



# PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION  
AGENDA  
PRE-MEETING STUDY SESSION  
TUESDAY  
FEBRUARY 7, 2011  
5:30 P.M.**

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The City Commission will meet for a pre-meeting study session on Monday, February 7, 2011 at 5:30 p.m. in the City Chambers Building, 159 E. Maumee St., to discuss the following:

- I. Presentation of Parks & Recreation 5-Year Master Plan
  - Landscape Architects & Planners  
*Bob Ford and Tamara Jorkasky*
- I I. Discussion on Trash Issues
- I I I. Other Items as Time Permits

### **Mission Statement**

The mission of the Parks and Recreation Department is; Adrian Parks and Recreation are providers of essential services, facilities and programs opportunities necessary for the positive development and well being of the Adrian community through the provision of parks, greenways, trails and recreational programs and facilities while working in cooperation with other service providers and partners in the community in order to maximize all resources available. This mission is summed up in a simple slogan, "We build community through people, parks and programs".

### **Introduction**

The Parks and Recreation Master Plan, 2011-2016 was 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 of 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:

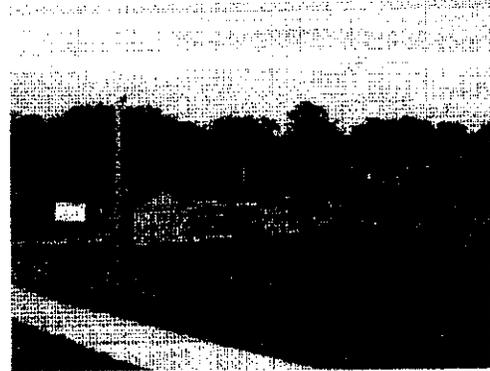
1. Input from the citizens of Adrian through:
  - o Focus Group Meetings(5)
  - o Public Meetings
    - City Commission (1)
  - o Public hearing
    - City Commission (1)
2. Evaluation of:
  - o Demographics
  - o Natural features
  - o Parks and recreation trends
3. Data compiled from previous City of Adrian Parks and Recreation Plans, City of Adrian Master Plan and Park and Recreation Plans of adjacent communities.



### Accomplishments 2002-2010

The City has completed many of the capital projects that were outlined in the 2002-2006 Parks and Recreation Master Plan. Other organizations also completed some of the items that were in the Plan. The accomplishments are as follows.

- Skate Park at Island Park
- Parks & Forestry Maintenance Building Replacement
- Burr Ponds park renovation including accessible fishing docks
- Replace bathrooms at Island Park
- Riverview Trail from College Ave. to Michigan Avenue
- Trail maintenance on the Kiwanis Trail
- Acquire railroad property to the south of Michigan Avenue
- Street Tree Inventory
- Ice Arena (Indoor arena built by Adrian College)
- Pedestrian bridge extending Kiwanis Trail into Riverside Park



### Into the Future: 2011-2016

The State of Michigan and the U.S. in general is in one of the worst recessions in decades. People are traveling less and using more municipal recreation facilities. In these circumstances it is more important than ever to provide affordable, local recreational opportunities. In order for the City to continue to provide quality parks, programs and events they will consider ways to balance the need of the community with the available resources.

Goals and Objectives

GOAL	OBJECTIVE
<b>Goal I:</b> To maintain safe parks	<b>Objective A:</b> Operate a comprehensive safety inspection program throughout the park system
	<b>Objective B :</b> Conduct regular and thorough playground inspections; maintain current Certified Playground Safety Inspector status among supervisory positions
	<b>Objective C:</b> Quickly and effectively address public safety concerns
	<b>Objective D:</b> Continue to promote cooperation and reporting programs with local police and neighborhood groups
<b>Goal II:</b> Promote and enhance the financial stability of the Adrian park system through the following methods:	<b>Objective A:</b> Regionalization
	<b>Objective B :</b> General Fund
	<b>Objective C:</b> Grants from Federal, State and Local Sources
	<b>Objective D:</b> Gifts, Donations, Endowments, Estate, Corporate Partnerships, Sponsorships
	<b>Objective E:</b> Evaluation of Park Lands Holdings
	<b>Objective F:</b> User Fees and Rental Rates
<b>Goal III:</b> Maintain, assess, develop and preserve park lands and facilities in order to provide for the needs of present and future generations:	<b>Objective A:</b> To provide systematic and effective maintenance
	<b>Objective B :</b> The provision of land for recreation to meet community needs
	<b>Objective C:</b> To continue with efforts of meeting accessibility requirements
	<b>Objective D:</b> To continue to provide cemetery services
	<b>Objective E:</b> To continue physical development projects
	<b>Objective F:</b> Facility Feasibility Assessment

## EXECUTIVE SUMMARY

Several Capital Improvement projects from the past Parks and Recreation Master Plan were not completed in the last five years. These items are being moved forward into this Plan. Those items include:

- Conduct an Aquatic Facility Needs Assessment
- Community Center Needs Assessment
- Replace Maple Shelter and build new parking lot at Island Park
- Replace Island Park lighting
- West Park renovation
- Electrical upgrades at Heritage park for the Holiday Lights

### Capital Improvement Schedule

<u>Project</u>	<u>Potential Grant Funds</u>	<u>Potential Grant</u>	<u>Match</u>	<u>Project Total</u>
Comstock Park - Replace retaining wall along River Raisin	LPRFF	100,000	180,000	280,000
Island Park - Replace lighting along River Raisin	AKF/LCF/LPRFF	39,000	21,000	60,000
McFarland Park - Master Plan and park renovation	LWCF/LPRFF/MNRTF	48,750	26,250	75,000
Island Park - Perimeter Trail along River Raisin	LWCF/LPRFF/MNRTF	50,050	26,950	77,000
Burr Ponds Park - New Shelter and restroom	LWCF/LPRFF/MNRTF	65,000	35,000	100,000
West Park - Master Plan and park renovation	LWCF/MNRTF	113,750	61,250	175,000
Dog Park - master plan and development	MNRTF/LWCF/LPRFF	97,500	52,500	150,000
Splash Pad - master plan and development	MNRTF/LWCF	162,500	87,500	250,000
Kiwanis Trail - Develop Trail from Merrick Street to Riverside Park	MNRTF/MDOT	398,120	143,726	541,846
Kiwanis Trail - Develop Trail to Island Park	MNRTF/MDOT	162,500	337,500	500,000
Kiwanis Trail - Develop Trail to Heritage Park	MNRTF/MDOT	136,500	283,500	420,000
Kiwanis Trail - Develop Trail from S. Main St. east to Division St.	MNRTF/MDOT	123,500	256,500	380,000
Kiwanis Trail - Develop Trail north to Tecumseh	MNRTF/MDOT	325,000	175,000	500,000
Kiwanis Trail - West Maumee Trailhead	MNRTF/MDOT/LWCF	97,500	52,500	150,000
Citywide - Accessibility Repairs/Upgrades	LWCF/LPRFF/MNRTF	113,750	236,250	350,000
Citywide - Maintenance and Sustainability of Parks	LPRFF	162,500	250,000	87,500

<b>GOAL</b>	<b>OBJECTIVE</b>
<b>Goal IV:</b> Promote the development of new recreation, passive leisure opportunities and health and wellness programs which are in high demand, or are innovative, unique or not presently provided by municipal or private sectors	<b>Objective A:</b>  To identify recreation/leisure program resources
	<b>Objective B :</b>  To provide opportunities to promote a healthy life style and in turn a healthy community
	<b>Objective C :</b>  To monitor service and participation levels for future planning efforts
<b>Goal V:</b> Promote interaction, involvement and communication between the Parks and Recreation Department, the citizens of Adrian and surrounding communities	<b>Objective A:</b> To develop and maintain partnerships/coalitions with community groups, educational institutions and faith-based organizations
	<b>Objective B :</b>  To implement quality management principals at all levels
	<b>Objective C :</b> To acknowledge the importance of public input and contact with community leaders
	<b>Objective D :</b> To promote and market the park system, services recreation programs, facilities, and the benefits that are provided to the public

**Action 2011-2016**

The Parks Department cares for parks by allocating funds to different scopes of work. The Department goes through an annual budgeting process where funds are allocated to planning, park renovations, repair and maintenance and capital improvement projects that are grant eligible.

Three types of action plans were developed for the Parks and Recreation Master Plan. The plans were developed based upon input gathered from surveys, public input meetings, city-wide and regional planning efforts, demographic data, land use trends and efforts of adjacent communities. Long-range (5 year) capital improvement projects that are eligible for funding through grant sources such as the Michigan Department of Natural Resources and Environment (MDNRE) and Michigan Department of Transportation (MDOT) are included in the Capital Improvement Schedule. The Planning Program identifies master plans, studies, marketing and management plans. The third is a Capital Improvement Schedule which includes maintenance, repairs and upgrades that are not grant eligible.

**Planning Program**

<u>Project</u>	<u>Est. Cost</u>
<b>Collaborative Efforts with Other Departments:</b>	NA
Non-Motorized Transportation	
<b>Adrian Parks and Recreation Department</b>	
Recreation Authority Study/Millage Study/Fee Study	55,000
Maintenance Study by Park and Facility	25,000
Dog Park Location Study	10,000
Splash Pad Location Study	10,000
Aquatic Facility Needs Assessment	20,000
Piotter Center Study	20,000
Stubnitz Center Study	20,000
Community Center Needs Assessment	25,000
Annexation of Heritage Park	50,000
Cooperative Recreation Agreement with Schools/ Public/ Private Partners	10,000



# COMMISSION AGENDA

**AGENDA  
ADRIAN CITY COMMISSION  
FEBRUARY 7 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 JANUARY 18, 2011 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. COMMUNICATIONS
  - 1. **C-1. Finance Department.** Information from Finance Director on FY2011-12 Preliminary Revenue Estimates.
  - 2. **C-2. Transportation.** Communication from the Michigan Department of Transportation requesting approval of a subcontract between the City of Adrian and Quick Service Transportation to provide for continued Dial-A-Ride services.
  - 3. **C-3. Finance Department.** Information from Finance Director on Downtown Development Authority's FY2010-11 Second Quarter Financial Reports.
- VI. PUBLIC COMMENTS
- VII. REGULAR AGENDA
  - A. RESOLUTIONS
    - 1. **R11-009. Administration.** Resolution to approve the FY2011-17 Capital Improvement Program (CIP) and FY2011-12 Capital Budget for incorporation into the FY2011-12 Operating Budget and General Appropriations Act.
    - 2. **R11-010. Transportation.** Resolution to consider MDOT's request to approve an operations sub-contract between the City of Adrian and Quick Service Transportation for a one-year period and authorizing the Mayor and City Clerk to execute said contract.
    - 3. **R11-011. Finance Department.** Resolution authorizing the Finance Department to amend the FY2010-11 Budget in accordance with the FY2010-11 Second Quarter Recommended Budget Amendments to

comply with PA 621 of 1978 (Uniform Budgeting & Accounting Act). The Uniform Budgeting & Accounting Act requires that no appropriation measures can be adopted when total expenditures/expenses, including an accrued deficit, exceed total estimated revenues, together with any available surplus.

4. **R11-012. Assessor.** Resolution to appoint John Dudas to the Board of Review for a 3-year term to expire in 2014. Mr. Dudas will replace Richard Abraham, whose term expired in December, 2010.

V I I I. MISCELLANEOUS

1. Adrian Senior Center Quarterly Usage Report (Oct.-Dec.)
2. Adrian Senior Center Annual Usage Report - 2010

I X. PUBLIC COMMENTS

X. COMMISSION COMMENTS



# MINUTES

**MINUTES  
ADRIAN CITY COMMISSION  
TUESDAY  
JANUARY 18, 2011  
7:00 P.M.**

Prior to the opening of the regular meeting, Commission Carrico moved to go into closed session to discuss strategy connected with the negotiation of a Collective Bargaining Agreement, seconded by Commissioner Warren, motion carried by a 6-0 vote.

Official proceedings of the January 18, 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, Steele and Clegg

Mayor McDowell in the Chair.

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

**PRESENTATION OF ACCOUNTS**

Utility Department Receiving Fund Voucher #3393 through #3398	\$141,583.21
General Fund Vouchers #20251 through #20267	\$234,727.34
Clearing Account Vouchers amounting to	<u>\$319,231.57</u>
TOTAL EXPENDITURES	<u>\$695,542.12</u>

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

**COMMUNICATION**

1. **C-1. Human Resources.** Communication from MDOT regarding the appointment of Cheryl Hudson as the new Title VI Coordinator who will ensure internal and external compliance with Title VI and related statutes. A Title VI or EEO Plan is required in order to receive Federal funds. Administrator Nelson explained the Title VI Plan.
2. **C-2. Finance Department.** Report from Finance Director regarding the City of Adrian's FY2010-11 Second Quarter Financial Forecast.

**PUBLIC COMMENTS**

There were none.

## **REGULAR AGENDA**

### **RESOLUTIONS**

#### **RESOLUTION R11-005**

##### **HUMAN RESOURCES DEPARTMENT – Civil Rights Act of 1964 – Title VI Environmental Justice Non-Discrimination Compliance Plan**

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

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

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

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

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

WHEREAS, the Human Resources Director and City Administrator recommend adoption of this resolution, approving the aforementioned Title VI Environmental Justice Non-Discrimination Compliance Plan for the City of Adrian, effective January 19, 2011, consistent with Section 601 of the Civil Rights Act of 1964 (Public Law 88-352, 78 Stat. 241).

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the establishment of Title VI Environmental Justice Non-Discrimination Compliance Plan for the City of Adrian, effective January 19, 2011, consistent with Section 601 of the Civil Rights Act of 1964 (Public Law 88-352, 78 Stat. 241).

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

On motion of Commissioner Warren, seconded by Commissioner DuMars, the above resolution was adopted by a unanimous vote.

**RESOLUTION R11-006**

**TRANSPORTATION DEPARTMENT – Authorization to Purchase Two (2) Dial-A-Ride Buses with Michigan Department of Transportation (MDOT) Funds**

WHEREAS, the City of Adrian desires to continue and enhance provisions of Dial-A-Ride transportation services through federal and state grant funded improvements; and

WHEREAS the Dial-A-Ride Program has been awarded two (2) grant agreements:

- Agreement No. 2007-0156, Authorization No.Z6 – FY2009 Section 5311 Capital America Reinvestment and Recovery Act (ARRA) contract in the amount of \$52,162 for the purchase of one (1) bus < 30 ft bus;
- Agreement No. 2007-0156, Authorization No.Z5 – FY2009 Section 5311 Capital Congestion Mitigation and Air Quality Improvement (CMAQ) Program for Small Cities (5,000-50,000 population) contract in the amount of \$244,000 for the purchase of up to two (2) buses and a telephone system; and

WHEREAS, the Transportation Coordinator and City Administrator recommend that the competitive bid process be waived in favor of using the State of Michigan Cooperative Purchasing Program, and that two (2) 26-ft buses be purchased from Hoekstra Transportation, Inc, Grand Rapids, MI at a cost not to exceed \$223,284; and

WHEREAS, the Finance Director indicates that grant funds are available for this purpose in the Transportation Fund (588) FY2010-11 Budget Capital Equipment Account (588-599.00-977.000).

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes that the use of MDOT grant funds be utilized to purchase two (2) 26-ft buses from Hoekstra Transportation, Inc, Grand Rapids, MI at a cost not to exceed \$223,284.

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

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

**RESOLUTION R11-007**

**RE: FINANCE DEPARTMENT – Authorization for Deferment of Taxes and Waiver of Property Tax Penalty for Senior Citizens and Certain Other Qualified Taxpayers**

WHEREAS, Section 44 of the General Property Tax Act (MCL 211.44) establishes the authority for collection of property taxes by the City Treasurer, as well as the authority to levy penalties on taxes that fall delinquent; and

WHEREAS, Public Act No. 166 of 1977 requires the governing body of a city to defer payment of summer taxes to the winter tax payment due date (February 14), without imposition of the late penalty charge on the principle residence for senior citizens, blind persons, persons totally and permanently disabled and certain others defined by Public Act 281 of 1967, as amended; and

WHEREAS, the Finance Director and City Administrator recommend that the City Commission authorize the deferment of summer taxes on the principle residence of eligible persons, with household income for the preceding calendar year not more than \$40,000, to February 14, 2012 without imposition of the three (3%) percent late penalty fee.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes the deferment of summer taxes on the principle residence of eligible persons, with household income for the preceding calendar year not more than \$40,000, to February 14, 2012 without imposition of the three (3%) percent late penalty fee.

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

#### **RESOLUTION R11-008**

**RE: DOWNTOWN DEVELOPMENT AUTHORITY – Authorization to Extend Contract with Allied Waste Services to Provide Waste Management Services within the City’s Downtown Development District**

WHEREAS, at the request of the Adrian Downtown Development Authority (DDA), the Adrian City Commission adopted Resolution No. R07-140, dated August 6, 2007, authorizing engagement of Allied Waste Services of Adrian, Michigan in the City’s Standard Professional Services Contract for the provision of five (5) six-yard waste dumpsters to be serviced six (6) times per week and five (5) four-yard cardboard dumpsters to be serviced once per week for a three (3) year contract, expiring September 30, 2010; and

WHEREAS, the Downtown Development Authority is desirous of extending the current contract for a nine-month time period, through June 30, 2011, at current rates of \$2,403 per month or \$21,627 for the 9-month timeframe; and

WHEREAS, extension of the contract would allow its term to coincide with the DDA’s fiscal year and provide necessary time to develop a program consistent with the new City parking lot repaving plan; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the DDA-TIF Fund (281) FY2010-11 Budget- Contract Services account (281-290.00-801.000); and

WHEREAS, the DDA Coordinator and City Administrator recommend adoption of this resolution, extending the current contract with Allied Waste Services of Adrian, Michigan for the period October 1, 2010 through June 30, 2011.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the extension of the current contract with Allied Waste Services of Adrian, Michigan for the period October 1, 2010 through June 30, 2011 to

provide waste collection services in downtown Adrian at a cost not to exceed \$2,403 per month or a total of \$21,627 for the 9-month timeframe.

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

#### **MISCELLANEOUS**

1. Dial-A-Ride Passenger Ridership Report
2. Departmental Report
3. Fire Department Monthly Report & 5-Year Response Comparison
4. Oakwood Cemetery 5-Year Revenue Comparison

#### **PUBLIC COMMENTS**

1. Matt Brockway, 960 State St., said he would like the trash contract changed to allow pickup of an item that is less than 50 lbs., but won't fit in a bag, in lieu of one of the 6 bags. Would also like the option of using a tote for garbage.
2. Tom Faulhaber, 419 Budlong St., thanked the Commission for reinstating curbside recycling. Would like to see it be mandatory.
3. Walter Zook, 327 Cherry St., feels that the trash fee is excessive.
4. K. Z. Bolton, County Commission, gave updates on the County Commission.
5. Greg Stalter, Republic Services, thanked the Commission for extending the garbage contract for downtown Adrian.

#### **COMMISSION COMMENTS**

1. Commissioner Clegg, speaking on behalf of Allen Kern who was unable to attend, said that Mr. Kern still feels that there is an issue with traffic control at the downtown four corners.
2. Dane Nelson, City Administrator, welcomed 3 Adrian College journalism students who were present at the meeting.

The next regular meeting of the Adrian City Commission will be held on Monday, February 7, 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

February 7, 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 #3399 through #3406.....	\$121,571.23
General Fund	
Vouchers #20268 through #20296 .....	\$536,133.39
Clearing Account Vouchers	
amounting to.....	<u>\$570,952.35</u>
TOTAL EXPENDITURES .....	<u>\$1,228,656.97</u>

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

February 7, 2011

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
3399	City of Adrian: Utilities	Various Water Bills	\$ 162.90
3400	Frontier	Water O&M Phone	\$ 40.02
3401	Citizens Gas Fuel Co	Various Heat Bills	\$ 5,192.84
3402	City of Adrian: Clearing Acct	Jan 17 Check Register	\$ 52,993.90
3403	City of Adrian: Payroll	Payroll for Jan 21	\$ 71,760.42
3404	Frontier	Water Plant Phone	\$ 45.82
3405	Consumers Energy	Various Electric Bills	\$ 44,329.21
3406	Frontier	Wastewater Phone Bill	\$ 40.02

**Total** \$ **174,565.13**

Less: CK #3402 \$ **52,993.90**

**TOTAL** \$ **121,571.23**

WW = \$ 91,022.06

WAT= \$ 83,543.07

7-Feb-11

GENERAL FUND  
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
20268	\$ 10.00	City of Adrian	Dog License Gift Certificate
20269	\$ 4,901.07	Quick Service Transportation	Payroll W/E Jan 8
20270		City of Adrian: Utilities	Transfer State MI Funds
20272	\$ 2,397.15	City of Adrian: Trust Fund	Tax Payment Correction
20271		City of Adrian: Utilities	Transfer State MI Funds
20273	\$ 28,059.94	Lenawee Fuels Inc	MVP Gas & Diesel Fuel
20274	\$ 1,507.18	City of Adrian: Utilities	Various Water Bills
20275	\$ 2,122.37	Consumers Energy	Various Electric Bills
20276	\$ 4,627.72	Citizens Gas Fuel Co	Various Heat Bills
20277	\$ 73.79	Frontier	Skate Park Phone Bill
20278	\$ 244,810.15	City of Adrian: Clearing Acct	Jan 17 Check Register
20279	\$ 4,209.98	Quick Service Transportation	Payroll W/E Jan 15
20280		City of Adrian: Utilities	Transfer State MI Funds
20281	\$ 310,208.43	City of Adrian: Payroll	Payroll for Jan 21
20282	\$ 18,819.35	First Federal Bank	Soc Security for Jan 21
20283	\$ 272.84	Frontier	Various Phone Bills
20284		***VOID***	
20285	\$ 34.00	Len County Register of Deeds	Release of Leins
20286	\$ 107,979.74	Blue Cross Blue Shield of MI	Feb Hospitalization Ins
20287	\$ 40.00	City of Adrian: Utilities	Posting Correction
20288	\$ 32,245.48	Consumers Energy	Various Electric Bills
20289	\$ 4,437.81	Quick Service Transportation	Payroll W/E Jan 22
20290	\$ 10.00	City of Adrian	Dog License Gift Certificate
20291	\$ 12.50	Marie Linehan	Recycling Refund
20292	\$ 250.04	Frontier	Various Phone Bills
20293	\$ 1,054.11	Consumers Energy	Heritage Park Electric
20294	\$ 8,145.13	Citizens Gas Fuel Co	Various Heat Bills
20295	\$ 4,444.96	Quick Service Transportation	Payroll W/E Jan 29
20296	\$ 269.80	Frontier	Various Phone Bills
	\$ 780,943.54		
	\$ (244,810.15)	Less: CK# 20278	
	\$ 536,133.39		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. ABSOPURE WATER COMPANY	109.00		
2. ACE-TEX ENTERPRISES, INC	223.00		
3. STEVE ADAMS	70.00		
4. ADRIAN AREA CHAMBER OF COMME	150.00		
5. ADRIAN BLISSFIELD RAILROAD C	6,325.00		
6. CITY OF ADRIAN	5,460.10		
7. ADRIAN LOCKSMITH & CYCLERY	225.91		
8. ADRIAN MECHANICAL SERVICES C	11,244.23		
9. ADRIAN OVERHEAD DOORS	36.80		
10. ADRIAN WATER CONDITIONING IN	19.50		
11. ADVANCE ATHLETICS LTD	750.00		
12. ADVANCE AUTO PARTS COMMERCIA	33.41		
13. AIRGAS GREAT LAKES	50.42		
14. ALL AMERICAN SEWER & DRAIN S	500.00		
15. ALLIED WASTE SERVICES	1,820.26		
16. ALLIED WASTE SERVICES #259	3,757.41		
17. AMERICAN TITLE CO. OF LENAWE	50.00		
18. AMERICAN WATER WORKS ASSN	165.00		
19. APPLE MAT RENTAL	742.15		
20. APPLIED INDUSTRIAL TECHNOLOG	98.38		
21. ARCH WIRELESS	34.67		
22. AUTO ZONE COMMERCIAL	52.43		
23. BADER & SONS CO	4.26		
24. BAKER & TAYLOR BOOKS	1,735.86		
25. BARRETT'S GARDEN CENTER	160.00		
26. BAROLO SURVEYING LLC	6,175.00		
27. BATTERY WHOLESALE	64.29		
28. BEACON FORMS & LABELS INC.	1,766.75		
29. GREG BELL CHEVROLET, INC	7.40		
30. BEST AIRE LLC	512.78		
31. BILL'S SERVICE, INC.	38.78		
32. BLACK SWAMP EQUIPMENT	125.48		
33. BREATHING AIR SYSTEMS	87.50		
34. BRYAN WORLD PRODUCTIONS LLC	235.00		
35. NEIL BUEHRER	31.11		
36. DAVE BUGBEE	119.99		
37. BWI	731.29		
38. CALIFORNIA CONTRACTORS SUPPL	214.20		
39. BRADLEY CARPENTER	148.39		
40. CHAMBERS CONTROL COMPANY	1,050.00		
41. CHARLIE'S SEWER & DRAIN CLEA	220.00		
42. CHEMCO SYSTEMS, L.P.	366.75		
43. CLIFT BUICK-GMC	264.58		
44. COAST TO COAST DELI	60.09		
45. COMCAST	8.90		
46. COMMSPEC, INC.	60.00		
47. COMPUTER CARE COMPANY, INC.	229.85		
48. JOHN CRAIG	132.00		
49. CTI & ASSOCIATES, INC.	300.00		
50. CULTICE RACE ENGINES	90.00		
51. THE DAILY TELEGRAM	1,000.00		
52. JERRY DAVIS	83.06		
53. DAVIS, JOHN	67.60		
54. DETROIT ELEVATOR COMPANY	1,122.00		
55. H. DOMINE ENTERPRISES INC	418.90		
56. E & B SALVAGE LLC	63.60		
57. EAST JORDAN IRON WORKS INC	7,531.05		
58. ENGLEWOOD ELECTRICAL SUPPLY	150.03		
59. EXECUTONE COMMUNICATIONS LLC	4,729.00		
60. EXTREME GLOW	332.00		
61. FAMILY SERVICE & CHILDREN'S	865.80		
62. FASTENAL COMPANY	496.99		
63. FC&A	40.96		
64. FEDERAL EXPRESS	142.95		
65. FIRE SERVICE MANAGEMENT	458.06		
66. FIRST TOWING LLC	616.00		
67. FISHER SCIENTIFIC COMPANY LL	114.50		
68. GALL'S INC	388.28		
69. J.O. GALLOUP COMPANY	397.44		
70. GAYLORD BROS INC	446.18		
71. GEMPLER'S INC.	261.75		
72. GENERAL CHEMICAL PRODUCTS LL	3,923.32		
73. MARK GIGAX	159.99		
74. GREAT LAKES BOOK DISTRIB	24.90		
75. GREAT LAKES CLEANING SYSTEMS	54.21		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. GREY HOUSE PUBLISHING	199.50		
77. HACH COMPANY	341.22		
78. HADDEN TIRE COMPANY	50.00		
79. HOEKSTRA TRANSPORTATION, INC	223,284.00		
80. HUBBARD AUTO CENTER	727.92		
81. ICMA RETIREMENT CORPORATION	155.76		
82. INTERNATIONAL ASSOC OF CHIEF	240.00		
83. INTERNATIONAL ASSOC. FOR	50.00		
84. JACKSON TRUCK SERVICE INC.	56.64		
85. JONES & HENRY, ENGINEERS	2,213.47		
86. KAR LABORATORIES INC	80.00		
87. KELLER THOMA, P.C.	1,291.10		
88. ERIC KELLY	53.00		
89. KENNEDY INDUSTRIES INC.	632.00		
90. KRIEGHOFF-LENAWEE COMPANY	290.00		
91. BRENT KUBALEK	148.50		
92. KUHLMAN CORP.	4,515.00		
93. LANDSCAPE ARCHITECTS & PLANN	1,970.00		
94. LANSING SANITARY SUPPLY INC	524.95		
95. LAW ENFORCEMENT EMERGENCY	55.00		
96. LENAWEE COUNTY REGISTER OF D	84.00		
97. DUSTIN LENT	36.58		
98. LOWE'S CREDIT SERVICES	780.77		
99. MANPOWER OF LANSING MI INC.	947.70		
100. MCGOWAN ELECTRIC SUPPLY INC	172.15		
101. MCMASTER- CARR SUPPLY CO.	79.20		
102. MECHANICAL INSPECTORS ASSOC	300.00		
103. JACK METTERNICK	151.79		
104. MICH-SHIGA SISTER STATE BOAR	35.00		
105. MICHIGAN ARSON PREVENTION CO	145.00		
106. MICHIGAN ASSOCIATION OF	40.00		
107. MICHIGAN METER TECHNOLOGY GR	2,234.96		
108. MICHIGAN OFFICE SOLUTIONS	213.19		
109. MICHIGAN PIPE & VALVE INC	547.84		
110. MICHIGAN REC & PARK ASSOC	632.00		
111. MICHIGAN SECTION-AWWA	65.00		
112. STATE OF MICHIGAN	741.25		
113. MICHIGAN TBA DISTRIBUTORS IN	23.69		
114. MICROMARKETING LLC	728.20		
115. MUGS N' MORE IMAGING	266.00		
116. MUNICIPAL EMPLOYEES' RETIRE	94,688.97		
117. N.A.D.A. APPRAISAL GUIDES	120.00		
118. NADA USED CAR GUIDE	90.00		
119. NATIONAL TECHNICAL INVESTIGA	25.00		
120. NETWORK REPORTING	183.83		
121. NORTH AMERICAN SALT COMPANY	40,606.03		
122. NORTH EASTERN UNIFORMS & EQU	164.94		
123. NORTHERN TOOL & EQUIPMENT	1,694.27		
124. OCE IMAGISTICS INC	173.37		
125. OFFICEMAX CONTRACT INC.	207.26		
126. OHIO GRATINGS INC	1,576.80		
127. OMNIGRAPHICS INC.	163.70		
128. ORIENTAL TRADING CO. INC.	313.46		
129. OTIS ELEVATOR COMPANY	750.00		
130. PARAGON LABORATORIES INC	760.00		
131. LUPE PARRA	89.19		
132. DAVID PATE	161.00		
133. LYNN PEAVEY CO	149.00		
134. PEERLESS SUPPLY INC	836.26		
135. JAMES PERRY	234.99		
136. PLATINUM PLUS	5,973.31		
137. PREIN & NEWHOF ENGINEERS	284.00		
138. PRO-MED UNIFORM	191.14		
139. PROMEDICA PHYSICIANS GROUP	180.00		
140. PURCHASE POWER	6,018.99		
141. QUICK SERVICE TRANSPORTATION	5,701.57		
142. QUILL CORPORATION	834.72		
143. RAFT	30.00		
144. RANDOM HOUSE SCHOOL DIV	923.00		
145. RECORDED BOOKS LLC.	161.20		
146. CHARLES SCHMENK	80.00		
147. ED SCHMIDT GMC	159.90		
148. SHERWIN-WILLIAMS CO	3,669.17		
149. SHINDIGZ	100.87		
150. SIGN LANGUAGE SIGNS, INC.	325.00		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. SIRCHIE FINGER PRINT LABORAT	104.11		
152. SJS INVESTMENT CONSULTING IN	750.00		
153. SLUSARSKI EXCAVATING & PAVIN	10,240.00		
154. SOUTHERN MI REC & PARK ASSO	80.00		
155. SPENCER MANUFACTURING INC.	146.24		
156. MIKE SPRINGER	24.00		
157. SPRINT	140.00		
158. STAPLES CREDIT PLAN	295.91		
159. STEVENS DISPOSAL	39,064.00		
160. STEVENSON LUMBER, INC.	363.43		
161. T & L RENTALS	225.00		
162. T-J ROOFING & SHEET METAL, L	375.00		
163. T-MOBILE	29.99		
164. TA INDUSTRIAL SOLUTIONS, INC	84.00		
165. TAX MANAGEMENT ASSOCIATES IN	10,250.00		
166. TELEDYNE ISCO, INC	1,335.64		
167. THOMAS SCIENTIFIC	1,892.59		
168. ELIZABETH THOMPSON	497.00		
169. TOBY'S INSTRUMENT SHOP INC	243.00		
170. TRACTOR SUPPLY COMPANY	265.69		
171. TRAIL SUPPLY LLC	472.80		
172. TTB CLEANING LLC	3,240.00		
173. U S POSTMASTER	1,800.00		
174. UNIQUESCREEN MEDIA INC.	93.33		
175. UNITED PARCEL SERVICE	55.69		
176. UNUM LIFE INSURANCE COMPANY	2,315.26		
177. UPSTART LIBRARY PROMOTIONS	30.00		
178. VICTORY LANE QUICK OIL CHG	39.98		
179. WARREN HOLDING CO LLC	1,719.28		
180. WEISKOPF INDUSTRIES CORP	128.98		
181. WESTERN LIME CORPORATION	9,842.46		
182. WINTER EQUIPMENT CO INC.	1,171.52		
183. ROCKY WINTERS	119.99		
184. DANIEL WRIGHT	47.65		
**TOTAL ALL CLAIMS**	570,952.35		



# COMMUNICATIONS

C-1



## MEMO

Date: January 26, 2011

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

From: Jeffrey C. Pardee, C. P. F. O.  
Finance Director

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

Re: **FY2011-12 Preliminary Revenue Estimates**

Please find attached the Preliminary Revenue Estimates for the FY2011-12 Budget. Included is:

- Actual revenue for the prior two Fiscal Years,
- The current year Adopted Budget,
- The current amended budget and actual revenue for the current fiscal year (as of December 31, 2010),
- FY2011-12 Preliminary Revenue Estimate, and
- FY2011-12 Estimate over/(under) FY2010-11 Adopted Budget.

Overall, General Fund Revenues are expected to decrease by **\$1,756,310** (15.7%) from the FY2010-11 Adopted Budget primarily due to the following:

- 1) Real and Personal Property Taxes reflect a year-to-year decrease of just over **\$500,000**, resulting from an anticipated decrease in property values of almost \$31.5 million, twice the reduction of the prior year.
- 2) The State Revenue Sharing estimate contemplates a **\$700,000** reduction from the prior year adopted budget, which is predicated on the assumption that the statutory portion of Revenue Sharing will be totally eliminated due to State budget stringencies.
- 3) Based on City Commission's adoption of the new Solid Waste Program, which included the elimination of the one-mill Refuse Millage in favor of a direct billing program, a new Enterprise Fund has been established thereby reducing General Fund revenue by over **\$440,000**.
- 4) The Inspection Department estimated revenue reflects a **\$25,000** reduction in Building and Electrical Permits due to the current economic conditions. In addition, the Rental Housing Registration Program, which requires registration once every three years (last year), reflects a **\$35,000** decrease from FY2010-11.
- 5) Police and Fire revenues are down **\$60,000**, primarily due to reduced grant revenue, which will require a budget amendment if new grants are awarded in FY2011-12.

All Other Funds, excluding the General Fund, experience a net decrease of (\$2.6) million. Significant changes in Other Funds include:

- 1) Major and Local Street Funds anticipate a combined \$80,000 reduction in Act 51 road funding due to reduced revenues from the gas tax.
- 2) Current Property Taxes, utilized to fund such activities as local road improvements, the Downtown Development Authority, DDA-Tax Increment Finance Authority (TIF), and the Local Development Finance Authority (LDFA), are expected to be a combined \$50,000 less.
- 3) The Fee Estate distribution from the 16-quarter rolling valuation of its portfolio is expected to generate \$22,000 less than last year.
- 4) The Brownfield Redevelopment Authority FY2010-11 Budget included a \$200,000 US Environmental Protection Agency (EPA) grant which did not materialize and is, therefore, excluded from the FY2011-12 Revenue Estimate.
- 5) The FY2010-11 Auto Parking Fund budget contemplated using a \$2.7 million Bond issue to finance the backlog of needed parking lot improvements. The FY2011-12 budget reflects the decision to proceed on a pay-as-you-go basis.
- 6) The FY2010-11 Transportation Fund budget included grant funding (\$284,000) for new busses and a new telephone system, which are considered a one-time capital outlay and, therefore, not included in the FY2011-12 Budget.
- 7) The FY2010-11 Information Technology Fund budget reflected a planned draw down on Fund Balance (\$242,000) to reduce the impact of user charges to other departmental operating budgets. An evaluation of the remaining fund balance will be undertaken before additional funds are used for this purpose.
- 8) The Motor Vehicle Pool was expanded in the FY2010-11 Budget to include Police, Inspection, Parks & Recreation, Public Works, and others. Experience shows that the overall Motor Vehicle Pool budget can be reduced by \$177,000.

The Preliminary Revenue Estimates are being forwarded to the City Commission as an information item on their February 7, 2011 agenda. If you have any questions or need for further information, please contact my office.

CITY OF ADRIAN  
 FY2011-12 PRELIMINARY BUDGET  
 ESTIMATED REVENUE

FY2011-12  
 ESTIMATE  
 Over/(under)  
 FY2010-11  
 ADOPTED  
 BUDGET

ACCOUNT	DESCRIPTION	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ADOPTED BUDGET	FY2010-11 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/10	FY2011-12 REVENUE ESTIMATE	FY2011-12 ESTIMATE Over/(under) FY2010-11 ADOPTED BUDGET
<b>Fund 101 - GENERAL FUND</b>								
<b>101.00</b>	<b>CITY COMMISSION</b>							
489.000	MISC. CITY PROMOTIONS	\$6,911	\$0	\$200	\$200	\$0	\$100	(\$100)
	<b>TOTAL CITY COMMISSION</b>	<b>\$6,911</b>	<b>\$0</b>	<b>\$200</b>	<b>\$200</b>	<b>\$0</b>	<b>\$100</b>	<b>(\$100)</b>
<b>172.00</b>	<b>CITY ADMINISTRATOR</b>							
532.000	ADMINISTRATION INCOME	\$24,000	\$0	\$0	\$0	\$40	\$200	\$200
	<b>TOTAL CITY COMMISSION</b>	<b>\$24,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40</b>	<b>\$200</b>	<b>\$200</b>
<b>201.00</b>	<b>FINANCE DEPARTMENT</b>							
445.000	PENALTIES & INTEREST ON TAXES	\$69,696	\$78,661	\$60,000	\$60,000	\$17,834	\$70,000	\$10,000
480.000	DOG LICENSES	1,972	1,638	2,000	2,000	105	2,000	0
607.000	TAX COLLECTION FEES	219,881	222,896	220,000	220,000	153,132	220,000	0
664.000	INVESTMENT EARNINGS	291,871	137,167	150,000	150,000	38,804	140,000	(10,000)
665.000	CHANGE IN FAIR MARKET VALUE	0	(12,342)	0	0	0	0	0
683.000	SALE OF PROPERTY	3,000	300	0	0	438	0	0
685.000	SALE OF EQUIPMENT	2,021	10,210	3,000	3,000	0	5,000	2,000
696.000	CASH OVER/SHORT	385	40	0	0	181	0	0
	<b>TOTAL FINANCE DEPARTMENT</b>	<b>\$588,826</b>	<b>\$438,570</b>	<b>\$435,000</b>	<b>\$435,000</b>	<b>\$210,494</b>	<b>\$437,000</b>	<b>2,000</b>
<b>209.00</b>	<b>CITY ASSESSOR</b>							
444.000	PRINCIPLE RESIDENCE DENIAL PENALTY	\$681	\$1,129	\$1,000	\$1,000	\$1,945	\$2,000	\$1,000
488.000	CONTRACT SERVICES	100	50	100	100	0	100	0
583.000	COBRA REIMBURSEMENT	0	0	1,505	1,505	1,365	3,000	1,495
	<b>TOTAL CITY ASSESSOR</b>	<b>\$781</b>	<b>\$1,179</b>	<b>\$2,605</b>	<b>\$2,605</b>	<b>\$3,310</b>	<b>\$5,100</b>	<b>\$2,495</b>
<b>210.00</b>	<b>CITY ATTORNEY</b>							
488.000	CONTRACT SERVICES	\$11,004	\$11,004	\$11,000	\$11,000	\$5,502	\$11,000	\$0
490.000	LEGAL SERVICES	1,125	0	500	500	0	100	(400)
	<b>TOTAL CITY ATTORNEY</b>	<b>\$12,129</b>	<b>\$11,004</b>	<b>\$11,500</b>	<b>\$11,500</b>	<b>\$5,502</b>	<b>\$11,100</b>	<b>(\$400)</b>

**CITY OF ADRIAN  
FY2011-12 PRELIMINARY BUDGET  
ESTIMATED REVENUE**

**FY2011-12  
ESTIMATE**  
Over/(under)  
**FY2010-11  
ADOPTED  
BUDGET**

ACCOUNT	DESCRIPTION	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ADOPTED BUDGET	FY2010-11 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/10	FY2011-12 REVENUE ESTIMATE	FY2011-12 ESTIMATE
<b>215.00</b>	<b>CITY CLERK</b>							
458.000	VENDORS-HAULERS & PEDDLERS	\$110	\$75	\$100	\$100	\$0	\$100	\$0
459.000	AMUSEMENTS	2,770	2,300	3,000	3,000	225	2,500	(500)
608.000	SCHOOL ELECTION FEES	0	4,575	0	0	0	5,000	5,000
644.000	PRINTED MATERIALS	20	0	9,000	9,000	0	100	(8,900)
695.000	OTHER	370	350	400	400	775	1,000	600
	<b>TOTAL CITY CLERK</b>	<b>\$3,270</b>	<b>\$7,300</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$1,000</b>	<b>\$8,700</b>	<b>(\$3,800)</b>
<b>226.00</b>	<b>HUMAN RESOURCES DEPARTMENT</b>							
691.000	VENDING PROCEEDS-WELLNESS	\$45	\$42	\$100	\$100	\$27	\$100	\$0
693.000	WELLNESS PROCEEDS	157	60	200	200	231	100	(100)
	<b>TOTAL HUMAN RESOURCES</b>	<b>\$202</b>	<b>\$102</b>	<b>\$300</b>	<b>\$300</b>	<b>\$258</b>	<b>\$200</b>	<b>(\$100)</b>
<b>276.00</b>	<b>CEMETERY</b>							
625.000	ENGRAVING	\$2,500	\$1,110	\$1,000	\$1,000	\$275	\$1,000	\$0
628.000	FOUNDATIONS - CEMETERY	12,407	11,461	10,000	10,000	4,740	11,000	1,000
629.000	GRAVE OPENINGS	49,660	44,040	40,000	40,000	15,180	44,000	4,000
630.000	UPKEEP OF CEM LOTS (NOT PC)	10,392	10,585	8,000	8,000	4,930	10,000	2,000
642.000	PET CEMETERY	0	0	1,000	1,000	0	100	(900)
643.000	CEMETERY LOTS	2,375	2,359	2,000	2,000	1,062	2,000	0
	<b>TOTAL CEMETERY</b>	<b>\$77,334</b>	<b>\$69,555</b>	<b>\$62,000</b>	<b>\$62,000</b>	<b>\$26,187</b>	<b>\$68,100</b>	<b>\$6,100</b>

CITY OF ADRIAN  
 FY2011-12 PRELIMINARY BUDGET  
 ESTIMATED REVENUE

ACCOUNT	DESCRIPTION	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ADOPTED BUDGET	FY2010-11 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/10	FY2011-12 REVENUE ESTIMATE	FY2011-12 ESTIMATE	FY2010-11 ADOPTED BUDGET	FY2011-12 ESTIMATE	FY2011-12 ESTIMATE
301.00	POLICE DEPARTMENT										
455.000	PARKING ON STREETS	\$397	\$75	\$500	\$500	\$188	\$400				(\$100)
456.00	TAXI	0	0	250	250	0	0				(250)
508.000	TRAFFIC GRANT	1,137	0	2,000	2,000	0	0				(2,000)
513.000	BULLET PROOF VEST GRANT	0	0	500	500	0	100				(400)
515.000	OHSP TRAFFIC GRANT	6,444	9,044	7,000	7,000	0	7,000				0
534.000	NARCOTIC ENFORCEMENT GRANT	4,249	2,216	4,000	4,000	72,054	2,000				(2,000)
540.000	POLICE JAG GRANT - COMPUTER EQUIP	0	80,219	20,000	48,048	17,125	100				(19,900)
543.000	POLICE TRAINING GRANT	6,898	6,507	7,000	7,000	3,206	7,000				0
576.000	LIQUOR LICENSES	13,307	13,032	13,000	13,000	13,337	13,000				0
624.000	LIVESCAN APPLICANT FINGERPRINTING	11,757	25,950	12,000	12,000	17,991	30,000				18,000
627.000	DUPLICATING & PHOTOSTATS	4,465	3,825	4,500	4,500	2,703	4,000				(500)
656.000	PARKING FINES	19,199	18,807	17,000	17,000	10,035	19,000				2,000
659.000	ORDINANCE FINES & COSTS	82,441	75,737	75,000	75,000	29,860	75,000				0
660.000	TOW & IMPOUND FEES	12,315	12,360	12,000	12,000	6,525	12,000				0
676.701	CONTRIB. - TRUST FUND	28,205	5,000	31,643	33,858	2,215	5,000				(26,643)
684.000	SAFETY CITY	1,805	2,108	2,000	2,000	701	2,000				0
685.000	SALE OF EQUIPMENT	4,500	600	5,000	5,000	0	1,000				(4,000)
689.000	MOTORCYCLE SPONSORSHIP	1,200	1,200	2,000	2,000	0	0				(2,000)
694.000	SEX OFFENDER REGISTRATION	665	1,005	900	900	70	1,000				100
695.000	OTHER	8,096	5,959	3,000	3,000	137	6,000				3,000
	<b>TOTAL POLICE DEPARTMENT</b>	<b>\$207,080</b>	<b>\$263,644</b>	<b>\$219,293</b>	<b>\$249,556</b>	<b>\$176,147</b>	<b>\$184,600</b>				<b>(\$34,693)</b>

**CITY OF ADRIAN  
FY2011-12 PRELIMINARY BUDGET  
ESTIMATED REVENUE**

ACCOUNT	DESCRIPTION	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ADOPTED BUDGET	FY2010-11 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/10	FY2011-12 REVENUE ESTIMATE	FY2011-12 ESTIMATE	FY2011-12 ESTIMATE Over/(under)
<b>336.00</b>	<b>FIRE DEPARTMENT</b>								
500.000	FIREFIGHTERS ASST GRANT	\$0	\$0	\$22,500	\$22,500	\$0	\$0	\$0	(\$22,500)
502.000	PL CODE PROJECT - FIRE	0	0	0	0	0	0	0	0
524.000	FIRE PREVENTION GRANT	0	0	0	0	0	0	0	0
544.000	FIRE PROTECTION PAYMENT	0	16,914	17,000	17,000	13,142	13,000	13,000	(4,000)
686.000	FIRE TRAINING CLASSES	0	0	0	0	0	0	0	0
	<b>TOTAL FIRE DEPARTMENT</b>	<b>\$0</b>	<b>\$16,914</b>	<b>\$39,500</b>	<b>\$39,500</b>	<b>\$13,142</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>(\$26,500)</b>
<b>371.00</b>	<b>INSPECTION</b>								
454.000	JUNK DEALERS & SCAVENGERS	\$210	\$270	\$100	\$100	\$0	\$300	\$300	\$200
458.000	VENDORS-HAULERS & PEDDLERS	680	1,245	800	800	195	1,000	1,000	200
460.000	BOWLING & BILLIARD	0	0	100	100	0	100	100	0
463.000	PERMITS-SIGNS & HANGERS	1,228	934	1,200	1,200	408	1,000	1,000	(200)
477.000	BUILDING	111,014	66,153	100,000	100,000	40,258	80,000	80,000	(20,000)
478.000	ELECTRICAL	33,992	20,045	30,000	30,000	12,766	25,000	25,000	(5,000)
479.000	HEATING	26,518	23,106	24,000	24,000	12,152	24,000	24,000	0
482.000	PLUMBING	11,711	9,310	10,000	10,000	4,939	10,000	10,000	0
483.000	SEWER TAPPING	41	(845)	100	100	(2,000)	100	100	0
485.000	ZONING PERMITS & FEES	4,632	2,600	4,000	4,000	1,050	3,000	3,000	(1,000)
486.000	MISCELLANEOUS	570	480	400	400	60	500	500	100
487.000	RENTAL HOUSING REGISTRATION	11,997	9,035	50,000	65,000	37,985	15,000	15,000	(35,000)
	<b>TOTAL INSPECTION</b>	<b>\$202,593</b>	<b>\$132,333</b>	<b>\$220,700</b>	<b>\$235,700</b>	<b>\$107,813</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>(60,700)</b>

**CITY OF ADRIAN  
FY2011-12 PRELIMINARY BUDGET  
ESTIMATED REVENUE**

ACCOUNT	DESCRIPTION	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ADOPTED BUDGET	FY2010-11 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/10	FY2011-12 REVENUE ESTIMATE	FY2011-12 ESTIMATE Over/(under)
<b>441.00</b>	<b>DEPARTMENT OF PUBLIC WORKS</b>							
481.000	SIDEWALK-CURB & EXCAVATING	\$1,836	\$2,033	\$1,000	\$1,000	\$1,290	\$2,000	\$1,000
631.000	REFUSE COLLECTION	180	180	200	200	(157)	200	0
690.000	SALE OF COMPOST	0	100	100	100	0	100	0
	<b>TOTAL DEPT OF PUBLIC WORKS</b>	<b>\$2,016</b>	<b>\$2,313</b>	<b>\$1,300</b>	<b>\$1,300</b>	<b>\$1,133</b>	<b>\$2,300</b>	<b>\$1,000</b>
<b>443.000</b>	<b>MOTOR VEHICLE POOL</b>							
683.000	SALE OF PROPERTY	\$2,451	\$0	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL MOTOR VEHICLE POOL</b>	<b>\$2,451</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>449.00</b>	<b>ENGINEERING</b>							
583.000	COBRA REIMBURSEMENT	\$0	\$0	\$0	\$0	\$837	\$1,600	\$1,600
671.000	RENTS	31,125	23,935	30,000	30,000	20,323	30,000	0
671.588	RENT - LENAWEE TRANSPORTATION	2,028	4,056	4,000	4,000	2,028	4,000	0
	<b>TOTAL ENGINEERING</b>	<b>\$33,153</b>	<b>\$27,991</b>	<b>\$34,000</b>	<b>\$34,000</b>	<b>\$23,188</b>	<b>\$35,600</b>	<b>\$1,600</b>
<b>528.00</b>	<b>REFUSE COLLECTION &amp; DISPOSAL</b>							
649.000	CURB SIDE RECYCLING CHARGE	\$0	\$0	\$0	\$0	\$11,340	\$0	\$0
	<b>TOTAL ENGINEERING</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,340</b>	<b>\$0</b>	<b>\$0</b>



CITY OF ADRIAN  
 FY2011-12 PRELIMINARY BUDGET  
 ESTIMATED REVENUE

ACCOUNT	DESCRIPTION	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ADOPTED BUDGET	FY2010-11 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/10	FY2011-12 REVENUE ESTIMATE	FY2011-12 ESTIMATE	FY2011-12 Over/(under) FY2010-11 ADOPTED BUDGET
697.00	PARKS & FORESTRY								
	WEED MOWING	\$32,693	\$34,850	\$24,000	\$24,000	\$18,720	\$33,000		9,000
673.106	TOTAL PARKS & FORESTRY	\$32,693	\$34,850	\$24,000	\$24,000	\$18,720	\$33,000		\$9,000
738.00	ADRIAN PUBLIC LIBRARY								
567.000	LIBRARY STATE AID	\$12,089	\$11,080	\$8,000	\$8,000	\$2,200	\$10,000		\$2,000
627.000	PRINTING / COPYING	1,586	3,086	2,000	2,000	2,059	2,000		0
651.000	APPLICATION FEE - NON-RESIDENT	24	3,205	4,100	4,100	1,720	3,000		(1,100)
655.000	SALES & CONCESSIONS	21	868	100	100	452	1,000		900
657.000	LIBRARY BOOK FINES	10,155	9,848	10,000	10,000	3,122	10,000		0
658.000	PENAL FINES	127,760	103,025	110,000	110,000	98,702	100,000		(10,000)
671.000	RENTS	250	3,912	6,600	6,600	3,614	4,000		(2,600)
675.073	DONATIONS-PRIVATE-LIBRARIES	0	0	8,000	8,000	2,774	6,000		(2,000)
676.702	CONTRIB-ENDOWMENT TRUST FUND	0	0	10,000	10,000	0	10,000		0
	TOTAL ADRIAN PUBLIC LIBRARY	\$151,885	\$135,024	\$158,800	\$158,800	\$114,643	\$146,000		(\$12,800)

**CITY OF ADRIAN  
FY2011-12 PRELIMINARY BUDGET  
ESTIMATED REVENUE**

ACCOUNT	DESCRIPTION	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ADOPTED BUDGET	FY2010-11 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/10	FY2011-12 REVENUE ESTIMATE	FY2011-12 ESTIMATE	FY2011-12 ESTIMATE
<b>Dept 990.00</b>	<b>NON-DEPARTMENTAL</b>								
404.000	CURRENT REAL PROPERTY TAX	\$5,212,026	\$5,217,377	\$5,139,151	\$5,139,151	\$5,008,371	\$4,658,000	\$481,151)	
405.000	CURRENT PERS PROP TAX	971,777	991,146	873,627	873,627	901,575	850,000	(23,627)	
406.000	DEL PERS PROP TAX	0	4,105	100	100	8,783	9,000	8,900	
407.000	CURRENT REFUSE MILLAGE	463,581	464,640	441,167	441,167	433,690	0	(441,167)	
425.000	PAYMENT IN LIEU OF TAXES	41,067	78,493	40,000	40,000	0	40,000	0	
457.000	TRAILER	4,170	4,096	4,600	4,600	1,880	4,000	(600)	
575.000	SALES & USE TAX	2,338,104	1,994,094	2,131,531	2,131,531	1,099,309	1,400,000	(731,531)	
644.000	PRINTED MATERIALS	0	0	100	100	0	0	(100)	
661.000	CIVIL INFRACTIONS	300	0	1,000	1,000	0	300	(700)	
671.000	RENTS	2,975	700	3,000	3,000	0	1,000	(2,000)	
675.000	DONATIONS-PRIVATE	448	310	100	100	0	300	200	
675.059	DONATIONS-SENIOR CENTER	2,393	0	100	100	0	100	0	
675.073	DONATIONS-PRIVATE-LIBRARIES	41,495	38,749	0	0	0	0	0	
675.077	DONATIONS-PRIVATE-TV CABLE	199,161	207,587	190,000	190,000	109,822	200,000	10,000	
675.080	DONATIONS-CITY WIDE CITY PRIDE	0	0	100	100	0	0	(100)	
676.275	CONTRIB-COM DEVEL FUND	3,000	3,000	3,000	3,000	1,500	3,000	0	
676.276	CONTRIB-ECON DEVEL FUND	39,000	39,000	110,000	110,000	55,000	110,000	0	
676.662	CONTRIB-MOTOR VEHICLE POOL FUND	0	691,200	438,052	438,052	0	500,000	61,948	
676.702	CONTRIB-ENDOWMENT TRUST FUND	5	19	100	100	22	100	0	
676.711	CONTRIB-PERPETUAL CARE FUND	30,445	30,016	40,000	40,000	74	40,000	0	
695.000	OTHER	188,727	128,522	160,000	160,000	52,508	130,000	(30,000)	
697.000	PRIOR YEARS REVENUE	0	0	0	1,481,671	0	0	0	
698.000	SALE OF BONDS/NOTES	685,369	7,005,380	0	0	0	0	0	
	<b>TOTAL NON-DEPARTMENTAL</b>	<b>\$10,224,043</b>	<b>\$16,898,434</b>	<b>\$9,575,728</b>	<b>\$11,057,399</b>	<b>\$7,672,534</b>	<b>\$7,945,800</b>	<b>(\$1,629,928)</b>	
	<b>TOTAL GENERAL FUND</b>	<b>\$11,935,679</b>	<b>\$18,458,923</b>	<b>\$11,176,310</b>	<b>\$12,703,244</b>	<b>\$8,534,877</b>	<b>\$9,420,000</b>	<b>(\$1,756,310)</b>	

CITY OF ADRIAN  
 FY2011-12 PRELIMINARY BUDGET  
 ESTIMATED REVENUE

ACCOUNT	DESCRIPTION	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ADOPTED BUDGET	FY2010-11 AMENDED BUDGET	YEAR-TO-DATE THRU 12/31/10 ACTUAL	FY2011-12 REVENUE ESTIMATE	FY2011-12 ESTIMATE	FY2011-12 ESTIMATE Over/(under) FY2010-11 ADOPTED BUDGET
<b>Fund 202 - MAJOR STREET FUND</b>									
527.202	CMAQ KIWANIS TRAIL EXT. GRANT	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
546.000	GAS & WEIGHT TAX	997,591	914,783	900,000	900,000	410,264	850,000	(50,000)	
547.000	STATE TRUNKLINE MAINT	57,519	35,526	60,000	60,000	5,424	60,000	0	
664.000	INVESTMENT EARNINGS	2,865	132	5,000	5,000	39	5,000	0	
676.283	CONTRIB-VIBRANT CITY GRANT FUND	0	0	0	0	0	0	0	
676.599	CONTRIB-CAPITAL PROJ REV FUND	63,803	34,785	30,000	30,000	0	30,000	0	
695.000	OTHER	101,736	0	0	0	148,217	0	0	
697.000	PRIOR YEARS' REVENUE	0	0	0	157,389	0	0	0	
	<b>TOTAL MAJOR STREET FUND</b>	<b>\$1,248,514</b>	<b>\$985,226</b>	<b>\$995,000</b>	<b>\$1,152,389</b>	<b>\$563,944</b>	<b>\$945,000</b>	<b>(\$50,000)</b>	
<b>Fund 203 - LOCAL STREET FUND</b>									
546.000	GAS & WEIGHT TAX	\$335,270	\$300,913	\$300,000	\$300,000	\$129,976	\$270,000	(\$30,000)	
577.000	METRO ACT	60,485	62,482	60,000	60,000	500	60,000	0	
641.000	SIDEWALK	0	0	0	0	13,378	0	0	
664.000	INVESTMENT EARNINGS	926	0	1,000	1,000	0	1,000	0	
676.202	CONTRIB-MAJOR STREET FUND	150,000	150,000	100,000	100,000	0	150,000	50,000	
676.599	CONTRIB-CAPITAL PROJ REV FUND	256,986	40,275	100,000	100,000	55,445	100,000	0	
695.000	OTHER	704	0	0	0	0	0	0	
697.000	PRIOR YEARS' REVENUE	0	0	0	282,793	0	0	0	
699.204	TRANSFERS IN - MUNI ST FUND	459,465	460,000	431,856	431,856	0	413,000	(18,856)	
	<b>TOTAL LOCAL STREET FUND</b>	<b>\$1,263,836</b>	<b>\$1,013,670</b>	<b>\$992,856</b>	<b>\$1,275,649</b>	<b>\$199,299</b>	<b>\$994,000</b>	<b>\$1,144</b>	
<b>Fund 204 - MUNICIPAL STREET FUND</b>									
402.000	CURRENT PROP TAX-SPEC VOTED	\$460,330	\$460,930	\$429,856	\$429,856	\$394,195	\$411,000	(\$18,856)	
664.000	INVESTMENT EARNINGS	3,036	1,860	2,000	2,000	592	2,000	0	
695.000	OTHER	0	0	0	0	0	0	0	
	<b>TOTAL MUNICIPAL STREET FUND</b>	<b>\$463,366</b>	<b>\$462,790</b>	<b>\$431,856</b>	<b>\$431,856</b>	<b>\$394,787</b>	<b>\$413,000</b>	<b>(\$18,856)</b>	

CITY OF ADRIAN  
 FY2011-12 PRELIMINARY BUDGET  
 ESTIMATED REVENUE

ACCOUNT	DESCRIPTION	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ADOPTED BUDGET	FY2010-11 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/10	FY2011-12 REVENUE ESTIMATE	FY2011-12 ESTIMATE	FY2010-11 ADOPTED BUDGET	FY2011-12 Over/(under)
<b>Fund 205 - FEE ESTATE FUND</b>										
664.000	INVESTMENT EARNINGS	\$0	\$0	\$200	\$200	\$0	\$200	\$0	\$0	\$0
675.076	DONATIONS-PRIVATE-FEE ESTATE	931,564	679,871	800,758	820,508	350,083	778,442	(22,316)	(22,316)	
695.000	OTHER	0	2,833	100	100	0	100	0	0	
697.000	PRIOR YEARS' REVENUE	0	0	0	52,590	0	0	0	0	
	<b>TOTAL FEE ESTATE FUND</b>	<b>\$931,564</b>	<b>\$682,704</b>	<b>\$801,058</b>	<b>\$873,398</b>	<b>\$350,083</b>	<b>\$778,742</b>	<b>(\$22,316)</b>	<b>(\$22,316)</b>	
<b>Fund 267 - OMNI FUND</b>										
662.000	OMNI FORFEITURES-RESTRICTED	\$36,953	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
663.000	OMNI FORFEITURES	71,580	151,017	80,800	80,800	43,563	80,800	0	0	0
664.000	INVESTMENT EARNINGS	949	727	2,000	2,000	281	2,000	0	0	0
671.000	RENTS	9,750	0	4,000	4,000	0	4,000	0	0	0
695.000	DONATIONS-PRIVATE	0	4,000	100	100	0	100	0	0	0
	<b>TOTAL OMNI FUND</b>	<b>\$119,232</b>	<b>\$155,744</b>	<b>\$86,900</b>	<b>\$86,900</b>	<b>\$43,844</b>	<b>\$86,900</b>	<b>\$0</b>	<b>\$0</b>	

CITY OF ADRIAN  
 FY2011-12 PRELIMINARY BUDGET  
 ESTIMATED REVENUE

FY2011-12  
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 ADOPTED  
 BUDGET

ACCOUNT	DESCRIPTION	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ADOPTED BUDGET	FY2010-11 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/10	FY2011-12 REVENUE ESTIMATE	FY2010-11 ADOPTED BUDGET
<b>Fund 275 - COMMUNITY DEVELOPMENT FUND</b>								
520.000	COMM DEVELOP BLOCK GRANT	\$0	\$0	\$0	\$130,968	\$0	\$0	\$0
528.000	NEIGHBORHOOD PRESERVATION	0	0	0	0	200	0	0
529.000	COMMUNITY DEVELOP GRAMT ADM.	0	0	0	5,000	0	0	0
530.000	DOWNTOWN RENTAL REHAB	0	0	0	0	2,000	0	0
583.000	COBRA REIMBURSEMENT	0	0	0	0	1,046	0	0
632.000	ADMINISTRATION FEES	42,776	50,817	89,000	89,000	100	89,000	0
651.000	APPLICATION FEE	10	2	100	100	19	100	0
664.000	INVESTMENT EARNINGS	3,032	16,331	1,000	1,000	430	1,000	0
676.101	CONTRIB-GENERAL FUND	0	0	0	0	0	0	0
676.281	CONTRIB-DDA - T.I.F. FUND	2,000	2,000	2,000	2,000	0	2,000	0
676.282	CONTRIB-LDFA FUND	0	31,000	0	0	0	0	0
683.000	SALE OF PROPERTY	0	0	20,000	20,000	54,575	20,000	0
695.000	OTHER	0	650	0	0	0	0	0
<b>TOTAL COMMUNITY DEVELOPMENT FUND</b>		<b>\$47,818</b>	<b>\$100,800</b>	<b>\$112,100</b>	<b>\$248,068</b>	<b>\$58,370</b>	<b>\$112,100</b>	<b>\$0</b>

<b>Fund 276 - ECONOMIC DEVELOPMENT FUND</b>								
503.000	MDEQ SILO DEMOLITION GRANT	\$88,434	\$0	\$0	\$0	\$0	\$0	\$0
533.000	USEPA SITE ASSESSMENT GRANT	67,835	44,124	0	0	0	0	0
535.000	MDEQ SITE ASSESSMENT GRANT	7,710	97,693	0	0	0	0	0
664.000	INVESTMENT EARNINGS	1,167	771	1,500	1,500	358	1,500	0
675.075	DONATIONS-PRIVATE-CITIZENS GAS	150,000	156,250	225,000	225,000	168,750	225,000	0
695.000	OTHER	0	0	100	100	0	100	0
697.000	PRIOR YEARS' REVENUE	0	0	0	0	0	0	0
<b>TOTAL ECONOMIC DEVELOPMENT FUND</b>		<b>\$315,146</b>	<b>\$298,838</b>	<b>\$226,600</b>	<b>\$226,600</b>	<b>\$169,108</b>	<b>\$226,600</b>	<b>\$0</b>

CITY OF ADRIAN  
 FY2011-12 PRELIMINARY BUDGET  
 ESTIMATED REVENUE

FY2011-12  
 ESTIMATE  
 Over/(under)  
 FY2010-11  
 ADOPTED  
 BUDGET

ACCOUNT	DESCRIPTION	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ADOPTED BUDGET	FY2010-11 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/10	FY2011-12 REVENUE ESTIMATE	FY2011-12 ESTIMATE
<b>Fund 279 - BROWNFIELD REDEVELOPMENT AUTHORITY</b>								
404.000	CURRENT REAL PROPERTY TAX	\$10,665	\$18,575	\$9,674	\$9,674	\$17,513	\$17,000	\$7,326
533.000	USEPA SITE ASSESSMENT GRANT	0	0	200,000	200,000	0	0	(200,000)
664.000	INVESTMENT EARNINGS	75	216	200	200	34	200	0
676.282	CONTRIB. - LDFA FUND	37,000	0	0	0	0	0	0
697.000	PRIOR YEARS' REVENUE	0	0	0	0	0	0	0
488.002	1325 N. MAIN - REMEDIATION	0	0	0	0	1,303	0	0
491.002	1325 N. MAIN - ADMIN. REIMB.	0	0	0	0	1,303	0	0
	<b>TOTAL BROWNFIELD REDEVELOPMENT AUTHORITY</b>	<b>\$47,740</b>	<b>\$18,791</b>	<b>\$209,874</b>	<b>\$209,874</b>	<b>\$20,153</b>	<b>\$17,200</b>	<b>(\$192,674)</b>

<b>Fund 280 - DOWNTOWN DEVELOP AUTHORITY</b>								
404.000	CURRENT REAL PROPERTY TAX	\$35,420	\$32,474	\$31,589	\$31,589	\$31,564	\$29,000	(\$2,589)
664.000	INVESTMENT EARNINGS	207	37	300	300	11	300	0
676.101	CONTRIB-GENERAL FUND	0	0	0	0	0	0	0
695.000	OTHER	6	80	100	100	0	100	0
695.001	OTHER - ART FESTIVAL	9,201	0	0	0	0	0	0
695.002	WINTER FEST	0	725	0	0	0	0	0
695.003	OTHER - SUMMER INTERN	0	8,000	0	0	0	0	0
697.000	PRIOR YEARS REVENUE	0	0	3,411	5,711	0	0	(3,411)
699.281	TRANSFERS IN - TIFA	2,000	6,000	2,000	2,000	0	2,000	0
	<b>TOTAL DOWNTOWN DEVELOPMENT AUTHORITY</b>	<b>\$46,834</b>	<b>\$47,316</b>	<b>\$37,400</b>	<b>\$39,700</b>	<b>\$31,575</b>	<b>\$31,400</b>	<b>(\$6,000)</b>

<b>Fund 281 - DDA - TIF FUND</b>								
404.000	CURRENT REAL PROPERTY TAX	\$229,274	\$252,589	\$391,942	\$391,942	\$248,431	\$364,000	(\$27,942)
488.000	CONTRACT SERVICES - REVENUE	19,381	0	0	0	0	0	0
631.000	REFUSE COLLECTION	0	16,350	15,000	15,000	8,575	15,000	0
664.000	INVESTMENT EARNINGS	7,126	2,874	5,000	5,000	1,156	3,000	(2,000)
697.000	PRIOR YEARS REVENUE	0	0	0	3,400	0	0	0
698.000	SALE OF BONDS/NOTES	0	0	0	0	0	0	0
699.101	CONTRIB. - GENERAL FUND	0	0	0	0	0	0	0
699.279	CONTRIB. - BROWNFIELD REDEV. FUND	0	10,781	4,245	4,245	0	4,245	0
	<b>TOTAL DDA-TIF FUND</b>	<b>\$255,781</b>	<b>\$282,594</b>	<b>\$416,187</b>	<b>\$419,587</b>	<b>\$258,162</b>	<b>\$386,245</b>	<b>(\$29,942)</b>

CITY OF ADRIAN  
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ACCOUNT	DESCRIPTION	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ADOPTED BUDGET	FY2010-11 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/10	FY2011-12 REVENUE ESTIMATE	FY2011-12 ESTIMATE	FY2011-12 Over/(under) ESTIMATE
<b>Fund 282 - LDFA GAIDC FUND</b>									
404.000	CURRENT REAL PROPERTY TAX	\$53,179	\$60,748	\$44,678	\$44,678	\$47,531	\$44,000		(\$678)
664.000	INVESTMENT EARNINGS	2,842	407	2,000	2,000	157	500		(1,500)
671.000	RENTS	3,975	3,975	4,000	4,000	0	4,000		0
676.000	CONTRIBUTION - PRIVATE	32,153	0	0	0	0	0		0
676.310	CONTRIBUTION - LDFA DEBT	0	51,602	0	0	0	0		0
683.000	SALE OF PROPERTY	0	45,600	0	0	0	0		0
697.000	PRIOR YEARS' REVENUE	0	0	13,322	16,322	0	0		(13,322)
	<b>TOTAL LDFA GAIDC FUND</b>	<b>\$92,149</b>	<b>\$162,332</b>	<b>\$64,000</b>	<b>\$67,000</b>	<b>\$47,688</b>	<b>\$48,500</b>		<b>(\$15,500)</b>

<b>Fund 283 - VIBRANT SMALL CITIES GRANT FUND</b>									
519.001	VIBRANT SMALL CITY GRANT-CDBG	\$144,375	\$0	\$0	\$26,945	\$0	\$0		\$0
519.002	VIBRANT SMALL CITY GRANT-LOCAL	0	0	0	0	0	0		0
519.003	VIBRANT SMALL CITY GRANT-PRIVATE	0	0	0	0	0	0		0
519.004	TWO-WAY TRAFFIC GRANT - CDBG	0	0	0	0	0	0		0
519.005	TWO-WAY TRAFFIC GRANT - LOCAL	0	360,628	0	0	0	0		0
519.006	TWO-WAY TRAFFIC GRANT - SIGNALS	0	129,372	0	0	0	0		0
519.007	TWO-WAY TRAFFIC GRANT - ADA IMPRV	0	10,000	0	0	0	0		0
519.008	LAND ASSEMBLY GRANT - LOCAL	0	0	0	0	0	0		0
519.009	LAND ASSEMBLY GRANT - ACQUISITION	0	0	0	0	0	0		0
519.010	LAND ASSEMBLY GRANT - DEMOLITION	0	11,950	0	0	0	0		0
519.011	LAND ASSEMBLY GRANT - ADMIN.	0	5,000	0	0	0	0		0
519.012	DOWNTOWN FAÇADE GRANT - PRIVATE	0	149,902	0	0	0	0		0
519.013	DOWNTOWN FAÇADE GRANT - CDBG	0	184,588	0	0	800	0		0
519.014	DOWNTOWN FAÇADE GRANT - LOCAL	0	9,863	0	0	0	0		0
519.015	OTHER - LOCAL	0	0	0	0	0	0		0
664.000	INVESTMENT EARNINGS	12,895	717	0	0	0	0		0
676.202	CONTRIBUTION - MAJOR STREET FUND	0	120,000	0	0	0	0		0
697.000	PRIOR YEARS' REVENUE	0	0	0	26,945	0	0		0
	<b>TOTAL VIBRANT SMALL CITIES GRANT FUND</b>	<b>\$157,270</b>	<b>\$982,020</b>	<b>\$0</b>	<b>\$53,890</b>	<b>\$800</b>	<b>\$0</b>		<b>\$0</b>

<b>Fund 310 - LDFA DEBT FUND</b>									
404.000	CURRENT REAL PROPERTY TAX	\$0	\$0	\$0	\$0	\$0	\$0		\$0
664.000	INVESTMENT EARNINGS	309	143	0	0	0	0		0
	<b>TOTAL LDFA DEBT FUND</b>	<b>\$309</b>	<b>\$143</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>

**CITY OF ADRIAN  
FY2011-12 PRELIMINARY BUDGET  
ESTIMATED REVENUE**

ACCOUNT	DESCRIPTION	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ADOPTED BUDGET	FY2010-11 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/10	FY2011-12 REVENUE ESTIMATE	FY2011-12 ESTIMATE	FY2010-11 ADOPTED BUDGET	FY2011-12 Over/(under)
<b>Fund 394 - DDA DEBT FUND</b>										
664.000	INVESTMENT EARNINGS	\$23	\$92	\$100	\$100	\$33	\$100	\$100	\$0	\$0
699.000	APPROP TRANSFER IN	100,480	95,785	90,565	90,565	90,565	85,120	85,120	(5,445)	(5,445)
	<b>TOTAL DDA DEBT FUND</b>	<b>\$100,503</b>	<b>\$95,877</b>	<b>\$90,665</b>	<b>\$90,665</b>	<b>\$90,598</b>	<b>\$85,220</b>	<b>\$85,220</b>	<b>(\$5,445)</b>	<b>(\$5,445)</b>
<b>Fund 496 - CAPITAL PROJECTS FUND - WATER</b>										
676.591	CONTRIB-WATER	\$201,185	\$68,831	\$190,000	\$190,000	\$85,311	\$411,000	\$411,000	\$221,000	\$221,000
697.000	PRIOR YEARS' REVENUE	0	0	0	70,000	0	0	0	0	0
	<b>TOTAL CAPITAL PROJECTS FUND - WATER</b>	<b>\$201,185</b>	<b>\$68,831</b>	<b>\$190,000</b>	<b>\$260,000</b>	<b>\$85,311</b>	<b>\$411,000</b>	<b>\$411,000</b>	<b>\$221,000</b>	<b>\$221,000</b>
<b>Fund 497 - CAPITAL PROJECTS FUND - SEWER</b>										
520.000	COMM DEV BLOCK GRANT	\$0	\$0	\$0	\$470,916	\$0	\$0	\$0	\$0	\$0
676.590	CONTRIB-WASTEWATER	442,152	68,753	168,000	585,605	82,090	434,000	434,000	266,000	266,000
697.000	PRIOR YEARS' REVENUE	0	0	0	234,331	0	0	0	0	0
	<b>TOTAL CAPITAL PROJECTS FUND - SEWER</b>	<b>\$442,152</b>	<b>\$68,753</b>	<b>\$168,000</b>	<b>\$1,290,852</b>	<b>\$82,090</b>	<b>\$434,000</b>	<b>\$434,000</b>	<b>\$266,000</b>	<b>\$266,000</b>

CITY OF ADRIAN  
 FY2011-12 PRELIMINARY BUDGET  
 ESTIMATED REVENUE

ACCOUNT	DESCRIPTION	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ADOPTED BUDGET	FY2010-11 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/10	FY2011-12 REVENUE ESTIMATE	FY2011-12 ESTIMATE	FY2010-11 ADOPTED BUDGET	FY2011-12 Over/(under) ESTIMATE
<b>Fund 585 - AUTO PARKING FUND</b>										
652.300	PARKING FEES-MARKET PLACE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
652.304	PARKING FEES-WINTER STREET	0	0	0	0	0	0	0	0	0
652.306	PARKING FEES-CHURCH STREET	5,226	2,887	4,000	4,000	1,500	0	0	0	(4,000)
652.312	PARKING FEES-PARKING PERMITS	19,740	19,135	20,000	20,000	2,972	1,000	1,000	0	(19,000)
656.000	PARKING FINES	5,051	8,174	5,000	5,000	3,630	1,000	1,000	0	(4,000)
664.000	INVESTMENT EARNINGS	154	175	100	100	86	200	200	100	100
697.000	PRIOR YEARS' REVENUE	0	0	0	5,000	0	0	0	0	0
698.000	SALE OF BONDS/NOTES	0	0	2,735,000	2,735,000	0	0	0	0	(2,735,000)
699.101	CONTRIB-GENERAL FUND	6,000	6,000	6,000	6,000	0	60,000	60,000	54,000	6,000
699.280	CONTRIB-DDA-FUND	10,000	10,000	0	0	0	0	0	0	0
699.281	CONTRIB-DDA-TIF FUND	0	0	0	0	0	0	0	0	0
699.280	CONTRIB-2-MILL TAX FUND	0	0	10,000	10,000	0	0	0	0	60,000
699.599	CONTRIBUTION-SPEC ASSESS	25,253	37,357	30,000	30,000	12,922	60,000	60,000	30,000	30,000
699.699	CONTRIB-FEE ESTATE	0	0	0	0	0	0	0	0	0
<b>TOTAL AUTO PARKING FUND</b>		<b>\$71,424</b>	<b>\$83,728</b>	<b>\$2,810,100</b>	<b>\$2,815,100</b>	<b>\$21,110</b>	<b>\$182,200</b>	<b>\$182,200</b>	<b>(\$2,627,900)</b>	
<b>Fund 588 - TRANSPORTATION SYSTEM FUND</b>										
511.000	DART FEDERAL GRANT	\$67,597	\$77,639	\$67,081	\$67,081	\$83,974	\$80,000	\$80,000	\$12,919	
571.000	DART CAPITAL GRANT	639	0	284,190	284,190	71,953	0	0	(284,190)	
572.000	DART SYSTEM - STATE GRANT	155,980	158,858	147,118	147,118	58,915	150,000	150,000	2,882	
633.000	DART FARES	98,794	85,783	101,004	101,004	41,645	85,000	85,000	(16,004)	
671.000	RENT - LTC	0	0	4,056	4,056	0	4,056	4,056	0	
675.000	DONATIONS - PRIVATE	0	0	0	0	21,400	0	0	0	
676.101	CONTRIB-GENERAL FUND	100,115	108,827	100,000	100,000	0	100,000	100,000	0	
695.000	OTHER	0	3,175	0	0	1,500	0	0	0	
697.000	PRIOR YEARS' REVENUE	0	0	0	1,396	0	0	0	0	
<b>TOTAL TRANSPORTATION SYSTEM FUND</b>		<b>\$423,125</b>	<b>\$434,282</b>	<b>\$703,449</b>	<b>\$704,845</b>	<b>\$279,387</b>	<b>\$419,056</b>	<b>\$419,056</b>	<b>(\$284,393)</b>	

CITY OF ADRIAN  
 FY2011-12 PRELIMINARY BUDGET  
 ESTIMATED REVENUE

FY2011-12  
 ESTIMATE  
 Over/(under)  
 FY2010-11  
 ADOPTED  
 BUDGET

ACCOUNT	DESCRIPTION	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ADOPTED BUDGET	FY2010-11 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/10	FY2011-12 REVENUE ESTIMATE	FY2011-12 ADOPTED BUDGET
<b>Fund 590 - SEWER FUND</b>								
647.509	SEWER CHARGES-RESIDENTIAL	\$1,454,621	\$1,638,275	\$1,760,000	\$1,760,000	\$876,514	\$1,760,000	\$0
647.510	SEWER CHARGES-INDUSTRIAL	242,039	250,494	245,000	245,000	132,388	245,000	0
647.511	SEWER CHARGES-COMMERCIAL	1,017,810	1,115,216	1,200,000	1,200,000	514,498	1,200,000	0
647.512	SEWER CHARGES-GOVERNMENTAL	109,532	89,681	115,000	115,000	52,918	115,000	0
647.516	SEWER CHARGES-MISC	4,016	8,076	10,000	10,000	2,652	10,000	0
647.521	SEWER CHARGES-ADRIAN TWP-FLAT	61,529	74,185	20,000	20,000	18,920	20,000	0
647.522	SEWER CHARGES-MADISON TWP-FLAT	3,922	4,372	4,000	4,000	2,186	4,000	0
647.523	SEWER CHARGES-ADRIAN TWP-METER	412,867	378,183	360,000	360,000	180,944	360,000	0
647.524	SEWER CHARGES-MADISON TWP-METE	427,742	430,385	425,000	425,000	182,589	425,000	0
647.527	SEWER CHARGES-NON RESIDEN PRE	14,794	14,658	15,000	15,000	7,189	15,000	0
647.614	SEWER CHARGES-SURCHARGE-EXTRA	34,078	37,554	40,000	40,000	15,889	40,000	0
653.000	PENALTIES	76,460	79,014	80,000	80,000	41,609	80,000	0
654.000	I.P.P. FINES & FEES	0	0	0	0	700	0	0
664.000	INVESTMENT EARNINGS	23,230	29,460	20,000	20,000	19,099	20,000	0
665.000	CHANGE IN FAIR MARKET VALUE	0	5,155	0	0	0	0	0
681.000	TAPS & SERVICE	26,830	(1,652)	25,000	25,000	2,300	25,000	0
692.000	INSTALLMT PURCHASE LOAN PROCEEDS	0	0	0	0	0	0	0
695.000	OTHER	22,886	68,995	20,000	20,000	(1,099)	20,000	0
697.000	PRIOR YEARS REVENUE	0	0	0	20,622	0	0	0
<b>TOTAL SEWER FUND</b>		<b>\$3,932,356</b>	<b>\$4,222,051</b>	<b>\$4,339,000</b>	<b>\$4,359,622</b>	<b>\$2,049,296</b>	<b>\$4,339,000</b>	<b>\$0</b>

**CITY OF ADRIAN  
FY2011-12 PRELIMINARY BUDGET  
ESTIMATED REVENUE**

ACCOUNT	DESCRIPTION	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ADOPTED BUDGET	FY2010-11 AMENDED BUDGET	YEAR-TO-DATE THRU 12/31/10 ACTUAL	FY2011-12 REVENUE ESTIMATE	FY2011-12 ESTIMATE Over/(under) FY2010-11 ADOPTED BUDGET
<b>Fund 591 - WATER FUND</b>								
634.000	NEW ACCOUNT CHARGES	\$15,347	\$15,602	\$15,000	\$15,000	\$8,036	\$15,000	\$0
646.509	WATER SALES-RESIDENTIAL	1,279,828	1,337,136	1,420,000	1,420,000	696,159	1,420,000	0
646.510	WATER SALES-INDUSTRIAL	303,115	357,997	360,000	360,000	185,879	360,000	0
646.511	WATER SALES-COMMERCIAL	930,883	1,001,842	1,060,000	1,060,000	485,383	1,060,000	0
646.512	WATER SALES-GOVERNMENTAL	541,952	590,539	625,000	625,000	294,868	625,000	0
646.516	WATER SALES-MISC	22,440	19,440	25,000	25,000	13,251	25,000	0
646.517	WATER SALES-MISC	0	0	0	0	300	0	0
646.518	WATER SALES-SPRINKLERS	46,927	51,491	52,000	52,000	26,235	52,000	0
653.000	PENALTIES - WATER	71,649	70,529	75,000	75,000	35,411	75,000	0
654.000	I.P. FINES & FEES	0	0	0	0	0	0	0
664.000	INVESTMENT EARNINGS	18,822	10,673	20,000	20,000	8,908	20,000	0
665.000	CHANGE IN FAIR MARKET VALUE	0	(2,319)	0	0	0	0	0
667.000	HYDRANT RENTAL	46,027	47,852	50,000	50,000	24,271	50,000	0
680.000	MERCHANDISE	1,353	623	1,000	1,000	238	1,000	0
681.000	TAPS & SERVICE	39,297	9,215	25,000	25,000	0	25,000	0
683.000	SALE OF PROPERTY	0	298,632	0	0	0	0	0
695.000	OTHER	39,025	20,322	20,000	20,000	19,062	20,000	0
697.000	PRIOR YEARS REVENUE	0	0	0	5,532	0	0	0
	<b>TOTAL WATER FUND</b>	<b>\$3,356,665</b>	<b>\$3,829,574</b>	<b>\$3,748,000</b>	<b>\$3,753,532</b>	<b>\$1,798,001</b>	<b>\$3,748,000</b>	<b>\$0</b>

<b>Fund 595 - SOLID WASTE FUND</b>								
640.000	REFUSE COLLECTION & DISPOSAL	\$0	\$0	\$0	\$0	\$0	\$534,888	\$0
649.000	CURB SIDE RECYCLING SUBSCRIPTIONS	0	0	0	0	0	12,000	12,000
	<b>TOTAL SOLID WASTE FUND</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$546,888</b>	<b>\$12,000</b>

<b>Fund 598 - STORM WATER UTILITY</b>								
522.000	ILLICIT CONNECTION GRANT	\$9,948	\$0	\$100	\$100	\$0	\$100	\$0
545.000	URBAN TREE CANOPY GRANT	0	0	0	11,200	0	0	0
648.000	STORM SEWER CHARGES	267,997	241,544	260,000	260,000	259,774	260,000	0
664.000	INVESTMENT EARNINGS	142	235	100	100	294	100	0
676.205	CONTRIB - FEE ESTATE	0	0	0	6,000	6,000	0	0
695.000	OTHER	0	2,783	0	0	0	0	0
697.000	PRIOR YEARS' REVENUE	0	0	0	5,200	0	0	0
	<b>TOTAL STORM WATER UTILITY</b>	<b>\$278,087</b>	<b>\$244,562</b>	<b>\$260,200</b>	<b>\$282,600</b>	<b>\$266,068</b>	<b>\$260,200</b>	<b>\$0</b>

**CITY OF ADRIAN  
FY2011-12 PRELIMINARY BUDGET  
ESTIMATED REVENUE**

ACCOUNT	DESCRIPTION	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ADOPTED BUDGET	FY2010-11 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/10	FY2011-12 REVENUE ESTIMATE	FY2011-12 ESTIMATE	FY2011-12 ESTIMATE Over/(under)
<b>Fund 599 - CAP PROJECTS REVOLVING FUND</b>									
408.202	SPECIAL ASSESSMENT - MAJOR STREETS	\$0	\$0	\$30,000	\$30,000	\$0	\$30,000	\$0	\$0
408.203	SPECIAL ASSESSMENT - LOCAL STREETS	0	0	100,000	100,000	0	100,000	0	0
408.590	SPECIAL ASSESSMENT - WASTEWATR	0	0	0	0	0	0	0	0
408.591	SPECIAL ASSESSMENT - WATER	0	0	0	0	0	0	0	0
664.000	INVESTMENT EARNINGS	27,406	32,225	30,000	30,000	19,798	30,000	0	0
	<b>TOTAL CAPITAL PROJECTS REVOLVING FUND</b>	<b>\$27,406</b>	<b>\$32,225</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$19,798</b>	<b>\$160,000</b>	<b>\$0</b>	<b>\$0</b>
<b>Fund 661 - INFORMATION TECHNOLOGY FUND</b>									
636.000	INFORMATION TECH SERVICES	\$340,218	\$136,866	\$119,075	\$119,075	\$62,612	\$125,000	\$5,925	\$5,925
637.000	GIS/CAD SERVICES	99,238	41,686	25,767	25,767	11,844	40,000	14,233	14,233
676.276	CONTRIB-ECONOMIC DEVELOPMENT FUN	17,080	0	0	0	0	0	0	0
676.591	CONTRIBUTION-WATER	0	0	0	0	0	0	0	0
676.101	CONTRIB-GENERAL FUND	2,432	0	0	0	0	0	0	0
695.000	OTHER	221	18	0	0	338	0	0	0
697.000	PRIOR YEARS REVENUE	0	0	241,944	312,332	0	0	0	(241,944)
	<b>TOTAL INFORMATION TECHNOLOGY FUND</b>	<b>\$459,189</b>	<b>\$178,570</b>	<b>\$386,786</b>	<b>\$457,174</b>	<b>\$74,794</b>	<b>\$165,000</b>	<b>(\$221,786)</b>	<b>(\$221,786)</b>

CITY OF ADRIAN  
 FY2011-12 PRELIMINARY BUDGET  
 ESTIMATED REVENUE

ACCOUNT	DESCRIPTION	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ADOPTED BUDGET	FY2010-11 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/10	FY2011-12 REVENUE ESTIMATE	FY2011-12 ESTIMATE Over/(under)
<b>Fund 662 - MOTOR VEHICLE POOL FUND</b>								
635.202	VEH RENT - LEAF CONTROL (MAJOR ST)	\$0	\$0	\$12,000	\$12,000	\$0	\$0	(\$12,000)
635.203	VEH RENT - LEAF CONTROL (LOCAL ST)	0	0	30,000	30,000	0	0	(30,000)
635.276	VEH RENT - CEMETERY	\$0	\$37,798	\$16,318	\$16,318	\$9,252	\$18,000	\$1,682
635.301	VEH RENT - POLICE	0	260,333	142,859	142,859	130,166	260,000	117,141
635.336	VEH RENT - FIRE	0	99,498	101,593	101,593	50,796	100,000	(1,593)
635.371	VEH RENT - INSPECTION	0	44,649	12,723	12,723	16,549	34,000	21,277
635.441	VEH RENT - PUBLIC WORKS	0	50,959	170,123	170,123	37,331	74,000	(96,123)
635.449	VEH RENT - ENGINEERING	0	24,362	12,109	12,109	12,993	25,000	12,891
635.528	VEH RENT - COMPOSTING	0	0	0	0	0	0	0
635.202	VEH RENT - LEAF CONTROL (MAJOR ST)	0	0	0	0	0	0	0
635.203	VEH RENT - LEAF CONTROL (LOCAL ST)	0	0	0	0	0	0	0
635.598	VEH RENT - STORM WATER UTILITY	0	0	21,200	21,200	0	0	(21,200)
635.691	VEH RENT - PARKS & RECREATION	0	7,986	5,687	5,687	3,993	8,000	2,313
635.697	VEH RENT - PARKS & FORESTRY	0	51,923	60,624	60,624	21,466	50,000	(10,624)
635.698	VEH RENT - HERITAGE PARK	0	11,354	6,325	6,325	2,171	6,000	(325)
635.699	VEH RENT - FEE ESTATE	0	21,872	38,000	38,000	0	22,000	(16,000)
638.441	EQUIPMENT RENT - DPW	0	0	20,000	20,000	0	0	(20,000)
638.697	EQUIPMENT RENT - PARKS & FORESTRY	0	0	0	0	0	0	0
638.699	EQUIPMENT RENT - FEE ESTATE	0	0	4,690	4,690	0	0	(4,690)
675.101	CONTRIB. - GENERAL FUND (GAS, LUB)	129,961	700,000	12,300	12,300	0	0	(12,300)
676.001	CONTRIB. - ADRIAN PUBLIC SCHOOLS	0	81,932	84,000	84,000	43,284	84,000	0
676.002	CONTRIB. - LISD	0	3,813	4,000	4,000	1,845	4,000	0
676.003	CONTRIB. - LENAWEE TRANSPORTATION	0	58,222	60,000	60,000	28,803	58,000	(2,000)
676.202	CONTRIB. - MAJOR STREET FUND	0	103,603	132,600	132,600	56,594	115,000	(17,600)
676.203	CONTRIB. - LOCAL STREET FUND	0	114,976	153,100	153,100	40,006	100,000	(53,100)
676.205	CONTRIB. - FEE ESTATE	0	9,882	0	0	9,712	20,000	20,000
676.267	CONTRIB. - OMNI	0	163	0	0	0	200	200
676.283	CONTRIB. - VIBRANT CITY GRANT	0	336	300	300	0	0	(300)
676.585	CONTRIB. - AUTO PARKING	0	7,970	6,000	6,000	252	500	(5,500)
676.588	CONTRIB. - TRANSPORTATION FUND	0	13,186	41,000	41,000	2,917	10,000	(31,000)
676.590	CONTRIB. - WASTEWATER FUND	0	5,181	22,000	22,000	0	5,000	(17,000)
676.591	CONTRIB. - WATER FUND	0	5,448	23,500	23,500	0	5,000	(18,500)
676.598	CONTRIB. - STORM WATER UTILITY	0	22,959	0	0	2,590	5,000	5,000
685.000	SALE OF EQUIPMENT	4,250	11,726	0	0	6,563	12,000	12,000
697.000	PRIOR YEARS REVENUE	0	0	0	0	0	0	0
<b>TOTAL MOTOR VEHICLE POOL FUND</b>		<b>\$134,211</b>	<b>\$1,750,131</b>	<b>\$1,193,051</b>	<b>\$1,193,051</b>	<b>\$477,283</b>	<b>\$1,015,700</b>	<b>(\$177,351)</b>

**CITY OF ADRIAN  
FY2011-12 PRELIMINARY BUDGET  
ESTIMATED REVENUE**

ACCOUNT	DESCRIPTION	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ADOPTED BUDGET	FY2010-11 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/10	FY2011-12 REVENUE ESTIMATE	FY2011-12 ESTIMATE	FY2011-12 Overr/(under)
Fund 702 - ENDOWMENT TRUST FUND									
664.000	INVESTMENT EARNINGS	\$0	\$0	\$0	\$0	\$1,351	\$0	\$0	\$0
<b>TOTAL PERPETUAL CARE FUND</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,351</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Fund 711 - PERPETUAL CARE FUND									
664.000	INVESTMENT EARNINGS	\$8,775	\$35,890	\$40,000	\$40,000	\$18,534	\$40,000	\$40,000	\$0
665.000	CHANGE IN FAIR MARKET VALUE	0	37,737	0	0	0	0	0	0
<b>TOTAL PERPETUAL CARE FUND</b>		<b>\$8,775</b>	<b>\$73,627</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$18,534</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$0</b>
<b>LESS: INTERFUND ELIMINATIONS</b>		<b>2,528,943</b>	<b>2,166,983</b>	<b>3,781,954</b>	<b>3,781,954</b>	<b>459,600</b>	<b>2,230,220</b>	<b>(1,551,734)</b>	
<b>TOTAL REVENUES - ALL FUNDS</b>		<b>\$23,831,373</b>	<b>\$32,567,119</b>	<b>\$25,857,438</b>	<b>\$29,413,642</b>	<b>\$15,476,711</b>	<b>\$23,035,731</b>	<b>(\$3,356,595)</b>	



STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
LANSING

RICK SNYDER  
GOVERNOR

KIRK T. STEUDLE  
DIRECTOR

January 13, 2011

Ms. Marcia Bohannon  
City of Adrian  
135 East Maumee Street  
Adrian, Michigan 49221

RE: MDOT Contract 2007-0156/Z13  
Third Party Agreement S1

Dear Ms. Bohannon:

Enclosed please find three copies of the above noted subcontract to be executed between the **City of Adrian** and the **Quick Service Transportation, Incorporated**. Please return one copy of the third party agreement, signed by **both** parties, to the address below so that the department's subcontract approval process may be completed.

Brenda Allen  
MDOT-Mail Code B425  
Planning and Programming Section  
P.O. Box 30050  
Lansing, MI 48909

**Please be sure the title and signature lines for both parties are completed on the subcontract.** Once we receive the third party agreement signed by **both** parties, we will proceed with approval of the signed subcontract. You will be sent a letter confirming the approval of the subcontract. If you have any questions, please call me at (517) 335-2526.

Sincerely yours,

Connie Hanrahan  
Contract Administrator  
Planning and Programming Section

CH/ba  
Enclosures  
cc: Darlene Mans

C-3



**MEMO**

Date: January 31, 2011

To: Christopher Atkin, Director                      Mayor Gary McDowell  
Christopher Miller, Coordinator              City Commission  
Downtown Development Authority      Dane C. Nelson, City Administrator

From: Jeffrey C. Pardee, Finance Director

Re: **Downtown Development Authority - FY2010-11 Second Quarter Financial Reports**

Please find attached the FY2010-11 Second Quarter Financial Reports, i.e., Comparative Balance Sheets and Comparative Statements of Revenues, Expenditures and Changes in Fund Balance, for the following funds:

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

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

DDA Two-Mill Fund (Fund No. 280)

Revenues exceeded Expenditures by \$19,683, resulting in a net increase in Fund Balance from \$112,243 to \$131,926. The favorability is primarily attributable to the fact that Property Taxes are collected at the beginning of the Fiscal Period and expenditures are incurred throughout the balance of the year.

Major expenditures included \$2,500 for Contract Services - Art-A-Licious, and a \$4,221 for advertising, such as: WepPhoto, LLC for services rendered in May and Wright Signs for street banners. Because the effective date of the new Downtown Parking Financial Plan is July, 2011, the \$5,000 budgeted for transfer to the Auto Parking Fund for operations and maintenance will still be necessary.

DDA Tax Increment Finance Authority (Fund No. 281)

Revenues exceeded Expenditures by \$66,884, resulting in a net increase in Fund Balance from \$258,910 to \$325,794. The favorability is primarily attributable to the fact that Property Taxes are collected at the beginning of the Fiscal Period, whereas expenditures and other commitments are incurred throughout the balance of the year.

Although the Transfer to DDA Debt Service Fund (\$90,565) has been made to ensure payment on 1992 DDA Bonds (\$1,025,000), which will be retired in 2012, a remaining commitment is the estimated \$155,032 Transfer to Schools for taxes captured in excess of debt requirements. Other significant expenses incurred include \$14,558 for Contract Services - Allied Waste Services for refuse collection. In addition, \$6,034 for advertising was incurred, including: WepPhoto, LLC, Daily Telegram and Wright Signs.

DDA Debt Service Fund (Fund No. 394)

Actual Debt Service is recorded in this Fund, which reflects anticipated principal payment of \$80,000 and interest and fees of \$10,465. This obligation is on track with sums included in the FY2010-11 Budget.

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

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

**COMPARATIVE BALANCE SHEETS  
As of December 31, 2010**

	<u>June 30</u> <u>2007</u>	<u>June 30</u> <u>2008</u>	<u>June 30</u> <u>2009</u>	<u>June 30</u> <u>2010</u>	<u>Dec. 31</u> <u>2010</u>
<b>ASSETS</b>					
Cash and Cash Equivalents	\$116,849	\$108,637	\$97,340	\$115,752	\$130,621
Investments	15,053	15,820	16,027	16,065	16,076
Taxes Receivable	0	0	0	0	6,021
Loans Receivable	0	2,268	2,267	2,267	2,267
Accounts Receivable	4,683	1,125	1,125	1,525	1,025
Due from the Primary Government	0	50	0	0	0
<b>Total assets</b>	<b><u>\$136,585</u></b>	<b><u>\$127,900</u></b>	<b><u>\$116,759</u></b>	<b><u>\$135,609</u></b>	<b><u>\$156,010</u></b>
<b>LIABILITIES AND FUND BALANCE</b>					
Liabilities:					
Vouchers Payable	\$1,298	\$1,511	\$38	\$646	\$1,784
Due to Primary Government	5,020	0	10,000	20,000	20,000
Accrued Sick & Vacation	0	0	325	0	0
Accrued Payroll	<u>406</u>	<u>194</u>	<u>458</u>	<u>420</u>	<u>0</u>
Total Liabilities	\$6,724	\$1,705	\$10,821	\$21,066	\$21,784
Fund Balance:					
Reserved for:					
Downtown Development Projects					
Encumbrances	<u>2,292</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,300</u>
Subtotal Reserved Fund Balance	\$2,292	\$0	\$0	\$0	\$2,300
Net of Revenue vs Expenditures	\$779	(\$3,666)	(\$20,257)	\$8,605	\$19,683
Unreserved/Undesignated Fund Balance	<u>126,790</u>	<u>129,861</u>	<u>126,195</u>	<u>105,938</u>	<u>112,243</u>
Total Fund Balance	\$129,861	\$126,195	\$105,938	\$114,543	\$131,926
<b>Total Liabilities and Fund Balance</b>	<b><u>\$136,585</u></b>	<b><u>\$127,900</u></b>	<b><u>\$116,759</u></b>	<b><u>\$135,609</u></b>	<b><u>\$156,010</u></b>

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

**COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
As of December 31, 2010**

	June 30 <u>2007</u>	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	FY2010-11		
					Amended <u>Budget</u>	Actual thru <u>Dec. 31</u>	Remaining <u>Budget</u>
<b>REVENUES:</b>							
Property taxes	\$32,212	\$33,720	\$35,420	\$32,473	\$31,589	\$31,564	(\$25)
Investment Earnings	616	767	207	38	300	11	(289)
Rents	1,900	0	0	0	0	0	0
Other	6,482	4,288	6	80	100	0	(100)
Other - Art's Festival	0	3,505	9,201	0	0	0	0
Winter Fest	0	0	0	725	0	0	0
Summer Intern Funding	0	0	0	8,000	0	0	0
Prior Year's Revenue	0	0	0	0	5,711	0	(5,711)
Transfer-In - DDA-TIF	0	6,600	2,000	6,000	2,000	0	(2,000)
<b>Total Revenues</b>	<b>\$41,210</b>	<b>\$48,880</b>	<b>\$46,834</b>	<b>\$47,316</b>	<b>\$39,700</b>	<b>\$31,575</b>	<b>(\$8,125)</b>
<b>EXPENDITURES:</b>							
<u>Administration</u>							
Wages	\$0	\$0	\$0	\$6,049	\$0	\$987	(\$987)
Social Security	0	0	0	431	0	108	(108)
Unemployment Comp	0	0	0	223	0	0	0
Office Supplies	2,203	1,463	46	457	500	8	492
Printing & Binding	14	123	0	130	0	0	0
Postage	1,101	525	0	0	500	1	499
Shipping Charges	0	0	83	0	0	13	(13)
Contract Services	9,492	5,120	5,498	1,445	0	0	0
Audit Fees	0	0	400	400	400	400	0
Memberships & Dues	239	239	450	0	500	0	500
Medical Services	0	0	90	0	0	0	0
Telephone	721	668	535	569	700	229	471
Transportation	365	1,401	90	54	500	105	395
Advertising	4,943	5,245	4,960	6,033	5,000	3,555	1,445
Liability Insurance	87	94	94	107	100	100	0
Building Rental	1,000	1,000	1,000	1,000	1,000	500	500
Admin. & Accounting	500	500	500	500	500	250	250
Refunds & Rebates	108	29	82	29	100	30	70
Contributions	75	5,686	0	0	0	0	0
Fascade Grant Program	8,463	5,935	13,625	2,687	7,300	0	7,300
<b>Total Administration</b>	<b>\$29,311</b>	<b>\$28,028</b>	<b>\$27,453</b>	<b>\$20,114</b>	<b>\$17,100</b>	<b>\$6,286</b>	<b>\$10,814</b>

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

COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
As of December 31, 2010

	June 30 2007	June 30 2008	June 30 2009	June 30 2010	FY2010-11		
					Amended Budget	Actual thru Dec. 31	Remaining Budget
<b>Other Projects</b>							
Wages	\$5,080	\$5,241	\$6,287	\$1,880	\$5,000	\$0	\$5,000
Fringe Benefits	1,899	3,228	3,021	1,523	2,600	56	2,544
Operating Supplies	1,559	297	445	0	500	0	500
Supplies-Maple City Fest	95	98	182	232	0	79	(79)
Supplies-Art-a-licious Fest	0	6,469	19,116	0	6,000	2,305	3,695
Contract Services-Winterfest	1,830	606	482	1,962	0	0	0
Contract Services - Art-A-Licious	0	0	0	3,000	0	2,500	(2,500)
Advertising	0	129	0	0	0	666	(666)
Vehicle Rental	42	1,198	0	0	1,000	0	1,000
Wages-Solid Waste	584	0	48	0	1,000	0	1,000
Overhead-Solid Waste	280	0	23	0	500	0	500
Operating Supplies-Solid Waste	0	0	0	0	500	0	500
Vehicle Rental-Solid Waste	<u>223</u>	<u>0</u>	<u>34</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>
Total Other Projects	<u>\$11,592</u>	<u>\$17,266</u>	<u>\$29,638</u>	<u>\$8,597</u>	<u>\$17,600</u>	<u>\$5,606</u>	<u>\$11,994</u>
<b>Total Operating Expenses</b>	<b>\$40,903</b>	<b>\$45,294</b>	<b>\$57,091</b>	<b>\$28,711</b>	<b>\$34,700</b>	<b>\$11,892</b>	<b>\$22,808</b>
<b>Excess of Revenue over Expenditures</b>	<b>\$307</b>	<b>\$3,586</b>	<b>(\$10,257)</b>	<b>\$18,605</b>	<b>\$5,000</b>	<b>\$19,683</b>	<b>\$14,683</b>
<b>Other Financing Sources/(Uses):</b>							
Transfer from TIF Fund	\$5,472	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Major Street Fund	0	0	0	0	0	0	0
Transfer from General Fund	0	2,748	0	0	0	0	0
Transfer to Auto Parking Fund	<u>(5,000)</u>	<u>(10,000)</u>	<u>10,000</u>	<u>10,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>
Total Transfers	\$472	(\$7,252)	\$10,000	\$10,000	\$5,000	\$0	\$5,000
Net Change in Fund Balance	\$779	(\$3,666)	(\$20,257)	\$8,605	\$0	\$19,683	\$19,683
Fund Balance - Beginning of Period	<u>126,782</u>	<u>127,561</u>	<u>123,895</u>	<u>103,638</u>	<u>112,243</u>	<u>112,243</u>	
<b>Fund Balance - End of Period</b>	<b>\$127,561</b>	<b>\$123,895</b>	<b>\$103,638</b>	<b>\$112,243</b>	<b>\$112,243</b>	<b>\$131,926</b>	

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

**COMPARATIVE BALANCE SHEETS  
As of December 31, 2010**

	<u>June 30</u> <u>2007</u>	<u>June 30</u> <u>2008</u>	<u>June 30</u> <u>2009</u>	<u>June 30</u> <u>2010</u>	<u>Dec. 31</u> <u>2010</u>
<b>ASSETS</b>					
Cash and Cash Equivalents	\$90,832	\$126,085	\$377,575	\$276,307	\$317,966
Investments	261,520	146,969	148,892	149,243	149,345
Taxes Receivable	0	0	0	0	21,222
Taxes Receivable-DDA Trash	0	0	0	0	2,250
Accounts Receivable	0	870	1,200	1,275	225
Loan Receivable - Barley House	0	0	0	6,710	6,710
Due from Brownfield Fund	7,800	0	0	10,781	0
<b>Total assets</b>	<b><u>\$360,152</u></b>	<b><u>\$273,924</u></b>	<b><u>\$527,667</u></b>	<b><u>\$444,316</u></b>	<b><u>\$497,718</u></b>
<b>LIABILITIES AND FUND BALANCE</b>					
Liabilities:					
Vouchers Payable	\$108,476	\$94,900	\$6,041	\$0	\$220
TIF Payable	0	0	309,893	153,511	153,512
Due to Primary Government	2,000	1,853	1,391	283	214
Due to Vibrant Small Cities Fund	0	0	0	12,695	0
Due to DDA Debt Fund	0	14,385	14,385	14,385	14,385
Due to IT Fund	0	0	0	853	193
Accrued Payroll	<u>0</u>	<u>0</u>	<u>203</u>	<u>278</u>	<u>0</u>
Total Liabilities	\$110,476	\$111,138	\$331,913	\$182,005	\$168,524
FUND BALANCE:					
Reserved for:					
Encumbrances	<u>\$45,692</u>	<u>\$0</u>	<u>\$0</u>	<u>\$3,401</u>	<u>\$3,400</u>
Subtotal Reserved Fund Balance	\$45,692	\$0	\$0	\$3,401	\$3,400
Net of Revenue vs Expenditures	\$3,974	(\$86,890)	\$32,968	\$66,557	\$66,884
Unreserved/Undesignated Fund Balance	<u>200,010</u>	<u>249,676</u>	<u>162,786</u>	<u>192,353</u>	<u>258,910</u>
Total Fund Balance	\$249,676	\$162,786	\$195,754	\$258,910	\$325,794
<b>Total Liabilities and Fund Balance</b>	<b><u>\$360,152</u></b>	<b><u>\$273,924</u></b>	<b><u>\$527,667</u></b>	<b><u>\$444,316</u></b>	<b><u>\$497,718</u></b>

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

**COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
As of December 31, 2010**

	June 30 <u>2007</u>	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	FY2010-11		
					<u>Amended Budget</u>	<u>Actual thru Dec. 31</u>	<u>Remaining Budget</u>
<b>REVENUES:</b>							
Property taxes	\$367,893	\$406,748	\$229,274	\$252,589	\$391,942	\$248,431	(\$143,511)
Contract Services (Refuse Collection)	0	14,842	19,381	16,350	15,000	8,575	(6,425)
Investment Earnings	14,416	12,776	7,126	2,874	5,000	1,155	(3,845)
Contribution - General Fund	7,800	0	0	0	0	0	0
Prior Year's Revenue	0	0	0	0	3,400	0	(3,400)
Sale of Bonds/Notes	0	0	0	0	0	0	0
Contrib.-Brownfield Redev. Fund	0	0	0	10,781	4,245	0	(4,245)
<b>Total Revenues</b>	<b>\$390,109</b>	<b>\$434,366</b>	<b>\$255,781</b>	<b>\$282,594</b>	<b>\$419,587</b>	<b>\$258,161</b>	<b>(\$161,426)</b>
<b>EXPENDITURES:</b>							
Wages	\$46,859	\$43,366	\$25,815	\$17,788	\$24,985	\$11,602	\$13,383
Fringe Benefits	13,163	11,048	7,750	4,113	6,430	2,526	3,904
Office Supplies	0	0	0	0	1,500	0	1,500
Operating Supplies	4,007	4,458	3,625	1,100	5,000	0	5,000
Contract Services	4,550	26,916	31,333	39,224	35,178	14,558	20,620
Consultant Fees	19,667	3,425	11,030	3,445	5,000	0	5,000
Transportation	25	161	0	0	200	0	200
Advertising	4,926	4,308	5,551	16,514	15,000	6,034	8,966
Liability Insurance	586	818	895	352	1,000	328	672
Info-Tech Services	13,339	10,997	10,237	10,237	2,314	1,157	1,157
Property Acquisition	0	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0	0
Capital Equipment	0	574	0	0	0	0	0
Façade Program	37,264	24,340	22,097	19,479	43,400	64,507	(21,107)
<b>Operating Expenses</b>	<b>\$144,386</b>	<b>\$130,411</b>	<b>\$118,333</b>	<b>\$112,252</b>	<b>\$140,007</b>	<b>\$100,712</b>	<b>\$39,295</b>
<b>Excess of Revenue over Expenditures</b>	<b>\$245,723</b>	<b>\$303,955</b>	<b>\$137,448</b>	<b>\$170,342</b>	<b>\$279,580</b>	<b>\$157,449</b>	<b>(\$122,131)</b>

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

**COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
As of December 31, 2010**

	June 30 <u>2007</u>	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	FY2010-11		
					Amended <u>Budget</u>	Actual thru <u>Dec. 31</u>	Remaining <u>Budget</u>
Other Financing Sources/(Uses):							
Transfer to Primary Government	(\$10,000)	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Community Development	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	0	2,000
Transfer to Auto Parking Fund	0	(50,000)	0	0	0	0	0
Transfer to DDA	(5,472)	(6,600)	(2,000)	(6,000)	(6,000)	0	6,000
Transfer to Vibrant City Grant-Local Match	0	(125,000)	0	0	0	0	0
Transfer to Schools	(107,917)	(94,900)	0	0	(155,032)	0	155,032
Transfer to DDA Debt Service	<u>(116,360)</u>	<u>(112,345)</u>	<u>(100,480)</u>	<u>(95,785)</u>	<u>(90,565)</u>	<u>(90,565)</u>	<u>0</u>
Total Transfer-Out	(241,749)	(390,845)	(104,480)	(103,785)	(253,597)	(90,565)	\$163,032
Contingency					<u>25,983</u>	<u>0</u>	<u>25,983</u>
Net Change in Fund Balance	\$3,974	(\$86,890)	\$32,968	\$66,557	\$0	\$66,884	\$66,884
Fund Balance - Beginning of Period	<u>242,301</u>	<u>246,275</u>	<u>159,385</u>	<u>192,353</u>	<u>258,910</u>	<u>258,910</u>	
<b>Fund Balance - End of Period</b>	<b><u>\$246,275</u></b>	<b><u>\$159,385</u></b>	<b><u>\$192,353</u></b>	<b><u>\$258,910</u></b>	<b><u>\$258,910</u></b>	<b><u>\$325,794</u></b>	

**NOTES -**

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

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

**COMPARATIVE BALANCE SHEETS  
As of December 31, 2010**

	<u>June 30</u> <u>2007</u>	<u>June 30</u> <u>2008</u>	<u>June 30</u> <u>2009</u>	<u>June 30</u> <u>2010</u>	<u>Dec. 31</u> <u>2010</u>
<b>ASSETS</b>					
Cash and Cash Equivalents	\$15,950	\$2,670	\$2,268	\$2,360	\$87,837
Due from DDA-TIF Fund	0	14,385	14,385	14,385	14,385
Amount for Debt Principal	<u>405,000</u>	<u>320,000</u>	<u>240,000</u>	<u>160,000</u>	<u>160,000</u>
<b>Total assets</b>	<b><u>\$420,950</u></b>	<b><u>\$337,055</u></b>	<b><u>\$256,653</u></b>	<b><u>\$176,745</u></b>	<b><u>\$262,222</u></b>
<b>LIABILITIES AND FUND BALANCE</b>					
Liabilities:					
Accrued Interest Payable	\$15,855	\$16,762	\$7,120	\$7,973	\$2,853
Bonds Payable	<u>405,000</u>	<u>320,000</u>	<u>240,000</u>	<u>160,000</u>	<u>160,000</u>
<b>Total Liabilities</b>	<b>\$420,855</b>	<b>\$336,762</b>	<b>\$247,120</b>	<b>\$167,973</b>	<b>\$162,853</b>
FUND BALANCE:					
Net of Revenue vs Expenditures			\$89,239	\$79,239	\$90,598
Reserved For Debt Retirement	\$95	\$293	0	(80,000)	0
Unreserved/Undesignated Fund Balance	<u>0</u>	<u>0</u>	<u>(79,706)</u>	<u>9,533</u>	<u>8,771</u>
<b>Total Fund Balance</b>	<b>\$95</b>	<b>\$293</b>	<b>\$9,533</b>	<b>\$8,772</b>	<b>\$99,369</b>
<b>Total Liabilities and Fund Balance</b>	<b><u>\$420,950</u></b>	<b><u>\$337,055</u></b>	<b><u>\$256,653</u></b>	<b><u>\$176,745</u></b>	<b><u>\$262,222</u></b>

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

COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
As of December 31, 2010

	June 30 <u>2007</u>	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	FY2010-11		
					Amended Budget	Actual thru Dec. 31	Remaining Budget
<b>REVENUES:</b>							
Investment Earnings	\$151	\$105	\$23	\$92	\$100	\$32	(\$68)
<b>Total Revenues</b>	\$151	\$105	\$23	\$92	\$100	\$32	(\$68)
<b>EXPENDITURES:</b>							
Principal Retirement	\$85,000	\$85,000	\$80,000	\$80,000	\$80,000	\$0	\$80,000
Bond Interest Expense	33,000	26,827	10,838	16,213	10,240	0	10,240
Paying Agent Fees	425	425	425	425	425	0	425
<b>Total Expenditures</b>	\$118,425	\$112,252	\$91,263	\$96,638	\$90,665	\$0	\$90,665
Deficiency of Revenues (Under) Expenditures	(\$118,274)	(\$112,147)	(\$91,240)	(\$96,546)	(\$90,565)	\$32	\$90,597
Other Financing Uses:							
Transfer from DDA - Special Revenue	116,360	112,345	100,480	95,785	90,565	90,565	0
<b>Net Change in Fund Balance</b>	(\$1,914)	\$198	\$9,240	(\$761)	\$0	\$90,597	\$90,597
Fund Balance - Beginning of Period	2,009	95	293	9,533	8,772	8,772	
<b>Fund Balance - End of Period</b>	<b>\$95</b>	<b>\$293</b>	<b>\$9,533</b>	<b>\$8,772</b>	<b>\$8,772</b>	<b>\$99,369</b>	



# REGULAR AGENDA

R-1



## MEMO

Date: January 14, 2011

To: Hon. Gary McDowell, Mayor  
City Commission  
Michael Jacobitz, Planning Commission Chairman  
Planning Commission

From: Dane C. Nelson, City Administrator

Re: **FY2011-17 CAPITAL BUDGET RECOMMENDATION**

The six-year departmental capital expenditure recommendation, covering the period FY2011-17, is hereby presented for your review and consideration. This presentation, reflecting the fifth year of implementation, represents a significant departure from previous practice. As a result of an assessment of the City of Adrian's past Capital Planning Process, prepared by the Finance Director at my request, the City Commission approved a new Capital Planning Process consistent with "Best Practices" promulgated by the Government Finance Officers Association (GFOA) of the United States and Canada. Beginning with the FY2010-16 CIP and continuing this year, the Planning Commission was included at the Request Stage of the CIP Program, with related emphasis on the City's Comprehensive Master Plan. The significant improvement in process this year is the addition of the following items:

- 1) Inclusion of representatives of the Downtown Development Authority and the Brownfield Redevelopment Authority as participants in the Capital Planning process. On Saturday, December 11, 2010 and Monday, December 13, 2010, Department Heads presented their Capital Budget Requests for FTY2012-17 and input was received from all participants that has been considered the City Administrator in formulation of the Recommended CIP.
- 2) Last year, the Motor Vehicle Pool was expanded to include all City vehicles, except Utility Fund vehicles. By transferring vehicles from Governmental Funds to an Enterprise Fund, accumulated depreciation will provide a funding resource that will allow for implementation of a more rational vehicle replacement methodology. Utility Fund vehicles are excluded because they are already included in their own Enterprise Fund. A vehicle replacement policy (Ref: Tab 8) has been developed and adopted (Resolution No. R10-145 dated November 15, 2010), including criteria for replacement, such as, date acquired, minimum mileage attainment, hours of service, historical maintenance costs, accidents, etc.
- 3) Continuation of an historical perspective, including FY2009-10 Actual Facility Improvements, Vehicles and Equipment Sources and Uses of funds, as well as the same information planned for in the FY2010-11 Budget and General Appropriations Act. This enables development of estimated surpluses or shortfalls that are then carried forward to reflect the impact on future year capital planning processes.

- 4) Sources of funds analyses have been expanded to other funds besides the General Fund and now include the Major and Local Street Funds, the Fee Estate Fund and the Motor Vehicle Pool Fund. Closer examination of these funds will reveal which ones are adequately funded throughout the planning period and which are not.

The presentation of the multi-year departmental capital expenditure request, covering the period FY2011-17, is the first step towards incorporation of the GFOA "Best Practices" recommended eleven-step process to formulating a viable multi-year Capital Improvement Program (CIP) and Financing Plan (copy attached). Included in this document are the CIP Instructions previously issued to all operating departments (**Tab 2**), the City of Adrian Debt Capacity Analysis prepared by the Finance Director (**Tab 3**), the City of Adrian's Strategic Action Plan and Comprehensive Master Plan Vision, Goals and Objectives (**Tab 4**), CIP Summary Recommendation (**Tab 5**), Departmental Detail (**Tab 6**) and related Capital Planning and Finance Policies as well as, Debt Management Policies adopted by the City Commission December 4, 2006 (**Tab 7**), and the newly adopted Motor Vehicle Replacement Policy (**Tab 8**). This action reinforces the City's good credit rating (Moody's Investor Services – A2; Standard & Poors – A), which allowed the City to take full advantage of the federal stimulus program (American Recovery and Reinvestment Act of 2009) to fund the Downtown City Government Complex Project.

As previously indicated, the Debt Capacity Analysis can be found under **Tab 3**. Although the Legal Debt Margin allows the City to issue up to ten (10%) percent of the State Equalized Value (SEV) of taxable property in the City (permitting a total General Obligation debt load of \$44.3 million), the resources of the operating budget would be woefully inadequate to assume the resulting Debt Service requirements. After evaluating financial trends (projected revenues and expenditures), as well as current and projected Debt Burden, the Finance Director has recommended that the current outstanding debt of \$7,040,000, which results in net annual debt service of \$450,000 (net of U.S. Department of Treasury interest rebates for outstanding Build America Bonds and Recovery Zone Economic Development Bonds), should not be increased until such time the current debt is paid down or the economy improves such that taxable property values increase significantly or an alternative own-source revenue stream is implemented.

Several projects, including acquisition and renovation of our new City Hall, renovation of the Adrian Public Library, and construction of a new Police Facility, as well as retirement of all other outstanding General Obligation Debt, were combined and funded with a single (Series A, B and C) bond issue to minimize issuance costs and capitalize on timely affordable market rates. This effort resulted in attaining a market rate of 3.71%, including interest expense rebates from the U.S. Department of Treasury, which will save Adrian taxpayers more than \$6.0 million over the 25-year life of the bonds.

As a result of Department Head presentations on December 11 and 13, the City Commission and Planning Commission should have a good understanding of the overall direction of the City's current Capital Plan. Any suggestions for modification and enhancement are welcome.

With your guidance, City staff has been aggressively pursuing a vast array of infrastructure, service and facility improvement projects and initiatives. City staff and I look forward to the continuing opportunity to work with the City Commission and Planning Commission to plan for the future and do our part to improve and maintain quality of life in our community



## **MEMO**

Date: October 25, 2010

To: Dane C. Nelson, City Administrator  
Department Heads

From: Jeffrey C. Pardee, Finance Director

### **Re: Capital Improvement Programming**

The purpose of this communication is to review "Best Practices" of Capital Improvement Programming intended to apply to the City of Adrian and to explore possible process improvements.

Currently, each December the City Commission, Planning Commission, and Department Heads convene to develop a six-year Capital Improvement Program. During the month of November, Department Heads prepare requests for capital items anticipated within the ensuing six-year time period. The Finance Director assembles the various departmental presentations into a single document for review by the City Commission and Planning Commission at a half-day Saturday work session in Early December.

To provide a context within which to assess the current process, the Government Finance Officers Association recommends an eleven-step process for Capital Improvement Programming.

### **Capital Improvement Programming Process Recommended Best Practice Steps in the CIP Process**

- 1) **Establish the Administrative Structure**
  - Appoint a coordinating unit or individual
  - Distinguish between capital and operating expenditures
  - Determine number of years in the Capital Improvement Plan
  - Prepare calendar of key events
  - Formulate procedures for citizen input

- 2) **Establish the Policy Framework**
  - Develop programmatic policies
  - Develop financial policies
- 3) **Develop Capital Project Evaluation Criteria**
- 4) **Prepare Capital Needs Assessment**
  - Prepare capital inventory
  - Evaluate whether to repair or replace facilities
  - Identify future needs
- 5) **Identify Projects for Capital Program**
  - Review status of previously approved projects
  - Identify and develop information for new projects
  - Examine capital project alternatives
- 6) **Undertake Financial Capacity analysis**
  - Evaluate financial condition
  - Assess likelihood past trends will continue
- 7) **Evaluate Funding Options**
- 8) **Evaluate and Program Capital Projects**
  - Review project requests
  - Prioritize capital projects
  - Select projects, schedule, and assign funding source
- 9) **Adopt Capital Program and Budget**
  - Prepare a multi-year Capital Improvement Plan (CIP) document
  - Submit preliminary CIP to legislative body
  - Engage in formal public hearings
  - Revise CIP and send to legislative body for adoption
- 10) **Implement and Monitor Capital Budget**
  - Assign a project manager
  - Refine project milestone and cost schedules
  - Prepare progress reports
  - Review progress and take corrective actions, when necessary
  - Assess bond-funded projects
  - Monitor external environment

**11) Periodically Evaluate Capital Improvement Programming Process**

- Consider organizational/process issues
- Review forms and documents
- Examine financial assumptions and funding sources

Many, but not all, of the foregoing steps have been implemented for the City of Adrian's Capital Improvement Programming Process. I trust the information provided in this communication proves useful and ultimately leads to an improved Capital Improvement Program process for the City of Adrian. If you have any questions or need for further information, please contact my office.

**CITY ADMINISTRATION – FY2011-17 City of Adrian Capital Improvement Program and FY2011-17 Capital Budget Recommendation**

**RESOLUTION**

WHEREAS, consistent with Public Act 621 of 1978, the Uniform Budgeting Act for Local Government, the Adrian City Administration has developed a Multi-Year Capital Improvement Program (CIP), identifying specific capital projects, facilities and equipment, as well as their respective funding sources for the period FY2011-17; and

WHEREAS, on Saturday, December 11, 2010, and Monday December 13, 2010, the City Commission and the Planning Commission, as well as representatives from the Downtown Development Authority and the Brownfield Redevelopment Authority, met in Joint Work-Sessions to review the Capital Budget Requests submitted by Department Heads and provided input regarding priorities to the City Administration; and

WHEREAS, the City Administrator established a CIP Advisory Committee, composed of the City Administrator (Chairman), Finance Director, City Engineer/DPW Director, Utilities Director, Police Chief, Fire Chief/IT Director, Community and Economic Development Director, Library Director and Parks & Recreation Director, for purposes of reviewing Capital Project Requests and formulating a Capital Improvement Program Budget Recommendation; and

WHEREAS, within the broad categories of planning, efficient utilization of public resources, economic development, neighborhood support, and safety, the Capital Improvement Program Advisory Committee used the following criteria to evaluate the relative merit of each capital project:

- |  |   |
|--|---|
| Consistent with City's Adopted Strategic Plan      | Projects which are consistent with the City's Adopted Strategic Plan will be given priority, (Available under Tab 2 of the FY2010-11 Adopted Budget)  |
| Consistent with Comprehensive Master Plan Document | Projects which are consistent with the City's Comprehensive Master Planning Document will be given priority. (Available on City's Website under I:\Community Development\ Comprehensive Plan) |
| Asset Replacement                                  | Evaluation and replacement of current fixed assets for purposes of maintaining current service levels will be given priority.   |
| Leverage Grants                                    | Projects which are eligible for public or private grant funding, with or without a local matching requirement, will be given priority.  |

Adopted Plans	Projects which comply with the principles and concepts of an adopted City Plan will be given priority.
Phased Projects	Projects which implement an ongoing phased project will be given priority.
Health & Safety Hazards	Projects which correct a health and safety hazard or prevent a critical breakdown in a City facility will be given priority.
Operations and Maintenance	Projects which provide a significant decrease in City operating and/or maintenance expenses will be given priority.
Job Creation & Retention	Projects which demonstrably support the creation or retention of jobs for City residents will be given priority.
Neighborhood Development	Projects which are a component of a systematic neighborhood development plan or strategy will be given priority.

WHEREAS, the City Administrator's FY2011-17 Capital Improvement Program Budget Recommendation is summarized as follows:

<u>FY2011-12</u>	<u>FY2012-13</u>	<u>FY2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>
<b>General Fund (101):</b>					
\$ 398,800	\$ 558,000	\$ 585,600	\$ 509,900	\$1,118,000	\$ 514,500
<b>Major Street Fund (202):</b>					
\$1,068,750	\$ 344,214	\$ 338,800	\$ 718,131	\$ 302,870	\$ 422,176
<b>Local Street Fund (203):</b>					
\$ 328,151	\$ 324,740	\$ 315,323	\$ 312,316	\$ 321,540	\$ 311,932
<b>Fee Estate Fund (205):</b>					
\$ 150,000	\$ 329,000	\$ 267,000	\$ 220,000	\$ 284,000	\$ 277,000
<b>Water Fund Capital Projects (496):</b>					
\$ 411,000	\$ 599,000	\$ 526,500	\$ 414,000	\$ 674,000	\$ 384,000
<b>Wastewater Fund Capital Projects:</b>					
\$ 434,000	\$ 694,000	\$ 574,000	\$ 546,000	\$ 391,000	\$ 331,000
<b>Parking Fund (585):</b>					
\$ 430,000	\$ 119,652	\$ 152,725	\$ 0	\$ 238,326	\$ 0
<b>Transportation Fund (588):</b>					
\$ 0	\$ 297,090	\$ 0	\$ 0	\$ 0	\$ 0
<b>Storm Water Utility Fund (598):</b>					
\$ 150,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Information Technology Fund (661):</b>					
\$ 152,000	\$ 122,100	\$ 119,700	\$ 85,000	\$ 60,000	\$ 60,000
<b>Motor Vehicle Pool (662):</b>					
\$ 555,000	\$ 198,471	\$ 265,094	\$ 139,584	\$ 148,838	\$ 368,200
<b>Total All Funds:</b>					
<b><u>\$4,077,701</u></b>	<b><u>\$3,586,267</u></b>	<b><u>\$3,144,742</u></b>	<b><u>\$2,944,931</u></b>	<b><u>\$3,538,574</u></b>	<b><u>\$2,668,808</u></b>

WHEREAS, consistent with the Municipal Planning Act (PA285 of 1931, as amended – MCL125.39), the City Administration has submitted the recommended FY2011-17 Capital Improvement Program and FY2011-12 Capital Budget to the Planning Commission for review and consideration on February 1, 2011, before submitting it to the City Commission for final approval; and

WHEREAS, the Planning Commission and the City Administrator recommends approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, approves the City Administrator's FY2011-17 Capital Improvement Program (CIP) and FY2011-12 Capital Budget for incorporation into the FY2011-12 Operating Budget and General Appropriations Act.

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

R-2



**MEMO**

Date: January 27, 2011

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

From: Marcia Bohannon, Transportation Coordinator

A handwritten signature in black ink that reads 'M. Bohannon'.

**Re: Michigan Department of Transportation (MDOT) Request for Approval of Operations Sub-Contract between City of Adrian and Quick Service Transportation, Inc.**

On October 21, 1974, the Adrian City Commission approved a resolution authorizing a trial program with the Michigan Department of Transportation (MDOT) to initiate Dial-A-Ride transportation services in the City of Adrian. Targeting the public transportation needs of senior citizens and disabled persons, as well as the general public, Dial-A-Ride sought to provide door-to-door affordable transportation. After a successful trial run, Dial-A-Ride officially opened its doors for business on April 7, 1976.

The City of Adrian has been successfully contracting with Quick Service Transportation, Inc. for over 25 years to provide the aforementioned services. The Michigan Department of Transportation (MDOT) has requested execution of the operations sub-contract between City of Adrian and Quick Service Transportation, Inc. for the one-year period ending September 30, 2011.

The Transportation Coordinator and City Administrator recommend that the current contract (MDOT 2007-0156/Z13/S1) between the City of Adrian and Quick Service Transportation, Inc. be renewed for the one-year period ending September 30, 2011, cancelling all previous contracts between said parties. The Finance Director indicates that grant funds are available for this purpose in the Transportation Fund (588-599.00-801.000) DART Contract Services Account.

The attached resolution has been prepared for consideration by the Adrian City Commission at its regularly scheduled meeting of February 7, 2011. If you have any questions or need for further information, please contact my office at 517-264-4849.

CITY OF ADRIAN

QUICK SERVICE TRANSPORTATION, INC.

OPERATIONS CONTRACT

THIS OPERATIONS CONTRACT, Effective October 1, 2010 by and between the City of Adrian, Michigan, a Michigan Municipal Corporation, hereinafter called the "CITY" and Quick Service Transportation, Inc., a Michigan Corporation, of Adrian, Michigan, hereinafter called the "COMPANY".

WITNESSETH:

WHEREAS, the CITY desires to have the COMPANY operate a Dial-A-Ride transportation system (hereinafter referred to as the "DART" system), under the General Transportation Fund Program and Act 327 of the Public Acts of 1972, and,

WHEREAS, the COMPANY desires to contract with the CITY for the operation of the DART system,

NOW, THEREFORE, in consideration of the mutual promises contained herein, the COMPANY and the CITY agree as follows:

THE COMPANY SHALL:

1. Employ sufficient drivers to operate approximately six (6) vehicles to be used in the DART system. The COMPANY will further employ sufficient dispatchers to operate the system. The COMPANY will hire said drivers and dispatchers and with the approval of the CITY will establish their rates of compensation and other terms and conditions of employment, and said drivers and dispatchers will be employees of the COMPANY and not of the CITY; provided, however, that the CITY reserves the right to review, through the CITY ADMINISTRATOR or his agent, the qualifications of said employees and to recommend to the COMPANY that the COMPANY rejects the services of any such person if, in the judgement of the CITY ADMINISTRATOR, said employee is not sufficiently qualified; provided, further, that the CITY reserves the right to require the COMPANY to remove from DART system service any employee whose actions on the job are, in the judgement of the CITY, detrimental to the operation of the DART system; and provided, further, that all future employees, hired to drive DART system vehicles, will first obtain, at the expense to the CITY, a physical and medical examination in accordance with standards established by the CITY. The COMPANY shall, at all times, carry Workers Compensation Insurance on said drivers and dispatchers and shall do all things legally required of it as the employer of said drivers and dispatchers, and will, upon request by the CITY, furnish to the CITY forthwith proof that the COMPANY'S obligations under this Section are being met.

2. Provide supervision of drivers and dispatchers, including work schedules approved by the CITY.
3. Require said drivers and dispatcher to undergo initial training and continuing training, according to a program outline to be provided by the CITY. It is understood that the duration of the initial training will be approximately one (1) week. Such drivers and dispatchers shall be and remain employees of the COMPANY at all times during such training.
4. Purchase necessary supplies related to the dispatching under the DART system including forms used for necessary records of operations and fares. The CITY will reimburse the COMPANY for such purchases. Types and quantities of forms, and form design and layout will be as specified by the CITY. The CITY, at its option, elects to furnish some or all of such necessary supplies directly to the COMPANY.
5. Operate the DART system service according to an operations plan provided by the CITY, which will include specific service hours, service area boundaries, a fare structure, and radio procedures.
6. Provide all general supervision and clerical and administrative work necessary and required by the CITY for the performance of this contract and the operation of the DART system, including the bookkeeping, recording of data, preparation of reports, handling of system revenues and other such work related to the DART system.
7. Furnish garage facilities acceptable to the CITY for the DART system vehicles and a dispatch center.
8. Provide all cleaning of and all operating supplies and maintenance for the DART system vehicles, including a daily checking of vehicle condition. Operating supplies shall include, but shall not be limited to, oil, anti-freeze, transmission fluid, grease, windshield washer fluid and all other miscellaneous supplies and fluids required in vehicle operation. Maintenance shall include all vehicle maintenance and repair with the exception of items covered by insurance or vehicle warranty.
9. Provide heat, light, electrical power and restroom facilities for the dispatch center located at 377 Logan St., Adrian, MI.
10. Handle DART system revenues in a manner to be determined by the CITY.
11. Furnish to the CITY daily, weekly, and monthly summaries of service including origination to destination sheets and amounts of fares received, in a format to be approved by the CITY, and will furnish other reports of maintenance and operations as required by the CITY.

12. At all times, permit the CITY, the Michigan State Transportation Commission, or representatives thereof, and their consultants, access to all dispatching areas; providing, however, that said access will not interfere unreasonably with the legitimate business activities of the COMPANY employees. The COMPANY shall permit the CITY'S and the authorized representative of the Michigan Department of Transportation, hereinafter referred to as the M.D.O.T., to inspect all work, materials, payrolls, records of personnel, invoices for materials, and other relevant data and records, and to audit the books, records, and accounts of the COMPANY pertinent to the Contract and the development and operation of the DART system and keep the same available for inspection for three (3) years from the date of final payment for operation of the DART system.

13. In connection with the performance of work under this Contract, agrees to comply with the provision of the State of Michigan "Non-Discrimination Clause for All State Contracts", as set forth in Appendix "A" attached hereto and made a part hereof. The COMPANY (hereinafter in Appendix "A" referred to as the "CONTRACTOR") further covenants that it will comply with the Civil Rights Act of 1964 (78 Stat. 252) and will require a similar covenant on the part of any contractor or subcontractor employed in the performance of this Contract.

14. Indemnify and save harmless, the CITY, M.D.O.T., and all officers, agents, and employees thereof, from any and all claims, losses, or liability resulting from the negligence or intentional wrong-doing of any officer, agent, servant, or employee of the COMPANY. The COMPANY also agrees to reimburse the CITY for costs incurred for repair or replacement of dispatching and other equipment and facilities furnished by the CITY resulting from use by the COMPANY or its employees for purposes unrelated to the DART system. The COMPANY further agrees that any such use is to be made only with prior express written permission of the CITY.

15. Keep itself fully informed of and shall, at all times, comply with all local, state, and federal laws, rules and regulations, applicable to this Contract and the work to be done hereunder.

16. Not assign any of its rights or duties under this Contract without the express written consent of the CITY.

17. Promptly pay the CITY for gasoline provided to it by the CITY for use in the DART system vehicles.

18. Shall provide to each employee a copy of the driver rule book and procedure manual, hereinafter referred to as the "MANUAL". The COMPANY shall require that all employees abide by the MANUAL. The COMPANY will enforce all rules and regulations in the MANUAL and in cases of employee infractions, the COMPANY will follow the discipline procedure outlined in the MANUAL. The CITY reserves the right to change the MANUAL any time it deems necessary.

19. Ensure that D.B.E.'s as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that D.B.E.'s have the maximum opportunity to compete for and perform contracts. The M..D.O.T. has set a 2011 D.B.E. goal for participation and all parties agree to put forth good faith efforts to meet this goal.

20. The COMPANY agrees that the costs reported under this Contract will represent only those items that are properly chargeable in accordance with this Contract. The COMPANY also certifies that it has read the contract terms and has made itself aware of the applicable laws, regulations, and terms of this Contract that apply to the reporting of costs incurred under the terms of this Contract.

THE CITY SHALL:

21. Receive Federal Section 5311 operating funds as provided in contracts between the M.D.O.T. and the City, and State Local Bus Operating assistance as provided to the City by M.D.O.T. per Act 51 of the Public Acts of 1951, as amended and disburse same to Quick Service based on documented costs incurred and in conformance with State and Federal regulations. This compensation to Quick Service shall not exceed \$240,000 which is a reimbursement estimate for the operating costs.

22. Use M.D.O.T.'s current "Local Public Transit Revenue and Expense Manual" in the determination of eligible project costs.

23. Supply licensed and registered vehicles and radio dispatching equipment to be used in the DART system.

24. Provide general supervision of the DART system and its operation and will provide competent periodic inspection of the general condition of the vehicles.

25. Provide an operating plan including, but not necessarily limited to, hours of service, service area boundaries, a fare structure, radio procedure, layout for dispatch and reporting forms, dispatch procedures and training schedules.

26. Retain the right to set and change levels of service including, but not limited to, hours, number of vehicles, service area, and use of vehicles. Failure of the COMPANY to provide services of said levels shall be construed as a breach of this Contract.

27. Provide maintenance for the DART system's radio equipment.

28. Pay the COMPANY for installation of telephone trunklines and telephones in the dispatch center and will reimburse the COMPANY for the monthly telephone billings. Said telephone facilities shall be used only in connection with the DART system.

29. Provide standards for preventive maintenance of vehicles, lists of parts and items to be retained in inventory, and master copies of standard forms for daily recording of vehicle use and maintenance.

30. Provide advertising and promotion for the DART system. No publication of the COMPANY may state or imply that DART system is a service of the COMPANY.

31. Sell to the COMPANY, at costs to the CITY, all fuel required for the operation for the DART system.

32. Pay the COMPANY actual costs incurred for each "Driver Hour" according to the attached approved Wage Scale plus mandatory fringe benefits, including but not limited to, Social Security, Unemployment Compensation and Workers Compensation. Overtime will be at one and one-half (1-1/2) times said rates. "Driver hour" shall be construed to mean an hour during which a driver is operating a vehicle in service, training for said operation, or spending time in the performance of other DART system work as authorized by the CITY. Meal periods, during which the vehicle is taken out of service shall not be included under "driver hour".

A. Pay the COMPANY actual costs incurred for premiums to provide employee and or employee plus one coverage under a basic group health insurance plan for full-time seniority employees with one (1) or more years of service, who are not otherwise covered by another substantially equivalent group health insurance plan paid by another employer.

B. Pay the COMPANY actual costs incurred for vacation pay for all full-time and regular part-time employees with at least one (1) year of continuous service. Each eligible employee will receive a one (1) week vacation paid annually. Upon completion of five (5) years of employment, each eligible employee will receive two (2) weeks vacation paid annually. Upon completion of ten (10) years of employment, each eligible employee will receive three (3) weeks vacation paid annually and said employees with at least twenty (20) years of continuous service will receive four (4) weeks of vacation annually.

Vacation pay will be based upon the average number of hours worked by the employee per week during the preceding calendar year beginning October 1, and the employee's rate of pay at the time the vacation is taken; provided that, for these purposes, an employee whose average number of hours worked per week is at least 36 shall have his or her average number of hours increased by four (4), to a maximum of 44 average hours per week.

- C. Pay the COMPANY actual costs incurred for six paid holidays: Thanksgiving Day holiday, Christmas Day holiday, Independence Day holiday, New Year's Day holiday, Labor Day holiday, and Memorial Day holiday provided they work all scheduled hours the normally scheduled work day before and after the holiday, unless the employee is on an approved vacation or leave of absence. All employees will be provided two paid personal days each calendar year providing forty-eight (48) hours notice to the employer.
- D. Pay a thirty five (\$0.35) cent per hour premium for drivers assigned to training during time that they are actually performing the training.
- E. Institute a 401(k) plan, paying all administrative fees, and matching the following amounts:
  - \$0.10 for every \$1.00 contributed by the employee, to a maximum match of \$100.00 per year, per participant for the first year.
  - \$0.15 for every \$1.00 contributed by the employee, to a maximum match of \$150.00 per year, per participant thereafter.

33. Pay the COMPANY actual costs incurred for each "Dispatch Hour" according to the attached approved Wage Scale plus mandatory fringe benefits, including but not limited to, Social Security, Unemployment Compensation and Workers Compensation. Dispatchers' health insurance and vacation pay, including sick and accident insurance for the office manager, will be reimbursed at the current level being offered by the COMPANY. Overtime will be at one and one-half (1-1/2) times said rates. Time spent by the dispatcher(s) for which that rate will be paid shall include reasonable time spent in dispatcher training activities, but shall exclude meal breaks during which the COMPANY'S employee is not dispatching service.

34. Pay the COMPANY monthly for cleaning maintenance, and the furnishing of operating supplies for the DART system vehicles. Payment shall be made upon submission by the COMPANY of detailed cost statements. The CITY reserves the right to provide any or all such services at its cost.

35. Pay the COMPANY per month to include a portion of the cost for heat, water, and electricity located at 377 Logan St., Adrian, MI.

36. Pay to the COMPANY \$1400.00 per month for the performance of all obligations under this Contract not covered by Sections 28, 32, 33, 34, and 35 hereof, including but not limited to scheduling, supervising, bookkeeping, record keeping and reporting.

37. Pay to the COMPANY the necessary legal fees pertaining to on-going union negotiations and union personnel problems of Quick Service employees providing transit service to the city. It is understood the legal services obtained will be in behalf of the CITY'S best interest.

IT IS FURTHER AGREED THAT:

38. No member of or delegate to the Congress of the United States or the Legislature of the State of Michigan shall be admitted to any share or part of the Contract or to any benefits arising therefrom or part of the Contract or to any benefits arising therefrom.

39. No member, officer, or employee of the CITY, or of a local public body, during his tenure or for one (1) year after, shall have any interest, direct or indirect, in this Contract or the proceeds thereof.

40. This Contract will terminate September 30, 2011, however, if the revenue received by the CITY from the COMMISSION regarding the DART system shall be terminated for any reason, this Contract may also be terminated immediately by the CITY; provided, further that the CITY chooses in the event of any breach by the COMPANY, without thereby waiving any claims for damages; and provided; further, that the CITY may, at its' discretion and for any reason, terminate this Contract upon thirty days (30) written notice to the COMPANY. The parties may extend this Contract for periods of one (1) year by execution of an amendment, approved by M.D.O.T.

41. The COMPANY recognizes that the CITY has certain obligations with the COMMISSION providing for DART system services in the CITY regarding reports, forms, audits, etc. The COMPANY further recognizes that the CITY has contracted with the COMPANY to perform various functions and meet certain responsibilities concerning DART system which are, under the Contract with the COMMISSION, in the first instance the responsibility of the CITY. The COMPANY agrees that this Contract between itself and the CITY shall be construed in light of the Contract between the CITY and M.D.O.T. in order to accomplish the objectives of those required by M..D.O.T. and the COMPANY agrees to perform accordingly.

42. In the event of a conflict between the terms and conditions of the subcontract and those of the prime agreement, the terms and conditions of the prime agreement shall prevail.

43. All terms and conditions included in the prime contract are incorporated in the subcontract.

44. The provisions of this Contract shall bind and insure to the benefit of the successors and assigns of the parties hereto, and with approval of M.D.O.T

CITY OF ADRIAN, MICHIGAN

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

QUICK SERVICE TRANSPORTATION, INC.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

Effective October 1, 2010, employees in the bargaining unit represented by the Union shall be paid in accordance with the following scales:

	Drivers	Part-Time Dispatchers
Start	9.26	9.36
4 Months	9.50	9.60
1 Year	9.75	9.85
2 Years	9.90	10.00
3 Years	10.15	10.25
4 Years	10.40	10.50
5 Years	10.65	10.75
10 Years	12.00	12.10
15 Years	12.75	12.85
20 Years	13.25	13.35

APPENDIX A  
PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Act No. 453, Public Acts of 1976, the contractor hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or as a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Further, in accordance with Act No. 220, Public Acts of 1976 as amended by Act No. 478, Public Acts of 1980 the contractor hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants shall be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to insure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or his collective bargaining representative will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representative of the contractor's commitments under this appendix.
6. The contractor will comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission which may be in effect prior to the taking of bids for any individual state project.
7. The contractor will furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission, said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor as well as the contractor himself, and said contractor will permit access to his books, records, and accounts by the Michigan Civil Rights Commission and/or its

**R11-010**

February 7, 2011

**RE: TRANSPORTATION OFFICE – Michigan Department of Transportation (MDOT) Request for Approval of Operations Sub-Contract between City of Adrian and Quick Service Transportation, Inc.**

**RESOLUTION**

WHEREAS, on October 21, 1974, the Adrian City Commission approved a resolution authorizing a trial program with the Michigan Department of Transportation (MDOT) to initiate Dial-A-Ride transportation services in the City of Adrian; and

WHEREAS, targeting the public transportation needs of senior citizens and disabled persons, as well as the general public, Dial-A-Ride sought to provide door-to-door affordable transportation; and

WHEREAS, after a successful trial run, Dial-A-Ride officially opened its doors for business on April 7, 1976; and

WHEREAS, the City of Adrian has been successfully contracting with Quick Service Transportation, Inc. for over 25 years to provide the aforementioned services; and

WHEREAS, the Michigan Department of Transportation (MDOT) has requested execution of the operations sub-contract between City of Adrian and Quick Service Transportation, Inc. for the one-year period ending September 30, 2011; and

WHEREAS, the Transportation Coordinator and City Administrator recommend that the current contract (MDOT 2007-0156/Z13/S1) between the City of Adrian and Quick Service Transportation, Inc. be renewed for the one-year period ending September 30, 2011, cancelling all previous contracts between said parties; and

WHEREAS, the Finance Director indicates that grant funds are available for this purpose in the Transportation Fund (588-599.00-801.000) DART Contract Services Account.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the execution of a contract (MDOT 2007-0156/Z13 /S1) between the City of Adrian and Quick Service Transportation, Inc. for the one-year period ending September 30, 2011, cancelling all previous contracts between said parties.

BE IT, FURTHER, RESOLVED that the Mayor and City Clerk are authorized to sign the aforementioned contract.

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

R-3



**MEMO**

Date: February 2, 2011

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

From: Jeffrey C. Pardee, Finance Director

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

**Re: FY2010-11 Second Quarter Recommended Budget Amendments**

Public Act 621 of 1978, the Uniform Budgeting and Accounting act for Local Units of Government, provides for adjustments to the Adopted Budget. The Financial Forecast, prepared by the City of Adrian's Finance Department, has identified several variances between current projections and Estimated Revenues and Appropriations included in the Adopted and Amended FY2010-11 Budget, and recommends appropriate budget amendments.

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

A summary explanation follows:

General Fund Revenue: The Second Quarter Financial Forecast highlighted several misc. increases and decreases, resulting in a net increase of \$19,000, including the following:

- Oil Lease Proceeds	\$102,600
- Police Dept Narcotic Enforcement Grant	68,000
- Personal Property Tax Collections	35,000
- Other	(8,000)
- Investment Income	(50,000)
- State Revenue Sharing (Sales & Use Tax)	<u>(128,600)</u>
Total	<u>\$ 19,000</u>

General Fund Expenditures:

- The recommended adjustment to the Refuse Collection and Disposal line-item – a reduction of \$130,000 – reflects the savings associated with the new solid waste contract.
- The Non-Dept. appropriation for Health Reimbursement Account (HRA) amounting to \$89,959 is recommended to be distributed to the affected departmental budgets.
- The Non-Dept. appropriation account reflecting the anticipated savings associated with the two (2) furlough days amounting to \$73,796 is recommended to be distributed to the affected departmental budgets.

The net effect of all General Fund Budget Amendments results in increasing the Contingency Account by \$172,459 to a current balance of \$157,459.

Other Funds requiring mid-year budget adjustments include:

- Gas & Weight Tax revenues for the Major Street Fund (\$100,000) and the Local Street Fund (40,000) are expected to be lower than estimated in the Adopted Budget, reducing the amount of funds available for street projects.
- Transfer accounts for the DDA and DDA-TIF are recommended for adjustment to bring them into balance.
- The Auto Parking Fund is being adjusted to eliminate Bond Proceeds originally contemplated in the Adopted Budget (\$2,735,000) to more accurately reflect the Pay-As-You-Go financing anticipated in the FY2011-16 Capital Improvement Plan.
- The Transportation Fund is being adjusted to reflect the implementation of the Fixed Route Bus Service (\$23,000).
- The Motor Vehicle Fund Budget, expanded to all departments in the FY2010-11 Adopted Budget except Utilities, is a work in progress as we learn from our experience. A net increase in revenue is anticipated, after six months experience, resulting in a \$27,610 increase in the Enterprise Fund Contingency Account.

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

CITY OF ADRIAN  
 FY 2010-11 BUDGET  
 SECOND QUARTER FINANCIAL FORECAST  
 RECOMMENDED BUDGET AMENDMENTS

	<u>FY2010-11 ADOPTED BUDGET</u>	<u>FY2010-11 AMENDED BUDGET as of 12/31/10</u>	<u>FY2010-11 SECOND QUARTER FINANCIAL FORECAST</u>	<u>BUDGET AMENDMENT</u>
<b><u>GENERAL FUND (101)</u></b>				
<b>REVENUE:</b>				
<b>Administration</b>				
101-172.00-672.000 OIL LEASE PROCEEDS	\$0	\$0	\$102,600	\$102,600
<b>Finance Dept</b>				
101-201.00-664.000 INVESTMENT INCOME	150,000	150,000	100,000	(50,000)
<b>Assessing Office</b>				
101-209.00-444.000 PRINCIPLE RES. DENIAL PENALTY	1,000	1,000	2,000	1,000
<b>Police Dept</b>				
101-301.00-534.000 NARCOTIC ENFORCEMENT GRANT	4,000	4,000	72,000	68,000
101-301.00-540.000 POLICE JAG GRANT - COMPUTER EQUIP.	20,000	48,048	20,048	(28,000)
101-301.00-624.000 LIVESCAN APPLICANT FINGERPRINTING	12,000	12,000	20,000	8,000
101-331.00-689.000 MOTORCYCLE SPONSORSHIP	2,000	2,000	1,000	(1,000)
<b>Engineering</b>				
101-449.00-483.000 STORM SEWER TAPPING	0	0	1,000	1,000
101-528.00-649.000 CURB SIDE RECYCLING SUBSCRIPTIONS	0	0	11,000	11,000
<b>RECREATION DEPT</b>				
101-691.00-651.070 USE/ADM FEES-REC-AMUSE TCKS	3,100	3,100	5,100	2,000
<b>LIBRARY</b>				
101-738.00-658.000 PENAL FINES	110,000	110,000	99,000	(11,000)
<b>NON-DEPT.</b>				
101-990.000-405.000( CURRENT PERS PROP TAX	873,627	873,627	908,627	35,000
101-990.00-406.000 DELQ PERS PROP TAX	100	100	9,100	9,000
101-990.00-575.000 SALES & USE TAX	2,131,531	2,131,531	2,002,931	(128,600)
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$3,307,358</b>	<b>\$3,335,406</b>	<b>\$3,354,406</b>	<b>\$19,000</b>

**CITY OF ADRIAN  
FY 2010-11 BUDGET  
SECOND QUARTER FINANCIAL FORECAST  
RECOMMENDED BUDGET AMENDMENTS**

	<u>FY2010-11 ADOPTED BUDGET</u>	<u>FY2010-11 AMENDED BUDGET as of 12/31/10</u>	<u>FY2010-11 SECOND QUARTER FINANCIAL FORECAST</u>	<u>BUDGET AMENDMENT</u>
<b>EXPENDITURES:</b>				
Dept 101.00: CITY COMMISSION				
101-101.00-881.000 PUBLIC COMMUNICATION	\$4,250	\$4,250	\$9,250	\$5,000
SUB-TOTAL	\$4,250	\$4,250	\$9,250	\$5,000
Dept 172.00: ADMINISTRATION				
101-172.00-702.000 WAGES	\$166,088	\$166,088	\$162,166	(\$3,922)
101-172.00-716.000 HOSP. - HRA CONTRIBUTION	21,219	21,219	24,219	3,000
SUB-TOTAL	\$187,307	\$187,307	\$186,385	(\$922)
Dept 201.00: FINANCE DEPT				
101-201.00-702.000 WAGES	\$339,702	\$339,702	\$331,650	(\$8,052)
101-201.00-716.000 HOSP. - HRA CONTRIBUTION	37,430	37,430	42,680	5,250
SUB-TOTAL	\$377,132	\$377,132	\$374,330	(\$2,802)
Dept 209.00: ASSESSING				
101-209.00-702.000 WAGES	\$51,746	\$51,746	\$50,576	(\$1,170)
101-209.00-716.000 HOSP. - HRA CONTRIBUTION	5,925	5,925	6,675	750
SUB-TOTAL	\$57,671	\$57,671	\$57,251	(\$420)
Dept 210.00: CITY ATTORNEY				
101-210.00-702.000 WAGES	\$122,563	\$122,563	\$119,667	(\$2,896)
SUB-TOTAL	\$122,563	\$122,563	\$119,667	(\$2,896)
Dept 215.00: CITY CLERK				
101-215.00-702.000 WAGES	\$65,661	\$65,661	\$64,086	(\$1,575)
SUB-TOTAL	\$65,661	\$65,661	\$64,086	(\$1,575)
Dept 226.00: HUMAN RESOURCES				
101-226.00-702.000 WAGES	\$74,663	\$74,663	\$72,962	(\$1,701)
101-226.00-803.000 LEGAL FEES	30,000	54,500	39,500	(15,000)
101-226.00-716.000 HOSP. - HRA CONTRIBUTION	4,421	4,421	5,171	750
SUB-TOTAL	\$109,084	\$133,584	\$117,633	(\$15,951)
Dept 276.00: CEMETERY				
101-276.00-702.000 WAGES	\$161,068	\$161,068	\$157,184	(\$3,884)
101-276.00-716.000 HOSP. - HRA CONTRIBUTION	23,097	23,097	26,097	3,000
SUB-TOTAL	\$184,165	\$184,165	\$183,281	(\$884)
Dept 301.00: POLICE DEPT				
101-301.00-716.000 HOSP. - HRA CONTRIBUTION	\$331,885	\$331,885	\$336,385	\$4,500
SUB-TOTAL	\$331,885	\$331,885	\$336,385	\$4,500
Dept 336.00: FIRE DEPT				
101-336.00-702.000 WAGES	\$959,137	\$959,137	\$935,603	(\$23,534)
101-336.00-716.000 HOSP. - HRA CONTRIBUTION	200,237	200,237	232,737	32,500
SUB-TOTAL	\$1,159,374	\$1,159,374	\$1,168,340	\$8,966

**CITY OF ADRIAN  
FY 2010-11 BUDGET  
SECOND QUARTER FINANCIAL FORECAST  
RECOMMENDED BUDGET AMENDMENTS**

	<b>FY2010-11 ADOPTED BUDGET</b>	<b>FY2010-11 AMENDED BUDGET as of 12/31/10</b>	<b>FY2010-11 SECOND QUARTER FINANCIAL FORECAST</b>	<b>BUDGET AMENDMENT</b>
<b>Dept 371.00: INSPECTION DEPARTMENT</b>				
101-371.00-702.000 WAGES	\$195,504	\$195,504	\$190,330	(\$5,174)
101-371.00-943.662 VEH RENT - MOTOR POOL	12,723	12,723	32,723	20,000
101-371.00-716.000 HOSP. - HRA CONTRIBUTION	19,976	19,976	22,976	3,000
SUB-TOTAL	<u>\$228,203</u>	<u>\$228,203</u>	<u>\$246,029</u>	<u>\$17,826</u>
<b>Dept 441.00: DEPT OF PUBLIC WORKS</b>				
101-441.00-702.000 WAGES	\$317,089	\$317,089	\$315,082	(\$2,007)
101-441.00-716.000 HOSP. - HRA CONTRIBUTION	84,638	84,638	98,138	13,500
SUB-TOTAL	<u>\$401,727</u>	<u>\$401,727</u>	<u>\$413,220</u>	<u>\$11,493</u>
<b>Dept 449.00: CITY ENGINEER</b>				
101-449.00-702.000 WAGES	\$151,265	\$151,265	\$148,111	(\$3,154)
101-449.00-716.000 HOSP. - HRA CONTRIBUTION	26,643	26,643	29,643	3,000
SUB-TOTAL	<u>\$177,908</u>	<u>\$177,908</u>	<u>\$177,754</u>	<u>(\$154)</u>
<b>Dept 528.00: REFUSE COLLECTION AND DISPOSAL</b>				
101-528.00-801.000 CONTRACT SERVICES	\$600,000	\$600,000	\$470,000	(\$130,000)
SUB-TOTAL	<u>\$600,000</u>	<u>\$600,000</u>	<u>\$470,000</u>	<u>(\$130,000)</u>
<b>Dept 691.00: PARKS &amp; RECREATION</b>				
101-691.00-702.000 WAGES	\$274,602	\$274,602	\$268,647	(\$5,955)
101-691.00-716.000 HOSP. - HRA CONTRIBUTION	63,105	63,105	71,355	8,250
SUB-TOTAL	<u>\$337,707</u>	<u>\$337,707</u>	<u>\$340,002</u>	<u>\$2,295</u>
<b>Dept 697.00: PARKS &amp; FORESTRY</b>				
101-697.00-702.000 WAGES	\$142,624	\$142,624	\$139,431	(\$3,193)
101-697.00-716.000 HOSP. - HRA CONTRIBUTION	29,397	29,397	32,397	3,000
SUB-TOTAL	<u>\$172,021</u>	<u>\$172,021</u>	<u>\$171,828</u>	<u>(\$193)</u>
<b>Dept 698.00: PARKS &amp; FORESTRY-HERITAGE PARK</b>				
101-698.00-702.000 WAGES	\$47,609	\$47,609	\$46,458	(\$1,151)
101-698.00-716.000 HOSP. - HRA CONTRIBUTION	12,820	12,820	14,320	1,500
SUB-TOTAL	<u>\$60,429</u>	<u>\$60,429</u>	<u>\$60,778</u>	<u>\$349</u>
<b>Dept 738.00: ADRIAN PUBLIC LIBRARY</b>				
101-738.00-702.000 WAGES	\$270,176	\$270,176	\$263,568	(\$6,608)
101-738.00-716.000 HOSP. - HRA CONTRIBUTION	24,035	24,035	28,535	4,500
SUB-TOTAL	<u>\$294,211</u>	<u>\$294,211</u>	<u>\$292,103</u>	<u>(\$2,108)</u>
<b>Dept 990.00:</b>				
101-990.00-716.000 HOSP. - HRA CONTRIBUTION	\$89,959	\$89,959	\$0	(\$89,959)
101-990.00-990.000 CONTINGENCY	0	15,000	157,459	142,459
101-990.00-992.000 SALARY ADJUSTMENT - 2 FURLOUGH DAYS	(73,976)	(73,976)	0	73,976
SUB-TOTAL	<u>\$15,983</u>	<u>\$30,983</u>	<u>\$157,459</u>	<u>\$126,476</u>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<u><b>\$4,887,281</b></u>	<u><b>\$4,926,781</b></u>	<u><b>\$4,945,781</b></u>	<u><b>\$19,000</b></u>

**CITY OF ADRIAN  
FY 2010-11 BUDGET  
SECOND QUARTER FINANCIAL FORECAST  
RECOMMENDED BUDGET AMENDMENTS**

	<b>FY2010-11 ADOPTED BUDGET</b>	<b>FY2010-11 AMENDED BUDGET as of 12/31/10</b>	<b>FY2010-11 SECOND QUARTER FINANCIAL FORECAST</b>	<b>BUDGET AMENDMENT</b>
<b><u>MAJOR STREET FUND (202)</u></b>				
<b>REVENUE:</b>				
202-000.00-546.000 GAS & WEIGHT TAX	\$900,000	\$900,000	\$800,000	(\$100,000)
<b>TOTAL REVENUE</b>	<b>\$900,000</b>	<b>\$900,000</b>	<b>\$800,000</b>	<b>(\$100,000)</b>
<b>EXPENDITURES:</b>				
202-451.00-801.000 STREET CONSTR.-CONTRACT SERVICES	\$285,172	\$303,072	\$203,072	(\$100,000)
<b>TOTAL EXPENDITURES</b>	<b>\$285,172</b>	<b>\$303,072</b>	<b>\$203,072</b>	<b>(\$100,000)</b>
<b><u>LOCAL STREET FUND (203)</u></b>				
<b>REVENUE:</b>				
203-000.00-546.000 GAS & WEIGHT TAX	\$300,000	\$300,000	\$260,000	(\$40,000)
<b>TOTAL REVENUE</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$260,000</b>	<b>(\$40,000)</b>
<b>EXPENDITURES:</b>				
203-990.00-990.000 CONTINGENCY	\$50,062	\$50,062	\$10,062	(\$40,000)
<b>TOTAL EXPENDITURES</b>	<b>\$50,062</b>	<b>\$50,062</b>	<b>\$10,062</b>	<b>(\$40,000)</b>
<b><u>DOWNTOWN DEVELOPMENT AUTHORITY FUND (280)</u></b>				
<b>REVENUE:</b>				
280-000.00-699.281 TRANSFERS IN - TIFA	\$2,000	\$2,000	\$6,000	\$4,000
<b>TOTAL REVENUE</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$6,000</b>	<b>\$4,000</b>
<b>EXPENDITURES:</b>				
280-836.00-801.178 CONTRACT SERVICES - ART-A-LICIOUS	\$0	\$0	\$4,000	\$4,000
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$4,000</b>
<b><u>DDA-TIF FUND (281)</u></b>				
<b>EXPENDITURES:</b>				
281-965.00-585.000 CONTRIB - AUTO PARKING FUND	\$0	\$0	\$5,000	\$5,000
281-990.00-990.000 CONTINGENCY	\$25,983	\$25,983	\$20,983	(5,000)
<b>TOTAL EXPENDITURES</b>	<b>\$25,983</b>	<b>\$25,983</b>	<b>\$25,983</b>	<b>\$0</b>
<b><u>AUTO PARKING FUND (585)</u></b>				
<b>REVENUE:</b>				
585-000.00-698.000 SALE OF BONDS/NOTES	\$2,735,000	\$2,735,000	\$0	(\$2,735,000)
585-000.00-699.599 CONTRIB.-SPECIAL ASSESSMENT	\$0	\$0	\$60,000	60,000
<b>TOTAL REVENUE</b>	<b>\$2,735,000</b>	<b>\$2,735,000</b>	<b>\$60,000</b>	<b>(\$2,675,000)</b>
<b>EXPENDITURES:</b>				
585-546.00-975.000 CAPITAL IMPROVEMENTS	\$2,671,000	\$2,671,000	\$0	(\$2,671,000)
585-546.00-801.000 CONTRACT SERVICES	\$35,000	\$40,000	\$36,000	(4,000)
<b>TOTAL EXPENDITURES</b>	<b>\$2,706,000</b>	<b>\$2,711,000</b>	<b>\$36,000</b>	<b>(\$2,675,000)</b>

**CITY OF ADRIAN  
 FY 2010-11 BUDGET  
 SECOND QUARTER FINANCIAL FORECAST  
 RECOMMENDED BUDGET AMENDMENTS**

	<b>FY2010-11 ADOPTED BUDGET</b>	<b>FY2010-11 AMENDED BUDGET as of 12/31/10</b>	<b>FY2010-11 SECOND QUARTER FINANCIAL FORECAST</b>	<b>BUDGET AMENDMENT</b>
<b><u>TRANSPORTATION FUND</u></b>				
<b>REVENUE:</b>				
588-000.00-675.000 DONATIONS - PRIVATE	\$0	\$0	\$23,000	\$23,000
<b>TOTAL REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,000</b>	<b>\$23,000</b>
<b>EXPENDITURES: FIXED ROUTE PROGRAM</b>				
588-599.02-702.000 WAGES	\$0	\$0	\$19,021	\$19,021
588-599.02-715.000 SOCIAL SECURITY	0	0	1,455	1,455
588-599.02-719.000 UNEMPLOYMENT COMP	0	0	267	267
588-599.02-851.000 TELEPHONE	0	0	678	678
588-599.02-914.000 WORKERS' COMP	0	0	1,579	1,579
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,000</b>	<b>\$23,000</b>
<b><u>MOTOR VEHICLE POOL FUND REVENUE (662)</u></b>				
<b>REVENUE:</b>				
662-000.00-639.699 EQUIPMENT RENT-FEE ESTATE	\$4,690	\$4,690	\$0	(\$4,690)
662-000.00-676.205 CONTRIBUTION - FEE ESTATE	0	0	20,000	20,000
662-000.00-676.283 CONTRIBUTION - VIBRANT CITY GRANT	0	0	300	300
662-000.00-676.598 CONTRIBUTION - STORM WATER UTILITY	0	0	5,000	5,000
662-000.00-685.000 SALE OF EQUIPMENT	0	0	7,000	7,000
<b>TOTAL REVENUE</b>	<b>\$4,690</b>	<b>\$4,690</b>	<b>\$32,300</b>	<b>\$27,610</b>
<b>EXPENDITURES:</b>				
588-990.00-990.000 CONTINGENCY	\$0	\$2,274	\$29,884	\$27,610
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$2,274</b>	<b>\$29,884</b>	<b>\$27,610</b>

**R11-011**

February 7, 2011

**RE: DEPARTMENT OF FINANCE – FY2010-11 SECOND QUARTER BUDGET AMENDMENTS**

**RESOLUTION**

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

WHEREAS, the Financial Forecast, prepared by the City of Adrian's Finance Department, has identified several variances between current projections and Estimated Revenues and Appropriations, included in the Adopted and Amended FY2010-11 Budget, and recommends appropriate budget amendments; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission authorizes the Department of Finance to amend the FY 2010-11 Budget in accordance with the attached schedule entitled City of Adrian FY2010-11 Second Quarter Recommended Budget Amendments.

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

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

R-4

**R11-012**

February 7, 2011

**RE: ASSESSOR'S OFFICE – Appoint Member to the Board of Review**

**RESOLUTION**

WHEREAS, the term of office of Richard Abraham on the Board of Review has expired, which has created a vacancy; and

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

WHEREAS, Mr. John Dudas, 1265 Berkshire Ct., has expressed a willingness to serve on the Board of Review if appointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the appointment of Mr. Dudas to the Board of Review.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the appointment of John Dudas to the Board of Review for a 3-year term to expire in 2014.

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



# MISCELLANEOUS

**Adrian Senior Center**  
**Quarterly Facility Usage Report**  
**October - December 2010**

Room/Program	Oct	Nov	Dec	TOTAL
<b>Gym</b>				
Line Dancing Advanced	77	101	86	264
Line Dancing Beginning	80	98	74	252
Line Dancing - Friday Advanced	62	28	45	135
Line Dancing - Friday Beginning	60	41	49	150
RC Flyers	40	42	45	127
Shuffleboard Daily	26	35	22	83
Startercise	408	378	321	1,107
Friday Musicians	123	48	72	243
Gym Walkers			31	31
Other		400	18	418
<b>TOTAL GYM</b>	<b>876</b>	<b>1,171</b>	<b>763</b>	<b>2,810</b>
<b>Room 1</b>				
Advisory Board Meeting	20	22	20	62
Bible Study	31	33	29	93
Bridge Basics	41	22		63
Cards Daily	40	21	17	78
Cards - Euchre Tourny	21	23	20	64
Cards - Monday Night	86	125	27	238
Cards - Pepper Tourny	24			24
China Painting	17	25		42
FGP Inservice	27		28	55
Hymn Sing	31	35	32	98
Massage & Candelng	22	19		41
Matter of Balance	82	37		
Red Hat Society Meetings	12	12	14	38
Other	20	26	53	99
<b>TOTAL ROOM 1</b>	<b>474</b>	<b>400</b>	<b>240</b>	<b>995</b>
<b>Craft Room</b>				
Daily Computer Use	32	43	60	135
Exercise Equipment	34	17	27	78
Puzzles	38	67	86	191
Wii Games	39	32	66	137
Wood Burning	29	30	20	79
<b>TOTAL CRAFT ROOM</b>	<b>172</b>	<b>189</b>	<b>259</b>	<b>620</b>
<b>Game Room</b>				
Pool - Daily	290	243	336	869
Pool Tourny - Tuesday	9	21	19	49
Pool Tourny - Wednesday	13	25	13	51
<b>TOTAL GAME ROOM</b>	<b>312</b>	<b>289</b>	<b>368</b>	<b>969</b>
<b>Room 4</b>				
Hand Chimes	33	59	12	104
Other	7	33	27	67
<b>TOTAL ROOM 4</b>	<b>40</b>	<b>92</b>	<b>39</b>	<b>171</b>
<b>Lounge</b>				
Blood Pressure w/Gt Lakes	32	43	31	106
Blood Pressure w/Pat Anderson	27	25	19	71
Book Club	16	14	15	45
Massages			25	25
Movie Matinee	10	10	15	35
Other		7		7
<b>TOTAL LOUNGE</b>	<b>85</b>	<b>99</b>	<b>105</b>	<b>289</b>
<b>Cafeteria</b>				
Meals	1,315	1,354	1,145	3,814
Birthday Party	83	84	69	236
Holiday Party	83	88	107	278
Special Events/Other Usage	70	73	65	208
<b>TOTAL CAFETERIA</b>	<b>1,551</b>	<b>1,599</b>	<b>1,386</b>	<b>4,536</b>
<b>TOTAL SENIOR CENTER USAGE</b>	<b>3,510</b>	<b>3,839</b>	<b>3,160</b>	<b>10,509</b>
New Clients	37	16	6	59

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### Adrian Senior Center Facility Usage Report 2010

Room/Program	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
<b>Gym</b>													
Line Dancing Advanced	54	51	84	88	81	70	13		82	77	101	86	787
Line Dancing Beginning	74	65	117	85	72	75	10		101	80	98	74	851
Line Dancing - Friday Advanced					15				28	62	28	45	178
Line Dancing - Friday Beginning									37	60	41	49	187
RC Flyers	66	54	103	65	59	62	34	60	61	40	42	45	691
Shuffleboard Daily		12		25	22	33	21	18	20	26	35	22	234
Startercise	369	338	513	248	376	432	312	364	405	408	378	321	4,464
Friday Musicians	134	158	186	163	131	114	106	144	112	123	48	72	1,491
Other			22	59	50						400	49	580
<b>TOTAL GYM</b>	<b>697</b>	<b>678</b>	<b>1,025</b>	<b>733</b>	<b>806</b>	<b>786</b>	<b>496</b>	<b>586</b>	<b>846</b>	<b>876</b>	<b>1,171</b>	<b>763</b>	<b>9,463</b>
<b>Room 1</b>													
Advisory Board Meeting	21	14	20	20	19	20	21	21	20	20	22	20	238
Bible Study	37	18	43	34	22	17	28	17	26	31	33	29	335
Bridge - Basics									34	41	22		97
Cards - Daily				14			34	28	42	40	21	17	196
Cards - Euchre Tourny	10	20		24	24			28	22	21	23	20	192
Cards - Monday Night			117	93	82	79	54	112	66	86	125	27	841
Cards - Pepper Tourny	12		26	24			21	20	24	24			151
China Painting	16	18	24	20	8				18	17	25		146
FGP Inservice	27	27	27	28	28	12		28	32	27	35	28	264
Hymn Sing	25	7	27	31	20	16	22	10	22	31	35	32	278
Massage & Candelring									38	82	37		163
Matter of Balance	6		14	12	9	15		13	14	12	12	14	140
Red Hat Society Meetings	13	12	6	13	47	9			10	20	26	53	288
Other	20	84	304	313	259	168	180	277	368	474	400	240	3,329
<b>TOTAL ROOM 1</b>	<b>187</b>	<b>200</b>	<b>304</b>	<b>313</b>	<b>259</b>	<b>168</b>	<b>180</b>	<b>277</b>	<b>368</b>	<b>474</b>	<b>400</b>	<b>240</b>	<b>3,329</b>
<b>Craft Room</b>													
Daily Computer Use	16	21	31	11		26	32	32	25	32	43	60	329
Exercise Equipment	49	48	66	54	49	10	29	19	33	34	17	27	435
Puzzles	30	36	92	64	55	44	29	31	24	38	67	86	596
Wii Games	84					54	54	80	64	39	32	66	419
Wood Burning	20	20	35	23	24	26	21	33	23	29	30	20	304
Other	6	8		4	1		2						21
<b>TOTAL CRAFT ROOM</b>	<b>205</b>	<b>133</b>	<b>224</b>	<b>156</b>	<b>129</b>	<b>106</b>	<b>165</b>	<b>197</b>	<b>169</b>	<b>172</b>	<b>189</b>	<b>259</b>	<b>2,104</b>
<b>Game Room</b>													
Pool - Daily	322	279	390	291	275	297	326	321	346	290	243	336	3,716
Pool Tourny - Tuesday	29	20	15	11	25	20	13	12	9	9	21	19	203
Pool Tourny - Wednesday	20	20	25	10	27	22	23	21	22	13	25	13	241
Other	24								16				40
<b>TOTAL GAME ROOM</b>	<b>395</b>	<b>319</b>	<b>430</b>	<b>312</b>	<b>327</b>	<b>339</b>	<b>362</b>	<b>354</b>	<b>393</b>	<b>312</b>	<b>289</b>	<b>368</b>	<b>4,200</b>

Room/Program	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
<b>Room 4</b>													
Hand Chimes	5	6	42	9					25	33	59	12	191
Wii Games		63	81	62	44	19						27	269
Other									7		33		67
<b>TOTAL ROOM 4</b>	<b>5</b>	<b>69</b>	<b>123</b>	<b>71</b>	<b>44</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>40</b>	<b>92</b>	<b>39</b>	<b>527</b>
<b>Lounge</b>													
Blood Pressure w/Gt Lakes	25	24	25	25	30	24	32		35	32	43	31	326
Blood Pressure w/Pat Anderson	21	21	28	12	16	21	19	29	25	27	25	19	263
Book Club	12	7	15	14	13	15	15		17	16	14	15	168
Cards Daily	32		18		24								74
Movie Matinee	6	2	6	8	10	3	2	7	6	10	10	15	85
Taxes		69	15										84
Other	3	5									7	25	40
<b>TOTAL LOUNGE</b>	<b>99</b>	<b>128</b>	<b>107</b>	<b>59</b>	<b>93</b>	<b>63</b>	<b>68</b>	<b>51</b>	<b>83</b>	<b>85</b>	<b>99</b>	<b>105</b>	<b>1,040</b>
<b>Cafeteria</b>													
Meals	1,305	1,023	1,495	1,386	1,330	1,343	1,421	1,361	1,254	1,315	1,354	1,145	15,732
Birthday Party	58	61	68	69	88	70	68	82	81	83	84	69	881
Holiday Party							77			83	88	107	355
Cards	75	62											137
Special Events/Other Usage		105	20	150	136	64			23	70	73	65	706
<b>TOTAL CAFETERIA</b>	<b>1,438</b>	<b>1,251</b>	<b>1,583</b>	<b>1,605</b>	<b>1,554</b>	<b>1,477</b>	<b>1,566</b>	<b>1,443</b>	<b>1,358</b>	<b>1,551</b>	<b>1,599</b>	<b>1,386</b>	<b>17,811</b>
<b>TOTAL SENIOR CENTER USAGE</b>	<b>3,026</b>	<b>2,778</b>	<b>3,796</b>	<b>3,249</b>	<b>3,212</b>	<b>2,958</b>	<b>2,837</b>	<b>2,908</b>	<b>3,242</b>	<b>3,510</b>	<b>3,839</b>	<b>3,160</b>	<b>38,515</b>
<b>New Clients</b>	<b>19</b>	<b>7</b>	<b>11</b>	<b>13</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>15</b>	<b>21</b>	<b>37</b>	<b>16</b>	<b>6</b>	<b>164</b>