interdepartmental Cost Summary  
For the Year ended June 30, 2005

Exhibit M

Benefitting Department	Service Provided By								
	City Commission	City Administrator	Finance Department	City Assessor	City Attorney	City Clerk	Human Resources	City Hall	total
City Commission	\$0	\$38,207	\$2,799	\$0	\$3,264	\$0	\$0	\$0	\$44,270
City Administrator	\$0	\$0	\$2,799	\$0	\$8,162	\$451	\$1,769	\$11,551	\$24,732
Finance Department	\$0	\$38,207	\$9,418	\$0	\$3,264	\$1,468	\$5,759	\$44,650	\$102,766
City Assessor	\$0	\$7,641	\$1,248	\$0	\$16,323	\$316	\$1,245	\$12,928	\$39,701
City Attorney	\$0	\$17,830	\$983	\$0	\$0	\$451	\$1,769	\$5,253	\$26,286
City Clerk	\$0	\$12,736	\$1,589	\$0	\$3,264	\$338	\$1,330	\$2,091	\$21,348
Human Resources	\$0	\$12,736	\$8,700	\$0	\$4,898	\$227	\$891	\$3,162	\$30,614
City Hall	\$0	\$7,641	\$0	\$0	\$0	\$0	\$0	\$0	\$7,641
<b>Total</b>	<b>\$ -</b>	<b>\$ 134,998</b>	<b>\$ 27,536</b>	<b>\$ -</b>	<b>\$ 39,175</b>	<b>\$ 3,251</b>	<b>\$ 12,763</b>	<b>\$ 79,635</b>	<b>\$ 297,358</b>
<b>Supporting Exhibit</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	

City of Adrian, Michigan  
 City-Wide Central Service Cost Allocation Plan  
 Allocation of Costs  
 Interdepartmental Cost Allocation  
 For the Year ended June 30, 2009

Exhibit N

DEPARTMENTS/COST CENTERS	City Commission		City Administrator		Finance Department		City Assessor		City Attorney		City Clerk		Human Resources		City Hall		Total	
	Percent (1)	Amount	Percent (1)	Amount	Percent (1)	Amount	Percent (1)	Amount	Percent (1)	Amount	Percent (1)	Amount	Percent (1)	Amount	Percent (1)	Amount	Amount	
<b>Grantee and Self-sufficient:</b>																		
Auto Park System	-	\$0	1%	\$247	0%	\$134	2%	\$949	0%	\$0	0%	\$26	0%	\$95	0%	\$0		\$1,451
Community Development	-	\$0	3%	\$742	1%	\$750	0%	\$0	5%	\$1,314	1%	\$149	2%	\$576	2%	\$131		\$3,662
Fire department	-	\$0	5%	\$1,237	3%	\$3,453	0%	\$0	1%	\$263	4%	\$941	12%	\$3,637	0%	\$0		\$9,531
Department of Public Works	-	\$0	1%	\$247	8%	\$8,047	0%	\$0	1%	\$263	14%	\$2,974	8%	\$2,296	8%	\$591		\$14,418
Economic Development	-	\$0	5%	\$1,237	0%	\$134	0%	\$0	5%	\$1,314	0%	\$49	1%	\$193	1%	\$63		\$2,990
Information Technology	-	\$0	1%	\$247	1%	\$1,295	0%	\$0	0%	\$0	0%	\$49	1%	\$193	0%	\$0		\$1,784
Library	-	\$0	3%	\$742	5%	\$5,934	0%	\$0	5%	\$1,314	1%	\$297	4%	\$1,148	0%	\$0		\$8,835
Parks and Forestry	-	\$0	2%	\$495	3%	\$3,104	0%	\$0	2%	\$526	3%	\$547	7%	\$2,106	9%	\$661		\$7,439
Police Department	-	\$0	8%	\$1,979	6%	\$5,765	0%	\$0	25%	\$6,572	8%	\$1,761	22%	\$6,796	30%	\$2,298		\$25,171
Recreation Department	-	\$0	3%	\$742	4%	\$4,957	0%	\$0	0%	\$0	3%	\$596	8%	\$2,296	0%	\$0		\$7,991
Storm Water Utility	-	\$0	1%	\$247	1%	\$771	0%	\$0	2%	\$526	0%	\$0	0%	\$0	0%	\$0		\$1,572
Wastewater System	-	\$0	3%	\$742	18%	\$18,107	0%	\$0	2%	\$526	3%	\$670	8%	\$2,584	5%	\$395		\$23,024
Waste Collection and disposal	-	\$0	0%	\$0	0%	\$0	0%	\$0	5%	\$1,314	0%	\$0	0%	\$0	0%	\$0		\$1,314
Water System	-	\$0	3%	\$742	20%	\$20,317	0%	\$0	1%	\$263	6%	\$1,260	16%	\$4,785	4%	\$338		\$27,685
Transportation	-	\$0	1%	\$247	2%	\$2,024	0%	\$0	0%	\$0	0%	\$0	0%	\$0	1%	\$95		\$2,366
<b>Total Grantee and Self-sufficient</b>	<b>0%</b>	<b>\$0</b>	<b>40%</b>	<b>\$9,893</b>	<b>72%</b>	<b>\$73,592</b>	<b>2%</b>	<b>\$449</b>	<b>54%</b>	<b>\$14,195</b>	<b>44%</b>	<b>\$9,299</b>	<b>87%</b>	<b>\$26,705</b>	<b>60%</b>	<b>\$4,600</b>		<b>\$139,233</b>
<b>Central Service Departments:</b>																		
City Commission	-	\$0	15%	\$3,710	1%	\$760	0%	\$0	2%	\$526	0%	\$0	0%	\$0	0%	\$0		\$4,996
City Administrator	-	\$0	0%	\$0	1%	\$760	0%	\$0	5%	\$1,314	0%	\$98	1%	\$383	5%	\$346		\$2,901
Finance Department	-	\$0	15%	\$3,710	2%	\$2,559	0%	\$0	2%	\$526	2%	\$322	4%	\$1,246	18%	\$1,338		\$9,701
City Assessor	-	\$0	3%	\$742	0%	\$339	0%	\$0	10%	\$2,629	0%	\$68	1%	\$269	5%	\$387		\$4,434
City Attorney	-	\$0	7%	\$1,731	0%	\$267	0%	\$0	0%	\$0	0%	\$98	1%	\$383	2%	\$157		\$2,636
City Clerk	-	\$0	5%	\$1,237	0%	\$432	0%	\$0	2%	\$526	0%	\$75	1%	\$288	1%	\$63		\$2,621
Human Resources	-	\$0	5%	\$1,237	2%	\$2,364	0%	\$0	3%	\$789	0%	\$49	1%	\$193	1%	\$95		\$4,727
City Hall	-	\$0	3%	\$742	0%	\$0	0%	\$0	0%	\$0	0%	\$0	0%	\$0	0%	\$0		\$742
<b>Total Central Service</b>	<b>0%</b>	<b>\$0</b>	<b>53%</b>	<b>\$13,109</b>	<b>7%</b>	<b>\$7,481</b>	<b>0%</b>	<b>\$0</b>	<b>24%</b>	<b>\$6,310</b>	<b>3%</b>	<b>\$710</b>	<b>9%</b>	<b>\$2,762</b>	<b>31%</b>	<b>\$2,386</b>		<b>\$32,758</b>
<b>Other Departments:</b>																		
Inspection Department	-	\$0	3%	\$742	2%	\$1,191	0%	\$0	20%	\$5,255	5%	\$1,042	3%	\$954	9%	\$655		\$9,839
Other	100%	\$44,270	4%	\$988	20%	\$20,502	98%	\$38,752	2%	\$526	48%	\$10,297	1%	\$193	0%	\$0		\$115,528
<b>Total Other</b>	<b>100%</b>	<b>\$44,270</b>	<b>7%</b>	<b>\$1,730</b>	<b>21%</b>	<b>\$21,693</b>	<b>98%</b>	<b>\$38,752</b>	<b>22%</b>	<b>\$5,781</b>	<b>53%</b>	<b>\$11,339</b>	<b>4%</b>	<b>\$1,147</b>	<b>9%</b>	<b>\$655</b>		<b>\$125,367</b>
<b>Total</b>	<b>100%</b>	<b>\$ 44,270</b>	<b>100%</b>	<b>\$ 24,732</b>	<b>100%</b>	<b>\$ 102,766</b>	<b>100%</b>	<b>\$ 39,701</b>	<b>100%</b>	<b>\$ 26,286</b>	<b>100%</b>	<b>\$ 21,348</b>	<b>100%</b>	<b>\$ 30,614</b>	<b>100%</b>	<b>\$ 7,641</b>		<b>\$ 297,358</b>

(1) Total services provided on to other central service departments on Exhibit N have been allocated on this schedule according to percentages established on Exhibits C through F

**CITY OF ADRIAN, MICHIGAN**  
**CITY-WIDE CENTRAL SERVICE COST ALLOCATION PLAN**  
**PLAN NARRATIVE**  
**FOR THE YEAR ENDED JUNE 30, 2009**

The City-Wide Central Service Cost Allocation Plan includes the allowable cost of services rendered to grantee and central service departments.

The Plan first allocates allowable central service costs to grantee and central service departments. Central service costs are defined as those costs paid for by the City which benefit more than one department and which are not charged directly to the benefiting department. Building and equipment depreciation allowances are shown in Exhibits K and L.

The Plan then allocates allowable costs of central service departments provided to departments necessary for the successful conduct of the Federal programs. Central service department costs distributed in this Plan are described and allocated as follows:

1. Description of services and cost allocation bases are outlined in the "Description of Central Services" section of this Plan.
2. Exhibit B depicts allowable departmental costs, including costs allocated as central service costs.
3. The allocation of allowable costs to grantee, central service and other departments is shown in Exhibits C through L.

Only the costs of those central services which could be identified as benefiting the grantee departments were allocated in the Plan.

In certain situations, costs were allocated reciprocally among central service departments. There were residual amounts which remained to be reallocated. These costs are shown in Exhibit M, which reallocates them to the grantee department based upon percentages that were previously established in Exhibits C through L. Exhibit N summarizes the computed residual amounts for reallocation.

All amounts shown in the Plan, with the exception of building use allowance and equipment use allowance, were taken from the City's audited financial statements for the fiscal year ended June 30, 2009. Building and equipment use allowances were developed from capital asset detail records maintained by the City, and do not include depreciation provisions on assets which would be considered as fully depreciated.

**CITY OF ADRIAN, MICHIGAN**  
**CITY-WIDE CENTRAL SERVICE COST ALLOCATION PLAN**  
**DESCRIPTION OF OPERATING DEPARTMENTS/COST CENTERS**  
**FOR THE YEAR ENDED JUNE 30, 2009**

**AUTO PARK SYSTEM**

The Auto Park System is an Enterprise Fund (585) established in the General Ledger to record revenue and expenses for all downtown Adrian public parking facilities. Free parking to downtown patrons is made available through special assessments to downtown businesses, as well as contributions from the Downtown Development Authority and the General Fund.

**COMMUNITY DEVELOPMENT**

The Community Development Department is a Special Revenue Fund (275) established in the General Ledger to record revenue and expenses for housing rehabilitation and maintenance activities through the Community Development Block Grant (CDBG) Program, as well as other grant funds, such as Neighborhood Improvement Program (NIP) and Neighborhood Enterprise Zones (NEZ).

**FIRE DEPARTMENT**

The City of Adrian Fire Department is a General Fund (101-336.00) operation responsible for the delivery of fire prevention and fire suppression services on a citywide basis.

**DEPARTMENT OF PUBLIC WORKS**

The Department of Public Works is a multi-fund operation, including General Fund (101) general engineering and maintenance operations, Major (203) and Local Streets (202), Capital Projects Revolving Fund (599), and the Motor Vehicle Pool (662).

**ECONOMIC DEVELOPMENT**

The Economic Development Fund (276) is a Special Revenue Fund established to account for grant revenue and other donations earmarked for economic development purposes in the City of Adrian.

**INFORMATION TECHNOLOGY**

The Information Technology Fund (661) is an Internal Service Fund established to acquire and maintain computer hardware and software to serve user departments throughout the City government, as well as provide Telecommunication services and a Geographic Information System (GIS).

**LIBRARY**

The Adrian Public Library is a General Fund (101-738.00) operation responsible for providing library services to the general public, including books, magazines, and electronic resources such as audio books, computer internet access and entrepreneurial business programs.

**PARKS & FORESTRY DIVISION**

The Parks & Forestry operation is a Division of the Department of Parks and Recreation, responsible for maintaining and improving the City of Adrian's park system and public rights-of-way. Revenue and expenditures are recorded in both the General Fund (101) and the Fee Estate Fund (205), a Special Revenue Fund established to separately account for the bequest of Hariett Kimball Fee to beautify public spaces.

**POLICE DEPARTMENT**

The Police Department is a General Fund (101) operation responsible for public safety services for the City of Adrian, including crime prevention, investigation and control, as well as parking enforcement, traffic control and narcotic enforcement.

**RECREATION DEPARTMENT**

The Recreation Department is a General Fund (101) operation responsible for a multitude of recreational programs, including organized baseball, softball, basketball, volleyball and soccer games, as well as adult and youth activities such as swimming, dancing, and crafts. In addition, maintenance and operation of the City Cemetery falls within the purview of the Recreation Department.

**STORM WATER UTILITY FUND**

The Storm Water Utility Fund (598) is an Enterprise Fund established to record revenue and expenses for the City of Adrian's storm water system maintenance and improvement.

**WASTEWATER SYSTEM**

The Sewer Fund (590) is an Enterprise Fund established to record revenue and expenses for the City of Adrian's wastewater collection and processing system, including maintenance and improvement of the systems infrastructure and wastewater plant.

**SOLID WASTE COLLECTION AND DISPOSAL**

The Solid Waste Fund (595) is an Enterprise Fund established to record revenue and expenses for refuse collection and disposal services, as well as curb-side recycling operations.

**WATER SYSTEM**

The Water Fund (591) is an Enterprise Fund established to record revenue and expenses for the City of Adrian's water purification and distribution system, including maintenance and improvement of the systems infrastructure and water plant.

**TRANSPORTATION DEPARTMENT**

The Transportation Fund (588) is an Enterprise Fund established to record revenue and expenses for the City of Adrian's Dial-A-Ride bus system, including operational costs as well as acquisition and maintenance of the vehicle fleet.

City-Wide Central Service Cost Allocation Plan  
Allocation of Costs  
Indirect Cost Calculations  
For the Year ended June 30, 2009

Exhibit O

	Auto Park System	Community Development	Fire Department	Department of Public Works	Economic Development	Information Technology	Library	Parks and Forestry	Police Department	Recreation Department	Storm Water Utility	Wastewater System	Waste Collection and Disposal	Water System	Transportation
Total Department/Cost Center Expenditures:															
Wages and salaries (1)	\$30,409	\$73,165	\$1,016,724	\$753,923	\$42,270	\$68,893	\$428,117	\$284,947	\$1,869,493	\$472,478	\$38,161	\$785,258	\$21,898	\$972,612	\$211,411
Other direct costs (2)	\$66,845	\$55,743	\$671,255	\$2,056,568	\$119,629	\$306,544	\$463,297	\$338,949	\$1,005,988	\$401,490	\$124,149	\$1,432,058	\$70,113	\$1,652,773	\$211,715
Total direct costs (3)	\$97,254	\$128,908	\$1,687,979	\$2,810,491	\$161,899	\$375,437	\$891,414	\$623,896	\$2,875,481	\$873,968	\$162,310	\$2,217,316	\$91,951	\$2,625,385	\$423,126
Total Central Service Costs From Exhibit A	\$9,397	\$30,132	\$95,586	\$94,643	\$27,689	\$10,215	\$60,074	\$323,375	\$227,337	\$44,993	\$11,208	\$129,378	\$9,476	\$151,308	\$15,677
Indirect Cost Rate Computations:															
Based on wages and salaries	30.9%	41.2%	9.4%	12.6%	65.5%	14.8%	14.0%	113.5%	12.2%	9.5%	29.4%	16.5%	43.4%	15.6%	7.4%
Based on other direct costs	14.1%	54.1%	14.2%	4.6%	23.1%	3.3%	13.0%	95.4%	22.6%	11.2%	9.0%	9.0%	13.5%	9.2%	7.4%
Based on total direct costs	9.7%	23.4%	5.7%	3.4%	17.1%	2.7%	6.7%	51.8%	7.9%	5.1%	6.9%	5.8%	10.3%	5.8%	3.7%

(1) From City adjusted trial balances for the year ending June 30, 2009

**RE: DEPARTMENT OF FINANCE – Indirect Cost Allocation Plan Approval**

**RESOLUTION**

WHEREAS, the Adrian City Commission, by Resolution #R10-079 dated June 21, 2010, authorized the engagement of Rehmann Robson, Jackson, MI in the City’s Standard Professional Services Contract for development of an Indirect Cost Allocation Plan at a cost not to exceed \$9,875; and

WHEREAS, Federal Office of Management and Budget Circular A-87 establishes cost principles for determining the allowable costs incurred by State, Local and Indian Tribal Governments under grants, cost reimbursement contracts and other agreements with the Federal government; and

WHEREAS, the development of a *City-Wide Central Service Cost Allocation Plan* and related *Indirect Cost Proposals* has been completed (copy attached), based on the City’s FY2008-09 audited Comprehensive Annual Financial Report and in compliance with OMB Circular A-87; and

WHEREAS, the aforementioned Plan will enable the City to recover core central administrative costs; e.g. finance, human resources, purchasing, legal, clerk, administrator, from federal and state grants, contracts with local governmental units, as well as City Enterprise Funds; and

WHEREAS, the Finance Director and City Administrator recommend approval of the *City-Wide Central Service Cost Allocation Plan and Indirect Cost Proposals* for the year ended June 30, 2009.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, approves the *City-Wide Central Service Cost Allocation Plan and Indirect Cost Proposals* for the year ended June 30, 2009.

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

R-7



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**MEMO**

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Date: March 17, 2011

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

From: Terry Collins, Police Chief

**Re: Request Authorization to Purchase Two (2) Patrol Vehicles**

The FY2011-17 Capital Improvement Program, approved by the City Commission on February 7, 2011 (Resolution #R11-009), and the FY2011-12 Motor Vehicle Pool Budget provides for the replacement of two (2) Chevrolet Impala fully marked and equipped patrol vehicles at an estimated cost of \$60,000, including ancillary equipment. Based on approval of the CIP and in anticipation of the FY2011-12 Adopted Budget, the Police Chief is requesting authorization to order the patrol vehicles in March through the State of Michigan Cooperative Purchasing Program from Berger Chevrolet, Inc., Grand Rapids, MI, with a requested delivery date in July, subsequent to the beginning of the new fiscal year.

The State of Michigan Department of Management & Budget Cooperative Purchasing Program, using vehicle specifications identical to those of the City of Adrian, conducts a competitive bid process each year to purchase police vehicles statewide. The results of the bid process for the two (2) Chevrolet Impalas, including transfer and installation of ancillary equipment, are as follows:

(2) Chevrolet Impalas Berger Chevrolet, Grand Rapids, MI \$50,023.14

The Finance Director indicates that there are sufficient funds available for this purpose in the Motor Vehicle Pool Fund. I respectfully recommend that the City's bid process be waived as provided by Chapter Twelve of the Adrian City Charter, that the bid of \$50,023.14 be accepted and that the City purchase two (2) Chevrolet Impala fully marked and equipped patrol vehicles from Berger Chevrolet, Grand Rapids, MI.

The attached resolution has been prepared for your consideration at the regularly scheduled meeting of the City Commission on March 21, 2011. If you have any questions or need for further information, please contact my office.

**R11-030**

March 21, 2011

**RE: POLICE DEPARTMENT – Authorization to Purchase Two (2) Patrol Vehicles**

**RESOLUTION**

WHEREAS, the FY2011-17 Capital Improvement Program, approved by the City Commission on February 7, 2011 (Resolution #R11-009), and the FY2011-12 Motor Vehicle Pool Budget provides for the replacement of two (2) Chevrolet Impala fully marked and equipped patrol vehicles at an estimated cost of \$60,000, including ancillary equipment; and

WHEREAS, based on approval of the CIP and in anticipation of the FY2011-12 Adopted Budget, the Police Chief is requesting authorization to order the patrol vehicles in March through the State of Michigan Cooperative Purchasing Program from Berger Chevrolet, Inc., Grand Rapids, MI, with a requested delivery date in July, subsequent to the beginning of the new fiscal year; and

WHEREAS, the State of Michigan Department of Management & Budget Cooperative Purchasing Program, using vehicle specifications identical to those of the City of Adrian, conducts a competitive bid process each year to purchase police vehicles statewide; and

WHEREAS, the results of the bid process for the two (2) Chevrolet Impalas, including transfer and installation of ancillary equipment, are as follows:

(2) Chevrolet Impalas Berger Chevrolet, Grand Rapids, MI \$50,023.14

WHEREAS, the Finance Director indicates that there are sufficient funds available for this purpose in the Motor Vehicle Pool Fund; and

WHEREAS, due to the competitive bid process conducted by the State of Michigan and the economies of volume purchasing, the Police Chief and City Administrator recommend that the City's bid process be waived as provided by Chapter Twelve of the Adrian City Charter, that the bid of \$50,023.14 be accepted and that the City purchase two (2) Chevrolet Impala fully marked and equipped patrol vehicles from Berger Chevrolet, Grand Rapids, MI.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes the purchase of two (2) Chevrolet Impala fully marked and equipped patrol vehicles from Berger Chevrolet, Grand Rapids, MI. at a cost not to exceed \$50,023.14.

BE IT, FURTHER, RESOLVED that, due to the competitive bid process conducted by the State of Michigan and the economies of volume purchasing, the City's bid process be waived as provided by Chapter Twelve of the Adrian City Charter.

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



# MISCELLANEOUS

m-1

**DEPARTMENTAL REPORT**

MARCH 21, 2011

	FEBRUARY 2011	JANUARY 2011	FEBRUARY 2010	YEAR-TO-DATE 2011	YEAR-TO-DATE 2010
<b>POLICE DEPARTMENT</b>					
Complaints Answered	767	706	668	1,473	1,336
VIOLATIONS					
Moving Citations	218	135	122	353	215
3-6 am Parking Tickets	155	225	88	380	366
Non-Moving Citations	12	27	26	39	88
Downtown Parking Tickets	0	0	0	0	0
TOTAL VIOLATIONS	385	387	236	772	669
ARRESTS	122	102	104	224	210
<b>FIRE DEPARTMENT (See M-4)</b>					
<b>INSPECTION DEPARTMENT</b>					
Building Permits	7	9	7	16	17
Electrical Permits	20	17	12	37	23
Mechanical Permits	17	21	20	38	30
Plumbing Permits	5	8	7	13	9
Sidewalk Permits	0	0	0	0	0
Sign Permits	6	10	2	16	19
TOTAL PERMITS	55	65	48	120	98
Estimated Bldg. Costs			\$1,291,100		\$1,364,227
<b>PARKING SYSTEM</b>					
Parking Assessment	\$19,603	\$8,694	\$15,404	\$28,297	\$18,791
Lot Revenue	\$0	\$0	\$75	\$0	\$262
Street Revenue	\$0	\$0	\$0	\$0	\$0
Misc. Revenue	\$7	\$7	\$13	\$14	\$42
Permits	\$0	(\$75)	\$13	-\$75	\$238
Fines	\$100	\$25	\$75	\$125	\$100
Collection Fees	\$0	\$0	\$75	\$0	\$75
Token Sales	\$0	\$0	\$0	\$0	\$0
Contribut-GenFund	<u>\$10,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$10,000</u>	<u>\$0</u>
TOTAL REVENUE	\$29,710	\$8,651	\$15,655	\$38,361	\$19,508
<b>WASTE WATER DEPARTMENT</b>					
M. G. Pumped		120,806	118,998		251,228
Cost of Plant Operation *		\$428,681	\$214,075	\$428,681	\$433,414
<b>WATER DEPARTMENT</b>					
M. G. Pumped	78	81	72	159	151
Number of Customers	6,223	6,222	6,211		
	<b>Industrial</b>	<b>Commercial</b>	<b>Residential</b>	<b>Other</b>	<b>TOTAL</b>
M. G. Sold Revenue	\$21,677	\$74,785	\$114,062	\$52,875	58,191 \$263,399

\*Figure not available

m-2

Adrian Fire Department  
Monthly Report  
February 2011  
Total Property Loss Content Loss

Fire

Fire, Other	2	\$3,000	\$200
Passenger vehicle fire	2	\$2,000	
Brush or brush-and-grass mixture fire	1		
Outside equipment fire	1		
	6		

Rescue

Rescue, EMS incident, other	26		
Medical assist, assist EMS crew	1		
EMS call, excluding vehicle accident with injury	112		
EMS call, PDA	3		
EMS call, refused treatment/transport	10		
Motor vehicle accident with injuries	2		
Motor vehicle/pedestrian accident (MV Ped)	2		
Motor Vehicle Accident with no injuries	1		
Removal of victim(s) from stalled elevator	1		
	158		

Hazardous Condition

Hazardous condition, Other	5		
Carbon monoxide incident	1		
Power line down	250		
Arcing, shorted electrical equipment	1		
	257		

Service Call

Service Call, other	5		
Water problem, Other	1		
Smoke or odor removal	1		
Smoke Investigation, No action taken	5		
Assist invalid	4		
Unauthorized burning	1		
	17		

Good Intent

Good intent call, Other	1		
Dispatched & cancelled en route	4		
Wrong location	1		
No Incident found on arrival at dispatch address	1		
Steam, vapor, fog or dust thought to be smoke	1		
	8		

False Alarm

False alarm or false call, Other	8		
System malfunction, Other	4		
Smoke detector activation due to malfunction	1		
Unintentional transmission of alarm, Other	4		
Detector activation, no fire - unintentional	1		
Alarm system activation, no fire - unintentional	2		
	20		

Severe Weather

Severe weather or natural disaster, Other	2		
	2		

Total 468 \$5,000 \$200

m-3

TO: DANE C NELSON, CITY ADMINISTRATOR  
 FROM: MARCIA M. BOHANNON, TRANSPORTATION COORDINATOR

ADRIAN D.A.R.T. PASSENGER RIDERSHIP REPORT FOR FEBRUARY 2011

WEEK END:	(SNOW!!)	(ICE STORM)				TOTAL
	FEB 4	FEB 11	FEB 18	FEB 25	FEB 28	
MONDAY	0	306	331	54	307	998
TUESDAY	308	319	316	223	0	1166
WEDNESDAY	59	323	309	256	0	947
THURSDAY	324	376	341	342	0	1383
FRIDAY	373	336	354	304	0	1367
	1064	1660	1651	1179	307	5861

SERVICE DAYS	FEB 2011	FEB 2010	+/-	JAN 2011
	(20)	(20)		(21)
SENIORS	726	566	160	782
HDCP SENIORS	620	749	-129	720
HANDICAPPED	2619	2872	-253	3027
WHEELCHAIRS **	269	303	-34	324
GENERAL	1896	2080	-184	2065
	5861	6267	-406	6594

RIDERSHIP INFORMATION INCLUDES NIGHT SERVICE.

MONTH	2009	2010	2010	2011	%
MARCH	7540	7288			-3%
APRIL	6915	6388			-8%
MAY	6119	5598			-9%
JUNE	6453	5639			-13%
JULY	6098	5747			-6%
AUGUST	5711	5986			5%
SEPTEMBER	5788	5759			-1%
OCTOBER	6440	5722			-11%
NOVEMBER	5594	5917			6%
DECEMBER	6419	6195			-3%
JANUARY	6532	6594			1%
FEBRUARY	6267	5861			-6%
	75876	72694			-4%

\*\* WHEELCHAIR TOTALS ARE INCLUDED IN HANDICAPPED PASSENGER TOTALS

M-4

Adrian Parks and Recreation  
Recreation Program Report  
Winter 2010-11 (December - February)

	2005-07	2007-08	2008-09	2009-10	2010-11
<b>AQUATICS</b>					
Swim Lessons - 1 session	10	17	20	16	17
<b>YOUTH PROGRAMS</b>					
After School Programs	41	109	21	N.O.	N.O.
Guitar Lessons (08 Instructor cancelled last minute)		4	0	(3)	N.O.
Karate (2 sessions 2005/06, 06/07, 07-08)	59	39	21	7	10
Jr. Picassos	10	14	11	(5)	N.O.
Movin' Magic			8	10	6
Pixie Cheerleading	73	46	25	N.O.	N.O.
Sports for Squirts	(5)	5			
Squirts Basketball (Replaced Sports for Squirts)			11	19	18
Snowmobile Safety Class	9	8	23	23	33
<b>YOUTH SPORTS</b>					
High School Futsal (teams)	6	0	4	5	6
Floor Hockey	75	43	66	67	59
<b>ADULT CLASSES</b>					
Belly Dancing*					13
Dance Lessons					
Ballroom (Couples)	16	25	12		
Swing (Couples)	12	18	10		
Beg. Western Square Dance				12	12
Line Dancing*					12
Dog Obedience	25	37	24	25	23
Guitar Lessons			7	(1)	N.O.
Karate - Family/Ind. (2 sessions 05/06, 06-07)	5/2	5/3	4/3	0/4	0/8
Stubnitz -					
- Evergreen Holiday WS	28	14	24	12	N.O.
- Handmade Paper Card WS	5	5			
- Nature Journal WS	4				
- Watercolor Landscapes		15			
<b>ADULT SPORTS (Teams)</b>					
Adult Co-ed Volleyball 6X6	30	30	24	23	26
Men's Basketball					
Open Division	28	17	18	14	13
Masters (40 & Over)	6	7	7	7	8
Adult Co-ed Futsal	6	7	8	7	7
<b>SPECIAL EVENTS</b>					
Daddy-Daughter Dance	474	564	580	608	561
Holiday Break Camp				17	12
MRPA Hoop Shoot	42	38	18		
I Hoops Challenge (replaced MRPA Hoop Shoot)				9	N.O.
Noon Year's Eve				(7)	N.O.
Teen Trip - Detroit Pistons		17			
Teen Trip - Kalahari Water Park			12	0	N.O.
Preschool Parties					
Pirates				(1)	
Blast Off				(1)	
Enchanted Princess & Knight					(5)
Princess Tea Party				23	44
Santa Calls	69	68	102	137	215
Santa at Stubnitz	805	405	785	660	993
Walk Michigan			17	41	6

N.O. - Not Offered      \*New Class      ( ) Class Cancelled  
Note: Blank spaces are due to not offering certain programs in various years.

Adrian Parks Recreation  
 Non-Resident Report  
 Winter 2010-11  
 (December-February)

	Residents	Non-Residents	Total Participants	Percentage Non-Residents
<b>AQUATICS</b>				
Swim Lessons	11	6	17	35%
<b>YOUTH PROGRAMS</b>				
Karate	5	5	10	50%
Movin' Magic	3	3	6	50%
Squirts Basketball	12	6	18	33%
Snowmobile Safety	0	33	33	100%
<b>YOUTH SPORTS</b>				
HS Futsal	30	29	59	49%
Floor Hockey	29	30	59	51%
<b>ADULT CLASSES</b>				
Belly Dancing	7	6	13	46%
Beg. Square Dance	4	8	12	67%
Line Dancing	4	8	12	67%
Dog Obedience	9	14	23	61%
Karate - Family/Individual	0	6	6	100%
<b>SPECIAL EVENTS</b>				
Daddy-Daughter Dance	395	166	561	30%
Holiday Break Camp	N/A Did not track			
Princess Tea Party	24	20	44	45%
Santa Calls	109	106	215	49%
Santa at Stubnitz	N/A Did not track			
<b>ADULT SPORTS</b>				
Co-Ed Volleyball	69	152	221	69%
Men's Basketball	77	72	149	48%
Men's Basketball Masters	15	51	66	77%
Adult CoEd Futsal	36	38	74	51%
<b>TOTAL PARTICIPANTS</b>	<b>839</b>	<b>759</b>	<b>1598</b>	<b>47%</b>

**YOUTH RECREATION SCHOLARSHIPS**  
**December - February 2010-11**

Youth Sports	7	\$109
Special Events	13	\$209
Aquatics	2	\$40
<b>TOTAL</b>	<b>22</b>	<b>\$358</b>