

**ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
MONDAY,
February 6, 2012**

The City Commission will meet for a pre-meeting study session on Monday, February 6, 2012 at 5:30 p.m. in the City Chambers Building, 159 E. Maumee St., to discuss the following:

- I. Discussion of "Pilot" properties.
- II. Discussion of preliminary revenue projections.
- III. Other items as time permits.

COMMISSION AGENDA



AGENDA
ADRIAN CITY COMMISSION
February 6, 2012
7:00PM

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE January 17, 2012 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. PUBLIC COMMENT ON AGENDA ITEMS
- VI. COMMUNICATIONS
 1. **C-1. Finance.** City of Adrian FY2011-12 Second Quarter Financial Forecast.
 2. **C-2. Finance.** State Revenue Sharing Update.
 3. **C-3. Finance.** FY2012-13 Preliminary Revenue Estimates.
 4. **C-4. Finance.** Downtown Development Authority – FY2011-12 Second Quarter Financial Reports.
 5. **C-5. Finance.** 2012 Finance Calendar.
- VII. CONSENT AGENDA
 1. **CR12-001. Engineering.** Resolution certifying costs and directing the City Assessor to prepare a Special Assessment roll for SAD # 383 – Bent Oak from Riverside to City Limits.
 2. **CR12-002. Engineering.** Resolution setting a public hearing date to hear and consider comments to the Special Assessment Roll for SAD # 383 – Bent Oak from Riverside to City Limits.
 3. **CR12-003. Engineering.** Resolution to authorize the reallocation of \$100,000 of unspent Storm Water Utility funds for the purpose of underwriting the cost of a comprehensive Catch Basin Cleaning Project.
 4. **CR12-004. Assessor.** Resolution to appoint Robert Near to another 3-year term on the Board of Review.
- VIII. REGULAR AGENDA
 1. **R12-008. Finance.** Resolution to authorize the Department of Finance to amend the FY2011-12 Budget in accordance with the schedule entitled City of Adrian FY2011-12 Second Quarter Recommended Budget Amendments.

2. **R12-009. Information Technology.** Resolution to waive the bid process and to authorize the upgrade of multiple BS&A Software Systems, including Property-Based systems.NET, Financial Management Systems, Fixed Asset System, and Field Inspection.NET at a first-year (FY2011-12) cost of \$33,460 and a second-year (FY2012-13) cost of \$39,040.
3. **R12-010. Parks & Recreation.** Resolution to accept a Kiwanis grant in the amount of \$25,000 to be used for the development of the W. Maumee trailhead/Kiwanis Plaza.

IX. MISCELLANEOUS

1. Adrian Fire Department Annual Report.
2. Planning Commission Minutes.

X. PUBLIC COMMENT

XI. COMMISSIONERS COMMENTS

MINUTES



**MINUTES
ADRIAN CITY COMMISSION
JANUARY 17, 2012
7:00 P.M.**

Official proceedings of the January 17, 2012 regular meeting of the City Commission, Adrian, Michigan.

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

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

ABSENT: Commissioner Warren

Mayor DuMars in the Chair.

Commissioner Faulhaber motioned to excuse Commissioner Warren; seconded by Commissioner Carrico, motion carried by a unanimous vote.

Commissioner Berryman Adams moved to approve the minutes of the January 3, 2012 regular meeting of the Adrian City Commission, seconded by Commissioner Jacobson, motion carried by a unanimous vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund	
Voucher # 3565 through # 3570	\$81,768.44
General Fund	
Vouchers # 20790 through # 20799	\$210,034.67
Clearing Account Vouchers	
amounting to	\$336,092.04
TOTAL EXPENDITURES	<u>\$627,895.15</u>

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

PUBLIC COMMENT

There were no public comments.

REGULAR AGENDA

RESOLUTIONS

RESOLUTION R12-003

RE: ENGINEERING DEPT. – Abandonment of Alley Access between E. Maple St. and E. Front St. between 300 N. Main St. and 123 E. Front St./124 E. Maple Ave.

WHEREAS, during the paving of alleys around the City of Adrian several alleys were discovered that were platted but no longer function as alleys; and

WHEREAS, the City Administrator and City Engineer have determined that it would not negatively impact the city to vacate this alley as it is an unmaintained alley and does not receive funds from Act 51.

NOW, THEREFORE, BE IT RESOLVED that the City Commission finds and determines it is in the best interest of the City to abandon this alley described as follows:

City of Adrian, Lenawee County, Michigan, Assessor's Plat No. 1 and the Original Plat, COMMENCING at the Northwest corner of Lot 1 Blk 2, thence South 63° 46' East 204.00 feet to the Northwest corner of the alley, thence South 63° 46' East 20.00 feet, thence South 26° 19' West 149.00 feet, thence North 63° 46' West 20.00 feet, thence North 26° 19' East 149.00 feet returning to the Northwest corner of the alley.

and; be it

FURTHER RESOLVED, that the City Commission will meet in the City Chambers, at 159 E. Maumee St., Adrian, MI, on Monday, February 20, 2012, at 7:00p.m. for the purpose of hearing and considering comments to abandoning the alley as described above.

Commissioner Gallatin asked who would take care of the abandoned property; Administrator Nelson said that the property is evenly divided between the properties adjacent to the alley.

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

RESOLUTION R12-004

RE: ENGINEERING DEPT. – Abandonment of alley abutting properties on Terrace Ave., University Ave. and W. Maumee St.

WHEREAS, during the paving of alleys around the City of Adrian several alleys were discovered that were platted but no longer function as alleys; and

WHEREAS, the City Administrator and City Engineer have determined that it would not negatively impact the city to vacate this alley as it is an unmaintained alley and does not receive funds from Act 51.

NOW, THEREFORE, BE IT RESOLVED that the City Commission finds and determines it is in the best interest of the City to abandon this alley with provisions for a storm water utility access easement described as follows:

City of Adrian, Lenawee County, Michigan, Plat of College Terrace, COMMENCING at the Easternmost corner of Lot 1, thence North 55° 46' 55" West 224.78 feet along the North line of Lots 1 and part of Lot 2, thence North 88° 0' 28" West 288.60 feet

along the North line of part of Lot 2 and Lots 3 through 7 to the Northwest corner of Lot 7, thence North 00° 26' 56" East 16.00 feet to the Southwest corner of Lot 28, thence South 88° 02' 28" East along the South line of Lots 28 through 23, thence South 55° 46' 55" East along the Southwest line Lots 22 through 18 and 25 feet along the Southwest line of Lot 17, thence North 87° 58' 41" West to the Point of Beginning.

The City of Adrian shall have the right to enter and be upon said premises for the purpose of repairing or maintaining the storm sewer located thereon when in its judgment the said storm sewer requires any such maintenance or repair.

Whenever repairs or maintenance of the said storm sewer is required, access thereto shall be obtained outside the said premises if possible. If not possible to obtain access outside of said premises, then access may be gained thereto on said premises. Whenever entry shall be required, the City shall restore the premises to their condition prior to entry.

As part of this vacating of the above named alley, no building shall be constructed on or over the above storm sewer line or within 10' each side of the center of the pipe.

and; be it

FURTHER RESOLVED, that the City Commission will meet in the City Chambers, at 159 E. Maumee St., Adrian, MI, on Monday, February 20, 2012, at 7:00p.m. for the purpose of hearing and considering comments to abandoning the alley as described above.

Commissioner Gallatin asked what would happen if any of the adjacent residents did not want the extra property; Administrator Nelson stated that it could be given to another adjacent property.

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

RESOLUTION 12-005

RE: Resolution to give the City Administrator authority to enter into agreements with licensed real estate agents

WHEREAS, the City of Adrian is the owner of numerous parcels of real estate; and

WHEREAS, from time to time, inquiries are received by the City Administrator from licensed real estate agents as to whether or not a commission would be paid by the City in the event an offer for the purchase of a city owned parcel is submitted and accepted by the City; and

WHEREAS, there is no current policy in place for the City Administrator to respond to such requests, causing delay and uncertainty for a prospective purchaser and real estate agents.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City Administrator is authorized to enter into agency, one-time listing agreements, and exclusive listing agreements with licensed real estate agents with commissions not to exceed 5% of a sales

price, provided that all sales agreements must be approved by the City Commission and a closing must occur before payment of a commission is tendered.

Mayor DuMars stated that there was a change recommended to the proposed resolution and that was to remove the wording "not to exceed 5% of the sale price". The resolution was adopted with this change in wording.

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

RESOLUTION 12-006

RE: DOWNTOWN DEVELOPMENT AUTHORITY – Resolution to accept the bid for repairs to 101-109 E. Maumee Street

WHEREAS, the Adrian City Commission, on December 5, 2011 via resolution R11-145 authorized the expenditure of up to \$40,000 of the DDA Undesignated Fund Balance for the repair of the roof and board windows to prevent further water damage to 101-109 E. Maumee; and

WHEREAS, per Public Act 197 of 1975, the DDA is a corporate entity of the City of Adrian and, therefore, is subject to the direction of the Adrian City Commission; and

WHEREAS, the City of Adrian Purchasing Office received sealed bids on Thursday, January 5, 2012 for work to secure the buildings at 101 and 109 E. Maumee Street; and

WHEREAS, only one bid was received, from A. J. Baylon Construction, of Adrian, Michigan for the amounts of \$15,423 to repair 101 E. Maumee Street, and \$24,576 to repair 109 E. Maumee Street, for a total bid of \$39,999; and

WHEREAS, the DDA Board and City Administrator recommend that the bid be awarded to A. J. Baylon Construction of Adrian, Michigan; and

WHEREAS, the Finance Director has indicated funds are available in the DDA Undesignated Fund Balance (281-290.00-975.000).

NOW THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes selection of the sole bidder, A. J. Baylon Construction, Adrian, Michigan and also authorizes engagement of said bidder in the City's Standard Professional Services Contract to provide necessary improvements to downtown buildings located at 101-109 E. Maumee in order to prevent further deterioration and allow for future marketing.

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

RESOLUTION 12-007

RE: DEPARTMENT OF PARKS & RECREATION – Authorization to Contract for Tree Care Services

WHEREAS, the Department of Parks & Recreation wishes to contract for tree care services, effective February 1, 2012 through December 31, 2013; and

WHEREAS, the Department of Parks & Recreation wishes to have the option of contracting for these services for one additional year if the Contractor's performance is satisfactory, and if a mutually agreed upon rate can be established at the end of the initial contract, and

WHEREAS, the City of Adrian Purchasing Office, in conjunction with the Department of Parks & Recreation, received sealed bids on Tuesday, December 22, 2011 for tree maintenance and removal on City streets and in City parks; and

WHEREAS, twenty firms were invited to bid, with five responding as follows, for a two person aerial crew with specified equipment:

<u>Vendor</u>	<u>Location</u>	<u>2012 Reg. Hrly Rate</u>	<u>2012 Prem. Hrly Rate</u>	<u>2013 Reg Hrly Rate</u>	<u>2013 Prem. Hrly Rate</u>
Nelson Tree Service	Dayton, OH	\$93.21	\$125.25	\$94.99	\$127.84
Wright Tree Service	Des Moines, IA	\$95.34	\$116.51	\$97.68	\$119.49
Trees, Inc.	Kentwood, MI	\$99.65	\$152.46	\$104.63	\$160.08
Quality Tree Service	Kent City, MI	\$175.00	\$350.00	\$175.00	\$350.00
ProCare Tree Service	Byron Center, MI	\$188.00	\$220.00	\$188.00	\$220.00;and

WHEREAS, Nelson Tree Service has the low bid for regular time but not the low bid for premium time, and based on the budgeted amount of regular tree work annually they would have the low over-all bid so long as no more than 231 hours of premium time are used, which no premium time has been used in the past two years; and

WHEREAS, the Parks & Recreation Director and City Administrator recommend selection of the low bidder, Nelson Tree Service, Dayton, OH, as the preferred bidder and engagement in the City's Standard Professional Services Contract to provide for tree maintenance and removal on City streets and in City parks, for a contract period of twenty-three months, with a one-year extension depending on satisfactory performance; and

WHEREAS, the Finance Director indicates that funding for this proposal is available in the Fee Estate Fund (205-699.00-801.000) and the General Fund – Parks & Forestry Budget (101-697.00-801.000).

NOW THEREFORE BE IT RESOLVED, that the Adrian City Commission by this resolution hereby authorizes selection of the low bidder, Nelson Tree Service, Dayton, OH, as the preferred bidder and engagement in the City's Standard Professional Services Contract to provide for tree maintenance and removal on City streets and in City parks for a contract period of twenty-three months, effective February 1, 2012, with a one-year extension depending on satisfactory performance.

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

MISCELLANEOUS

1. Adrian D.A.R.T. Passenger Ridership Report

2. Adrian Fire Department Monthly Report
3. Departmental Report
4. Oakwood Cemetery Comparison Reports
5. Adrian Senior Center Activity Reports

PUBLIC COMMENTS

1. Allen Kern – 1249 Vine Street – asked whether the building inspector regularly inspects downtown buildings as that they don't get in such bad shape. Administrator Nelson stated that the City is working on a vacant building ordinance to address this situation.

COMMISSIONER COMMENTS

1. Commissioner Carrico apologized for his comments at the January 3rd Commission meeting; he did not mean to insinuate that staff was neglectful in how the Joy Rd flooding issue was handled.

The next regular meeting of the Adrian City Commission will be held on Monday, February 6, 2012 at 7:00 p.m. in the City Chambers Building, 159 E. Maumee St., Adrian, MI 49221.

Greg DuMars
Mayor

Pat Baker
City Clerk

CHECK REGISTER



February 6, 2012

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

David C. Wilson
City Administrator

Exhibit 100

These VEDs and disbursements are and they are hereby authorized for warrants needed to be drawn on the City Treasurer by the following:

Utility Department Vouchers

Vouchers # 3574 through # 3576 \$210,461.00

General Fund

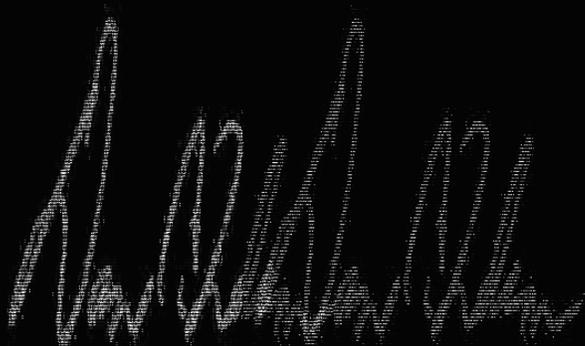
Vouchers # 20000 through # 20008 \$472,000.00

Checking Account Vouchers

amounting to \$207,700.00

TOTAL EXPENDITURES

\$890,161.00



On motion by Commissioner

Seconded by

Commissioner

The resolution was

by a

vote

Feb. 6, 2012

UTILITIES FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
3571	\$78,292.19	City of Adrian	Dec. Expenses
3572	\$3,979.56	Citizens Gas Fuel Co	Various Heat Bills
3573	\$38.29	Frontier	Telephone Bills
3574	\$161,170.83	City of Adrian Clearing	Jan 17 Ck Register
3575	\$4,799.06	Consumers Energy	Various Electric Bills
3576	\$321.90	City of Adrian Utilities	Various Water Bills
3577	\$69,108.55	City of Adrian Payroll	Payroll 01/20/12
3578	\$53,921.95	Consumers Energy	Various Electric Bills
	\$371,632.33		
	-\$161,170.83	CK 3574	
	\$210,461.50	TOTAL	

Water	\$261,383.38
WW	\$110,248.95

Feb. 6, 2012

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
20800	\$ 45.00	Lenawee County District Court	Filing Fee
20801	\$ 45.00	Lenawee County District Court	Filing Fee
20802	\$ -	City of Adrian Utilities	EFT Transfer
20803	\$ 157.01	Glenn Preston	Hosp Ins Refund
20804	\$ 35.68	Kristin Bauer	Hosp Ins Refund
20805	\$ -	City of Adrian Utilities	EFT Transfer
20806	\$ 15.00	Lenawee Cty Register Deeds	Jeopardy-Sears
20807	\$ 3,913.25	Quick Service Transportation	Payroll w/e Jan 14
20808	\$ 3,590.65	Citizens Gas Fuel Co	Various Heat Bills
20809	\$ 205.21	Frontier	Various Phone Bills
20810	\$ 133,261.93	City of Adrian Clearing	Ck Register Jan 17
20811	\$ -	City of Adrian Utilities	EFT Transfer
20812	\$ 30,638.87	Consumers Energy	Various Electric Bills
20813	\$ 2,455.25	City of Adrian Utilities	Various Water bills
20814	\$ 285,707.69	City of Adrian Payroll	Payroll w/e 01/20/12
20815	\$ 17,423.77	First Federal Bank	Soc. Sec. w/e 01/20/12
20816	\$ 13.21	Tom Ray	Hosp Ins Refund
20817	\$ 35.69	Glenn Preston	Hosp Ins Refund
20818	\$ 26.00	Nancy Paul	Refund-Line Dancing
20819	\$ 78,573.86	Blue Cross Blue Shield	Feb Insurance
20820	\$ -	City of Adrian Comm Devel	EFT Transfer
20821	\$ -	City of Adrian Comm Devel	EFT Transfer
20822	\$ 3,906.50	Quick Service Transportation	Payroll w/e 01/21
20823	\$ 6,914.62	City of Adrian Payroll	Paroll 01/27/12
20824	\$ 130.84	First Federal Bank	Soc. Sec. w/e 01/27/12
20825	\$ -	City of Adrian Utilities	EFT Transfer
20826	\$ -	City of Adrian Utilities	EFT Transfer
20827	\$ 31,442.30	Avery Oil	No Lead and Diesel Fuel
20828	\$ 2,297.98	Consumers Energy	Various Electric Bills
20829	\$ 6,477.75	Citizens Gas Fuel Co	Various Heat Bills
20830	\$ 544.57	Frontier	Various Telephone Bills
	\$ 605,357.38		
	\$ (133,261.93)	Less: CK# 20810	
	\$ 472,095.45		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. ABSOPURE WATER COMPANY	21.50		
2. ADRIAN AREA CHAMBER OF COMME	150.00		
3. ADRIAN BLISSFIELD RAILROAD C	6,325.00		
4. CITY OF ADRIAN	4,185.24		
5. ADRIAN DESIGN GROUP LLC	3,025.00		
6. ADRIAN LOCKSMITH & CYCLERY	153.00		
7. ADRIAN MECHANICAL SERVICES C	1,084.26		
8. ADRIAN-TECUMSEH FENCE CO	10,839.00		
9. AIRGAS USA, LLC	197.23		
10. AMAZON CREDIT PLAN	222.11		
11. AMERICAN LIBRARY ASSOCIATION	175.00		
12. AMERICAN RED CROSS:LENAWEE C	10.00		
13. AMERICAN SOCIETY OF COMPOSER	320.00		
14. AMERICAN WATER WORKS ASSN	208.28		
15. AMVETS	46.00		
16. APPLE MAT RENTAL	639.25		
17. APPLIED INDUSTRIAL TECHNOLOG	877.80		
18. ARCH WIRELESS	35.26		
19. ARCHBOLD EQUIPMENT CO	38.28		
20. AREA AGENCIES ON AGING	24.00		
21. AUTO ZONE COMMERCIAL	134.81		
22. BADER & SONS CO	115.48		
23. BAKER & TAYLOR BOOKS	908.35		
24. BATTERY WHOLESALE	143.92		
25. BLACK SWAMP EQUIPMENT	207.02		
26. BOOK OF THE MONTH CLUB	40.64		
27. BOOKPAGE	282.00		
28. BUCK & KNOBBY EQUIP CO INC	149.01		
29. BWI	2,468.34		
30. CARGILL SALT, INC.	7,467.32		
31. CDW-G COMPUTER SUPPLIES	829.69		
32. CHAMBERS CONTROL COMPANY	874.00		
33. CHARLOTTE COMM. LIBRARY	19.95		
34. CATHY CHESHER	25.32		
35. CLIFT BUICK-GMC	144.19		
36. COAST TO COAST DELI	69.48		
37. COMPUTER CARE COMPANY, INC.	229.85		
38. CUTLER DICKERSON CO	1,461.30		
39. THE DAILY TELEGRAM	833.33		
40. DEMCO INC	241.60		
41. DETROIT HOME	13.95		
42. DIAMOND DISCS INTERNATIONAL	196.48		
43. DORNBOS SIGN & SAFETY INC	3,483.00		
44. DUNDEE FIRE & SAFETY, INC.	55.85		
45. E & B SALVAGE LLC	18.30		
46. EJ	7,866.42		
47. ETNA SUPPLY COMPANY	848.00		
48. EXECUTONE COMMUNICATIONS LLC	4,729.00		
49. EXTREME GLOW	334.00		
50. FAMILY SERVICE & CHILDREN'S	865.80		
51. FASTENAL COMPANY	457.67		
52. FBINAA	75.00		
53. FEDERAL EXPRESS	39.64		
54. FIRE SERVICE MANAGEMENT	74.80		
55. FISHER SCIENTIFIC COMPANY LL	533.80		
56. FLO-AIRE HEATING & COOLING I	100.00		
57. FOSTER SWIFT COLLINS & SMITH	114.00		
58. GALE	1,780.04		
59. GALL'S INC	797.99		
60. GIS INFORMATION SYSTEMS	1,922.06		
61. GOVERNMENTAL BUSINESS SYSTEM	314.55		
62. GRAINGER INC.	289.27		
63. W W GRAINGER	241.92		
64. GREAT LAKES BOOK DISTRIB	226.28		
65. GREY HOUSE PUBLISHING, INC.	427.05		
66. HASSELBRING CLARK CO.	141.62		
67. HUBBARD'S AUTO CENTER INC	604.38		
68. HUDSON AREA AMBULANCE	200.00		
69. ICMA RETIREMENT CORPORATION	158.68		
70. IMAGE GALLERY	67.80		
71. INFOGROUP	630.00		
72. INFORMATION TODAY INC	99.95		
73. INTERNATIONAL ASSOC OF CHIEF	240.00		
74. J T OVERHEAD DOORS	300.03		
75. JACKSON TRUCK SERVICE INC.	123.99		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. JONES & HENRY ENGINEERS, LTD	1,320.83		
77. KAPNICK INSURANCE GROUP	3,158.10		
78. KELLER THOMA, P.C.	1,945.65		
79. KEMIRA WATER SOLUTIONS INC	3,250.78		
80. KERR PUMP & SUPPLY, INC.	1,884.42		
81. KIPLINGER'S RETIREMENT	89.00		
82. KONICA MINOLTA BUSINESS SOLU	19.07		
83. ALLEN KOVINSKY	1,164.08		
84. BRENT KUBALEK	53.54		
85. WALTER GREG LANFORD	72.01		
86. LANSING SANITARY SUPPLY INC	378.88		
87. LAW ENFORCEMENT EMERGENCY	55.00		
88. LAYS AUTOMATIC TRANSMISSION	1,936.50		
89. LEARNING WORKS & WONDERS	40.70		
90. LEGACY PRINTING	31.31		
91. LENAWEE COUNTY HEALTH DEPT	350.00		
92. LENAWEE COUNTY SHERIFF'S OFF	70.00		
93. LENAWEE COUNTY TREASURER	4,039.21		
94. LENAWEE INTERMEDIATE SCHOOL	136.95		
95. LIBRARY OF MICHIGAN	250.00		
96. LIBRARY RESOURCES GROUP INC	87.00		
97. LISCOMB DISTRIBUTING	520.08		
98. LONG'S SMALL ENGINE SERVICE	28.99		
99. LOWE'S CREDIT SERVICES	65.87		
100. LYDEN OIL COMPANY	1,574.53		
101. MANPOWER OF LANSING MI INC.	491.40		
102. MAPLE CITY GLASS INC.	663.03		
103. MAPLE CITY SWINGERS	255.00		
104. MARSHALL MUSIC CO.	1,608.00		
105. MASSON'S ELECTRIC, INC	3,141.25		
106. MC SPORTS	2,976.82		
107. MCGOWAN ELECTRIC SUPPLY INC	811.40		
108. MCGRAW-HILL BOOK COMPANIES	194.54		
109. MCNAUGHTON-MCKAY ELECTRIC CO	75.22		
110. MD SOLUTIONS, INC	4,999.00		
111. MENIAL TASKS LLC	857.50		
112. MICHIGAN ASSOCIATION	35.00		
113. MICHIGAN ASSOCIATION OF	160.00		
114. MICHIGAN CHAPTER FBINAA	995.00		
115. MICHIGAN ECONOMIC DEVELOPERS	90.00		
116. MICHIGAN METER TECHNOLOGY GR	2,800.75		
117. MICHIGAN OFFICE SOLUTIONS	70.50		
118. MICHIGAN POLICE TRAINING	295.00		
119. STATE OF MICHIGAN	881.00		
120. MICHIGAN TBA DISTRIBUTORS IN	67.92		
121. MICHIGAN TECH UNIVERSITY	30.00		
122. MICROMARKETING LLC	1,347.63		
123. MIDAS AUTO SERVICE EXPERTS	119.95		
124. MIDEASTERN MICH LIBRARY COOP	60.00		
125. MIDWEST COLLABORATIVE FOR	176.13		
126. MIDWEST TAPE	357.83		
127. MONROE SYSTEMS FOR BUSINESS,	141.41		
128. NADA USED CAR GUIDE	98.00		
129. NEXTEL COMMUNICATIONS	570.99		
130. NORON INC	393.00		
131. NORTH EASTERN UNIFORMS & EQU	137.99		
132. OCCUHEALTH - WOLF CREEK	20.00		
133. OCE IMAGISTICS INC	327.56		
134. OHIO CAT	70.24		
135. OLIVER OF ADRIAN, INC.	150.00		
136. ORIENTAL TRADING CO. INC.	1,039.65		
137. LYNN PEAVEY CO	211.00		
138. PITNEY BOWES INC	636.00		
139. PLATINUM PLUS	2,060.94		
140. POLARIS LIBRARY SYSTEMS, INC	1,990.06		
141. PRO-MED UNIFORM	86.99		
142. QUALITY BOOKS INC	68.96		
143. QUICK SERVICE TRANSPORTATION	2,041.71		
144. QUILL CORPORATION	1,232.39		
145. RACO INDUSTRIES LLC	176.65		
146. RAY PRINTING CO. INC	1,310.01		
147. RECORDED BOOKS LLC.	156.40		
148. RED PAINT PRINTING LLC	93.50		
149. ROCHESTER HILLS PUBLIC LIBRA	18.95		
150. CHARLES SCHMENK	80.00		

COMMUNICATIONS





MEMO

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

DATE: January 16, 2012

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

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

SUBJECT: City of Adrian FY2011-12 Second Quarter Financial Forecast

Please find attached the Second-Quarter Financial Forecast for the City of Adrian for Fiscal Year 2011-12. As of December 31, 2011, actual General Fund Revenue - \$7,723,933 - exceeded expenditures - \$4,431,180 by \$3,292,753. However, this favorable variance is due to the timing of the Summer tax collection, which will be drawn down during the balance of the fiscal year. Based on the 2nd Quarter Report, forecasted expenditures - \$10,001,991 - are expected to exceed estimated revenues - \$9,983,644 - by \$(18,347).

Revenues are forecasted to exceed budget by \$98,653. The revenue favorability is primarily due to recognition of revenue derived from the Economic Vitality Incentive Program (EVIP), which the City of Adrian has met eligibility requirements. These funds were not included in the Adopted Budget due to the uncertainty of the eligibility requirements, which had not yet been developed. The program components, Transparency, Collaboration and Compensation, have now been clearly defined and the City of Adrian has reached compliance with the creation of a Dashboard and Citizens Guide on its website and a Collaboration Plan, which has been submitted to the State Department of Treasury. In addition, a Compensation Plan has also been submitted to qualify for the final component.

Additional revenue not contemplated in the FY2011-12 Adopted Budget includes \$2,500 related to enforcement of State Tax Commission regulations by the City Assessor regarding Principle Residence Exemptions and \$11,000 related to the aggressive collection of Delinquent Property Taxes by the City Treasurer. The overall increase in revenue is partially offset by shortfalls associated with Investment Earnings (\$70,000) due to current market rates and discontinuation of the sale of Dog Licenses by the City (\$1,900), due to reduced staffing.

The Adopted Budget has been amended to reflect \$45,442 from Savoy Energy Company for oil lease agreement, \$7,700 from the State for fire protection of State facilities, \$32,032 for the Police Department Justice Assistance Grant to purchase forensic equipment and training, \$10,000 Stubnitz Grant for Tree Planting Program, and \$12,500 transferred from the Swigert Trust Fund to cover the second installment of the \$25,000 commitment to the County Department of Aging to partially fund the renovations at the Piotter Center necessary to accommodate the occupancy of the Day Break Program. In addition, the Expenditure Budget has been amended to reflect \$27,442 for Downtown Christmas decorations, \$25,000 for Library Café, and \$10,839 for Lake Adrian fencing.

Expenditures, on the other hand, are forecasted to be (\$117,000) unfavorable due to the following anticipated budget variances:

- 1) The Finance Department Direct Charges for Accounting Services is reduced (\$80,000) due to the implementation of the Indirect Cost Program.
- 2) The Inspection Department is expected to incur \$13,000 additional expense associated with vehicle rental charges from the Motor Vehicle Pool.
- 3) The Human Resources Department is experiencing additional Contract Services (\$9,000) related to the administration of the Health Reimbursement Program.
- 4) The Other Projects budget has incurred unexpected expenses (\$12,000) related to the acquisition and clean-up of the Adrian Training School property.
- 5) The Elections Unit of the City Clerk's Office has incurred additional operating expenses (\$3,000) associated with the administration of school elections.

Recommended budget amendments will be submitted to reflect these changed conditions, as well as to distribute the Non-Departmental budget adjustment to Departmental Budgets to reflect the estimated savings - \$43,295 - associated with implementation of the Health Reimbursement Account Program, and to reflect a reduction in the City's cost of Health Care due to increased employee contributions - \$177,000.

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

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

- 1) The Major Street Fund is forecasted to be (\$179,875) unfavorable due to planned use of fund balance to cover expenses for projects completed in the previous fiscal year but paid for in the current fiscal year.
- 2) The Local Street Fund is forecasted to be (\$131,669) unfavorable, primarily due to planned use of fund balance (\$200,669) to cover expenses for projects completed in the previous fiscal year but paid for in the current fiscal year, offset by \$60,000 of Special Assessments for Curbs & Gutters.
- 3) The Fee Estate Fund is forecasted to be (\$118,157) unfavorable primarily due to planned use of fund balance to cover expenses for the Riverside Pedestrian Bridge Project partially completed in the previous fiscal year but paid for in the current fiscal year. Congestion Mitigation-Air Quality Grant funds are expected to offset this expenditure.
- 4) The Economic Development Fund is forecasted to be \$6,080 favorable due to an unspent contingency account.
- 5) The Brownfield Redevelopment Authority Fund is forecasted to be favorable \$36,125, primarily due to increased property tax revenue derived from completed projects.
- 6) The Downtown Development Authority (DDA) Fund is forecasted to be \$4,700 favorable, primarily due to a \$4,000 private contribution for the Culinary Arts Project.
- 7) The LDFA-GAIDC Fund is forecasted to be (\$10,489) unfavorable due to planned use of fund balance to maintain current economic development initiatives.
- 8) The Vibrant Small Cities Fund is forecasted to be favorable - \$126,938 – due to delayed reimbursement for past expenses incurred by the State Grant. These funds will be transferred to the Major Street Fund for expenses associated with the Two-Way Street Project.

- 9) Although the Water and Sewer Capital Project Funds currently reflect unfavorable variances, these funds are made whole by the Water and Sewer Operating Funds, respectively, before the books are closed at year-end.
- 10) The Transportation Fund is forecasted to be (\$142) unfavorable due planned use of (\$5,950) fund balance to maintain transportation services, offset by \$3,000 Private Donation for the Fixed Route Program and \$2,500 for Advertising on buses.
- 11) The Sewer Fund is forecasted to be (\$79,263) unfavorable due to planned use of fund balance to maintain wastewater collection and treatment, while maintaining competitive utility rates.
- 12) The Water Fund is forecasted to be (\$5,521) unfavorable due to planned use of (\$50,521) fund balance to maintain water treatment and distribution, while maintaining competitive utility rates, offset by a \$45,000 increase in charges for Taps & Service. .
- 13) The Capital Projects Revolving Fund, used to levy and collect special assessments for Major and Local Street projects, is forecasted to be favorable by \$30,000 due to investment earnings.
- 14) The Motor Vehicle Fund is forecasted to be \$169,306 favorable due to unspent contingency funds and greater than anticipated revenue from Adrian Schools and Lenawee Transportation.

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

Community Development Fund	\$(43,566)	Grant Administration Expenses
DDA-TIF Fund	(110,000)	Façade Program/Auto Parking Contrib.
Auto Parking Fund	(25,725)	Farmers' Market Lot Improvements
Storm Water Utility Fund	(160,521)	Bent Oak Storm Sewer Improvements
Information Technology Fund	<u>(411,171)</u>	Planned draw down on Fund Balance
Total	<u>\$ (750,983)</u>	

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

Future Considerations:

In today's uncertain credit market, there is a legitimate concern regarding the custodial risk associated with over-concentration of cash balances and investments in a few financial institutions. To mitigate the custodial risk, the City's funds are held by a diverse group of financial institutions. The following is a summary of the City's nearly \$6 million portfolio as of November 30, 2011 and the balances in each bank or investment pool:

<u>Institution</u>	<u>Amount</u>
Huntington Bank	\$ 225,304
United Bank & Trust	629,594
Key Bank	510,058
First Federal Bank	7,117,444
Multi-Bank Securities	585,085
MBIA-Class Pool	<u>681,929</u>
Total	<u>\$ 9,749,414</u>

Effective October 3, 2008, the Federal Deposit Insurance Corporation (FDIC) increased the insured balances in each financial institution from \$100,000 to \$250,000. In addition, each of the investments in Multi-Bank Securities is held by a separately insured banking institution. Also, funds held in bank trust departments are not subject to collateral for banking operations but, instead, are held in the name of the depositor and are, therefore, held in safekeeping. Finally, it should be noted that all non-interest bearing

demand deposit accounts are fully insured. In other words, the total secured portion of the aforementioned amount is \$8,807,427, equivalent to 90% percent.

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

CITY OF ADRIAN
FY2011-12 SECOND QUARTER FINANCIAL FORECAST
December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12 ADOPTED BUDGET</u>	<u>FY2011-12 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>	<u>VARIANCE FORECAST TO BUDGET</u>		<u>EXPLANATION</u>
						<u>AMOUNT</u>	<u>PERCENT</u>	
GENERAL FUND REVENUE (101):								
Revenues								
Dept 101.00: CITY COMMISSION								
489.000 Misc. City Promotions	\$100	\$100	\$0	\$0	\$100	\$0	0.0%	
Total - Dept 101.00	\$100	\$100	\$0	\$0	\$100	\$0	0.0%	
Dept 172.00: CITY ADMINISTRATOR								
532.000 ADMINISTRATION INCOME	\$200	\$200	\$0	\$40	\$200	\$0	0.0%	
672.000 OIL LEASE PROCEEDS	0	45,442	45,442	0	45,442	0	0.0%	
695.000 OTHER	0	0	0	80	100	100		
Total - Dept 209.00	\$200	\$45,642	\$45,442	\$120	\$45,742	\$100	0.2%	
Dept 201.00: FINANCE DEPARTMENT								
445.000 PENALTIES & INTEREST ON TAXES	\$70,000	\$70,000	\$0	\$9,873	\$70,000	\$0	0.0%	
480.000 DOG LICENSES	2,000	2,000	0	87	100	(1,900)	-95.0%	
607.000 TAX COLLECTION FEES	220,000	220,000	0	138,356	220,000	0	0.0%	
664.000 INVESTMENT INCOME	140,000	140,000	0	20,282	70,000	(70,000)	-50.0%	Market Rates
676.133 CONTRIB.-INDIRECT COST ALLOCATION	135,215	135,215	0	67,608	135,215	0	0.0%	
685.000 SALE OF EQUIPMENT	5,000	5,000	0	0	5,000	0	0.0%	
695.000 OTHER	0	0	0	120	100	100		
696.000 CASH OVER/SHORT	0	0	0	(73)	(100)	(100)		
Total - Dept 201.00	\$572,215	\$572,215	\$0	\$236,253	\$500,315	(\$71,900)	-12.6%	
Dept 209.00: CITY ASSESSOR								
444.000 PRINCIPLE RES. DENIAL PENALTY	\$2,000	\$2,500	\$500	\$3,527	\$5,000	\$2,500	100.0%	Enhanced Enforcement
488.000 CONTRACT SERVICES REVENUE	100	100	0	0	100	0	0.0%	
Total - Dept 209.00	\$2,100	\$2,600	\$500	\$3,527	\$5,100	\$2,500	96.2%	
Dept 210.00: CITY ATTORNEY								
488.000 CONTRACT SERVICES	\$11,000	\$11,000	\$0	\$5,502	\$11,000	\$0	0.0%	
488.275 CONTRACT SERVICES-CMM DEV	0	1,000	1,000	1,500	2,000	1,000	100.0%	
490.000 LEGAL SERVICES	100	100	0	0	100	0	0.0%	
Total - Dept 210.00	\$11,100	\$12,100	\$1,000	\$7,002	\$13,100	\$1,000	8.3%	
Dept 215.00: CITY CLERK								
454.000 JUNK DEALERS & SCAVENGERS	\$500	\$500	\$0	\$0	\$500	\$0	0.0%	
458.000 VENDORS-HAULERS & PEDDLERS	1,300	1,300	0	0	1,300	0	0.0%	
459.000 AMUSEMENTS	2,500	2,500	0	0	2,500	0	0.0%	
460.000 BOWLING & BILLIARDS	100	100	0	55	100	0	0.0%	
608.000 SCHOOL ELECTION FEES	4,000	4,000	0	0	4,000	0	0.0%	
644.000 PRINTED MATERIALS	100	100	0	(3,435)	100	0	0.0%	
695.000 OTHER	1,100	1,100	0	220	1,100	0	0.0%	
Total - Dept 215.00	\$9,600	\$9,600	\$0	(\$3,160)	\$9,600	\$0	0.0%	

CITY OF ADRIAN
FY2011-12 SECOND QUARTER FINANCIAL FORECAST
December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12 ADOPTED BUDGET</u>	<u>FY2011-12 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>	<u>VARIANCE FORECAST TO BUDGET</u>		<u>EXPLANATION</u>
						<u>AMOUNT</u>	<u>PERCENT</u>	
Dept 226.00: HUMAN RESOURCES								
691.000 VENDING PROCEEDS-WELLNESS	\$100	\$100	\$0	\$0	\$100	\$0	0.0%	
693.000 WELLNESS PROCEEDS	100	100	0	0	100	0	0.0%	
Total - Dept 226.00	\$200	\$200	\$0	\$0	\$200	\$0	0.0%	
Dept 276.00: CEMETERY								
625.000 ENGRAVING	\$1,000	\$1,000	\$0	\$95	\$1,000	\$0	0.0%	
628.000 FOUNDATIONS - CEMETERY	11,000	11,000	0	4,852	11,000	0	0.0%	
629.000 GRAVE OPENINGS	40,000	40,000	0	17,920	40,000	0	0.0%	
630.000 UPKEEP OF CEM LOTS (NOT PC)	10,000	10,000	0	3,475	10,000	0	0.0%	
642.000 PET CEMETERY	100	100	0	0	100	0	0.0%	
643.000 CEMETERY LOTS	2,000	2,000	0	879	2,000	0	0.0%	
676.711 TRANSFER-PERPETUAL CARE FUND	40,000	40,000	0	0	40,000	0	0.0%	
Total - Dept 276.00	\$104,100	\$104,100	\$0	\$27,221	\$104,100	\$0	0.0%	
Dept 301.00: POLICE DEPARTMENT								
455.000 PARKING	\$400	\$400	\$0	\$30	\$400	\$0	0.0%	
506.000 SPS SRO GRANT	42,000	42,000	0	18,667	42,000	0	0.0%	
513.000 BULLET PROOF VEST GRANT	1,000	1,000	0	0	1,000	0	0.0%	
515.000 OHSP TRAFFIC GRANT	5,000	5,000	0	0	5,000	0	0.0%	
534.000 NARCOTIC ENFORCEMENT GRANT	74,000	74,000	0	35,804	74,000	0	0.0%	
540.000 POLICE JAG GRANT - COMPUTER EQUIP.	0	11,032	11,032	13,511	13,532	2,500	22.7%	
543.000 POLICE TRAINING GRANT	7,000	7,000	0	3,028	7,000	0	0.0%	
576.000 LIQUOR LICENSES	13,000	13,000	0	14,073	14,000	1,000	7.7%	
624.000 LIVESCAN APPLICANT FINGERPRINTING	30,000	30,000	0	8,665	30,000	0	0.0%	
627.000 DUPLICATING & PHOTOSTATS	6,000	6,000	0	2,073	6,000	0	0.0%	
656.000 PARKING FINES	19,000	19,000	0	7,635	19,000	0	0.0%	
659.000 ORDINANCE FINES & COSTS	75,000	75,000	0	22,306	75,000	0	0.0%	
660.000 TOW & IMPOUND FEES	12,000	12,000	0	3,540	12,000	0	0.0%	
675.000 DONATIONS-PRIVATE	0	14,000	14,000	1,485	14,000	0	0.0%	
675.001 DONATIONS-POLICE RESERVES	0	0	0	1,200	1,200	1,200		
675.008 DONATIONS-AUXILLIARY	3,000	3,000	0	0	3,000	0	0.0%	
676.701 CONTRIB - TRUST FUND	5,000	12,000	7,000	0	12,000	0	0.0%	
684.000 SAFETY CITY	2,000	2,000	0	0	2,000	0	0.0%	
685.000 SALE OF EQUIPMENT	2,000	2,000	0	0	2,000	0	0.0%	
694.000 SEX OFFENDER REGISTRATION	1,000	1,000	0	150	1,000	0	0.0%	
695.000 OTHER	6,000	6,000	0	1,120	6,000	0	0.0%	
Total - Dept 301.00	\$303,400	\$335,432	\$32,032	\$133,287	\$340,132	\$4,700	1.4%	
DEPT 336.00: FIRE DEPARTMENT								
544.000 FIRE PROTECTION PAYMENT	\$0	\$7,700	\$7,700	\$7,647	\$7,700	\$0		State Facilities
Total - Dept 336.00	\$0	\$7,700	\$7,700	\$7,647	\$7,700	\$0		

CITY OF ADRIAN
FY2011-12 SECOND QUARTER FINANCIAL FORECAST
December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12</u>	<u>FY2011-12</u>	<u>AMENDED</u>	<u>YEAR-TO-DATE</u>	<u>FORECAST</u>	<u>VARIANCE</u>		<u>EXPLANATION</u>
	<u>ADOPTED</u>	<u>AMENDED</u>	<u>over/(under)</u>			<u>ACTUAL</u>	<u>FORECAST TO BUDGET</u>	
	<u>BUDGET</u>	<u>BUDGET</u>	<u>ADOPTED</u>			<u>AMOUNT</u>		
Dept 371.00: INSPECTION DEPARTMENT								
454.00	JUNK DEALERS & SCAVENGERS	\$0	\$0	\$0	\$10	\$100	\$100	
458.000	VENDORS-HAULERS & PEDDLERS	0	200	200	150	200	0	
463.000	PERMITS-SIGNS & HANGERS	1,000	1,000	0	572	1,000	0	0.0%
477.000	BUILDING	80,000	80,000	0	64,095	80,000	0	0.0%
478.000	ELECTRICAL	25,000	25,000	0	21,492	25,000	0	0.0%
479.000	HEATING	24,000	24,000	0	19,563	24,000	0	0.0%
482.000	PLUMBING	10,000	10,000	0	10,112	10,000	0	0.0%
483.000	SEWER TAPPING	100	100	0	0	100	0	0.0%
485.000	ZONING PERMITS & FEES	3,000	3,000	0	1,300	3,000	0	0.0%
486.000	MISCELLANEOUS	500	500	0	467	500	0	0.0%
487.000	RENTAL HOUSING REGISTRATION	15,000	15,000	0	13,218	15,000	0	0.0%
673.106	WEED MOWING	0	2,000	2,000	2,496	3,000	1,000	
Total - Dept 371.00		\$158,600	\$160,800	\$2,200	\$133,475	\$161,900	\$1,100	0.7%
Dept 441.00: DEPARTMENT OF PUBLIC WORKS								
481.000	SIDEWALK-CURB & EXCAVATING	\$2,000	\$2,000	\$0	\$583	\$2,000	\$0	0.0%
631.000	REFUSE COLLECTION	200	200	0	0	200	0	0.0%
690.000	SALE OF COMPOST	100	100	0	0	100	0	0.0%
695.004	SALE OF SIGNS	0	0	0	298	300	300	
Total - Dept 441.00		\$2,300	\$2,300	\$0	\$881	\$2,600	\$300	13.0%
Dept 449.00: ENGINEERING DEPARTMENT								
483.000	STORM SEWER TAPPING	\$0	\$0	\$0	\$35	\$100	\$100	
671.000	RENTS	30,000	30,000	0	23,928	30,000	0	0.0%
671.588	RENT - LENAWEE TRANSPORTATION	4,000	4,000	0	0	4,000	0	0.0%
Total - Dept 449.00		\$34,000	\$34,000	\$0	\$23,963	\$34,100	\$100	0.3%

CITY OF ADRIAN
FY2011-12 SECOND QUARTER FINANCIAL FORECAST
December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12</u>	<u>FY2011-12</u>	<u>AMENDED</u>	<u>YEAR-TO-DATE</u>	<u>FORECAST</u>	<u>VARIANCE</u>		<u>EXPLANATION</u>
	<u>ADOPTED</u>	<u>AMENDED</u>	<u>over/(under)</u>			<u>ACTUAL</u>	<u>FORECAST TO BUDGET</u>	
	<u>BUDGET</u>	<u>BUDGET</u>	<u>ADOPTED</u>			<u>AMOUNT</u>	<u>PERCENT</u>	
Dept 691.00: RECREATION DEPARTMENT								
651.053	USE/ADM FEES-REC-CONCESSIONS	\$26,000	\$26,000	\$0	\$16,636	\$26,000	\$0	0.0%
651.054	USE/ADM FEES-REC-YOUTH SPORTS	11,200	11,200	0	8,061	11,200	0	0.0%
651.055	USE/ADM FEES-REC-ADULT SPORTS	95,000	95,000	0	46,448	95,000	0	0.0%
651.056	USE/ADM FEES-REC-YOUTH PROGRAM	16,000	16,000	0	4,618	16,000	0	0.0%
651.057	USE/ADM FEES-REC-NON-RESIDENT	0	100	100	0	100	0	0.0%
651.058	USE/ADM FEES-REC-SPECIAL EVENT	25,000	25,000	0	13,408	25,000	0	0.0%
651.059	USE/ADM FEES-REC-PIOTTER CENTER	50,700	50,700	0	30,596	50,700	0	0.0%
651.060	USE/ADM FEES-REC-SKATE PARK	5,200	5,200	0	2,812	5,200	0	0.0%
651.061	USE/ADM FEES-REC-AQUATICS	87,500	87,500	0	35,645	87,500	0	0.0%
651.062	USE/ADM FEES-REC-ADULT CLASSES	13,900	13,900	0	7,257	13,900	0	0.0%
651.070	USE/ADM FEES-REC-AMUSE TCKS	5,000	5,000	0	3,787	5,000	0	0.0%
651.072	USE/ADM FEES-REC-SHELTER USE	7,500	7,500	0	4,272	7,500	0	0.0%
675.000	DONATIONS-PRIVATE	0	25,000	25,000	25,000	25,000	0	0.0%
695.000	OTHER	0	0	0	1,409	3,000	3,000	
Total - Dept 691.00		\$343,000	\$368,100	\$25,100	\$199,949	\$371,100	\$3,000	0.8%
Dept 691.01: ADRIAN AREA LITTLE LEAGUE								
651.040	USE/ADM FEES-REC-TOURNAMENTS	\$200	\$200	\$0	\$0	\$200	\$0	0.0%
651.041	USE/ADM FEES-REC-TBALL	4,500	4,500	0	25	4,500	0	0.0%
651.042	USE/ADM FEES-REC-MACHINE PITCH	6,190	6,190	0	0	6,190	0	0.0%
651.043	USE/ADM FEES-REC-MINORS	5,700	5,700	0	0	5,700	0	0.0%
651.044	USE/ADM FEES-REC-MAJORS	5,940	5,940	0	0	5,940	0	0.0%
651.045	USE/ADM FEES-REC-JUNIORS	4,470	4,470	0	0	4,470	0	0.0%
675.000	DONATIONS - PRIVATE	8,400	8,400	0	0	8,400	0	0.0%
Total - Dept 691.01		\$35,400	\$35,400	\$0	\$25	\$35,400	\$0	0.0%
Dept 697.00: PARKS & FORESTRY DEPARTMENT								
673.106	WEED MOWING	\$33,000	\$33,000	\$0	\$9,664	\$33,000	\$0	0.0%
675.081	DONATIONS-PARKS & FORESTRY	0	10,000	10,000	10,000	10,000	0	0.0%
695.000	OTHER	0	500	500	420	500	0	
Total - Dept 697.00		\$33,000	\$43,500	\$10,500	\$20,084	\$43,500	\$0	0.0%

Swigert Funds for
Day Break Renovation
at Piotter Center

CITY OF ADRIAN
FY2011-12 SECOND QUARTER FINANCIAL FORECAST
December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12</u>	<u>FY2011-12</u>	<u>AMENDED</u>	<u>YEAR-TO-DATE</u>	<u>FORECAST</u>	<u>VARIANCE</u>		<u>EXPLANATION</u>
	<u>ADOPTED</u>	<u>AMENDED</u>	<u>over/(under)</u>			<u>ACTUAL</u>	<u>FORECAST TO BUDGET</u>	
	<u>BUDGET</u>	<u>BUDGET</u>	<u>ADOPTED</u>			<u>AMOUNT</u>		
Dept 738.00: ADRIAN PUBLIC LIBRARY								
567.000 LIBRARY STATE AID	\$6,000	\$6,000	\$0	\$3,095	\$6,000	\$0	0.0%	
627.000 DUPLICATING & PHOTOSTATS	3,000	3,000	0	2,574	3,000	0	0.0%	
651.000 APPLICATION FEE	3,000	3,000	0	1,690	3,000	0	0.0%	
655.000 SALES & CONCESSIONS	1,000	1,000	0	576	1,000	0	0.0%	
657.000 LIBRARY BOOK FINES	10,000	10,000	0	2,539	10,000	0	0.0%	
658.000 PENAL FINES	100,000	90,600	(9,400)	90,599	90,600	0	0.0%	Reduced State Revenue
671.000 RENTS	2,500	2,500	0	200	2,500	0	0.0%	Sharing
675.073 DONATIONS-PRIVATE-LIBRARIES	8,000	8,000	0	4,065	8,000	0	0.0%	
676.702 CONTRIB-ENDOWMENT TRUST FUND	10,000	10,000	0	0	10,000	0	0.0%	
Total - Dept 738.00	\$143,500	\$134,100	(\$9,400)	\$105,338	\$134,100	\$0	0.0%	
Dept 990.00: NON-DEPARTMENTAL								
404.000 CURRENT REAL PROPERTY TAX	\$4,685,668	\$4,685,668	\$0	\$4,591,091	\$4,685,668	\$0	0.0%	
405.000 CURRENT PERS PROP TAX	914,296	914,296	0	956,685	914,296	0	0.0%	
406.000 DELQ PERS PROP TAX	500	500	0	11,020	11,500	11,000	2200.0%	Aggressive Collections
425.000 PAYMENT IN LIEU OF TAXES	40,000	40,000	0	0	40,000	0	0.0%	
457.000 TRAILER	4,000	4,000	0	1,801	4,000	0	0.0%	
575.000 SALES & USE TAX	1,411,351	1,538,751	127,400	935,091	1,538,751	0	0.0%	
575.001 ECONOMIC VITALITY INCENTIVE PROGRAM	0	0	0	67,968	339,840	339,840		Economic Vitality
661.000 CIVIL INFRACTIONS	300	300	0	600	1,300	1,000	333.3%	Incentive Program (EVIP)
671.000 RENTS	1,000	1,000	0	0	1,000	0	0.0%	
675.000 DONATIONS-PRIVATE	300	300	0	0	300	0	0.0%	
675.059 DONATIONS-PRIVATE-SENIOR CENTER	100	100	0	0	100	0	0.0%	
675.077 DONATIONS-PRIVATE-TV CABLE	210,000	210,000	0	108,782	210,000	0	0.0%	
676.276 CONTRIBUTION-ECON DEVEL	110,000	110,000	0	55,000	110,000	0	0.0%	
676.500 CONTRIB-EMPLOYEE HEALTH CARE	177,000	177,000	0	0	177,000	0	0.0%	
676.702 CONTRIB-ENDOWMENT TRUST FUND	100	100	0	15	100	0	0.0%	
683.000 SALE OF PROPERTY	0	1,000	1,000	750	1,000	0		Surplus Property
695.000 OTHER	140,000	140,000	0	99,518	140,000	0	0.0%	
697.000 PRIOR YEARS REVENUE	0	194,087	194,087	0	0	(194,087)	-100.0%	Planned Use of Fund
Total - Dept 990.00	\$7,694,615	\$8,017,102	\$322,487	\$6,828,321	\$8,174,855	\$157,753	2.0%	Balance
Total Revenues	\$9,447,430	\$9,884,991	\$437,561	\$7,723,933	\$9,983,644	\$98,653	1.0%	

CITY OF ADRIAN
FY2011-12 SECOND QUARTER FINANCIAL FORECAST
December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12 ADOPTED BUDGET</u>	<u>FY2011-12 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>	<u>VARIANCE FORECAST TO BUDGET</u>		<u>EXPLANATION</u>
						<u>AMOUNT</u>	<u>PERCENT</u>	
GENERAL FUND EXPENDITURES (101):								
101.00 CITY COMMISSION								
SALARIES & FRINGE BENEFITS	\$27,513	\$27,513	\$0	\$11,294	\$27,513	\$0	0.0%	
OPERATING	78,718	78,718	0	54,775	78,718	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$106,231	\$106,231	\$0	\$66,069	\$106,231	\$0	0.0%	
172.00 CITY ADMINISTRATOR								
SALARIES & FRINGE BENEFITS	\$224,672	\$224,672	\$0	\$124,963	\$224,672	\$0	0.0%	
OPERATING	7,392	7,392	0	5,147	7,392	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$232,064	\$232,064	\$0	\$130,110	\$232,064	\$0	0.0%	
191.00 ELECTION DEPARTMENT								
SALARIES & FRINGE BENEFITS	\$10,500	\$10,500	\$0	\$6,188	\$10,500	\$0	0.0%	
OPERATING	9,100	9,100	0	10,692	12,100	(3,000)	-33.0%	School Election
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$19,600	\$19,600	\$0	\$16,880	\$22,600	(\$3,000)	-15.3%	
201.00 FINANCE DEPARTMENT								
SALARIES & FRINGE BENEFITS	\$428,111	\$428,111	\$0	\$199,205	\$428,111	\$0	0.0%	
OPERATING	(108,232)	(101,123)	7,109	(13,337)	(21,123)	(80,000)	79.1%	Direct Charges for Acctg. Services Replaced with
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$319,879	\$326,988	\$7,109	\$185,868	\$406,988	(\$80,000)	-24.5%	Ind. Cost Allocation
209.00 CITY ASSESSOR								
SALARIES & FRINGE BENEFITS	\$89,160	\$91,484	\$2,324	\$40,665	\$91,484	\$0	0.0%	
OPERATING	54,402	53,028	(1,374)	25,138	53,028	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$143,562	\$144,512	\$950	\$65,803	\$144,512	\$0	0.0%	
210.00 CITY ATTORNEY								
SALARIES & FRINGE BENEFITS	\$133,067	\$133,067	\$0	\$71,780	\$133,067	\$0	0.0%	
OPERATING	14,585	18,285	3,700	8,875	18,285	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$147,652	\$151,352	\$3,700	\$80,655	\$151,352	\$0	0.0%	

CITY OF ADRIAN
FY2011-12 SECOND QUARTER FINANCIAL FORECAST
December 31, 2011

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
215.00 CITY CLERK								
SALARIES & FRINGE BENEFITS	\$85,848	\$85,848	\$0	\$41,767	\$85,848	\$0	0.0%	
OPERATING	12,253	12,253	0	5,982	12,253	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$98,101	\$98,101	\$0	\$47,749	\$98,101	\$0	0.0%	
226.00 HUMAN RESOURCES DEPARTMENT								
SALARIES & FRINGE BENEFITS	\$100,114	\$100,114	\$0	\$45,379	\$100,114	\$0	0.0%	
OPERATING	63,538	69,038	5,500	38,058	78,038	(9,000)	-13.0%	Consultant Fees
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$163,652	\$169,152	\$5,500	\$83,437	\$178,152	(\$9,000)	-5.3%	
265.00 CITY HALL								
SALARIES & FRINGE BENEFITS	\$0	\$0	\$0	\$0	\$0	\$0		
OPERATING	97,000	97,000	0	38,073	97,000	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>13,725</u>	<u>13,725</u>	<u>13,725</u>	<u>13,725</u>	<u>0</u>	0.0%	
TOTAL	\$97,000	\$110,725	\$13,725	\$51,798	\$110,725	\$0	0.0%	
266.00 CITY CHAMBERS								
SALARIES & FRINGE BENEFITS	\$0	\$0	\$0	\$0	\$0	\$0		
OPERATING	13,000	13,000	0	3,121	13,000	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$13,000	\$13,000	\$0	\$3,121	\$13,000	\$0	0.0%	
267.00 POLICE FACILITY								
SALARIES & FRINGE BENEFITS	\$0	\$0	\$0	\$0	\$0	\$0		
OPERATING	40,000	40,000	0	15,945	40,000	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$40,000	\$40,000	\$0	\$15,945	\$40,000	\$0	0.0%	
276.00 CEMETERY								
SALARIES & FRINGE BENEFITS	\$258,154	\$258,154	\$0	\$147,149	\$258,154	\$0	0.0%	
OPERATING	58,942	59,037	95	24,577	59,037	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$317,096	\$317,191	\$95	\$171,726	\$317,191	\$0	0.0%	
301.00 POLICE DEPARTMENT								
SALARIES & FRINGE BENEFITS	\$2,435,248	\$2,435,248	\$0	\$1,111,789	\$2,435,248	\$0	0.0%	
OPERATING	278,597	287,137	8,540	132,780	287,137	0	0.0%	
CAPITAL OUTLAY	<u>15,000</u>	<u>62,039</u>	<u>47,039</u>	<u>44,445</u>	<u>62,039</u>	<u>0</u>	0.0%	
TOTAL	\$2,728,845	\$2,784,424	\$55,579	\$1,289,014	\$2,784,424	\$0	0.0%	
336.00 FIRE DEPARTMENT								
SALARIES & FRINGE BENEFITS	\$1,207,324	\$1,316,500	\$109,176	\$570,444	\$1,316,500	\$0	0.0%	
OPERATING	183,792	191,262	7,470	60,895	191,262	0	0.0%	
CAPITAL OUTLAY	<u>54,500</u>	<u>59,450</u>	<u>4,950</u>	<u>17,050</u>	<u>59,450</u>	<u>0</u>	0.0%	
TOTAL	\$1,445,616	\$1,567,212	\$121,596	\$648,389	\$1,567,212	\$0	0.0%	

CITY OF ADRIAN
FY2011-12 SECOND QUARTER FINANCIAL FORECAST
December 31, 2011

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
371.00 INSPECTION DEPARTMENT								
SALARIES & FRINGE BENEFITS	\$291,664	\$291,664	\$0	\$131,787	\$291,664	\$0	0.0%	
OPERATING	29,518	29,518	0	18,107	42,518	(13,000)	-44.0%	Vehicle Rent-MVP
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$321,182	\$321,182	\$0	\$149,894	\$334,182	(\$13,000)	-4.0%	
441.00 DEPARTMENT OF PUBLIC WORKS								
SALARIES & FRINGE BENEFITS	\$512,903	\$512,903	\$0	\$122,116	\$512,903	\$0	0.0%	
OPERATING	(281,966)	(281,005)	961	(14,988)	(281,005)	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$230,937	\$231,898	\$961	\$107,128	\$231,898	\$0	0.0%	
442.00 CENTRAL STORES SUPPLY								
SALARIES & FRINGE BENEFITS	\$6,000	\$6,000	\$0	\$424	\$6,000	\$0	0.0%	
OPERATING	21,900	21,900	0	(19,148)	21,900	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$27,900	\$27,900	\$0	(\$18,724)	\$27,900	\$0		
449.00 ENGINEERING DEPARTMENT								
SALARIES & FRINGE BENEFITS	\$56,343	\$56,343	\$0	\$27,223	\$56,343	\$0	0.0%	
OPERATING	28,080	44,080	16,000	12,249	44,080	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$84,423	\$100,423	\$16,000	\$39,472	\$100,423	\$0	0.0%	
450.00 STREET LIGHTING								
SALARIES & FRINGE BENEFITS	\$5,000	\$5,000	\$0	\$0	\$5,000	\$0	0.0%	
OPERATING	169,000	169,000	0	59,912	169,000	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$174,000	\$174,000	\$0	\$59,912	\$174,000	\$0	0.0%	
550.00 FIXED EXPENSES								
DEBT SERVICE	<u>\$448,435</u>	<u>\$448,435</u>	<u>\$0</u>	<u>\$118,987</u>	<u>\$448,435</u>	<u>\$0</u>	0.0%	
TOTAL	\$448,435	\$448,435	\$0	\$118,987	\$448,435	\$0	0.0%	

CITY OF ADRIAN
FY2011-12 SECOND QUARTER FINANCIAL FORECAST
December 31, 2011

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
691.00 RECREATION DEPARTMENT								
SALARIES & FRINGE BENEFITS	\$514,538	\$514,538	\$0	\$252,109	\$514,538	\$0	0.0%	
OPERATING	264,757	294,285	29,528	124,578	294,285	0	0.0%	\$25,000 contribution for
CAPITAL OUTLAY	<u>43,900</u>	<u>40,177</u>	<u>(3,723)</u>	<u>16,284</u>	<u>40,177</u>	<u>0</u>	0.0%	Daybreak Renovation
TOTAL	\$823,195	\$849,000	\$25,805	\$392,971	\$849,000	\$0	0.0%	
691.01 ADRIAN AREA LITTLE LEAGUE								
SALARIES & FRINGE BENEFITS	\$7,000	\$7,000	\$0	\$1,143	\$7,000	\$0	0.0%	
OPERATING	24,000	24,111	111	1,406	24,111	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>5,554</u>	<u>5,554</u>	<u>5,554</u>	<u>5,554</u>	<u>0</u>	0.0%	
TOTAL	\$31,000	\$36,665	\$5,665	\$8,103	\$36,665	\$0	0.0%	
696.00 PARKS & FORESTRY GARAGE								
SALARIES & FRINGE BENEFITS	\$0	\$0	\$0	\$0	\$0	\$0		
OPERATING	14,675	14,675	0	4,484	14,675	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$14,675	\$14,675	\$0	\$4,484	\$14,675	\$0	0.0%	
697.00 PARKS & FORESTRY DEPARTMENT								
SALARIES & FRINGE BENEFITS	\$200,059	\$244,059	\$44,000	\$142,620	\$244,059	\$0	0.0%	
OPERATING	133,566	150,148	16,582	70,533	150,148	0	0.0%	
CAPITAL OUTLAY	<u>36,500</u>	<u>107,781</u>	<u>71,281</u>	<u>43,587</u>	<u>107,781</u>	<u>0</u>	0.0%	
TOTAL	\$370,125	\$501,988	\$131,863	\$256,740	\$501,988	\$0	0.0%	
698.00 PARKS & FORESTRY - HERITAGE PARK								
SALARIES & FRINGE BENEFITS	\$92,965	\$92,965	\$0	\$41,702	\$92,965	\$0	0.0%	
OPERATING	42,053	42,053	0	17,155	42,053	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>18,693</u>	<u>18,693</u>	<u>0</u>	<u>18,693</u>	<u>0</u>	0.0%	
TOTAL	\$135,018	\$153,711	\$18,693	\$58,857	\$153,711	\$0	0.0%	
700.00 ADRIAN FENCE PROPERTY								
SALARIES & FRINGE BENEFITS	\$100	\$100	\$0	\$0	\$100	\$0	0.0%	
OPERATING	2,400	2,400	0	28	2,400	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL	\$2,500	\$2,500	\$0	\$28	\$2,500	\$0	0.0%	

CITY OF ADRIAN
 FY2011-12 SECOND QUARTER FINANCIAL FORECAST
 December 31, 2011

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
738.00 ADRIAN PUBLIC LIBRARY								
SALARIES & FRINGE BENEFITS	\$372,828	\$372,828	\$0	\$179,582	\$372,828	\$0	0.0%	
OPERATING	309,288	317,108	7,820	154,783	317,108	0	0.0%	
CAPITAL OUTLAY	40,000	62,500	22,500	0	62,500	0	0.0%	
TOTAL	\$722,116	\$752,436	\$30,320	\$334,365	\$752,436	\$0	0.0%	
801.00 PLANNING COMMISSION								
OPERATING	\$11,800	\$11,800	\$0	\$7,205	\$11,800	\$0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL	\$11,800	\$11,800	\$0	\$7,205	\$11,800	0	0.0%	
836.00 OTHER PROJECTS								
SALARIES & FRINGE BENEFITS	\$0	\$0	\$0	\$3,814	\$4,000	(\$4,000)		Training School Clean-up
OPERATING	61,121	61,121	0	51,380	69,121	(8,000)	-13.1%	Training School Electric &
CAPITAL OUTLAY	0	0	0	0	0	0		Water
TOTAL	\$61,121	\$61,121	\$0	\$55,194	\$73,121	(\$12,000)	-19.6%	
965.00 TRANSFERS OUT								
CONTRIBUTION - AUTO PARKING	\$60,000	\$60,000	\$0	\$0	\$60,000	\$0	0.0%	
CONTRIBUTION - DIAL-A-RIDE	100,000	100,000	0	0	100,000	0	0.0%	
CONTRIBUTION - MVP	0	0	0	0	0	0		
TOTAL	\$160,000	\$160,000	\$0	\$0	\$160,000	\$0	0.0%	
990.00 NON-DEPARTMENTAL								
HOSPITALIZATION - HRA REIMB.	(\$43,295)	(\$43,295)	0	0	(\$43,295)	0	0.0%	
TOTAL	(\$43,295)	(\$43,295)	0	0	(\$43,295)	0	0.0%	
TOTAL GENERAL FUND EXPENDITURES	\$9,447,430	\$9,884,991	\$437,561	\$4,431,180	\$10,001,991	(\$117,000)	-1.2%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$3,292,753	(\$18,347)	(\$18,347)		

CITY OF ADRIAN
 FY2011-12 SECOND QUARTER FINANCIAL FORECAST
 December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12 ADOPTED BUDGET</u>	<u>FY2011-12 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL GENERAL FUND CONTINGENCY ACCOUNT</u>	<u>FORECAST</u>	<u>VARIANCE FORECAST TO BUDGET</u>		<u>EXPLANATION</u>
						<u>AMOUNT</u>	<u>PERCENT</u>	
<u>RECONCILIATION BETWEEN ADOPTED AND AMENDED BUDGET</u>								
ADOPTED BUDGET			\$9,447,430					
AMENDED BUDGET			\$9,884,991					
INCREASE/(DECREASE)			<u>\$437,561</u>					
Contingency - Beginning Balance					\$0			
Encumbrances & Carry Forwards			\$140,247					
First Quarter Budget Amendments			134,059					
Oil Lease Proceeds			45,442					
Police JAG Grant-Forensic Equip & Training			32,032					
Downtown Christmas Lights			27,442					
Library - Café Food Prep Equipment			18,100					
Swigert Trust - Day Break Renovation			12,500					
Lake Adrian Fencing			10,839					
Stubnitz Grant - Tree Planting Program			10,000					
Library - HVAC Pipe Wrap & Drawings			6,900					
Total			<u>\$437,561</u>					
Contingency - Ending Balance					<u>\$0</u>			

CITY OF ADRIAN
FY2011-12 SECOND QUARTER FINANCIAL FORECAST
December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12</u>	<u>FY2011-12</u>	<u>AMENDED</u>	<u>YEAR-TO-DATE</u>	<u>FORECAST</u>	<u>VARIANCE</u>		<u>EXPLANATION</u>
	<u>ADOPTED</u>	<u>AMENDED</u>	<u>over/(under)</u>			<u>ACTUAL</u>	<u>FORECAST TO BUDGET</u>	
	<u>BUDGET</u>	<u>BUDGET</u>	<u>ADOPTED</u>			<u>AMOUNT</u>		
MAJOR STREET FUND REVENUE (202):								
516.201 BEECHER ST PAVING GRANT-ROAC COM	375,000	375,000	0	375,000	375,000	0	0.0%	
516.202 BEECHER ST PAVING GRANT-CITY	0	360,684	360,684	360,684	360,684	0	0.0%	
546.000 GAS & WEIGHT TAX	850,000	850,000	0	412,820	850,000	0	0.0%	
547.000 STATE TRUNKLINE MAINTENANCE	54,298	54,298	0	1,476	54,298	0	0.0%	
INTERGOVERNMENTAL REVENUE	\$1,279,298	\$1,639,982	\$360,684	\$1,149,980	\$1,639,982	\$0	0.0%	
664.000 INVESTMENT INCOME	5,000	5,000	0	13	5,000	0	0.0%	
676.599 CONTRB.-CAPITAL PROJECT FUND	70,000	70,000	0	0	70,000	0	0.0%	
695.000 OTHER	0	0	0	123	200	200		
697.000 FPRIOR YEARS REVENUE	13,450	179,875	166,425	0	0	(179,875)		-100.0% Planned Use of Fund
TOTAL MAJOR STREET FUND REVENUE	\$1,367,748	\$1,894,857	\$527,109	\$1,150,116	\$1,715,182	(\$179,675)		-9.5% Balance
MAJOR STREET FUND EXPENDITURES (202):								
STREET CONSTRUCTION	\$610,750	\$950,999	\$340,249	\$941,351	\$950,999	\$0	0.0%	
ROUTINE ROAD MAINTENANCE	264,511	269,303	4,792	82,379	269,303	0	0.0%	
ROUTINE BRIDGE MAINTENANCE	28,500	31,500	345,041	9,090	31,500	0	0.0%	
TRAFFIC SERVICE MAINTENANCE	199,450	263,721	64,271	108,460	263,721	0	0.0%	
WINTER MAINTENANCE	76,000	76,000	0	4,269	76,000	0	0.0%	
NON-MOTORIZED TRANSPORTATION	28,300	28,300	0	12,723	28,300	0	0.0%	
STATE TRUNKLINE MAINTENANCE (US223)	13,130	13,130	0	1,801	13,130	0	0.0%	
STATE TRUNKLINE MAINTENANCE (M-52)	31,478	31,478	0	1,511	31,478	0	0.0%	
STATE TRUNKLINE MAINTENANCE (M-34)	9,675	9,675	0	739	9,675	0	0.0%	
ADMIN & RECORD KEEPING	5,954	57,954	52,000	19,806	57,954	0	0.0%	Indirect Cost
CONTRIBUTION - LOCAL STREET FUND	100,000	100,000	0	50,000	100,000	0	0.0%	
990.00 NON-DEPARTMENTAL								
GRANT MATCH-KIWANIS TRAIL	\$0	\$62,797	\$62,797	\$88,336	\$62,797	\$0	0.0%	
CONTINGENCY	0	0	0	0	0	0		
TOTAL	\$0	\$62,797	\$62,797	\$88,336	\$62,797	\$0	0.0%	
TOTAL MAJOR STREET FUND EXP. (202)	\$1,367,748	\$1,894,857	\$869,150	\$1,320,465	\$1,894,857	\$0		0.0%
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$170,349)	(\$179,675)	(\$179,675)		

CITY OF ADRIAN
FY2011-12 SECOND QUARTER FINANCIAL FORECAST
December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12</u>	<u>FY2011-12</u>	<u>AMENDED</u>	<u>YEAR-TO-DATE</u>	<u>FORECAST</u>	<u>VARIANCE</u>		<u>EXPLANATION</u>
	<u>ADOPTED</u>	<u>AMENDED</u>	<u>over/(under)</u>			<u>ACTUAL</u>	<u>FORECAST TO BUDGET</u>	
LOCAL STREET FUND REVENUE (203):								
546.000 GAS & WEIGHT TAX	\$270,000	\$270,000	\$0	\$130,564	\$270,000	\$0	0.0%	
577.000 METRO ACT	60,000	60,000	0	0	60,000	0	0.0%	
641.000 SIDEWALK	15,000	15,000	0	1,795	15,000	0	0.0%	
664.000 INVESTMENT EARNINGS	1,000	1,000	0	0	1,000	0	0.0%	
676.202 CONTRIBUTION - MAJOR STREET FUND	100,000	100,000	0	50,000	100,000	0	0.0%	
676.599 CONTRIBUTION - CAPITAL PROJ. REV. FUND	12,000	12,000	0	80,684	81,000	69,000	575.0%	Special Assessments
695.000 OTHER	0	2,000	2,000	1,137	2,000	0	0.0%	
697.000 PRIOR YEARS' REVENUE	0	200,669	200,669	0	0	(200,669)	-100.0%	Planned Use of Fund
699.204 TRANSFER IN - MUNICIPAL STREET FUND	413,000	413,000	0	206,500	413,000	0	0.0%	Balance
TOTAL LOCAL STREET FUND REVENUE	\$871,000	\$1,073,669	\$202,669	\$470,680	\$942,000	(\$131,669)	-12.3%	
LOCAL STREET FUND EXPENDITURES (203):								
SIDEWALKS	\$44,500	\$44,500	\$0	\$12,659	\$44,500	\$0	0.0%	
STREET CONSTRUCTION (INCL. ALLEYS)	328,151	507,704	179,553	273,837	507,704	0	0.0%	
ROUTINE ROAD MAINTENANCE	359,611	368,111	8,500	124,322	368,111	0	0.0%	
ROUTINE BRIDGE MAINTENANCE	6,800	6,800	0	0	6,800	0	0.0%	
TRAFFIC SERVICE MAINTENANCE	53,600	53,600	0	14,277	53,600	0	0.0%	
WINTER MAINTENANCE	64,000	64,000	0	3,190	64,000	0	0.0%	
ADMIN & RECORD KEEPING	4,954	28,954	24,000	13,433	28,954	0	0.0%	Indirect Cost
CONTINGENCY	9,384	0	(9,384)	0	0	0		
TOTAL LOCAL STREET FUND EXP (203)	\$871,000	\$1,073,669	\$202,669	\$441,718	\$1,073,669	\$0	0.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$28,962	(\$131,669)	(\$131,669)		

CITY OF ADRIAN
 FY2011-12 SECOND QUARTER FINANCIAL FORECAST
 December 31, 2011

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
MUNICIPAL STREET FUND REVENUE (204):								
402.000 PROPERTY TAXES - SPECIAL VOTED	\$411,000	\$411,000	\$0	\$365,348	\$411,000	\$0	0.0%	
664.000 INVESTMENT INCOME	2,000	2,000	0	379	2,000	0	0.0%	
TOTAL MUNICIPAL STREET FUND REVENUE	\$413,000	\$413,000	\$0	\$365,727	\$413,000	\$0	0.0%	
MUNICIPAL STREET FUND EXPENDITURES:								
CONTRIBUTION - LOCAL STREETS	\$413,000	\$413,000	\$0	\$206,500	\$413,000	\$0	0.0%	
TOTAL MUNICIPAL ST. FUND EXP.(204)	\$413,000	\$413,000	\$0	\$206,500	\$413,000	\$0	0.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$159,227	\$0	\$0		
FEE ESTATE (205):								
664.000 INVESTMENT INCOME	\$200	\$200	\$0	\$0	\$200	\$0	0.0%	
675.076 DONATIONS-PRIVATE-FEE ESTATE	778,442	778,442	0	148,962	778,442	0	0.0%	
676.500 CONTRIB-EMPLOYEE HEALTH CARE	6,540	6,540	0	0	6,540	0	0.0%	
695.000 OTHER	100	100	0	0	100	0	0.0%	
697.000 PRIOR YEARS REVENUE	0	118,157	0	0	0	(118,157)	-100.0%	Planned Use of
TOTAL FEE ESTATE FUND REVENUE	\$785,282	\$903,439	\$0	\$148,962	\$785,282	(\$118,157)	-13.1%	Undistributed Funds
696.00 PARKS & FORESTRY GARAGE	\$14,675	\$14,675	\$0	\$4,466	\$14,675	0	0.0%	
699.00 FEE ESTATE MAINTENANCE	761,213	879,370	118,157	323,877	879,370	0	0.0%	
990.00 CONTINGENCY	9,394	9,394	0	0	9,394	0	0.0%	
TOTAL FEE ESTATE FUND	\$785,282	\$903,439	\$118,157	\$328,343	\$903,439	\$0	0.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	(\$118,157)	(\$179,381)	(\$118,157)	(\$118,157)		

CITY OF ADRIAN
 FY2011-12 SECOND QUARTER FINANCIAL FORECAST
 December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12</u>	<u>FY2011-12</u>	<u>AMENDED</u>	<u>YEAR-TO-DATE</u>	<u>FORECAST</u>	<u>VARIANCE</u>		<u>EXPLANATION</u>
	<u>ADOPTED</u>	<u>AMENDED</u>	<u>over/(under)</u>			<u>ACTUAL</u>	<u>FORECAST TO BUDGET</u>	
OMNI FUND REVENUE (267):								
662.000 OMNI FORFEITURES - RESTRICTED	\$0	\$0	\$0	\$680	\$700	\$700		
663.000 OMNI FORFEITURES	86,200	86,200	0	22,417	85,500	(700)	-0.8%	
664.000 INVESTMENT INCOME	1,000	1,000	0	119	1,000	0	0.0%	
671.000 RENTS	4,000	4,000	0	0	4,000	0	0.0%	
695.000 OTHER	100	100	0	0	100	0	0.0%	
TOTAL OMNI FUND REVENUE	\$91,300	\$91,300	\$0	\$23,216	\$91,300	\$0	0.0%	
OMNI FUND EXPENDITURES (267):								
SALARIES & FRINGE BENEFITS	\$26,000	\$26,000	\$0	\$13,636	\$26,000	\$0	0.0%	
OPERATING	65,300	65,300	0	29,914	65,300	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL OMNI FUND EXPENDITURES (267)	\$91,300	\$91,300	\$0	\$43,550	\$91,300	\$0	0.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$20,334)	\$0	\$0		

CITY OF ADRIAN
 FY2011-12 SECOND QUARTER FINANCIAL FORECAST
 December 31, 2011

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
COMMUNITY DEVELOPMNT FUND REV (275):								
520.000 COMM DEV BLOCK GRANT	\$0	\$12,000	\$12,000	\$11,455	\$12,000	\$0		
531.000 PROPERTY IMPROVEMENT PROGRAM	0	24,000	24,000	24,290	24,000	0		
632.000 ADMINISTRATIVE FEES	15,000	15,000	0	400	15,000	0	0.0%	
651.000 APPLICATION FEE	100	100	0	50	100	0	0.0%	
664.000 INVESTMENT INCOME	1,000	1,000	0	1,204	1,000	0	0.0%	
676.281 CONTRIB-DDA-TIF FUND	2,000	2,000	0	1,000	2,000	0	0.0%	
676.282 CONTRIB-DDA-LDFA FUND	15,000	15,000	0	15,000	15,000	0	0.0%	
676.500 CONTRIB-EMPLOYEE HEALTH CARE	809	809	0	0	809	0	0.0%	
697.000 PRIOR YEARS' REVENUE	66,316	43,566	(22,750)	0	0	(43,566)	-100.0%	Planned Use of
TOTAL COMMUNITY DEVELOPMNT FUND REV	\$100,225	\$113,475	\$13,250	\$53,399	\$69,909	(\$43,566)	-38.4%	Fund Balance
COMMUNITY DEVELOPMNT FUND EXP (275):								
ADM CD BLOCK GRANT	\$90,225	\$90,225	\$0	\$40,676	\$90,225	\$0	0.0%	
CDBG FAÇADE PRG - 149 N. MAIN	0	11,250	11,250	11,251	11,250	0	0.0%	
PROPERTY IMPROVEMENT PROGRAM	0	0	0	26,190	0	0		Loan Program
PROPERTY ACQUISITION EXPENSES	10,000	10,000	0	104	10,000	0	0.0%	
DOWNTOWN RENTAL REHAB	0	2,000	2,000	0	2,000	0	0.0%	
TOTAL COMM DEVL P FUND EXP (275)	\$100,225	\$113,475	\$13,250	\$78,221	\$113,475	\$0	0.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$24,822)	(\$43,566)	(\$43,566)		

CITY OF ADRIAN
FY2011-12 SECOND QUARTER FINANCIAL FORECAST
December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12</u>	<u>FY2011-12</u>	<u>AMENDED</u>	<u>YEAR-TO-DATE</u>	<u>FORECAST</u>	<u>VARIANCE</u>		<u>EXPLANATION</u>
	<u>ADOPTED</u>	<u>AMENDED</u>	<u>over/(under)</u>			<u>ACTUAL</u>	<u>FORECAST TO BUDGET</u>	
	<u>BUDGET</u>	<u>BUDGET</u>	<u>ADOPTED</u>			<u>AMOUNT</u>		
ECONOMIC DEVELOPMENT FUND REV (276)								
664.000 INVESTMENT INCOME	\$1,500	\$1,500	\$0	\$188	\$1,500	\$0	0.0%	
675.075 DONATIONS - PRIVATE	225,000	225,000	0	112,500	225,000	0	0.0%	
675.282 TRANSFER-LDFA FUND	27,256	27,256	0	0	27,256	0	0.0%	
676.500 CONTRIB-EMPLOYEE HEALTH CARE	3,835	3,835	0	0	3,835	0	0.0%	
695.000 OTHER	100	100	0	0	100	0	0.0%	
TOTAL ECONOMIC DEVELPMNT FUND REV	\$257,691	\$257,691	\$0	\$112,688	\$257,691	\$0	0.0%	
ECONOMIC DEVELOPMENT FUND EXP (276):								
CONTRIBUTION - GENERAL FUND	\$ 110,000	\$ 110,000	\$0	\$ 55,000	\$ 110,000	\$ -	0.0%	
ECONOMIC DEVELOPMENT								
SALARIES & FRINGE BENEFITS	\$116,673	\$116,673	\$0	\$52,538	\$116,673	\$0	0.0%	
OPERATING	24,938	24,938	0	5,113	24,938	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL ECONOMIC DEVELOPMENT	\$141,611	\$141,611	\$0	\$57,651	\$141,611	\$0	0.0%	
CONTINGENCY	6,080	6,080	0	0	0	6,080	100.0%	
TOTAL ECONOMIC DEVL P FUND EXP (276)	\$ 257,691	\$ 257,691	\$ -	\$ 112,651	\$ 251,611	\$ 6,080	2.4%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$37	\$6,080	\$6,080		
BROWNFIELD REDEVELOPMENT AUTHORITY (279):								
404.000 CURRENT PROPERTY TAX	\$17,000	\$35,225	\$18,225	\$35,333	\$35,225	\$0	0.0%	
664.000 INVESTMENT EARNINGS	200	200	0	459	900	700	350.0%	
TOTAL REVENUE	\$17,200	\$35,425	\$18,225	\$35,792	\$36,125	\$700	2.0%	
BROWNFILED REDEVELOPMENT AUTHORITY (279):								
ADMINISTRATION	\$17,200	\$35,425	\$18,225	\$0	\$0	\$35,425	100.0%	
TOTAL EXPENDITURES	\$17,200	\$35,425	\$18,225	\$0	\$0	\$35,425	100.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$35,792	\$36,125	\$36,125		

CITY OF ADRIAN
 FY2011-12 SECOND QUARTER FINANCIAL FORECAST
 December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12 ADOPTED BUDGET</u>	<u>FY2011-12 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>	<u>VARIANCE FORECAST TO BUDGET</u>		<u>EXPLANATION</u>
						<u>AMOUNT</u>	<u>PERCENT</u>	
DOWNTOWN DEVLPMNT AUTH REV (280):								
404.000 CURRENT REAL PROPERTY TAX	\$29,000	\$29,000	\$0	\$29,266	\$29,000	\$0	0.0%	
664.000 INVESTMENT EARNINGS	300	300	0	3	100	(200)	-66.7%	
695.006 OTHER-CULINARY ARTS PROJECT	100	100	0	4,000	4,000	3,900	3900.0%	
699.281 TRANSFER IN TIFA	2,000	2,000	0	3,000	3,000	1,000	50.0%	
TOTAL DOWNTOWN DEV AUTH. REV.	\$31,400	\$31,400	\$0	\$36,269	\$36,100	\$4,700	15.0%	
DOWNTOWN DEVLPMNT AUTH. EXP. (280):								
SALARIES & FRINGE BENEFITS	\$8,000	\$8,000	\$0	\$0	\$8,000	\$0	0.0%	
OPERATING	18,400	18,400	0	8,301	18,400	0	0.0%	
CAPITAL OUTLAY	5,000	5,000	0	0	5,000	0	0.0%	
TOTAL DOWNTOWN DEVLPMNT AUTH EXP	\$31,400	\$31,400	\$0	\$8,302	\$31,400	\$0	0.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$27,967	\$4,700	\$4,700		

CITY OF ADRIAN
FY2011-12 SECOND QUARTER FINANCIAL FORECAST
December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12 ADOPTED BUDGET</u>	<u>FY2011-12 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>	<u>VARIANCE FORECAST TO BUDGET</u>		<u>EXPLANATION</u>
						<u>AMOUNT</u>	<u>PERCENT</u>	
DDA - TIF FUND REVENUE (281):								
404.000 CURRENT REAL PROPERTY TAX	\$364,000	\$364,000	\$0	\$192,283	\$364,000	\$0	0.0%	
631.000 REFUSE COLLECTION	15,000	15,000	0	8,275	15,000	0	0.0%	
664.000 INVESTMENT EARNINGS	3,000	3,000	0	2,186	3,000	0	0.0%	
697.000 PRIOR YEAR'S REVENUE	60,000	60,000	0	0	0	(60,000)	-100.0%	Planned Use of Fund BI
699.279 CONTRIB - BROWNFLD REDEVELPMNT FUND	4,245	4,245	0	0	4,245	0	0.0%	for Auto Parking
TOTAL DOWNTOWN DEV AUTH. REV.	\$446,245	\$446,245	\$0	\$202,744	\$386,245	(\$60,000)	-13.4%	
DDA-TIF FUND EXP. (281):								
290.00 ADMINISTRATION								
SALARIES & FRINGE BENEFITS	\$32,035	\$32,035	\$0	\$15,998	\$32,035	\$0	0.0%	
OPERATING	62,471	62,471	0	18,655	62,471	0	0.0%	
CAPITAL OUTLAY	<u>0</u>	<u>38,294</u>	<u>38,294</u>	<u>47,813</u>	<u>88,294</u>	<u>(50,000)</u>		Façade Program
SUBTOTAL	\$94,506	\$132,800	\$38,294	\$82,466	\$182,800	(\$50,000)	-37.7%	
965.00 TRANSFERS OUT								
CONTRIBUTION-COMMUNITY DEVELOP	\$2,000	\$2,000	\$0	\$1,000	\$2,000	\$0	0.0%	
CONTRIBUTION-DDA	6,000	6,000	0	3,000	6,000	0	0.0%	
TRANSFER OUT - DEBT	85,445	85,445	0	0	85,445	0	0.0%	
TRANSFER OUT - AUTO PARKING	60,000	60,000	0	0	60,000	0	0.0%	
TRANSFER OUT - SCHOOLS	<u>160,000</u>	<u>160,000</u>	<u>0</u>	<u>0</u>	<u>160,000</u>	<u>0</u>	0.0%	
SUBTOTAL	\$313,445	\$313,445	\$0	\$4,000	\$313,445	\$0	0.0%	
990.00 NON-DEPARTMENTAL								
CONTINGENCY	<u>\$38,294</u>	<u>\$0</u>	<u>(\$38,294)</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		
TOTAL	<u>\$38,294</u>	<u>\$0</u>	<u>(\$38,294)</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		
TOTAL DDA-TIF FUND EXP	\$446,245	\$446,245	\$0	\$86,466	\$496,245	(\$50,000)	-11.2%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$116,278	(\$110,000)	(\$110,000)		

CITY OF ADRIAN
FY2011-12 SECOND QUARTER FINANCIAL FORECAST
December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12</u>	<u>FY2011-12</u>	<u>AMENDED</u>	<u>YEAR-TO-DATE</u>	<u>FORECAST</u>	<u>VARIANCE</u>		<u>EXPLANATION</u>
	<u>ADOPTED</u>	<u>AMENDED</u>	<u>over/(under)</u>			<u>ACTUAL</u>	<u>FORECAST TO BUDGET</u>	
	<u>BUDGET</u>	<u>BUDGET</u>	<u>ADOPTED</u>			<u>AMOUNT</u>		
LDFA-GAIDC FUND REVENUE (282):								
404.000 CURRENT REAL PROPERTY TAX	\$42,482	\$56,933	\$14,451	\$57,330	\$56,933	\$0	0.0%	
664.000 INVESTMENT INCOME	500	500	0	45	500	0	0.0%	
671.000 RENTS	4,000	4,000	0	2,650	4,000	0	0.0%	
697.000 PRIOR YEARS' REVENUE	10,489	10,489	0	0	0	(10,489)	-100.0%	Planned Use of Fund
TOTAL LDFA FUND REVENUE	\$57,471	\$71,922	\$14,451	\$60,025	\$61,433	(\$10,489)	-14.6%	Balance
LDFA-GAIDC FUND - EXPENDITURES (282):								
290.00 ADMINISTRATION								
SALARIES & FRINGE BENEFITS	\$34,599	\$34,599	\$0	\$27,560	\$34,599	\$0	0.0%	
OPERATING	7,872	22,323	14,451	3,452	22,323	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	0	0.0%	
SUBTOTAL	\$42,471	\$56,922	\$14,451	\$31,012	\$56,922	\$0	0.0%	
965.00 TRANSFERS OUT								
969.275 CONTRIBUTION-COMMUNITY DEVELOP	15,000	15,000	0	15,000	15,000	0	0.0%	
SUBTOTAL	\$15,000	\$15,000	\$0	\$15,000	\$15,000	\$0	0.0%	
TOTAL LDFA FUND EXP (310)	\$57,471	\$71,922	\$14,451	\$46,012	\$71,922	\$0	0.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$14,013	(\$10,489)	(\$10,489)		
VIBRANT SMALL CITIES GRANT REVENUE (283):								
519.013 VSCG-DOWNTOWN FAÇADE GRANT	\$0	\$0	\$0	\$126,946	\$126,946	\$126,946		
TOTAL DDA DEBT FUND REVENUE	\$0	\$0	\$0	\$126,946	\$126,946	\$126,946		
VIBRANT SMALL CITIES GRANT EXPENDITURES (283):								
BLIGHT REDUCTION-PROPERTY ACQUISITIO	\$0	\$0	\$0	\$8	\$8	(\$8)		
TOTAL DDA DEBT FUND EXP (394)	\$0	\$0	\$0	\$8	\$8	(\$8)		
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$126,938	\$126,938	\$126,938		

CITY OF ADRIAN
 FY2011-12 SECOND QUARTER FINANCIAL FORECAST
 December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12 ADOPTED BUDGET</u>	<u>FY2011-12 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>	<u>VARIANCE FORECAST TO BUDGET</u>		<u>EXPLANATION</u>
						<u>AMOUNT</u>	<u>PERCENT</u>	
DDA DEBT FUND REVENUE (394):								
664.000 INTEREST EARNINGS	\$100	\$100	\$0	\$75	\$100	\$0	0.0%	
699.000 APPROP TRANSFER IN	85,445	85,445	0	0	85,445	0	0.0%	
TOTAL DDA DEBT FUND REVENUE	\$85,545	\$85,545	\$0	\$75	\$85,545	\$0	0.0%	
DDA DEBT FUND EXPENDITURES (394):								
BOND INTEREST EXPENSE	\$5,120	\$5,120	\$0	\$0	\$5,120	\$0	0.0%	
PAYING AGENT FEES	425	425	0	0	425	0	0.0%	
CONTINGENCY	80,000	80,000	0	0	80,000	0	0.0%	
TOTAL DDA DEBT FUND EXP (394)	\$85,545	\$85,545	\$0	\$0	\$85,545	\$0	0.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$75	\$0	\$0		

CITY OF ADRIAN
FY2011-12 SECOND QUARTER FINANCIAL FORECAST
December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12</u>	<u>FY2011-12</u>	<u>AMENDED</u>	<u>YEAR-TO-DATE</u>	<u>FORECAST</u>	<u>VARIANCE</u>		<u>EXPLANATION</u>
	<u>ADOPTED</u>	<u>AMENDED</u>	<u>over/(under)</u>			<u>ACTUAL</u>	<u>FORECAST TO BUDGET</u>	
	<u>BUDGET</u>	<u>BUDGET</u>	<u>ADOPTED</u>			<u>AMOUNT</u>		
WATER-CAPITAL PROJECTS FUND REVENUE (496)								
676.591 CONTRIBUTION- WATER FUND	\$329,000	\$329,000	\$0	\$5,848	\$329,000	\$0	0.0%	
697.000 PRIOR YEAR'S REVENUE	0	39,614	39,614	0	0	(39,614)	-100.0%	Planned Use of Fund
TOTAL DDA DEBT FUND REVENUE	\$329,000	\$368,614	\$39,614	\$5,848	\$329,000	(\$39,614)	-10.7%	Balance
WATER-CAPITAL PROJECTS FUND EXPENDITURES (496)								
METER READING & MAINT.	\$35,000	\$60,826	\$25,826	\$2,060	\$60,826	\$0	0.0%	
OAKWOOD FACILITY	15,000	15,000	0	0	15,000	0	0.0%	
WATER PLANT CAPITAL EQUIP	79,000	79,000	0	0	79,000	0	0.0%	
WATER PLANT CAPITAL IMPRVMT	162,000	165,788	3,788	3,788	165,788	0	0.0%	
WATER DISTRB CAPITAL EQUIP	3,000	13,000	10,000	0	13,000	0	0.0%	
WATER DISTRB CAPITAL IMPRVMT	35,000	35,000	0	0	35,000	0	0.0%	
TOTAL EXPENDITURES	\$329,000	\$368,614	\$39,614	\$5,848	\$368,614	\$0	0.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$0	(\$39,614)	(\$39,614)		
SEWER-CAPITAL PROJECTS FUND REVENUE (497)								
676.590 CONTRIBUTION- WASTEWATER FUND	\$392,000	\$740,874	\$348,874	\$700,071	\$740,874	\$0	0.0%	
697.000 PRIOR YEAR'S REVENUE	0	847,725	847,725	0	0	(847,725)	-100.0%	Planned Use of Fund
TOTAL SEWER-CAPITAL PROJECTS FUND REVENUE	\$392,000	\$1,588,599	\$1,196,599	\$700,071	\$740,874	(\$847,725)	-53.4%	Balance
SEWER-CAPITAL PROJECTS FUND EXPENDITURES (497)								
WWTP CAPITAL IMPROVEMENTS	\$45,000	\$45,000	\$0	\$0	\$45,000	\$0	0.0%	
WWTP CAPITAL EQUIPMENT	50,000	50,000	0	1,296	50,000	0	0.0%	
SEWER COLLECTION SYSTEM	297,000	1,493,599	1,196,599	698,775	1,493,599	0	0.0%	
TOTAL EXPENDITURES	\$392,000	\$1,588,599	\$1,196,599	\$700,071	\$1,588,599	\$0	0.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$0	(\$847,725)	(\$847,725)		

CITY OF ADRIAN
FY2011-12 SECOND QUARTER FINANCIAL FORECAST
December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12 ADOPTED BUDGET</u>	<u>FY2011-12 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>	<u>VARIANCE FORECAST TO BUDGET</u>		<u>EXPLANATION</u>
						<u>AMOUNT</u>	<u>PERCENT</u>	
AUTO PARKING FUND REVENUE (585):								
526.000 FARMERS' MARKET GRANT	\$275,000	\$275,000	\$0	\$900	\$275,000	\$0	0.0%	
652.312 PARKING FEES-PERMITS	1,000	1,000	0	0	1,000	0	0.0%	
656.000 PARKING FINES	0	0	0	10	10	10		
664.000 INVESTMENT EARNINGS	200	200	0	51	200	0	0.0%	
697.000 PRIOR YEARS' REVENUE	25,735	25,735	0	0	0	(25,735)	-100.0%	Planned Use of
699.101 CONTRIBUTION - GENERAL FUND	60,000	60,000	0	30,000	60,000	0	0.0%	Fund Balance
699.210 CONTRIBUTION - DDA-TIFA	60,000	60,000	0	0	60,000	0	0.0%	
699.599 CONTRIBUTION - SPECIAL ASSESSMENT	60,000	60,000	0	27,830	60,000	0	0.0%	
699.699 CONTRIBUTION - FEE ESTATE	25,000	25,000	0	0	25,000	0	0.0%	
TOTAL AUTO PARKING FUND REVENUE	\$506,935	\$506,935	\$0	\$58,791	\$481,210	(\$25,725)	-5.1%	
AUTO PARKING FUND EXPENDITURES (585):								
SALARIES & FRINGE BENEFITS	\$35,096	\$35,096	\$0	\$106	\$35,096	\$0	0.0%	
OPERATING	196,839	196,839	0	11,789	196,839	0	0.0%	
CAPITAL OUTLAY	275,000	275,000	0	0	275,000	\$0	0.0%	
TOTAL AUTO PARKING FUND EXP (585)	\$506,935	\$506,935	\$0	\$11,895	\$506,935	0	0.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$46,896	(\$25,725)	(\$25,725)		
TRANSPORTATION SYSTEM FUND REV (588):								
511.000 FEDERAL GRANTS	\$66,409	\$66,409	\$0	\$34,233	\$66,409	\$0	0.0%	
571.000 STATE CAPITAL GRANT	0	0	0	308	308	308		
572.000 STATE ACT 51 OPERATING	154,069	154,069	0	58,217	154,069	0	0.0%	
633.000 PASSENGER FARES	90,522	90,522	0	53,183	90,522	0	0.0%	
671.000 RENTS	4,056	4,056	0	305	4,056	0	0.0%	
675.000 DONATIONS-PRIVATE	0	0	0	3,000	3,000	3,000		
676.101 CONTRIBUTION - GENERAL FUND	100,000	100,000	0	0	100,000	0	0.0%	
695.005 ADVERTISING REVENUE	0	0	0	1,220	2,500	2,500		
697.000 PRIOR YEARS' REVENUE	5,950	5,950	0	0	0	(5,950)	-100.0%	Planned Use of
TOTAL TRANSPRTN SYSTEM FUND REV	\$421,006	\$421,006	\$0	\$150,466	\$420,864	(\$142)	0.0%	Fund Balance
TRANSPORTATION FUND EXPENDITURES:								
SALARIES & FRINGE BENEFITS	\$300,075	\$300,075	\$0	\$141,443	\$300,075	\$0	0.0%	
OPERATING	14,600	14,600	0	66,172	14,600	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	\$0		
TOTAL TRANSPORTATION FUND EXP (588)	\$421,006	\$421,006	\$0	\$207,615	\$421,006	\$0	0.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$57,149)	(\$142)	(\$142)		

CITY OF ADRIAN
FY2011-12 SECOND QUARTER FINANCIAL FORECAST
December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12 ADOPTED BUDGET</u>	<u>FY2011-12 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>	<u>VARIANCE FORECAST TO BUDGET</u>		<u>EXPLANATION</u>
						<u>AMOUNT</u>	<u>PERCENT</u>	
SEWER FUND REVENUE (590):								
585.000 RIVER INTERCEPTOR IMPROVEMNT GRANT	\$0	\$348,874	\$348,874	\$270,214	\$348,874	\$0		
647.000 CHARGES FOR SERVICES	4,189,500	4,189,500	0	2,242,623	4,189,500	0	0.0%	
653.000 PENALTIES	85,000	85,000	0	43,074	85,000	0	0.0%	
664.000 INVESTMENT EARNINGS	30,000	30,000	0	8,162	30,000	0	0.0%	
676.500 CONTRIB-EMPLOYEE HEALTH CARE	31,793	31,793	0	0	31,793	0	0.0%	
681.000 TAPS & SERVICE	25,000	25,000	0	21,725	25,000	0	0.0%	
695.000 OTHER	20,000	20,000	0	10,987	20,000	0	0.0%	
697.000 PRIOR YEARS' REVENUE	23,491	79,263	55,772	0	0	(79,263)		-100.0% Planned Use of Fund
TOTAL SEWER FUND REVENUE	\$4,404,784	\$4,809,430	\$404,646	\$2,596,785	\$4,730,167	(\$79,263)		-1.6% Balance
SEWER FUND EXPENDITURES (590):								
WASTE WATER TREATMENT PLANT	\$1,464,049	\$1,475,314	\$11,265	\$637,732	\$1,475,314	\$0	0.0%	
ADMINISTRATION & OVERHEAD	605,611	605,611	0	265,222	605,611	0	0.0%	
SANITARY SEWERS	223,850	268,357	44,507	138,080	268,357	0	0.0%	
BROAD STREET LIFT STATION	50,000	50,000	0	14,290	50,000	0	0.0%	
LIFT STATIONS	41,500	41,500	0	8,350	41,500	0	0.0%	
RETENTION BASIN	11,000	11,000	0	2,952	11,000	0	0.0%	
DEPRECIATION EXPENSE	1,200,000	1,200,000	0	674,232	1,200,000	0	0.0%	
BOND INTEREST EXPENSE	271,100	271,100	0	150,192	271,100	0	0.0%	
INSTALLMENT PURCHASE DEBT SVC	91,884	91,884	0	10,569	91,884	0	0.0%	
INSTALLMENT PURCHASE-CAMERA	26,000	26,000	0	0	26,000	0	0.0%	
CONTRIBUTION - INDIRECT COST PLAN	27,790	27,790	0	13,895	27,790	0	0.0%	
CONTRIBUTION - CAPITAL PROJECTS	392,000	740,874	348,874	700,071	740,874	0	0.0%	
TOTAL SEWER FUND EXPENDITURES (590)	\$4,404,784	\$4,809,430	\$404,646	\$2,615,585	\$4,809,430	\$0		0.0%
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$18,800)	(\$79,263)	(\$79,263)		

CITY OF ADRIAN
FY2011-12 SECOND QUARTER FINANCIAL FORECAST
December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12</u>	<u>FY2011-12</u>	<u>AMENDED</u>	<u>YEAR-TO-DATE</u>	<u>FORECAST</u>	<u>VARIANCE</u>		<u>EXPLANATION</u>
	<u>ADOPTED</u>	<u>AMENDED</u>	<u>over/(under)</u>			<u>ACTUAL</u>	<u>FORECAST TO BUDGET</u>	
	<u>BUDGET</u>	<u>BUDGET</u>	<u>ADOPTED</u>			<u>AMOUNT</u>		
WATER FUND REVENUE (591):								
634.000 NEW ACCOUNT CHARGES	\$15,000	\$15,000	\$0	\$8,673	\$15,000	\$0	0.0%	
646.000 CHARGES FOR SERVICES - SALES	3,506,000	3,506,000	0	1,846,579	3,506,000	0	0.0%	
653.000 PENALTIES	75,000	75,000	0	37,072	75,000	0	0.0%	
664.000 INVESTMENT EARNINGS	20,000	20,000	0	8,519	20,000	0	0.0%	
667.000 HYDRANT RENTAL	50,000	50,000	0	26,372	50,000	0	0.0%	
676.500 CONTRIB-EMPLOYEE HEALTH CARE	53,741	53,741	0	0	53,741	0	0.0%	
680.000 MERCHANDISE	1,000	1,000	0	0	1,000	0	0.0%	
681.000 TAPS & SERVICE	25,000	25,000	0	69,383	70,000	45,000	180.0%	
695.000 OTHER	20,000	20,000	0	18,717	20,000	0	0.0%	
697.000 PRIOR YEARS' REVENUE	42,196	50,521	8,325	0	0	(50,521)	-100.0%	Planned Use of Fund
TOTAL WATER FUND REVENUE	\$3,807,937	\$3,816,262	\$8,325	\$2,015,315	\$3,810,741	(\$5,521)	-0.1%	Balance
WATER FUND EXPENDITURES (591):								
MERCHANDISE	\$40,000	\$40,000	\$0	\$18,187	\$40,000	\$0	0.0%	
PURIFICATION & PUMPING	1,222,511	1,226,972	4,461	603,787	1,226,972	0	0.0%	
TRANSMISSION & DISTRIBUTION	498,200	502,064	3,864	223,752	502,064	0	0.0%	
CUSTOMER SERVICE & OVERHEAD	611,042	611,042	0	208,170	611,042	0	0.0%	
DEPRECIATION EXPENSE	780,879	780,879	0	318,665	780,879	0	0.0%	
BOND INTEREST EXPENSE	237,327	237,327	0	123,773	237,327	0	0.0%	
CONTRIBUTION - INDIRECT COST PLAN	88,978	88,978	0	44,489	88,978	\$0	0.0%	
CONTRIBUTION - CAPITAL PROJECTS	329,000	329,000	0	5,848	329,000	0	0.0%	
TOTAL WATER FUND EXPENSES (591)	\$3,807,937	\$3,816,262	\$8,325	\$1,546,671	\$3,816,262	\$0	0.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$468,644	(\$5,521)	(\$5,521)		
SOLID WASTE FUND REVENUE (595):								
640.000 REFUSE COLLECTION & DISPOSAL	\$533,600	\$556,800	\$0	\$425,246	\$556,800	\$0	0.0%	
649.000 CURBSIDE RECYCLING CHARGE	24,000	24,000	0	2,997	24,000	0	0.0%	
695.000 OTHER	23,965	23,965	0	0	23,965	0	0.0%	
TOTAL SOLID WASTE FUND REVENUE	\$581,565	\$604,765	\$0	\$428,243	\$604,765	\$0	0.0%	
SOLID WASTE FUND EXPENDITURES (595):								
SALARIES & FRINGE BENEFITS	\$82,141	\$82,141	\$0	\$27,606	\$82,141	\$0	0.0%	
OPERATING	499,424	522,624	23,200	253,222	522,624	0	0.0%	
CAPITAL OUTLAY	0	0	0	0	0	\$0		
TOTAL SOLID WASTE FUND EXPENDITURES	\$581,565	\$604,765	\$23,200	\$280,828	\$604,765	0	0.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$147,415	\$0	\$0		

CITY OF ADRIAN
 FY2011-12 SECOND QUARTER FINANCIAL FORECAST
 December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12 ADOPTED BUDGET</u>	<u>FY2011-12 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>	<u>VARIANCE FORECAST TO BUDGET</u>		<u>EXPLANATION</u>
						<u>AMOUNT</u>	<u>PERCENT</u>	
STORM WATER UTILITY FUND REV (598):								
648.000 STORM SEWER CHARGES	\$260,000	\$260,000	\$0	\$259,962	\$260,000	\$0	0.0%	
664.000 INVESTMENT EARNINGS	100	100	0	285	500	400	400.0%	
695.000 OTHER	0	0	0	4,914	5,000	5,000		
697.000 PRIOR YEARS' REVENUE	98,728	165,921	67,193	0	0	(165,921)	-100.0%	Planned Use of Fund
TOTAL STORM WATER UTILITY FUND REV.	\$358,828	\$426,021	\$67,193	\$265,161	\$265,500	(\$160,521)	-37.7%	Balance
STORM WATER UTLTY FUND EXP. (598):								
DRAINS - PUBLIC BENEFIT	\$343,990	\$370,583	\$26,593	\$140,439	\$370,583	\$0	0.0%	
ADMIN. & RECORD KEEPING	838	31,838	31,000	12,913	31,838	0	0.0%	Indirect Cost
ENGINEERING	14,000	23,600	9,600	2,824	23,600	0	0.0%	
TOTAL STORM WATER UTILITY FUND EXP	\$358,828	\$426,021	\$67,193	\$156,176	\$426,021	\$0	0.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$108,985	(\$160,521)	(\$160,521)		

CITY OF ADRIAN
 FY2011-12 SECOND QUARTER FINANCIAL FORECAST
 December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12 ADOPTED BUDGET</u>	<u>FY2011-12 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>	<u>VARIANCE FORECAST TO BUDGET</u>		<u>EXPLANATION</u>
						<u>AMOUNT</u>	<u>PERCENT</u>	
CAPITAL PROJECTS REVOLVING FUND REVENUE (599)								
408.202 SPECIAL ASSESSMENTS-MAJOR STREET	\$70,000	\$70,000	\$0	\$0	\$70,000	\$0	0.0%	
408.203 SPECIAL ASSESSMENTS-LOCAL STREETS	12,000	12,000	0	80,684	81,000	69,000	575.0%	
664.000 INVESTMENT EARNINGS	30,000	30,000	0	13,569	30,000	0	0.0%	
TOTAL REVENUE	\$112,000	\$112,000	\$0	\$94,253	\$181,000	\$69,000	61.6%	
CAPITAL PROJECTS REVOLVING FUND EXPENDITURES (599)								
TRANSFERS OUT								
CONTRIB - MAJOR STREET	\$70,000	\$70,000	\$0	\$0	\$70,000	\$0	0.0%	
CONTRIB - LOCAL STREET	12,000	12,000	0	80,684	81,000	(69,000)	-575.0%	
SUBTOTAL	\$82,000	\$82,000	\$0	\$80,684	\$151,000	(\$69,000)	-84.1%	
NON-DEPARTMENTAL								
CONTINGENCY	\$30,000	\$30,000	\$0	\$0	\$0	\$30,000	100.0%	
TOTAL EXPENDITURES	\$112,000	\$112,000	\$0	\$80,684	\$151,000	(\$39,000)	-34.8%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$13,569	\$30,000	\$30,000		

CITY OF ADRIAN
 FY2011-12 SECOND QUARTER FINANCIAL FORECAST
 December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12 ADOPTED BUDGET</u>	<u>FY2011-12 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>	<u>VARIANCE FORECAST TO BUDGET</u>		<u>EXPLANATION</u>
						<u>AMOUNT</u>	<u>PERCENT</u>	
INFORMATION TECHNOLOGY FUND REVENUE (661)								
636.000 INFO TECH SERVICES	\$140,005	\$140,005	\$0	\$69,414	\$140,005	\$0	0.0%	
637.000 GIS/CAD SERVICES	65,548	65,548	0	34,290	65,548	0	0.0%	
676.500 CONTRIB-EMPLOYEE HEALTH CARE	4,889	4,889	0	0	4,889	0	0.0%	
695.000 OTHER	0	0	0	1,169	1,200	1,200		
697.000 PRIOR YEARS' REVENUE	237,408	412,371	174,963	0	0	(412,371)	-100.0%	Planned Use of Fund
TOTAL REVENUE	\$447,850	\$622,813	\$174,963	\$104,873	\$211,642	(\$411,171)	-66.0%	Balance
INFORMATION TECHNOLOGY FUND EXPENDITURES (661)								
GIS SERVICES	\$115,811	\$160,741	\$44,930	\$34,839	\$160,741	\$0	0.0%	
TELECOMMUNICATIONS	25,000	25,055	55	12,469	25,055	0	0.0%	
ADMINISTRATION	307,039	437,017	129,978	119,552	437,017	0	0.0%	
TOTAL EXPENDITURES	\$447,850	\$622,813	\$174,963	\$166,860	\$622,813	\$0	0.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$61,987)	(\$411,171)	(\$411,171)		

CITY OF ADRIAN
 FY2011-12 SECOND QUARTER FINANCIAL FORECAST
 December 31, 2011

FUND/DEPARTMENT	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	AMENDED over/(under) ADOPTED	YEAR-TO-DATE ACTUAL	FORECAST	VARIANCE FORECAST TO BUDGET		EXPLANATION
						AMOUNT	PERCENT	
MOTOR VEHICLE POOL FUND REVENUE (662)								
635.000 VEHICLE RENT	\$340,449	\$340,449	\$0	\$142,494	\$284,988	(\$55,461)	-16.3%	
676.001 CONTRIBUTION - ADRIAN SCHOOLS	84,000	84,000	0	56,844	113,688	29,688	35.3%	
676.002 CONTRIBUTION - LISD	4,000	4,000	0	2,110	4,220	220	5.5%	
676.003 CONTRIBUTION - LENAWEE TRANSPORTATIC	58,000	58,000	0	34,030	68,060	10,060	17.3%	
676.202 CONTRIBUTION - MAJOR STREET FUND	115,000	115,000	0	28,875	57,750	(57,250)	-49.8%	
676.203 CONTRIBUTION - LOCAL STREET FUND	100,000	100,000	0	35,770	71,540	(28,460)	-28.5%	
676.205 CONTRIBUTION - FEE ESTATE	20,000	20,000	0	8,146	16,292	(3,708)	-18.5%	
676.267 CONTRIBUTION - OMNI	200	200	0	255	510	310	155.0%	
676.500 CONTRIB-EMPLOYEE HEALTH CARE	4,390	4,390	0	0	0	(4,390)	-100.0%	
676.585 CONTRIBUTION - AUTO PARKING	500	500	0	902	1,804	1,304	260.8%	
676.588 CONTRIBUTION - TRANSPORTATION FUND	10,000	10,000	0	27,827	55,654	45,654	456.5%	
676.590 CONTRIBUTION - WASTEWATER FUND	22,000	22,000	0	12,327	24,654	2,654	12.1%	
676.591 CONTRIBUTION - WATER FUND	23,500	23,500	0	9,331	18,662	(4,838)	-20.6%	
676.595 CONTRIBUTION - SOLID WASTE FUND	0	0	0	7,419	14,838	14,838		
676.598 CONTRIBUTION - STORM WATER UTILITY	5,000	5,000	0	10,993	21,986	16,986	339.7%	
685.000 SALE OF EQUIPMENT	12,000	12,000	0	16,405	16,405	4,405	36.7%	
695.000 OTHER	0	0	0	27	27	27		
697.000 PRIOR YEARS' BALANCE	0	5,950	5,950	0	0	(5,950)	-100.0%	Planned Use of Fund
TOTAL MOTOR BVEHICLECPOOL FUND REVENUE	\$799,039	\$804,989	\$5,950	\$393,755	\$771,078	(\$33,911)	-4.2%	Balance
MOTOR POOL FUND EXPENES (662)								
CEMETERY VEHICLES	\$14,286	\$14,575	\$289	\$3,323	\$6,646	\$7,929	54.4%	
ADMINISTRATION	177,465	177,465	0	181,460	362,920	(185,455)	-104.5%	
POLICE DEPT VEHICLES	112,031	112,031	0	40,494	80,988	31,043	27.7%	
FIRE DEPT VEHICLES	98,829	98,999	170	15,603	31,206	67,793	68.5%	
INSPECTION DEPT VEHICLES	4,800	4,800	0	1,269	2,538	2,262	47.1%	
DPW VEHICLES	157,922	160,812	2,890	29,946	59,892	100,920	62.8%	
STORM WATER UTILITY VEHICLES	25,772	25,772	0	0	0	25,772	100.0%	
ENGINEERING DEPT VEHICLES	8,561	8,850	289	2,834	5,668	3,182	36.0%	
RECREATION DEPT VEHICLES	4,967	4,967	0	2,086	4,172	795	16.0%	
PARKS & FORESTRY DIV VEHICLES	49,438	50,883	1,445	8,615	17,230	33,653	66.1%	
HERITAGE PARK VEHICLES	5,600	5,889	289	2,344	4,688	1,201	20.4%	
FEE ESTATE VEHICLES	24,549	25,127	578	3,688	7,376	17,751	70.6%	
CONTRIBUTION - INDIRECT COST PLAN	18,447	18,447	0	9,224	18,448	(1)	0.0%	
CONTINGENCY	96,372	96,372	0	0	0	96,372	100.0%	
TOTAL EXPENDITURES	\$799,039	\$804,989	\$5,950	\$300,886	\$601,772	\$203,217		
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$92,869	\$169,306	\$169,306		

CITY OF ADRIAN
 FY2011-12 SECOND QUARTER FINANCIAL FORECAST
 December 31, 2011

<u>FUND/DEPARTMENT</u>	<u>FY2011-12 ADOPTED BUDGET</u>	<u>FY2011-12 AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>FORECAST</u>	<u>VARIANCE FORECAST TO BUDGET</u>		<u>EXPLANATION</u>
						<u>AMOUNT</u>	<u>PERCENT</u>	
PERPETUAL CARE FUND REVENUE (711)								
664.000 INVESTMENT EARNINGS	\$40,000	\$40,000	\$0	\$13,192	\$40,000	\$0	0.0%	
TOTAL REVENUE	\$40,000	\$40,000	\$0	\$13,192	\$40,000	\$0	0.0%	
PERPETUAL CARE FUND EXPENDITURES (711)								
CONTRIBUTION - GENERAL FUND	\$40,000	\$40,000	\$0	\$0	\$40,000	\$0	0.0%	
TOTAL EXPENDITURES	\$40,000	\$40,000	\$0	\$0	\$40,000	\$0	0.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$13,192	\$0	\$0		
TOTAL REVENUES - ALL FUNDS	\$26,172,481	\$29,424,393	\$3,110,555	\$17,337,325	\$27,577,243	(\$1,847,150)	-6.3%	
TOTAL EXPENDITURES - ALL FUNDS	26,172,481	29,424,393	3,593,953	13,176,535	29,385,679	38,714	0.1%	
NET OF REVENUE AND EXPENDITURES	0	0	\$0	4,160,790	(1,808,436)	(1,808,436)		
Investment Earnings	\$506,400	\$506,400	\$0	\$340,342 (\$166,058)	\$446,200	(\$60,200)		



MEMO

Date: January 12, 2012

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

From: Jeffrey C. Pardee, Finance Director

Re: **State Revenue Sharing – Update**

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

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

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

The City of Adrian has qualified for all three prerequisites and received the first two installments (\$45,312 for each or a total of \$135,936) on November 1, 2011 and January 5, 2012. Three (3) similar payments are expected for the balance of the City's fiscal year, for a total \$339,840, with the sixth and final payment falling in the City's FY2012-13 Fiscal Year. Because the payments were undetermined until Public Act 63 of 2011 was signed into law on June 21, 2011, subsequent to adoption of the City Budget on May 2nd, these monies were not included in the Estimated Revenue.

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

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

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

The first and second Constitutional only Revenue Sharing payment has been received (October 31, and December 29, 2011) and recorded in the amount of \$518,808. The State Department of Treasury has not posted estimated payments for the new fiscal year, therefore a comparison of estimate vs. actual cannot be prepared. However, it should be noted that the City's FY2011-12 Budget contemplates \$1,411,351 from this source.

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



State Budget Office

Department of Technology, Management & Budget



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Thu Dec 29, 2011

PRINTER friendly

101-990.00 - 575,000

12.29.2011

J.V.

Dec 2011

View Payment Details

Review your payment details for the deposit date indicated.

Payee

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

Transaction type	Amount	Date	EFT event key	Reason
Deposit	\$256,871.00	12/29/11	V 030 003192085 0001	

Invoice / Adjustment details

Payment Key : 000 061105240
Address : 100 E CHURCH ST ADRIAN MI 492210000 USA
Mail Code: 28F

Seq # / Invoice No.	Date	Amount	Agency	Description
1/01		\$256,871.00	271 REVENUE SHARING (TREASURY) (517)373-2864 TREASORTA@MICHIGAN.GOV	CONSTITUTIONAL SALES TAX Ref #: 271 VZLRR356 001 2012

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

CONSTITUTIONAL:
POPULATION X DISTRIBUTION RATE = PMT AMT
21,029 X \$12.2151 = \$256,871

For estimates and actual payments, visit our web site at:
<http://treas-secure.state.mi.us/apps/findrevshareinfo.asp>
This payment reflects sales tax receipts for the months of September and October 2011.

Subtotal: \$256,871.00

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Thu Jan 5, 2012



View Payment Details

Review your payment details for the deposit date indicated.

J.V
Jan 2012

Payee

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

101-990.00.575.001

Transaction type	Amount	Date	EFT event key	Reason
Deposit	\$67,968.00	01/03/12	V 030 003195703 0001	

Invoice / Adjustment details

Payment Key : 000 061107890
Address : 100 E CHURCH ST ADRIAN MI 492210000 USA
Mail Code: 28F

Seq # / Invoice No.	Date	Amount	Agency	Description
1/16		\$22,656.00	271 REVENUE SHARING (TREASURY) (517)373-2864 TREASORTA@MICHIGAN.GOV	ACCOUNTABILITY & TRANSPARENCY Ref #: 271 VZLRR357 001 2012

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

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

FOR ADDITIONAL INFORMATION CALL 517/373-2697

2/17		\$22,656.00	271 REVENUE SHARING (TREASURY) (517)373-2864 TREASORTA@MICHIGAN.GOV	CONCOLODATION OF SERVICES Ref #: 271 VZLRR357 001 2012
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ECONOMIC VITALITY INCENTIVE PROGRAM - COMBINED EVIP DISTRIBUTION
CITY OF ADRIAN YOUR LOCAL UNIT CODE IS 46-2010

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

FOR ADDITIONAL INFORMATION CALL 517/373-2697

3/18		\$22,656.00	271 REVENUE SHARING (TREASURY) (517)373-2864 TREASORTA@MICHIGAN.GOV	EMPLOYEE COMPENSATION Ref #: 271 VZLRR357 001 2012
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MEMO

Date: January 21, 2012

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

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

Re: **FY2012-13 Preliminary Revenue Estimates**

Please find attached the Preliminary Revenue Estimates for the FY2012-13 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, 2011),
- FY2012-13 Preliminary Revenue Estimate, and
- FY2012-13 Estimate over/(under) FY2011-12 Adopted Budget.

Overall, General Fund Revenues are expected to decrease by **(\$123,327)**, equivalent to **(1.3%)**, from the FY 2011-12 Adopted Budget. This compares to last years reduction of \$1,756,310, equivalent to (15.7%). The significant changes this year are described as follows:

- 1) Real and Personal Property Taxes reflect a year-to-year decrease of just under **\$336,000**, resulting from an anticipated 6.0% decrease in property values of almost \$24.0 million, about 2/3 the reduction of the prior year. It should be noted that the estimate for Personal Property Taxes (\$859,438) is based on continuing the status quo, even though Governor Snyder has indicated that elimination or modification of Commercial and Industrial Personal Property Taxes is high on his agenda.
- 2) The State Revenue Sharing estimate contemplates continuation of the State Economic Vitality Incentive Program for the entire year **(\$407,808)** and that the City of Adrian will meet the eligibility requirements of that program. Constitutional Revenue Sharing, derived from state Sales Taxes, is expected to increase approximately **\$141,000** above the FY2011-12 Budget, due to improving market conditions.
- 3) Due to the maturing of long-term investments, which enjoyed a significantly higher market interest rate, Investment Income is anticipated to decline approximately **\$60,000**, due to the current market rates, as well as less cash to invest after prior years' draw down on Fund Balance.

- 4) The FY2011-12 Adopted Budget contemplated **\$177,000** revenue derived from increasing employees' Health Care Contribution to 20%, however, the accounting method used to implement this change resulted instead a reduction in Health Care expenses and, as a result, a budget amendment has been recommended. The Estimated Revenue for FY2012-13 reflects the current accounting methodology.
- 5) Police Department revenues are down **\$144,000**, primarily due to expiring grant revenue, which will require budget amendments if new grants are awarded in FY2012-13.
- 6) The Inspection Department estimated revenue reflects a **\$50,000** increase in permits for Building, Electrical, Plumbing and Heating, due to improving economic conditions and activity.

All Other Funds, excluding the General Fund, experience a net decrease of (\$1.4) million. Significant changes in Other Funds include:

- 1) Major and Local Street Funds anticipate a combined \$35,000 reduction in Act 51 road funding due to reduced revenues from the Gas & Weight Tax. In addition, the Major Street Fund Revenue Budget reflects completion of the Beecher Street Paving Project and the related state grant (\$375,000).
- 2) Current Property Taxes, utilized to fund such activities as local road improvements, the Downtown Development Authority, and the DDA-Tax Increment Finance Authority (TIF), are expected to be a combined \$22,000 less.
- 3) Utilization of Prior Years' Revenue, i.e. draw down on Fund Balance, has been eliminated as a funding source for the following Funds:

Community Development Fund	\$ 66,316
DDA-TIF Fund	60,000
L DFA-GAIDC Fund	10,489
Auto Parking Fund	25,735
Transportation System Fund	5,950
Sewer Fund	65,284
Water Fund	42,196
Storm Water Utility Fund	<u>98,728</u>
Total	<u>\$374,698</u>

- 4) The Estimated Revenue derived from increased employee contributions (\$106,000) to the City's Health Care Program has been eliminated in various funds due to the accounting methodology previously described.
- 5) The Brownfield Redevelopment Authority FY2012-13 Budget Estimated Revenue reflects increased revenue (\$18,000) derived from previously completed projects.
- 6) The DDA Debt Fund and related revenue (\$85,000) has been eliminated due to the anticipated retirement of the bank funded Streetscape Installment Purchase Agreement in March, 2012.

- 7) The FY2012-13 Auto Parking Fund budget reflects completion of the Farmers' Market and the North Toledo Street Parking Lot renovation, as well as the related grant revenue (\$275,000). The Auto Parking further contemplates a pay-as-you-go approach to funding of future parking lot improvements. However, the City Administration is currently exploring debt financing to accelerate needed parking lot improvements.

The Preliminary Revenue Estimates are being forwarded to the City Commission as an communication item on their February 6, 2012 agenda. If you have any questions or need for further information, please contact my office.

CITY OF ADRIAN
FY2011-12 PRELIMINARY BUDGET
ESTIMATED REVENUE

FY2012-13
ESTIMATE
Over/(under)
FY2011-12
ADOPTED
BUDGET

ACCOUNT	DESCRIPTION	FY2009-10 ACTUAL	FY2010-11 ACTUAL	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/11	FY2012-13 REVENUE ESTIMATE	FY2011-12 ADOPTED BUDGET
Fund 101: GENERAL FUND								
ESTIMATED REVENUES								
Dept 101.00: CITY COMMISSION								
101-101.00-489.000	MISC. CITY PROMOTIONS	\$0	\$0	\$100	\$100	\$0	\$100	\$0
Totals for Dept 101.00-CITY COMMISSION		\$0	\$0	\$100	\$100	\$0	\$100	\$0
Dept 172.00: CITY ADMINISTRATOR								
101-172.00-532.000	ADMINISTRATION INCOME	\$0	\$40	\$200	\$200	\$40	\$100	(\$100)
101-172.00-672.000	OIL LEASE PROCEEDS	0	102,600	0	45,442	0	0	0
101-172.00-695.000	OTHER	0	120	0	0	80	100	100
Totals for Dept 172.00-CITY ADMINISTRATOR		\$0	\$102,760	\$200	\$45,642	\$120	\$200	\$0
Dept 201.00: FINANCE DEPARTMENT								
101-201.00-445.000	PENALTIES & INTEREST ON TAXES	\$78,661	\$76,045	\$70,000	\$70,000	\$9,873	\$77,000	\$7,000
101-201.00-480.000	DOG LICENSES	1,638	1,341	2,000	2,000	87	0	(2,000)
101-201.00-607.000	TAX COLLECTION FEES	222,896	211,966	220,000	220,000	138,356	200,000	(20,000)
101-201.00-664.000	INVESTMENT EARNINGS	137,168	68,113	140,000	140,000	20,282	80,000	(60,000)
101-201.00-665.000	CHANGE IN FAIR MARKET VALUE	(12,343)	(22,923)	0	0	0	0	0
101-201.00-676.133	CONTRIB-INDIRECT COST ALLOCATION	0	0	135,215	135,215	67,608	135,000	(215)
101-201.00-683.000	SALE OF PROPERTY	300	438	0	0	0	0	0
101-201.00-685.000	SALE OF EQUIPMENT	10,210	0	5,000	5,000	0	2,500	(2,500)
101-201.00-695.000	OTHER	0	328	0	0	120	100	100
101-201.00-696.000	CASH OVER/SHORT	40	228	0	0	(73)	100	100
Totals for Dept 201.00-FINANCE DEPARTMENT		\$438,570	\$335,536	\$572,215	\$572,215	\$236,253	\$494,700	(\$77,515)
Dept 209.00: CITY ASSESSOR								
101-209.00-444.000	PRINCIPLE RESIDENCE DENIAL PENALT	\$1,129	\$4,925	\$2,000	\$2,500	\$3,527	\$5,000	\$3,000
101-209.00-488.000	CONTRACT SERVICES REVENUE	50	0	100	100	0	100	0
101-209.00-583.000	COBRA REIMBURSEMENT	0	1,365	0	0	0	0	0
Totals for Dept 209.00-CITY ASSESSOR		\$1,179	\$6,290	\$2,100	\$2,600	\$3,527	\$5,100	\$3,000

CITY OF ADRIAN
FY2011-12 PRELIMINARY BUDGET
ESTIMATED REVENUE

ACCOUNT	DESCRIPTION	FY2009-10 ACTUAL	FY2010-11 ACTUAL	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/11	FY2012-13 REVENUE ESTIMATE	FY2012-13 ESTIMATE
								Over/(under) FY2011-12 ADOPTED BUDGET
Dept 210.00: CITY ATTORNEY								
101-210.00-488.000	CONTRACT SERVICES REVENUE	\$11,004	\$11,004	\$11,000	\$11,000	\$5,502	\$11,000	\$0
101-210.00-488.275	CONTRACT SERVICES - CD	0	0	0	1,000	1,500	0	0
101-210.00-490.000	LEGAL SERVICES	0	0	100	100	0	0	(100)
Totals for Dept 210.00-CITY ATTORNEY		\$11,004	\$11,004	\$11,100	\$12,100	\$7,002	\$11,000	(\$100)
Dept 215.00: CITY CLERK								
101-215.00-454.000	JUNK DEALERS & SCAVENGERS	\$0	\$0	\$500	\$500	\$0	\$100	(\$400)
101-215.00-458.000	VENDORS-HAULERS & PEDDLERS	75	310	1,300	1,300	0	300	(1,000)
101-215.00-459.000	AMUSEMENTS	2,300	2,735	2,500	2,500	0	2,600	100
101-215.00-460.000	BOWLING & BILLIARD	0	120	100	100	55	100	0
101-215.00-608.000	SCHOOL ELECTION FEES	4,575	0	4,000	4,000	0	4,000	0
101-215.00-644.000	PRINTED MATERIALS	0	6,870	100	100	(3,435)	100	0
101-215.00-695.000	OTHER	350	1,280	1,100	1,100	220	1,100	0
Totals for Dept 215.00-CITY CLERK		\$7,300	\$11,315	\$9,600	\$9,600	(\$3,160)	\$8,300	(\$1,300)
Dept 226.00: HUMAN RESOURCES								
101-226.00-691.000	VENDING PROCEEDS-WELLNESS	\$42	\$27	\$100	\$100	\$0	\$100	\$0
101-226.00-693.000	WELLNESS PROCEEDS	60	231	100	100	0	100	0
Totals for Dept 226.00-HUMAN RESOURCES		\$102	\$258	\$200	\$200	\$0	\$200	\$0
Dept 276.00: CEMETERY								
101-276.00-625.000	ENGRAVING	\$1,110	\$275	\$1,000	\$1,000	\$95	\$500	(\$500)
101-276.00-628.000	FOUNDATIONS - CEMETERY	11,461	8,856	11,000	11,000	4,852	10,000	(1,000)
101-276.00-629.000	GRAVE OPENINGS	44,040	35,318	40,000	40,000	17,920	40,000	0
101-276.00-630.000	UPKEEP OF CEM LOTS (NOT PC)	10,585	9,522	10,000	10,000	3,475	10,000	0
101-276.00-642.000	PET CEMETERY	0	0	100	100	0	100	0
101-276.00-643.000	CEMETERY LOTS	2,359	2,430	2,000	2,000	879	2,400	400
101-276.00-676.711	TRANSFER-PERPETUAL CARE FUND	0	0	40,000	40,000	0	40,000	0
Totals for Dept 276.00-CEMETERY		\$69,555	\$56,401	\$104,100	\$104,100	\$27,221	\$103,000	(\$1,100)

CITY OF ADRIAN
FY2011-12 PRELIMINARY BUDGET
ESTIMATED REVENUE

ACCOUNT	DESCRIPTION	FY2009-10 ACTUAL	FY2010-11 ACTUAL	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/11	FY2012-13 REVENUE ESTIMATE	FY2012-13 ESTIMATE
								Over/(under) FY2011-12 ADOPTED BUDGET
Dept 301.00: POLICE DEPARTMENT								
101-301.00-455.000	PARKING	\$75	\$533	\$400	\$400	\$30	\$500	\$100
101-301.00-506.000	APS SRO GRANT	0	0	42,000	42,000	18,667	0	(42,000)
101-301.00-513.000	BULLET RESISTANT VEST GRANT	0	0	1,000	1,000	0	0	(1,000)
101-301.00-514.000	SCHOOL POLICING OFFICER GRANT	0	42,000	0	0	0	0	0
101-301.00-515.000	OHSP TRAFFIC GRANT	9,044	24	5,000	5,000	0	0	(5,000)
101-301.00-534.000	NARCOTIC ENFORCEMENT GRANT	2,216	114,553	74,000	74,000	35,804	0	(74,000)
101-301.00-540.000	POLICE JAG GRANT-EQUIPMENT & TRAI	80,219	17,125	0	11,032	13,511	0	0
101-301.00-543.000	POLICE TRAINING GRANT	6,507	6,208	7,000	7,000	3,028	6,000	(1,000)
101-301.00-576.000	LIQUOR LICENSES	13,032	13,337	13,000	13,000	14,073	13,000	0
101-301.00-624.000	LIVESCAN APPLICANT FINGERPRINTING	25,950	20,696	30,000	30,000	8,665	20,000	(10,000)
101-301.00-627.000	DUPLICATING & PHOTOSTATS	3,825	4,123	6,000	6,000	2,073	4,000	(2,000)
101-301.00-656.000	PARKING FINES	18,808	18,856	19,000	19,000	7,635	18,000	(1,000)
101-301.00-659.000	ORDINANCE FINES & COSTS	75,737	83,987	75,000	75,000	22,306	75,000	0
101-301.00-660.000	TOW & IMPOUND FEES	12,360	16,285	12,000	12,000	3,540	14,000	2,000
101-301.00-675.000	DONATIONS-PRIVATE	0	0	0	14,000	1,485	0	0
101-301.00-675.001	DONATIONS-POLICE RESERVES	0	5,542	0	0	1,200	0	0
101-301.00-675.008	DONATIONS-AUXILLIARY	0	0	3,000	3,000	0	0	(3,000)
101-301.00-676.701	CONTRIBUTION -TRUST FUND	5,000	2,215	5,000	12,000	0	1,000	(4,000)
101-301.00-684.000	SAFETY CITY	2,108	7,473	2,000	2,000	0	2,000	0
101-301.00-685.000	SALE OF EQUIPMENT	600	0	2,000	2,000	0	1,000	(1,000)
101-301.00-689.000	MOTORCYCLE SPONSORSHIP	1,200	0	0	0	0	0	0
101-301.00-694.000	SEX OFFENDER REGISTRATION	1,005	245	1,000	1,000	150	500	(500)
101-301.00-695.000	OTHER	5,959	3,769	6,000	6,000	1,120	4,000	(2,000)
Totals for Dept 301.00-POLICE DEPARTMENT		\$263,645	\$356,971	\$303,400	\$335,432	\$133,287	\$159,000	(\$144,400)
Dept 336.00: FIRE DEPARTMENT								
101-336.00-544.000	FIRE PROTECTION PAYMENT	\$16,914	\$24,108	\$0	\$7,700	\$7,647	\$15,000	\$15,000
Totals for Dept 336.00-FIRE DEPARTMENT		\$16,914	\$24,108	\$0	\$7,700	\$7,647	\$15,000	\$15,000

CITY OF ADRIAN
FY2011-12 PRELIMINARY BUDGET
ESTIMATED REVENUE

ACCOUNT	DESCRIPTION	FY2009-10 ACTUAL	FY2010-11 ACTUAL	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/11	FY2012-13 REVENUE ESTIMATE	FY2012-13 ESTIMATE
								Over/(under) FY2011-12 ADOPTED BUDGET
Dept 371.00: INSPECTION DEPARTMENT								
101-371.00-454.000	JUNK DEALERS & SCAVENGERS	\$270	\$80	\$0	\$0	\$10	\$200	\$200
101-371.00-458.000	VENDORS-HAULERS & PEDDLERS	1,245	365	0	200	150	400	400
101-371.00-463.000	PERMITS-SIGNS & HANGERS	934	1,029	1,000	1,000	572	1,000	0
101-371.00-477.000	BUILDING	66,153	74,959	80,000	80,000	64,095	100,000	20,000
101-371.00-478.000	ELECTRICAL	20,045	30,439	25,000	25,000	21,492	40,000	15,000
101-371.00-479.000	HEATING	23,106	26,164	24,000	24,000	19,563	30,000	6,000
101-371.00-482.000	PLUMBING	9,310	10,373	10,000	10,000	10,113	15,000	5,000
101-371.00-483.000	SEWER TAPPING	(845)	(2,500)	100	100	0	100	0
101-371.00-485.000	ZONING PERMITS & FEES	2,600	3,300	3,000	3,000	1,300	3,000	0
101-371.00-486.000	MISCELLANEOUS	480	450	500	500	467	500	0
101-371.00-487.000	RENTAL HOUSING REGISTRATION	9,035	53,715	15,000	15,000	13,218	15,000	0
101-371.00-673.106	WEED MOWING	0	3,840	0	2,000	2,496	4,000	4,000
Totals for Dept 371.00-INSPECTION DEPARTMENT		\$132,333	\$202,214	\$158,600	\$160,800	\$133,476	\$209,200	\$50,600
Dept 441.00: DEPARTMENT OF PUBLIC WORKS								
101-441.00-481.000	SIDEWALK-CURB & EXCAVATING	\$2,033	\$2,869	\$2,000	\$2,000	\$583	\$2,000	\$0
101-441.00-631.000	REFUSE COLLECTION	180	(157)	200	200	0	0	(200)
101-441.00-690.000	SALE OF COMPOST	100	0	100	100	0	0	(100)
101-441.00-695.004	SALE OF SIGNS	0	265	0	0	298	300	300
Totals for Dept 441.00-DEPARTMENT OF PUBLIC WORKS		\$2,313	\$2,977	\$2,300	\$2,300	\$881	\$2,300	\$0
Dept 449.00: ENGINEERING DEPARTMENT								
101-449.00-483.000	STORM SEWER TAPPING	\$0	\$0	\$0	\$0	\$35	\$100	\$100
101-449.00-583.000	COBRA REIMBURSEMENT	0	1,081	0	0	0	0	0
101-449.00-671.000	RENTS	23,935	19,835	30,000	30,000	23,928	24,000	(6,000)
101-449.00-671.588	RENT-LTC	4,056	4,056	4,000	4,000	0	4,000	0
Totals for Dept 449.00-ENGINEERING DEPARTMENT		\$27,991	\$24,972	\$34,000	\$34,000	\$23,963	\$28,100	(\$5,900)
Dept 528.00: REFUSE COLLECTION & DISPOSAL								
101-528.00-649.000	CURB SIDE RECYCLING CHARGE	\$0	\$34,550	\$0	\$0	\$0	\$0	\$0
Totals for Dept 528.00-REFUSE COLLECTION & DISPOSAL		\$0	\$34,550	\$0	\$0	\$0	\$0	\$0

CITY OF ADRIAN
FY2011-12 PRELIMINARY BUDGET
ESTIMATED REVENUE

ACCOUNT	DESCRIPTION	FY2009-10 ACTUAL	FY2010-11 ACTUAL	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	YEAR-TO-DAT ACTUAL THRU 12/31/1	FY2012-13 REVENUE ESTIMATE	FY2012-13 ESTIMATE
								Over/(under) FY2011-12 ADOPTED BUDGET
Dept 691.00: RECREATION DEPARTMENT								
101-691.00-566.000	DEPT ON AGING GRANT	\$27,500	\$0	\$0	\$0	\$0	\$0	\$0
101-691.00-651.053	USE/ADM FEES-REC-CONCESSIONS	21,899	23,283	26,000	26,000	16,636	26,000	0
101-691.00-651.054	USE/ADM FEES-REC-YOUTH SPORTS	11,620	16,579	11,200	11,200	8,061	16,000	4,800
101-691.00-651.055	USE/ADM FEES-REC-ADULT SPORTS	67,221	88,497	95,000	95,000	46,448	90,000	(5,000)
101-691.00-651.056	USE/ADM FEES-REC-YOUTH PROGRAM	15,460	20,120	16,000	16,000	4,618	16,000	0
101-691.00-651.057	USE/ADM FEES-REC-NON-RESIDENT	0	22	0	100	0	100	100
101-691.00-651.058	USE/ADM FEES-REC-SPECIAL EVENT	21,564	18,169	25,000	25,000	13,408	25,000	0
101-691.00-651.059	USE/ADM FEES-REC-PIOTTER CENTE	42,546	37,199	50,700	50,700	30,596	50,000	(700)
101-691.00-651.060	USE/ADM FEES-REC-SKATE PARK	5,693	4,446	5,200	5,200	2,813	5,000	(200)
101-691.00-651.061	USE/ADM FEES-REC-AQUATICS	81,704	70,829	87,500	87,500	35,645	87,500	0
101-691.00-651.062	USE/ADM FEES-REC-ADULT CLASSES	10,336	15,152	13,900	13,900	7,257	15,000	1,100
101-691.00-651.070	USE/ADM FEES-REC-AMUSE TCKS	4,415	5,973	5,000	5,000	3,787	6,000	1,000
101-691.00-651.072	USE/ADM FEES-REC-SHELTER USE	7,466	7,058	7,500	7,500	4,272	8,000	500
101-691.00-675.000	DONATIONS-PRIVATE	62,680	12,500	0	25,000	25,000	0	0
101-691.00-695.000	OTHER	0	0	0	0	1,409	500	500
Totals for Dept 691.00-RECREATION DEPARTMENT		\$380,104	\$319,827	\$343,000	\$368,100	\$199,950	\$345,100	\$2,100
Dept 691.01: ADRIAN AREA LITTLE LEAGUE								
101-691.01-651.040	USE/ADM FEE-REC-TOURNAMENTS	\$200	\$400	\$200	\$200	\$0	\$400	\$200
101-691.01-651.041	USE/ADM FEES-REC-TBALL	4,733	4,918	4,500	4,500	25	5,000	500
101-691.01-651.042	USE/ADM FEES-REC-MACHINE PITCH	6,638	6,465	6,190	6,190	0	6,000	(190)
101-691.01-651.043	USE/ADM FEES-REC-MINORS	6,529	7,753	5,700	5,700	0	7,000	1,300
101-691.01-651.044	USE/ADM FEES-REC-MAJORS	5,980	4,830	5,940	5,940	0	5,000	(940)
101-691.01-651.045	USE/ADM FEES-REC-JUNIORS	5,461	2,411	4,470	4,470	0	4,000	(470)
101-691.01-675.000	DONATIONS-PRIVATE	10,064	4,850	8,400	8,400	0	8,000	(400)
Totals for Dept 691.01-ADRIAN AREA LITTLE LEAGUE		\$39,605	\$31,627	\$35,400	\$35,400	\$25	\$35,400	\$0
Dept 697.00: PARKS & FORESTRY DEPARTMENT								
101-697.00-673.106	WEED MOWING	\$34,850	\$38,982	\$33,000	\$33,000	\$9,664	\$35,000	\$2,000
101-697.00-675.081	DONATIONS - PARKS & FORESTRY	0	0	0	10,000	10,000	0	0
101-697.00-695.000	OTHER	0	0	0	500	420	500	500
Totals for Dept 697.00-PARKS & FORESTRY DEPARTMENT		\$34,850	\$38,982	\$33,000	\$43,500	\$20,084	\$35,500	\$2,500

CITY OF ADRIAN
FY2011-12 PRELIMINARY BUDGET
ESTIMATED REVENUE

ACCOUNT	DESCRIPTION	FY2009-10 ACTUAL	FY2010-11 ACTUAL	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/11	FY2012-13 REVENUE ESTIMATE	FY2012-13 ESTIMATE
								Over/(under) FY2011-12 ADOPTED BUDGET
Dept 738.00: ADRIAN PUBLIC LIBRARY								
101-738.00-567.000	LIBRARY STATE AID	\$11,080	\$5,396	\$6,000	\$6,000	\$3,095	\$6,000	\$0
101-738.00-627.000	DUPLICATING & PHOTOSTATS	3,086	5,258	3,000	3,000	2,575	5,000	2,000
101-738.00-651.000	APPLICATION FEE	3,205	2,865	3,000	3,000	1,690	3,000	0
101-738.00-655.000	SALES & CONCESSIONS	868	762	1,000	1,000	576	1,000	0
101-738.00-657.000	LIBRARY BOOK FINES	9,848	9,595	10,000	10,000	2,539	8,000	(2,000)
101-738.00-658.000	PENAL FINES	103,025	98,702	100,000	90,600	90,599	90,000	(10,000)
101-738.00-671.000	RENTS	3,912	3,764	2,500	2,500	200	4,000	1,500
101-738.00-675.073	DONATIONS-PRIVATE-LIBRARIES	0	28,879	8,000	8,000	4,065	8,000	0
101-738.00-676.702	CONTRIBUTION-ENDOWMENT TRUST F	0	10,000	10,000	10,000	0	10,000	0
Totals for Dept 738.00-ADRIAN PUBLIC LIBRARY		\$135,024	\$165,221	\$143,500	\$134,100	\$105,339	\$135,000	(\$8,500)
Dept 990.00: NON-DEPARTMENTAL								
101-990.00-404.000	CURRENT REAL PROPERTY TAX	\$5,217,377	\$5,002,890	\$4,685,668	\$4,685,668	\$4,591,091	\$4,404,528	(\$281,140)
101-990.00-405.000	CURRENT PERS PROP TAX	991,146	830,780	914,296	914,296	956,685	859,438	(54,858)
101-990.00-406.000	DELQ PERS PROP TAX	4,105	8,783	500	500	11,020	9,000	8,500
101-990.00-407.000	CURRENT REFUSE MILLAGE	464,640	433,646	0	0	0	0	0
101-990.00-425.000	PAYMENT IN LIEU OF TAXES	78,493	40,541	40,000	40,000	0	40,000	0
101-990.00-457.000	TRAILER	4,096	4,334	4,000	4,000	1,801	4,000	0
101-990.00-575.000	SALES & USE TAX	1,994,094	1,960,837	1,411,351	1,538,751	935,091	1,553,029	141,678
101-990.00-575.001	ECONOMIC VITALITY INCENTIVE PAYME	0	0	0	0	67,968	407,808	407,808
101-990.00-661.000	CIVIL INFRACTIONS	700	375	300	300	600	700	400
101-990.00-671.000	RENTS	0	0	1,000	1,000	0	0	(1,000)
101-990.00-675.000	DONATIONS-PRIVATE	310	0	300	300	0	100	(200)
101-990.00-675.059	DONATIONS PRIVATE-SENIOR CENTER	0	0	100	100	0	100	0
101-990.00-675.073	DONATIONS-PRIVATE-LIBRARIES	38,749	0	0	0	0	100	100
101-990.00-675.077	DONATIONS-PRIVATE-TV CABLE	207,587	225,263	210,000	210,000	108,782	217,000	7,000
101-990.00-675.275	CONTRIBUTION-COMM DEVEL	3,000	0	0	0	0	0	0
101-990.00-676.275	TRANSFER-COM DEVEL FUND	0	3,000	0	0	0	0	0
101-990.00-676.276	TRANSFER-ECON DEVEL FUND	39,000	110,000	110,000	110,000	55,000	110,000	0
101-990.00-676.500	CONTRIB-EMPLOYEE HEALTH CARE	0	0	177,000	177,000	0	0	(177,000)
101-990.00-676.662	TRANSFER - MOTOR VEHICLE FUND	691,200	438,052	0	0	0	0	0
101-990.00-676.702	CONTRIBUTION - ENDOWMENT TRUST F	19	29	100	100	15	100	0
101-990.00-676.711	TRANSFER - PERPETUAL CARE FUND	30,016	40,092	0	0	0	0	0
101-990.00-683.000	SALE OF PROPERTY	0	0	0	1,000	750	1,000	1,000
101-990.00-695.000	OTHER	128,522	131,707	140,000	140,000	99,518	130,000	(10,000)
101-990.00-697.000	PRIOR YEARS REVENUE	0	0	0	194,087	0	0	0
101-990.00-698.000	SALE OF BONDS/NOTES	7,005,379	0	0	0	0	0	0
Totals for Dept 990.00-NON-DEPARTMENTAL		\$16,898,433	\$9,230,329	\$7,694,615	\$8,017,102	\$6,828,321	\$7,736,903	\$42,288
TOTAL ESTIMATED REVENUES		\$18,458,922	\$10,955,342	\$9,447,430	\$9,884,991	\$7,723,936	\$9,324,103	(\$123,327)
								-1.3%

CITY OF ADRIAN
FY2011-12 PRELIMINARY BUDGET
ESTIMATED REVENUE

ACCOUNT	DESCRIPTION	FY2009-10 ACTUAL	FY2010-11 ACTUAL	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/11	FY2012-13 REVENUE ESTIMATE	FY2012-13
								ESTIMATE Over/(under) FY2011-12 ADOPTED BUDGET
Fund 202: MAJOR STREET FUND								
ESTIMATED REVENUES								
202-000.00-516.201	BEECHER ST PAVING GRANT-ROAD COI	\$0	\$0	\$0	\$375,000	\$375,000	\$0	\$0
202-000.00-516.202	BEECHER STREET PAVING GRANT	0	0	0	360,684	360,684	0	0
202-000.00-546.000	GAS & WEIGHT TAX	914,783	945,993	850,000	850,000	412,820	825,000	(25,000)
202-000.00-547.000	STATE TRUNKLINE MAINT	35,526	51,648	54,298	54,298	1,476	51,000	(3,298)
202-000.00-664.000	INVESTMENT EARNINGS	132	70	5,000	5,000	13	100	(4,900)
202-000.00-676.599	TRANSFER - CAPITAL PROJ REV FUND	34,785	0	70,000	70,000	0	0	(70,000)
202-000.00-695.000	OTHER	0	432	375,000	0	123	300	(374,700)
202-000.00-697.000	PRIOR YEARS REVENUE	0	0	13,450	179,875	0	0	(13,450)
	TOTAL ESTIMATED REVENUES	\$985,226	\$998,143	\$1,367,748	\$1,894,857	\$1,150,116	\$876,400	(\$491,348)
Fund 203: LOCAL STREET FUND								
ESTIMATED REVENUES								
203-000.00-546.000	GAS & WEIGHT TAX	\$300,913	\$305,594	\$270,000	\$270,000	\$130,564	\$260,000	(\$10,000)
203-000.00-577.000	METRO ACT	62,482	58,233	60,000	60,000	0	60,000	0
203-000.00-641.000	SIDEWALK	0	13,673	15,000	15,000	1,795	14,000	(1,000)
203-000.00-664.000	INVESTMENT EARNINGS	0	0	1,000	1,000	0	100	(900)
203-000.00-676.202	TRANSFER -MAJOR STREET FUND	150,000	100,000	100,000	100,000	50,000	100,000	0
203-000.00-676.599	TRANSFER -CAPITAL PROJ REV FUND	40,275	55,445	12,000	12,000	80,684	60,000	48,000
203-000.00-695.000	OTHER	0	449	0	2,000	1,137	1,000	1,000
203-000.00-697.000	PRIOR YEARS REVENUE	0	0	0	200,669	0	0	0
203-000.00-699.204	TRANSFERS IN - MUNI ST FUND	460,000	431,856	413,000	413,000	206,500	388,000	(25,000)
	TOTAL ESTIMATED REVENUES	\$1,013,670	\$965,250	\$871,000	\$1,073,669	\$470,680	\$883,100	\$12,100
Fund 204: MUNICIPAL STREET FUND								
ESTIMATED REVENUES								
204-000.00-402.000	CURRENT PROP TAX-SPEC VOTED	\$460,930	\$427,036	\$411,000	\$411,000	\$365,348	\$386,000	(\$25,000)
204-000.00-664.000	INVESTMENT EARNINGS	1,860	869	2,000	2,000	380	1,000	(1,000)
	TOTAL ESTIMATED REVENUES	\$462,790	\$427,905	\$413,000	\$413,000	\$365,728	\$387,000	(\$26,000)
Fund 205: FEE ESTATE								
ESTIMATED REVENUES								
205-000.00-664.000	INVESTMENT EARNINGS	\$0	\$0	\$200	\$200	\$0	\$0	(\$200)
205-000.00-675.076	DONATIONS-PRIVATE-FEE ESTATE	679,871	662,669	778,442	778,442	148,962	778,442	0
205-000.00-676.500	CONTRIB-EMPLOYEE HEALTH CARE	0	0	6,540	6,540	0	0	(6,540)
205-000.00-695.000	OTHER	2,833	3,000	100	100	0	100	0
205-000.00-697.000	PRIOR YEARS REVENUE	0	0	0	118,157	0	0	0
	TOTAL ESTIMATED REVENUES	\$682,704	\$665,669	\$785,282	\$903,439	\$148,962	\$778,542	(\$6,740)

CITY OF ADRIAN
FY2011-12 PRELIMINARY BUDGET
ESTIMATED REVENUE

ACCOUNT	DESCRIPTION	FY2009-10 ACTUAL	FY2010-11 ACTUAL	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/11	FY2012-13 REVENUE ESTIMATE	FY2012-13
								ESTIMATE Over/(under) FY2011-12 ADOPTED BUDGET
Fund 267: OMNI FUND								
ESTIMATED REVENUES								
267-000.00-662.000	OMNI FORFEIT-RESTRICTED	\$0	\$0	\$0	\$0	\$680	\$1,000	\$1,000
267-000.00-663.000	OMNI FORFEITURES	151,017	77,547	86,200	86,200	22,417	86,000	(200)
267-000.00-664.000	INVESTMENT EARNINGS	727	480	1,000	1,000	119	600	(400)
267-000.00-671.000	RENTS	0	0	4,000	4,000	0	0	(4,000)
267-000.00-675.000	DONATIONS-PRIVATE	3,500	0	0	0	0	0	0
267-000.00-676.104	CONTRIB. - CITY OF HUDSON	500	0	0	0	0	0	0
267-000.00-695.000	OTHER	0	0	100	100	0	100	0
	TOTAL ESTIMATED REVENUES	\$155,744	\$78,027	\$91,300	\$91,300	\$23,216	\$87,700	(\$3,600)
Fund 275: COMMUNITY DEVELOPMENT FUND								
ESTIMATED REVENUES								
275-000.00-520.000	COMM DEVELOP BLOCK GRANT	\$0	\$104,095	\$0	\$12,000	\$11,455	\$12,000	\$12,000
275-000.00-528.000	NEIGHBORHOOD PRESERVATION	0	24,000	0	0	0	0	0
275-000.00-530.000	DOWNTOWN RENTAL REHAB	0	2,000	0	0	0	0	0
275-000.00-531.000	PROPERTY IMPROVEMENT PROGRAM	0	26,000	0	24,000	24,290	0	0
275-000.00-583.000	COBRA REIMBURSEMENT	0	1,046	0	0	0	0	0
275-000.00-632.000	ADMIN FEES	50,817	600	15,000	15,000	400	1,000	(14,000)
275-000.00-651.000	APPLICATION FEE	2	19	100	100	50	100	0
275-000.00-664.000	INVESTMENT EARNINGS	16,331	1,960	1,000	1,000	1,204	1,000	0
275-000.00-676.281	TRANSFER - DDA-T.I.F. FUND	2,000	2,000	2,000	2,000	1,000	2,000	0
275-000.00-676.282	CONTRIB - LDFA FUND	31,000	11,037	15,000	15,000	15,000	15,000	0
275-000.00-676.500	CONTRIB-EMPLOYEE HEALTH CARE	0	0	809	809	0	0	(809)
275-000.00-683.000	SALE OF PROPERTY	0	54,575	0	0	0	1,000	1,000
275-000.00-695.000	OTHER	650	0	0	0	0	100	100
275-000.00-697.000	PRIOR YEARS REVENUE	0	0	66,316	43,566	0	0	(66,316)
	TOTAL ESTIMATED REVENUES	\$100,800	\$227,332	\$100,225	\$113,475	\$53,399	\$32,200	(\$68,025)
Fund 276: ECONOMIC DEVELOPMENT FUND								
ESTIMATED REVENUES								
276-000.00-533.000	USEPA ASSESSMENT GRANT	\$44,124	\$0	\$0	\$0	\$0	\$0	\$0
276-000.00-535.000	MDEQ SITE ASSESSMENT GRANT	97,693	0	0	0	0	0	0
276-000.00-664.000	INVESTMENT EARNINGS	771	638	1,500	1,500	188	400	(1,100)
276-000.00-675.075	DONATIONS-PRIVATE-CITIZENS GAS	156,250	281,250	225,000	225,000	112,500	225,000	0
276-000.00-676.282	TRANSFER - LDFA FUND	0	0	27,256	27,256	0	27,000	(256)
276-000.00-676.500	CONTRIB-EMPLOYEE HEALTH CARE	0	0	3,835	3,835	0	0	(3,835)
276-000.00-695.000	OTHER	0	0	100	100	0	100	0
	TOTAL ESTIMATED REVENUES	\$298,838	\$281,888	\$257,691	\$257,691	\$112,688	\$252,500	(\$5,191)

CITY OF ADRIAN
FY2011-12 PRELIMINARY BUDGET
ESTIMATED REVENUE

FY2012-13
ESTIMATE
Over/(under)
FY2011-12
ADOPTED
BUDGET

ACCOUNT	DESCRIPTION	FY2009-10 ACTUAL	FY2010-11 ACTUAL	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/11	FY2012-13 REVENUE ESTIMATE	FY2011-12 ADOPTED BUDGET
Fund 279: BROWNFIELD REDEVELOPMENT AUTHORITY								
ESTIMATED REVENUES								
Dept 000.00								
279-000.00-404.000	CURRENT REAL PROPERTY TAX	\$18,575	\$34,728	\$17,000	\$35,225	\$35,333	\$35,000	\$18,000
279-000.00-664.000	INVESTMENT EARNINGS	216	466	200	200	459	1,000	800
Totals for Dept 000.00		\$18,791	\$35,194	\$17,200	\$35,425	\$35,792	\$36,000	\$18,800
Dept 290.00: ADMINISTRATION								
279-290.00-488.002	BROWNFLD-1325N MAIN-REMEDATION	\$0	\$6,732	\$0	\$0	\$0	\$0	\$0
279-290.00-491.002	BROWNFLD-1325 N. MAIN-ADMIN REIMB	0	8,030	0	0	0	0	0
Totals for Dept 290.00-ADMINISTRATION		\$0	\$14,762	\$0	\$0	\$0	\$0	0
TOTAL ESTIMATED REVENUES		\$18,791	\$49,956	\$17,200	\$35,425	\$35,792	\$36,000	\$18,800
Fund 280: DOWNTOWN DEVELOP AUTHORITY								
ESTIMATED REVENUES								
280-000.00-404.000	CURRENT REAL PROPERTY TAX	\$32,474	\$32,071	\$29,000	\$29,000	\$29,266	\$27,260	(\$1,740)
280-000.00-664.000	INVESTMENT EARNINGS	38	256	300	300	3	100	(200)
280-000.00-695.000	OTHER	80	202	100	100	0	100	0
280-000.00-695.002	WINTER FEST	725	0	0	0	0	0	0
280-000.00-695.003	OTHER - SUMMER INTERN FUNDING	8,000	0	0	0	0	0	0
280-000.00-695.006	OTHER-CULINARY ARTS PROJECT	0	0	0	0	4,000	0	0
280-000.00-699.281	TRANSFERS IN - TIFA	6,000	6,000	2,000	2,000	3,000	2,000	0
TOTAL ESTIMATED REVENUES		\$47,317	\$38,529	\$31,400	\$31,400	\$36,269	\$29,460	(\$1,940)
Fund 281: DDA - TIF FUND								
ESTIMATED REVENUES								
281-000.00-404.000	CURRENT REAL PROPERTY TAX	\$252,589	\$230,765	\$364,000	\$364,000	\$192,284	\$342,160	(\$21,840)
281-000.00-631.000	REFUSE COLLECTION	16,350	18,078	15,000	15,000	8,275	16,550	1,550
281-000.00-664.000	INVESTMENT EARNINGS	2,874	2,967	3,000	3,000	2,186	3,000	0
281-000.00-695.000	OTHER	0	250	0	0	0	100	100
281-000.00-697.000	PRIOR YEARS REVENUE	0	0	60,000	60,000	0	0	(60,000)
281-000.00-699.279	TRANSFER IN - BROWNFIELD REDEV. FUND	10,781	4,245	4,245	4,245	0	4,245	0
TOTAL ESTIMATED REVENUES		\$282,594	\$256,305	\$446,245	\$446,245	\$202,745	\$366,055	(\$80,190)

CITY OF ADRIAN
FY2011-12 PRELIMINARY BUDGET
ESTIMATED REVENUE

ACCOUNT	DESCRIPTION	FY2009-10 ACTUAL	FY2010-11 ACTUAL	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/11	FY2012-13 REVENUE ESTIMATE	FY2012-13 ESTIMATE Over/(under) FY2011-12 ADOPTED BUDGET
Fund 282: LDFA - GAIDC								
ESTIMATED REVENUES								
282-000.00-404.000	CURRENT REAL PROPERTY TAX	\$60,748	\$52,904	\$42,482	\$56,933	\$57,330	\$53,517	\$11,035
282-000.00-664.000	INVESTMENT EARNINGS	407	252	500	500	45	100	(400)
282-000.00-671.000	RENTS	3,975	4,638	4,000	4,000	2,650	4,000	0
282-000.00-676.310	CONTRIB-LDFA DEBT	51,602	0	0	0	0	0	0
282-000.00-683.000	SALE OF PROPERTY	45,600	0	0	0	0	0	0
282-000.00-697.000	PRIOR YEARS REVENUE	0	0	10,489	10,489	0	0	(10,489)
	TOTAL ESTIMATED REVENUES	\$162,332	\$57,794	\$57,471	\$71,922	\$60,025	\$57,617	\$146
Fund 283: VIBRANT SMALL CITIES GRANT								
ESTIMATED REVENUES								
283-000.00-519.001	VIBRANT SMALL CITY GRANT-CDBG	\$0	\$26,945	\$0	\$0	\$0	\$0	\$0
283-000.00-519.005	VSCG-TWO-WAY TRAFFIC GRANT-SIGN	360,628	0	0	0	0	0	0
283-000.00-519.006	VSCG-TWO-WAY TRAFFIC GRANT-ADA I	129,372	0	0	0	0	0	0
283-000.00-519.007	VSCG-TWO-WAY TRAFFIC GRANT-ADMII	10,000	0	0	0	0	0	0
283-000.00-519.010	VSCG-LAND ASSEMBLY GRANT-DEMOLI	11,950	0	0	0	0	0	0
283-000.00-519.011	VSCG-LAND ASSEMBLY GRANT-ADMIN	5,000	0	0	0	0	0	0
283-000.00-519.012	VSCG-DOWNTOWN FACADE GRANT-PRI	149,902	0	0	0	0	0	0
283-000.00-519.013	VSCG-DOWNTOWN FACADE GRANT-CD	184,588	800	0	0	126,946	0	0
283-000.00-519.014	VSCG-DOWNTOWN FACADE GRANT-LOI	9,863	0	0	0	0	0	0
283-000.00-664.000	INVESTMENT EARNINGS	717	0	0	0	0	0	0
283-000.00-676.202	CONTRIB-MAJOR STREET FUND	120,000	0	0	0	0	0	0
	TOTAL ESTIMATED REVENUES	\$982,020	\$27,745	\$0	\$0	\$126,946	\$0	\$0
Fund 310: LDFA DEBT FUND								
ESTIMATED REVENUES								
310-000.00-664.000	INVESTMENT EARNINGS	\$143	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL ESTIMATED REVENUES	\$143	\$0	\$0	\$0	\$0	\$0	\$0
Fund 394: DDA DEBT FUND								
ESTIMATED REVENUES								
394-000.00-664.000	INVESTMENT EARNINGS	\$92	\$368	\$100	\$100	\$75	\$0	(\$100)
394-000.00-699.000	APPROP TRANSFER IN	95,785	90,565	85,445	85,445	0	0	(85,445)
	TOTAL ESTIMATED REVENUES	\$95,877	\$90,933	\$85,545	\$85,545	\$75	\$0	(\$85,545)
Fund 496: WATER CAPITAL PROJECTS FUND								
ESTIMATED REVENUES								
496-000.00-676.591	TRANSFER IN - WATER	\$68,831	\$106,043	\$329,000	\$329,000	\$5,848	\$329,000	\$0
496-000.00-697.000	PRIOR YEARS REVENUE	0	0	0	39,614	0	0	0
	TOTAL ESTIMATED REVENUES	\$68,831	\$106,043	\$329,000	\$368,614	\$5,848	\$329,000	\$0

CITY OF ADRIAN
FY2011-12 PRELIMINARY BUDGET
ESTIMATED REVENUE

ACCOUNT	DESCRIPTION	FY2009-10 ACTUAL	FY2010-11 ACTUAL	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/11	FY2012-13 REVENUE ESTIMATE	FY2012-13 ESTIMATE
								Over/(under) FY2011-12 ADOPTED BUDGET
Fund 497: SEWER CAPITAL PROJECTS FUND								
ESTIMATED REVENUES								
497-000.00-676.590	TRANSFER IN - WASTEWATER	\$68,753	\$381,681	\$392,000	\$740,874	\$700,071	\$392,000	\$0
497-000.00-697.000	PRIOR YEARS REVENUE	\$0	\$0	\$0	\$847,725	\$0	\$0	0
	TOTAL ESTIMATED REVENUES	\$68,753	\$381,681	\$392,000	\$1,588,599	\$700,071	\$392,000	\$0
Fund 585: AUTO PARKING FUND								
ESTIMATED REVENUES								
585-000.00-526.000	FARMERS MARKET GRANT	\$0	\$0	\$275,000	\$275,000	\$900	\$0	(\$275,000)
585-000.00-652.306	PARKING FEES-CHURCH STREET	2,862	1,500	0	0	0	0	0
585-000.00-652.310	PARKING FEES-WASHBURN LOT	25	0	0	0	0	0	0
585-000.00-652.312	PARKING FEES-PARKING PERMITS	19,135	3,198	1,000	1,000	0	1,000	0
585-000.00-656.000	PARKING FINES	6,019	3,630	0	0	10	1,000	1,000
585-000.00-656.001	PARKING FINES - COLLECTION FEES	2,155	650	0	0	0	100	100
585-000.00-664.000	INVESTMENT EARNINGS	175	136	200	200	51	100	(100)
585-000.00-697.000	PRIOR YEARS REVENUE	0	0	25,735	25,735	0	0	(25,735)
585-000.00-699.101	TRANSFER - GENERAL FUND	6,000	6,000	60,000	60,000	30,000	60,000	0
585-000.00-699.280	TRANSFER IN - DDA	10,000	5,000	0	0	0	0	0
585-000.00-699.281	TRANSFERS IN - TIFA	0	5,000	60,000	60,000	0	60,000	0
585-000.00-699.599	CONTRIB - SPEC ASSESSMENTS	37,357	46,421	60,000	60,000	27,830	60,000	0
585-000.00-699.699	CONTRIB-FEE ESTATE	0	0	25,000	25,000	0	25,000	0
	TOTAL ESTIMATED REVENUES	\$83,728	\$71,535	\$506,935	\$506,935	\$58,791	\$207,200	(\$299,735)

CITY OF ADRIAN
FY2011-12 PRELIMINARY BUDGET
ESTIMATED REVENUE

ACCOUNT	DESCRIPTION	FY2009-10 ACTUAL	FY2010-11 ACTUAL	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/11	FY2012-13 REVENUE ESTIMATE	FY2012-13
								ESTIMATE Over/(under) FY2011-12 ADOPTED BUDGET
Fund 588: TRANSPORTATION SYSTEM FUND								
ESTIMATED REVENUES								
588-000.00-511.000	DART FEDERAL GRANT	\$77,639	\$73,572	\$66,409	\$66,409	\$34,233	\$66,500	\$91
588-000.00-571.000	STATE CAPITAL GRANT	\$0	\$3,047	\$0	\$0	\$308	\$0	0
588-000.00-572.000	STATE ACT 51 OPERATING	\$158,858	\$137,581	\$154,069	\$154,069	\$58,217	\$154,000	(69)
588-000.00-633.000	PASSENGER FARES	\$85,783	\$87,462	\$90,522	\$90,522	\$53,183	\$90,000	(522)
588-000.00-671.000	RENTS	\$0	\$0	\$4,056	\$4,056	\$305	\$0	(4,056)
588-000.00-675.000	DONATIONS-PRIVATE	\$0	\$21,400	\$0	\$0	\$3,000	\$0	0
588-000.00-676.101	TRANSFER IN -GENERAL FUND	\$108,827	\$88,911	\$100,000	\$100,000	\$0	\$100,000	0
588-000.00-685.000	SALE OF EQUIPMENT	\$0	\$3,400	\$0	\$0	\$0	\$0	0
588-000.00-695.000	OTHER	\$3,175	\$2,298	\$0	\$0	\$0	\$0	0
588-000.00-695.005	ADVERTISING REVENUE	\$0	\$393	\$0	\$0	\$1,220	\$2,000	2,000
588-000.00-697.000	PRIOR YEARS REVENUE	\$0	\$0	\$5,950	\$5,950	\$0	\$0	(5,950)
Totals for Dept 000.00 ADMINISTRATION		\$434,282	\$418,064	\$421,006	\$421,006	\$150,466	\$412,500	(\$8,506)
Dept 000.02: FIXED ROUTE SYSTEM								
588-000.02-633.000	PASSENGER FARES	\$0	\$1,864	\$0	\$0	\$0	\$0	\$0
Totals for Dept 000.02-FIXED ROUTE SYSTEM		\$0	\$1,864	\$0	\$0	\$0	\$0	\$0
TOTAL ESTIMATED REVENUES		\$434,282	\$419,928	\$421,006	\$421,006	\$150,466	\$412,500	(\$8,506)

CITY OF ADRIAN
FY2011-12 PRELIMINARY BUDGET
ESTIMATED REVENUE

ACCOUNT	DESCRIPTION	FY2009-10 ACTUAL	FY2010-11 ACTUAL	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	YEAR-TO-DAT ACTUAL THRU 12/31/1	FY2012-13 REVENUE ESTIMATE	FY2012-13
								ESTIMATE Over/(under) FY2011-12 ADOPTED BUDGET
Fund 590: SEWER FUND								
ESTIMATED REVENUES								
590-000.00-520.000	COMM DEVELOP BLOCK GRANT-INCOM	\$0	\$122,042	\$0	\$0	\$0	\$0	\$0
590-000.00-585.000	RIVER INTERCEPTOR IMPV GRANT	0	0	0	348,874	270,214	0	0
590-000.00-647.509	SEWER CHARGES-RESIDENTIAL	1,638,275	1,744,728	1,830,000	1,830,000	936,703	1,830,000	0
590-000.00-647.510	SEWER CHARGES-INDUSTRIAL	250,494	287,049	265,000	265,000	197,723	265,000	0
590-000.00-647.511	SEWER CHARGES-COMMERCIAL	1,115,216	1,051,100	1,100,000	1,100,000	596,290	1,100,000	0
590-000.00-647.512	SEWER CHARGES-GOVERNMENTAL	89,681	112,810	115,000	115,000	55,062	115,000	0
590-000.00-647.516	SEWER CHARGES-MISC	8,076	5,355	10,000	10,000	2,874	10,000	0
590-000.00-647.521	SEWER CHARGES-ADRIAN TWP-FLAT	74,185	34,972	35,000	35,000	18,852	35,000	0
590-000.00-647.522	SEWER CHARGES-MADISON TWP-FLAT	4,372	4,379	4,500	4,500	2,273	4,500	0
590-000.00-647.523	SEWER CHARGES-ADRIAN TWP-METER	378,183	432,927	385,000	385,000	209,752	385,000	0
590-000.00-647.524	SEWER CHARGES-MADISON TWP-METE	430,385	351,278	390,000	390,000	194,538	390,000	0
590-000.00-647.527	SEWER CHARGES-NON RESIDEN PRE	14,658	14,426	15,000	15,000	7,269	15,000	0
590-000.00-647.614	SEWER CHARGES-SURCHARGE-EXTRA	37,554	33,861	40,000	40,000	21,286	40,000	0
590-000.00-653.000	PENALTIES	79,014	80,470	85,000	85,000	43,074	85,000	0
590-000.00-654.000	I.P.P. FINES & FEES	0	3,500	0	0	0	0	0
590-000.00-664.000	INVESTMENT EARNINGS	29,460	25,643	30,000	30,000	8,162	20,000	(10,000)
590-000.00-665.000	CHANGE IN FAIR MARKET VALUE	5,155	(4,865)	0	0	0	0	0
590-000.00-676.500	CONTRIB-EMPLOYEE HEALTH CARE	0	0	31,793	31,793	0	0	(31,793)
590-000.00-681.000	TAPS & SERVICE	(1,650)	8,025	25,000	25,000	21,725	25,000	0
590-000.00-695.000	OTHER	68,995	773	20,000	20,000	10,987	20,000	0
590-000.00-697.000	PRIOR YEARS REVENUE	0	0	23,491	79,263	0	0	(23,491)
	TOTAL ESTIMATED REVENUES	\$4,222,053	\$4,308,473	\$4,404,784	\$4,809,430	\$2,596,784	\$4,339,500	(\$65,284)

CITY OF ADRIAN
 FY2011-12 PRELIMINARY BUDGET
 ESTIMATED REVENUE

ACCOUNT	DESCRIPTION	FY2009-10 ACTUAL	FY2010-11 ACTUAL	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/11	FY2012-13 REVENUE ESTIMATE	FY2012-13 ESTIMATE
								Over/(under) FY2011-12 ADOPTED BUDGET
Fund 591: WATER FUND								
ESTIMATED REVENUES								
591-000.00-634.000	NEW ACCOUNT CHARGES	\$15,602	\$14,874	\$15,000	\$15,000	\$8,673	\$15,000	\$0
591-000.00-646.509	WATER SALES-RESIDENTIAL	1,337,136	1,379,603	1,434,000	1,434,000	742,329	1,434,000	0
591-000.00-646.510	WATER SALES-INDUSTRIAL	357,997	358,795	383,000	383,000	220,268	383,000	0
591-000.00-646.511	WATER SALES-COMMERCIAL	1,001,842	938,522	1,000,000	1,000,000	525,222	1,000,000	0
591-000.00-646.512	WATER SALES-GOVERNMENTAL	590,539	582,797	608,000	608,000	317,551	608,000	0
591-000.00-646.516	WATER SALES-MISC	19,440	26,006	27,000	27,000	11,639	27,000	0
591-000.00-646.517	WATER SALES-ADVANCE	0	1,260	0	0	1,605	0	0
591-000.00-646.518	WATER SALES-SPRINKLERS	51,491	52,884	54,000	54,000	27,966	54,000	0
591-000.00-653.000	PENALTIES - WATER	70,529	68,390	75,000	75,000	37,072	75,000	0
591-000.00-664.000	INVESTMENT EARNINGS	10,673	15,267	20,000	20,000	8,519	20,000	0
591-000.00-665.000	CHANGE IN FAIR MARKET VALUE	(2,319)	(332)	0	0	0	0	0
591-000.00-667.000	HYDRANT RENTAL	47,852	49,336	50,000	50,000	26,372	50,000	0
591-000.00-676.500	CONTRIB-EMPLOYEE HEALTH CARE	0	0	53,741	53,741	0	0	(53,741)
591-000.00-680.000	MERCHANDISE	623	359	1,000	1,000	0	1,000	0
591-000.00-681.000	TAPS & SERVICE	9,215	18,571	25,000	25,000	69,383	25,000	0
591-000.00-683.000	SALE OF PROPERTY	298,632	0	0	0	0	0	0
591-000.00-695.000	OTHER	20,322	20,517	20,000	20,000	18,717	20,000	0
591-000.00-697.000	PRIOR YEARS REVENUE	0	0	42,196	50,522	0	0	(42,196)
	TOTAL ESTIMATED REVENUES	\$3,829,574	\$3,526,849	\$3,807,937	\$3,816,263	\$2,015,316	\$3,712,000	(\$95,937)

CITY OF ADRIAN
FY2011-12 PRELIMINARY BUDGET
ESTIMATED REVENUE

ACCOUNT	DESCRIPTION	FY2009-10 ACTUAL	FY2010-11 ACTUAL	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/1	FY2012-13 REVENUE ESTIMATE	FY2012-13 ESTIMATE
								Over/(under) FY2011-12 ADOPTED BUDGET
Fund 595: SOLID WASTE FUND								
ESTIMATED REVENUES								
595-000.00-640.000	REFUSE COLLECTION & DISPOSAL	\$0	\$0	\$533,600	\$556,800	\$425,246	\$556,800	\$23,200
595-000.00-649.000	CURB SIDE RECYCLING CHARGE	0	0	24,000	24,000	2,998	24,000	0
595-000.00-695.000	OTHER	0	0	23,965	23,965	0	0	(23,965)
	TOTAL ESTIMATED REVENUES	\$0	\$0	\$581,565	\$604,765	\$428,244	\$580,800	(\$765)
Fund 598: STORM WATER UTILITY								
ESTIMATED REVENUES								
598-000.00-648.000	STORM SEWER CHARGES	\$241,544	\$273,719	\$260,000	\$260,000	\$259,962	\$260,000	\$0
598-000.00-664.000	INVESTMENT EARNINGS	235	572	100	100	285	600	500
598-000.00-676.205	TRANSFER IN - FEE ESTATE	0	6,000	0	0	0	0	0
598-000.00-695.000	OTHER	2,784	2,180	0	0	4,914	2,000	2,000
598-000.00-697.000	PRIOR YEARS REVENUE	0	0	98,728	165,921	0	0	(98,728)
	TOTAL ESTIMATED REVENUES	\$244,563	\$282,471	\$358,828	\$426,021	\$265,161	\$262,600	(\$96,228)
Fund 599: CAP PROJECTS REVOLVING FUND								
ESTIMATED REVENUES								
599-000.00-408.202	SPECIAL ASSESSMENT - MAJOR STREE	\$0	\$0	\$70,000	\$70,000	\$0	\$70,000	\$0
599-000.00-408.203	SPECIAL ASSESSMENT - LOCAL STREE	0	55,445	12,000	12,000	80,684	12,000	0
599-000.00-664.000	INVESTMENT EARNINGS	32,225	28,848	30,000	30,000	13,569	27,000	(3,000)
	TOTAL ESTIMATED REVENUES	\$32,225	\$84,293	\$112,000	\$112,000	\$94,253	\$109,000	(\$3,000)
Fund 661: INFORMATION TECHNOLOGY								
ESTIMATED REVENUES								
661-000.00-636.000								
661-000.00-637.000	INFORMATION TECH SERVICES	\$136,866	\$125,224	\$140,005	\$140,005	\$69,413	\$140,005	\$0
661-000.00-676.500	GIS/CAD SERVICES	41,686	23,903	65,548	65,548	34,290	65,548	0
661-000.00-676.662	CONTRIB-EMPLOYEE HEALTH CARE	0	0	4,889	4,889	0	0	(4,889)
661-000.00-695.000	TRANSFER - MOTOR VEHICLE FUND	0	2,203	0	0	0	0	0
661-000.00-697.000	OTHER	18	1,167	0	0	1,169	0	0
Totals for Dept 000.00	PRIOR YEARS REVENUE	0	0	237,408	412,371	0	237,408	0
	TOTAL ESTIMATED REVENUES	\$178,570	\$152,497	\$447,850	\$622,813	\$104,872	\$442,961	(\$4,889)

CITY OF ADRIAN
FY2011-12 PRELIMINARY BUDGET
ESTIMATED REVENUE

ACCOUNT	DESCRIPTION	FY2009-10 ACTUAL	FY2010-11 ACTUAL	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/11	FY2012-13 REVENUE ESTIMATE	FY2012-13 ESTIMATE Over/(under)
								FY2011-12 ADOPTED BUDGET
Fund 662: MOTOR VEHICLE POOL								
ESTIMATED REVENUES								
662-000.00-635.276								
662-000.00-635.301	VEH RENT-CEMETERY	\$37,798	\$22,803	\$10,660	\$10,660	\$5,843	\$11,686	\$1,026
662-000.00-635.336	VEH RENT-POLICE	260,333	260,333	119,500	119,500	59,750	119,500	0
662-000.00-635.371	VEH RENT-FIRE	99,498	101,593	60,900	60,900	30,450	60,900	0
662-000.00-635.441	VEH RENT-INSPECTION	44,649	30,339	7,482	7,482	10,347	20,694	13,212
662-000.00-635.449	VEH RENT-PUBLIC WORKS	50,959	46,922	49,580	49,580	7,829	15,658	(33,922)
662-000.00-635.598	VEH RENT-ENGINEERING	24,362	24,599	7,824	7,824	7,472	14,944	7,120
662-000.00-635.691	VEH RENT - STORM WATER UTILITY	0	0	21,200	21,200	0	0	(21,200)
662-000.00-635.697	VEH RENT-PARKS & REC	7,986	7,986	4,343	4,343	2,196	4,392	49
662-000.00-635.698	VEH RENT-PARKS & FORESTRY	51,923	41,577	33,500	33,500	17,398	34,796	1,296
662-000.00-635.699	VEH RENT-HERITAGE PARK	11,354	4,219	4,020	4,020	1,210	2,420	(1,600)
662-000.00-675.101	VEH RENT-FEE ESTATE	21,872	0	21,440	21,440	0	0	(21,440)
662-000.00-676.001	CONTRIB-GENERAL FUND	700,000	0	0	0	0	0	0
662-000.00-676.002	CONTRIB-ADRIAN PUBLIC SCHOOLS	81,932	119,915	84,000	84,000	56,844	113,688	29,688
662-000.00-676.003	CONTRIB-LISD	3,813	5,230	4,000	4,000	2,110	4,220	220
662-000.00-676.202	CONTRIB-LENAWEE TRANS CORP	58,222	65,120	58,000	58,000	34,030	68,060	10,060
662-000.00-676.203	CONTRIB-MAJOR STREET FUND	103,603	116,971	115,000	115,000	28,875	57,750	(57,250)
662-000.00-676.205	CONTRIB-LOCAL STREET	114,976	96,413	100,000	100,000	35,770	71,540	(28,460)
662-000.00-676.267	CONTRIB-FEE ESTATE	9,882	55,812	20,000	20,000	8,146	16,292	(3,708)
662-000.00-676.283	CONTRIB-OMNI	163	680	200	200	255	510	310
662-000.00-676.500	CONTRIB-VIBRANT CITY GRANT FUND	336	252	0	0	0	0	0
662-000.00-676.585	CONTRIB-EMPLOYEE HEALTH CARE	0	0	4,390	4,390	0	0	(4,390)
662-000.00-676.588	CONTRIB-AUTO PARKING	7,970	13,990	500	500	902	1,804	1,304
662-000.00-676.590	CONTRIB-TRANSPORTATION FUND	13,188	53,028	10,000	10,000	27,827	55,654	45,654
662-000.00-676.591	CONTRIB-WASTEWATER	5,181	21,179	22,000	22,000	12,327	24,654	2,654
662-000.00-676.595	CONTRIB-WATER	5,448	21,906	23,500	23,500	9,331	18,662	(4,838)
662-000.00-676.598	TRANSFER-SOLID WASTE	0	0	0	0	7,419	14,838	14,838
662-000.00-685.000	CONTRIB-STORM UTILITY	22,959	10,227	5,000	5,000	10,993	21,986	16,986
662-000.00-695.000	SALE OF EQUIPMENT	11,726	14,221	12,000	12,000	16,405	16,000	4,000
662-000.00-697.000	OTHER	0	174	0	0	27	100	100
	TOTAL ESTIMATED REVENUES	\$1,750,133	\$1,135,489	\$799,039	\$804,989	\$393,756	\$770,748	(\$28,291)
Fund 711: PERPETUAL CARE FUND								
ESTIMATED REVENUES								
711-000.00-664.000								
711-000.00-665.000	INVESTMENT EARNINGS	\$35,890	\$37,324	\$40,000	\$40,000	\$13,192	\$40,000	\$0
Totals for Dept 000.00	CHANGE IN FAIR MARKET VALUE	39,645	(18,007)	0	0	0	0	0
	TOTAL ESTIMATED REVENUES	\$75,535	\$19,317	\$40,000	\$40,000	\$13,192	\$40,000	\$0
	ESTIMATED REVENUES - ALL FUNDS	\$34,736,015	\$25,609,394	\$26,172,481	\$29,424,394	\$17,337,331	\$24,708,986	(\$1,463,495)



MEMO

Date: January 24, 2012

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

Mayor Gregg DuMars
City Commission

From: Jeffrey C. Pardee, Finance Director

Re: Downtown Development Authority - FY2011-12 Second Quarter Financial Reports

Please find attached the FY2011-12 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 \$27,968, resulting in a net increase in Fund Balance from \$133,673 to \$161,641. The favorability is primarily attributable to the fact that Property Taxes are collected at the beginning of the Fiscal Period and expenditures are incurred throughout the balance of the year.

Major expenditures include \$416 Travel for MML Conference, \$5,908 for Supplies - Art-A-Licious, \$400 for Audit Fees, \$500 for Building Rental, \$250 for Accounting Services and \$573 for advertising, such as: Daily Telegram, Uniquescreen Media and Adrian Area Chamber of Commerce.

DDA Tax Increment Finance Authority (Fund No. 281)

Revenues exceeded Expenditures by \$116,278, resulting in a net increase in Fund Balance from \$255,332 to \$371,610. The favorability is primarily attributable to the fact that Property Taxes are collected at the beginning of the Fiscal Period, whereas expenditures and other commitments are incurred throughout the balance of the year. FY2011-12 will be the first year in which an annual obligation of \$60,000 will be paid to the Auto Parking Fund for maintenance of downtown parking lots. This sum, will be matched by a similar sum from the City's General Fund Budget, as well as another \$60,000 from a Special Assessment of downtown property owners. The first year commitment of the DDA-TIF will be drawn from Fund Balance, with subsequent years being drawn from the annual operating revenues that are freed up due to the retirement of the Streetscape Debt.

Although the Transfer to DDA Debt Service Fund (\$85,445) will be made to ensure payment on 1992 DDA Bonds (\$1,025,000), which will be retired in March, 2012, a remaining commitment is the estimated \$160,000 Transfer to Schools for taxes captured in excess of debt requirements. Other significant expenses incurred include \$8,894 for Contract Services - Allied Waste Services for refuse collection and \$6,411 for Advertising, as well as \$47,813 for the Façade Program (Jeff Willet's Powerhouse Gym \$22,800); Enginehouse Management, LLC \$15,263; Donna Bake \$9,750).

DDA Debt Service Fund (Fund No. 394)

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

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

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

COMPARATIVE BALANCE SHEETS
As of December 31, 2011

	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	June 30 <u>2011</u>	Dec. 31 <u>2011</u>
ASSETS					
Cash and Cash Equivalents	\$108,637	\$97,340	\$115,752	\$116,583	\$140,745
Investments	15,820	16,027	16,065	16,085	16,088
Taxes Receivable	0	0	0	0	5,526
Loans Receivable	2,268	2,267	2,267	0	0
Accounts Receivable	1,125	1,125	1,525	1,025	0
Due from DDA-TIF Fund	50	0	0	0	1,000
Total assets	<u>\$127,900</u>	<u>\$116,759</u>	<u>\$135,609</u>	<u>\$133,693</u>	<u>\$163,359</u>
LIABILITIES AND FUND BALANCE					
Liabilities:					
Vouchers Payable	\$1,511	\$38	\$646	\$20	\$1,500
Due to Primary Government	0	10,000	20,000	0	218
Accrued Sick & Vacation	0	325	0	0	0
Accrued Payroll	194	458	420	0	0
Total Liabilities	\$1,705	\$10,821	\$21,066	\$20	\$1,718
Fund Balance:					
Reserved for:					
Downtown Development Projects					
Encumbrances	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal Reserved Fund Balance	\$0	\$0	\$0	\$0	\$0
Net of Revenue vs Expenditures	(\$3,666)	(\$20,257)	\$8,605	\$19,130	\$27,968
Unreserved/Undesignated Fund Balance	<u>129,861</u>	<u>126,195</u>	<u>105,938</u>	<u>114,543</u>	<u>133,673</u>
Total Fund Balance	\$126,195	\$105,938	\$114,543	\$133,673	\$161,641
Total Liabilities and Fund Balance	<u>\$127,900</u>	<u>\$116,759</u>	<u>\$135,609</u>	<u>\$133,693</u>	<u>\$163,359</u>

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, 2011

	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	June 30 <u>2011</u>	FY2011-12		
					Amended <u>Budget</u>	Actual thru <u>Dec. 31</u>	Remaining <u>Budget</u>
REVENUES:							
Property taxes	\$33,720	\$35,420	\$32,473	\$32,071	\$29,000	\$29,266	\$266
Investment Earnings	767	207	38	256	300	3	(297)
Rents	0	0	0	0	0	0	0
Other	4,288	6	80	202	100	0	(100)
Other - Art's Festival	3,505	9,201	0	0	0	0	0
Winter Fest	0	0	725	0	0	0	0
Summer Intern Funding	0	0	8,000	0	0	0	0
Culinary Arts Project - Donation	0	0	0	0	0	4,000	0
Prior Year's Revenue	0	0	0	0	0	0	0
Transfer-In - DDA-TIF	<u>6,600</u>	<u>2,000</u>	<u>6,000</u>	<u>6,000</u>	<u>2,000</u>	<u>3,000</u>	<u>1,000</u>
Total Revenues	\$48,880	\$46,834	\$47,316	\$38,529	\$31,400	\$36,269	\$869
EXPENDITURES:							
<u>Administration</u>							
Wages	\$0	\$0	\$6,049	\$1,323	\$0	\$0	\$0
Social Security	0	0	431	134	0	0	0
Unemployment Comp	0	0	223	0	0	0	0
Office Supplies	1,463	46	457	36	500	1	499
Printing & Binding	123	0	130	0	0	0	0
Postage	525	0	0	1	500	0	500
Shipping Charges	0	83	0	13	0	18	(18)
Contract Services	5,120	5,498	1,445	0	0	60	(60)
Audit Fees	0	400	400	400	400	400	0
Memberships & Dues	239	450	0	0	500	0	500
Medical Services	0	90	0	0	0	0	0
Telephone	668	535	569	398	700	4	696
Transportation	1,401	90	54	229	500	416	84
Advertising	5,245	4,960	6,033	4,522	5,000	573	4,427
Liability Insurance	94	94	107	100	100	34	66
Building Rental	1,000	1,000	1,000	1,000	1,000	500	500
Admin. & Accounting	500	500	500	529	500	250	250
Refunds & Rebates	29	82	29	30	100	31	69
Contributions	5,686	0	0	0	0	0	0
Fascade Grant Program	<u>5,935</u>	<u>13,625</u>	<u>2,687</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>
Total Administration	\$28,028	\$27,453	\$20,114	\$8,715	\$14,800	\$2,287	\$12,513

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, 2011

	June 30 2008	June 30 2009	June 30 2010	June 30 2011	FY2011-12		
					Amended Budget	Actual thru Dec. 31	Remaining Budget
Other Projects							
Wages	\$5,241	\$6,287	\$1,880	\$0	\$5,000	\$0	\$5,000
Fringe Benefits	3,228	3,021	1,523	56	1,600	0	1,600
Operating Supplies	297	445	0	0	500	35	465
Supplies-Maple City Fest	98	182	232	237	0	71	(71)
Supplies-Art-a-licious Fest	6,469	19,116	0	2,225	6,000	5,908	92
Contract Services-Winterfest	606	482	1,962	0	0	0	0
Contract Services - Art-A-Licious	0	0	3,000	2,500	0	0	0
Advertising	129	0	0	666	0	0	0
Vehicle Rental	1,198	0	0	0	1,000	0	1,000
Wages-Solid Waste	0	48	0	0	1,000	0	1,000
Overhead-Solid Waste	0	23	0	0	500	0	500
Operating Supplies-Solid Waste	0	0	0	0	500	0	500
Vehicle Rental-Solid Waste	0	34	0	0	500	0	500
Total Other Projects	\$17,266	\$29,638	\$8,597	\$5,684	\$16,600	\$6,014	\$10,586
Total Operating Expenses	\$45,294	\$57,091	\$28,711	\$14,399	\$31,400	\$8,301	\$23,099
Excess of Revenue over Expenditures	\$3,586	(\$10,257)	\$18,605	\$24,130	\$0	\$27,968	\$23,968
Other Financing Sources/(Uses):							
Transfer from TIF Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Major Street Fund	0	0	0	0	0	0	0
Transfer from General Fund	2,748	0	0	0	0	0	0
Transfer to Auto Parking Fund	(10,000)	10,000	10,000	5,000	0	0	0
Total Transfers	(\$7,252)	\$10,000	\$10,000	\$5,000	\$0	\$0	\$0
Net Change in Fund Balance	(\$3,666)	(\$20,257)	\$8,605	\$19,130	\$0	\$27,968	\$23,968
Fund Balance - Beginning of Period	129,861	126,195	105,938	114,543	133,673	133,673	
Fund Balance - End of Period	\$126,195	\$105,938	\$114,543	\$133,673	\$133,673	\$161,641	

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

**COMPARATIVE BALANCE SHEETS
As of December 31, 2011**

	<u>June 30</u> <u>2008</u>	<u>June 30</u> <u>2009</u>	<u>June 30</u> <u>2010</u>	<u>June 30</u> <u>2011</u>	<u>Dec. 31</u> <u>2011</u>
ASSETS					
Cash and Cash Equivalents	\$126,085	\$377,575	\$276,307	\$383,034	\$485,870
Investments	146,969	148,892	149,243	149,429	149,462
Taxes Receivable	0	0	0	0	12,450
Taxes Receivable-DDA Trash	0	0	0	0	1,732
Accounts Receivable	870	1,200	1,275	3,278	1,875
Loan Receivable - Barley House	0	0	6,710	6,406	6,306
Due from Brownfield Fund	0	0	10,781	0	0
Total assets	<u>\$273,924</u>	<u>\$527,667</u>	<u>\$444,316</u>	<u>\$542,147</u>	<u>\$657,695</u>
LIABILITIES AND FUND BALANCE					
Liabilities:					
Vouchers Payable	\$94,900	\$6,041	\$0	\$1,416	\$665
TIF Payable	0	309,893	153,511	282,904	282,904
Due to Primary Government	1,853	1,391	283	295	520
Due to Vibrant Small Cities Fund	0	0	12,695	0	0
Due to DDA Fund	0	0	0	1,025	1,000
Due to DDA Debt Fund	14,385	14,385	14,385	0	0
Due to IT Fund	0	0	853	193	398
Accrued Payroll	<u>0</u>	203	278	384	0
Accrued Sick & Vacation	<u>0</u>	<u>0</u>	<u>0</u>	<u>598</u>	<u>598</u>
Total Liabilities	\$111,138	\$331,913	\$182,005	\$286,815	\$286,085
FUND BALANCE:					
Reserved for:					
Encumbrances	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Subtotal Reserved Fund Balance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Net of Revenue vs Expenditures	(\$86,890)	\$32,968	\$66,557	(\$6,979)	\$116,278
Unreserved/Undesignated Fund Balance	<u>249,676</u>	<u>162,786</u>	<u>195,754</u>	<u>262,311</u>	<u>255,332</u>
Total Fund Balance	\$162,786	\$195,754	\$262,311	\$255,332	\$371,610
Total Liabilities and Fund Balance	<u>\$273,924</u>	<u>\$527,667</u>	<u>\$444,316</u>	<u>\$542,147</u>	<u>\$657,695</u>

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, 2011

	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	June 30 <u>2011</u>	FY2011-12		
					Amended <u>Budget</u>	Actual thru <u>Dec. 31</u>	Remaining <u>Budget</u>
REVENUES:							
Property taxes	\$406,748	\$229,274	\$252,589	\$230,765	\$364,000	\$192,283	(\$171,717)
Contract Services (Refuse Collection)	14,842	19,381	16,350	18,078	15,000	8,275	(6,725)
Investment Earnings	12,776	7,126	2,874	2,967	3,000	2,186	(814)
Contribution - General Fund	0	0	0	0	0	0	0
Prior Year's Revenue	0	0	0	0	60,000	0	(60,000)
Other	0	0	0	250	0	0	0
Contrib.-Brownfield Redev. Fund	<u>0</u>	<u>0</u>	<u>10,781</u>	<u>4,245</u>	<u>4,245</u>	<u>0</u>	<u>(4,245)</u>
Total Revenues	\$434,366	\$255,781	\$282,594	\$256,305	\$446,245	\$202,744	(\$243,501)
EXPENDITURES:							
Wages	\$43,366	\$25,815	\$17,788	\$25,125	\$26,016	\$12,178	\$13,838
Fringe Benefits	11,048	7,750	4,113	5,635	6,019	3,820	2,199
Office Supplies	0	0	0	0	200	29	171
Operating Supplies	4,458	3,625	1,100	0	3,000	60	2,940
Contract Services	26,916	31,333	39,224	29,392	39,000	8,894	30,106
Consultant Fees	3,425	11,030	3,445	416	3,000	350	2,650
Transportation	161	0	0	40	100	65	35
Advertising	4,308	5,551	16,514	13,963	12,000	6,411	5,589
Liability Insurance	818	895	352	328	400	461	(61)
Info-Tech Services	10,997	10,237	10,237	2,314	4,771	2,385	2,386
Property Acquisition	0	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0	0
Capital Equipment	574	0	0	0	0	0	0
Façade Program	<u>24,340</u>	<u>22,097</u>	<u>19,479</u>	<u>82,506</u>	<u>0</u>	<u>47,813</u>	<u>(47,813)</u>
Operating Expenses	\$130,411	\$118,333	\$112,252	\$159,719	\$94,506	\$82,466	\$12,040
Excess of Revenue over Expenditures	\$303,955	\$137,448	\$170,342	\$96,586	\$351,739	\$120,278	(\$231,461)

**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, 2011**

	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	June 30 <u>2011</u>	FY2011-12		
					<u>Amended Budget</u>	<u>Actual thru Dec. 31</u>	<u>Remaining Budget</u>
Other Financing Sources/(Uses):							
Transfer to Primary Government	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Community Development	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(1,000)	1,000
Transfer to Auto Parking Fund	(50,000)	0	0	(5,000)	(60,000)	0	60,000
Transfer to DDA	(6,600)	(2,000)	(6,000)	(6,000)	(6,000)	(3,000)	3,000
Transfer to Vibrant City Grant-Local Match	(125,000)	0	0	0	0	0	0
Transfer to Schools	(94,900)	0	0	0	(160,000)	0	160,000
Transfer to DDA Debt Service	<u>(112,345)</u>	<u>(100,480)</u>	<u>(95,785)</u>	<u>(90,565)</u>	<u>(85,445)</u>	<u>0</u>	<u>85,445</u>
Total Transfer-Out	(390,845)	(104,480)	(103,785)	(103,565)	(313,445)	(4,000)	\$309,445
Contingency				0	<u>38,294</u>	0	<u>38,294</u>
Net Change in Fund Balance	(\$86,890)	\$32,968	\$66,557	(\$6,979)	\$0	\$116,278	\$116,278
Fund Balance - Beginning of Period	<u>249,676</u>	<u>162,786</u>	<u>195,754</u>	<u>262,311</u>	<u>255,332</u>	<u>255,332</u>	
Fund Balance - End of Period	<u>\$162,786</u>	<u>\$195,754</u>	<u>\$262,311</u>	<u>\$255,332</u>	<u>\$255,332</u>	<u>\$371,610</u>	

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, 2011

	<u>June 30</u> <u>2008</u>	<u>June 30</u> <u>2009</u>	<u>June 30</u> <u>2010</u>	<u>June 30</u> <u>2011</u>	<u>Dec. 31</u> <u>2011</u>
ASSETS					
Cash and Cash Equivalents	\$2,670	\$2,268	\$2,360	\$17,012	\$14,527
Due from DDA-TIF Fund	14,385	14,385	14,385	0	0
Total assets	<u>\$17,055</u>	<u>\$16,653</u>	<u>\$16,745</u>	<u>\$17,012</u>	<u>\$14,527</u>
LIABILITIES AND FUND BALANCE					
Liabilities:					
Accrued Interest Payable	<u>\$16,762</u>	<u>\$7,120</u>	<u>\$7,973</u>	<u>\$1,707</u>	(\$853)
Total Liabilities	<u>\$16,762</u>	<u>\$7,120</u>	<u>\$7,973</u>	<u>\$1,707</u>	<u>(\$853)</u>
FUND BALANCE:					
Net of Revenue vs Expenditures	\$0	\$0	\$0	\$0	\$75
Reserved For Debt Retirement	<u>293</u>	<u>9,533</u>	<u>8,772</u>	<u>15,305</u>	<u>15,305</u>
Total Fund Balance	<u>\$293</u>	<u>\$9,533</u>	<u>\$8,772</u>	<u>\$15,305</u>	<u>\$15,380</u>
Total Liabilities and Fund Balance	<u>\$17,055</u>	<u>\$16,653</u>	<u>\$16,745</u>	<u>\$17,012</u>	<u>\$14,527</u>

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, 2011

	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	June 30 <u>2011</u>	FY2011-12		
					<u>Amended Budget</u>	<u>Actual thru Dec. 31</u>	<u>Remaining Budget</u>
REVENUES:							
Investment Earnings	\$105	\$23	\$92	\$367	\$100	\$75	(\$25)
Total Revenues	\$105	\$23	\$92	\$367	\$100	\$75	(\$25)
EXPENDITURES:							
Principal Retirement	\$85,000	\$80,000	\$80,000	\$80,000	\$80,000	\$0	\$80,000
Bond Interest Expense	26,827	10,838	16,213	3,974	5,120	0	5,120
Paying Agent Fees	425	425	425	425	425	0	425
Total Expenditures	\$112,252	\$91,263	\$96,638	\$84,399	\$85,545	\$0	\$85,545
Deficiency of Revenues (Under) Expenditures	(\$112,147)	(\$91,240)	(\$96,546)	(\$84,032)	(\$85,445)	\$75	\$85,520
Other Financing Uses:							
Transfer from DDA - Special Revenue	<u>112,345</u>	<u>100,480</u>	<u>95,785</u>	<u>90,565</u>	<u>85,445</u>	<u>0</u>	<u>85,445</u>
Net Change in Fund Balance	\$198	\$9,240	(\$761)	\$6,533	\$0	\$75	\$75
Fund Balance - Beginning of Period	<u>95</u>	<u>293</u>	<u>9,533</u>	<u>8,772</u>	<u>15,305</u>	<u>15,305</u>	
Fund Balance - End of Period	<u>\$293</u>	<u>\$9,533</u>	<u>\$8,772</u>	<u>\$15,305</u>	<u>\$15,305</u>	<u>\$15,380</u>	



MEMO

Date: January 30, 2012

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

From: Jeffrey C. Pardee, Finance Director

Re: **2012 Finance Calendar**

The following is the finance events for Calendar Year 2012:

February 1, 2012	Issue FY2012-13 Budget Instructions to Departments
February 6, 2012	Presentation of FY2011-12 Second Quarter Financial Forecast and Recommended Budget Amendments
February 6, 2012	Presentation of FY2012-13 Preliminary Revenue Estimates
February 15, 2012	Winter Taxes Due and Payable
February 20, 2012	City Commission Approval of FY2012-13 Capital Improvement Program and FY2012-13 Capital Budget Recommendation
February 27, 2012	Deadline for submission of Departmental Budget Requests to Finance Department for FY2012-13 Operating Budget
March 1, 2012	Delinquent Taxes Transmitted to Lenawee County
March 5, 2012 through March 16, 2012	Departmental Budget Presentations to City Administration
April 2, 2012	Presentation of Recommended Budget to Mayor and City Commission
April 14, 2012 (Tentative)	Budget Review and Work-Session for the Mayor and City Commission

April 16, 2012	City Commission Finalization of Proposed Balanced Budget and Authorization of Notice of Public Hearing and presentation of FY2011-12 Third Quarter Financial Forecast
April 23, 2012	Publication of Proposed Budget Summary and Notice of Public Hearing for Budget Adoption and 2012 Tax Levy
May 7, 2012	City Commission Holds Public Hearing and Adopts Budget and 2012 Tax Levy
May 7, 2012	Approval of FY2011-12 Third Quarter Budget Amendments
June 30, 2012	End of FY2011-12 Fiscal Year
July 1, 2012	Beginning of FY2012-13 Fiscal Year
July 2, 2012	Issue Summer Tax Statements
August 20, 2012	Present Unaudited FY2011-12 Financial Report
August 31, 2012	Summer Taxes Due and Payable
October 1, 2012	Set Public Hearing for Downtown Special Assessment for Auto Parking
October 15, 2012	Hold Public Hearing and Approve Downtown Special Assessment for Auto Parking
October 15, 2012	Presentation of FY2012-13 First Quarter Financial Forecast and Recommended Budget Amendments
October 31, 2012	Michigan Department of Transportation Deadline for Submission of Act 51 Street Financial Report for Cities and Villages
November 1, 2012	Issue Downtown Special Assessment for Auto Parking
November 1, 2012	Issue FY2013-19 Capital Improvement Program Instructions to Department Heads
November 19, 2012	Present Audited FY2010-11 Comprehensive Annual Financial Report
December 3, 2012	Issue Winter Tax Statements

- December 8, 2012 City Commission and Planning Commission Joint Work Session to Review Departmental Requests for FY2013-19 Capital Improvement Program
- December 14, 2012 Downtown Special Assessment for Auto Parking Due and Payable
- December 31, 2012 State Department of Treasury Deadline for Submitting F-65 Local Government Financial Report
- December 31, 2012 Government Finance Officers Association of the United States and Canada Deadline for Submission of Audited FY2011-12 Comprehensive Annual Financial Report and Popular Annual Financial Report

CONSENT AGENDA



SPECIAL ASSESSMENT DISTRICT						
Improvement: Bent Oak Ave		Location: Riverside to City Limits		Unit Prices:	\$14.50	\$2.98
Tax ID No.	Owner	Description		Front Footage	Curb & Gutter	Drive Approach
XA0-100-0078-01	HELINSKI, NORMAN & JUDY 711 Bent Oak	BEG INTER RIVERSIDE & BENT OAK AVES TH NWLY ON BENT OAK 199.1 FT TH S 81°00' W L05.23 FT TH S 17°42' E 153.85 FT TH ALG RIVERSIDE TO POB	Amount	\$2,799.95	\$2,799.95	\$0.00
			Units		193.10	0.00
XA0-100-0079-00	McClain, Trent A 719 Bent Oak	BEG IN WLY LN OF BENT OAK AVE 209.1 FT NLY FR NLY LN OF RIVERSIDE AVE. RUN S 81° W 297.8 FT TH N 16°27' W 213.5 FT TO WOLF CREEK TH N 81° E 297.8 FT TH S 16°27' E 213.5 FT TO BEG	Amount	\$3,053.72	\$2,697.44	\$356.28
			Units		186.03	119.56
XA0-375-0004-00	HUNTINGTON NATIONAL BANK 1110 Bent Oak	LOT 4 SUB 1 BENT OAK HILLS	Amount	\$1,013.84	\$1,013.84	\$0.00
			Units		69.92	0.00
XA0-375-0001-00	Victor, Debra S 1010 Bent Oak	LOT 1 SUB 1 BENT OAK HILLS	Amount	\$1,919.67	\$1,377.50	\$542.17
			Units		95.00	181.94
XA0-375-0026-00	LUCE JR. REV. LIV. TRUST, HAROLD 1210 Bent Oak	LOT 26 SUB 1 BENT OAK HILLS	Amount	\$1,448.41	\$1,448.41	\$0.00
			Units		99.89	0.00
XA0-375-0005-00	Feltman, Robert L & Diane 1120 Bent Oak	LOT 5 SUB 1 BENT OAK HILLS	Amount	\$2,444.98	\$1,377.50	\$1,067.48
			Units		95.00	356.22
XA0-375-0006-00	Vettos, Nancy D 1130 Bent Oak	LOT 6 SUB 1 BENT OAK HILLS	Amount	\$2,417.14	\$1,377.50	\$1,039.64
			Units		95.00	348.87
XA0-375-0002-00	Calkins, Linda E 1020 Bent Oak	LOT 2 SUB 1 BENT OAK HILLS	Amount	\$1,960.16	\$1,377.50	\$582.66
			Units		95.00	195.52
XA0-375-0007-00	Rossman, Denise 1140 Bent Oak	LOT 7 SUB 1 BENT OAK HILLS	Amount	\$2,415.07	\$1,015.00	\$1,400.07
			Units		70.00	469.82
XA0-375-0003-00	Barnhart, Arthur W 1030 Bent Oak	LOT 3 SUB 1 BENT OAK HILLS	Amount	\$942.50	\$942.50	\$0.00
			Units		65.00	0.00
XA0-100-0077-00	Consumers Energy 885 Bent Oak	BEG AT N 1/4 POST SEC 35 T6S R3E TH S ALG CEN OF BENT OAK AVE 2.96 CH TH N 87°10' W 25 CHS TO ELY BANK OF WOLF CR TH N ALG SD BANK TO N LN OF SEC 35 TH E ALG SD LN TO BEG	Amount	\$2,832.72	\$2,832.72	\$0.00
			Units		195.36	0.00
XA0-100-0316-00	Lakeview South 1009 Bent Oak	UNIT #1 LAKEVIEW SOUTH CONDOMINIUM LENAWE COUNTY CONDOMINIUM SUBDIVISION PLAN NO 5	Amount	\$2,109.64	\$1,595.00	\$514.64
			Units		110.00	172.70
XA0-100-0316-01	1009-1015 Lot, LLC 2348 Bent Oak	BEG 8.42 FT N OF S 1/4 COR SEC 26 T6S R3E TH N 210.29 FT TH W 225 FT TH S 210.29 FT TH E 225 FT TO POB EX S 110.29 FT	Amount	\$1,964.64	\$1,450.00	\$514.64
			Units		100.00	172.70
	Adrian Twp Condos North Drive	JIM KOEHN	Amount	\$1,543.42	\$507.50	\$1,035.92
			Units		35.00	347.63
Kiwans Trail Entrance	Parks & Recreation		Amount	\$6,077.85	\$3,386.91	\$2,690.94
			Units		233.56	903.00
WTP Lagoon East Side of Street	Utilities		Amount	\$10,179.97	\$9,017.70	\$1,162.27
			Units		621.91	390.02
WTP Property	Utilities		Amount	\$12,115.89	\$9,329.59	\$2,786.30
			Units		643.42	935.00
Total Assessed				\$57,239.57		



Contract Status

Contract: 46417-109053, Hot mix asphalt pavement removal, aggregate base, grading,

Contract ID: 46417-109053

Spec Year: 03

Contract Description: Hot mix asphalt pavement removal, aggregate base, grading,

Awarded Contract Amount: \$489,438.06

Net Change Amount (Auth): \$11,971.16

Current Contract Amount: \$501,409.22

Net Change Amount (Pend): \$0.00

Amount Paid To Date (FM): \$501,409.22

Total Net Change Amount: \$11,971.16

Amount Paid To Date (CAS): N/A

Net Change Pct (Auth): 2.45%

Total Unpaid Placed Dollar Amt: \$0.00

Net Change Pct (Pend): 0.00%

% Complete (awrd): 102.45%

Total Net Change Pct: 2.45%

% Complete (curr): 100.00%

Original Item Change Amount: \$11,971.16

Overrun Pct: 2.45%

Extra Pct: 0.00%

Location: Bent Oak Avenue from Riverside Avenue to north city limits

Route:

Project Engineer: Kristin Bauer

Resident Engineer: David Boyd

Managing Office Manager: Hal Zweng

Managing Office: Tecumseh

Managing Office Comments:

Prime Contractor: C & D Hughes, Inc.

Prime Contractor Vendor Id: 01682

Contractor Address: 3097 Lansing Rd

City: Charlotte

State: MI

Zip Code: 48813-8404

Notice To Proceed Date: 6/23/2011

Work Type:

Construction Started Date: 7/27/2011

Create Electronic Files: Yes

Closed To Traffic Date: 7/27/2011

Standalone Contract: Yes

Open To Traffic Date: 9/16/2011

Contract Closed: No

All Contract Work Completed: 9/16/2011

View IDR's for 180 days

Traffic Comments:

Federal Number: STP 1146(015)

District: 06301

Project	Status	Control Section
109053A	MDOT	46417



Contract Status

2/1/2012 9:28 AM

Michigan Department of Transportation

FieldManager 4.7a

Item Types

Type	Authorized Amt	% of Contract (auth)	Pending Amt	% of Contract (pend)	Total Auth/Pend Amount	% of Contract (auth+pend)
Original	501,409.22	100.00%	0.00	0.00%	501,409.22	100.00%
Totals	\$501,409.22	100.00%	\$0.00	0.00%	\$501,409.22	100.00%

Site Number	Site Type	Original Completion	Current Completion	Days Charged to Date
00	Completion Date	9/30/2011	9/30/2011	0

Detailed Description: 0.48 mi of hot mix asphalt pavement removal, aggregate base, grading, drainage, and hot mix asphalt resurfacing on Bent Oak Avenue from Riverside Avenue to the north city limits of Adrian, Lenawee County.

**

542 Ea or
Comb/Jt. 542 Cb, J

**

In addition to the above minimum prequalification requirement for prime contractors this project includes subclassifications of Cb, Ea and J. If the prime contractor is not prequalified in those subclassifications it must use prequalified subcontractors. Those subcontractors must be designated prior to award of the contract to the confirmed low bidder.

RE: ENGINEERING – Certifying Costs and Preparing Special Assessment Roll for Improvements on Bent Oak from Riverside to City Limits – SAD #383

RESOLUTION

WHEREAS, the City Clerk has certified to the City Administrator the total cost of improvements on Bent Oak from Riverside to City Limits, said project being known and designated as Special Assessment District # 383; and

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the total cost of said improvements mentioned above in the amount of Five Hundred One Thousand, Four Hundred Nine and Twenty Two Cents (\$501,409.22) is hereby approved.
2. That the City Assessor is directed to apportion the said total cost as follows:
 - a. Fifty Seven Thousand Two Hundred Thirty Nine and Fifty Seven cents (\$57,239.57) shall be spread upon the Special Assessment Roll according to the frontage against the portion of land especially benefitted which lies within the corporate limits of the City of Adrian, which shall be known and designated as Special Assessment District # 383, and which is described as follows:

Bent Oak from Riverside to City Limits

- b. Four Hundred Forty Three Thousand, Six Hundred Sixty Nine and Sixty Five Cents (\$443,669.65) shall be the City’s portion of said project.

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

CR12-002

February 6, 2012

RE: ENGINEERING – Set Public Hearing Date for Special Assessment Roll – Improvements to Bent Oak from Riverside to City Limits – SAD #383

RESOLUTION

WHEREAS, the City Assessor has completed the Special Assessment Roll for improvements on Bent Oak from Riverside to City Limits and has reported the same to the City Commission, together with certification that the Assessment Roll conforms to the direction of the City Commission and the provisions of the Adrian City Code.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Special Assessment Roll for SAD # 383 for improvements on Bent Oak from Riverside to City Limits be filed forthwith in the office of the City Clerk for public examination.
2. That the City Commission will meet in the Commission Chambers, 159 E. Maumee Street, Adrian, MI, at 7:00pm on Monday, February 20, 2012 for the purpose of reviewing the said roll and hearing and considering any objections thereto.
3. That the City Clerk is hereby directed to give notice that the said Special Assessment Roll is on file for public examination and to give notice of said meeting and hearing set forth above pursuant to the provisions of Title I, Chapter 8, Section 1.213 of the Adrian City Code.

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

January 31, 2012

MEMORANDUM

TO: Dane Nelson, City Administrator
Jeff Pardee, Finance Director

FROM: Kristin Bauer, City Engineer

SUBJECT: Reallocation of Storm Funds

During the 2011-12 Capitol Budgeting process the City Commission approved a budget for storm water work on Bent Oak Ave. in conjunction with the road reconstruction project. Bids received for this project were favorable and as such the Major Street fund covered \$93,000 of the required grant match of \$135,680.62. Since this project included \$95,835.30 in storm water work the Storm water Utility fund, per our approved budgets, contributed \$42,680.62 towards the grant match funds. We had originally budgeted \$150,000 for storm water work on the Bent Oak project.

It is our understanding that we have completed our required payments for the grant match funds to MDOT for this project. As such \$107,319.38 earmarked for Bent Oak storm water remains available for capitol improvements in the storm water utility fund.

In the mid 2000's catch basin cleaning, the removal of solids from the catch basin structures, was suspended as the storm water utility fund had been overspent. It is now imperative that we begin this maintenance activity to keep the solids settled in the basins from plugging our storm sewer system. We estimate the cleaning of all 2,400 catch basins in the public right of way to cost approximately \$100,000.

We respectfully request the funds remaining from the Bent Oak Ave. project be reallocated and spent in the spring/summer of 2012 (FY2011-12) for cleaning of catch basing structures throughout the City.

CR12-003

RE: CITY ENGINEER – Storm Water Utility Fund – Comprehensive Catch Basin Cleaning Program

RESOLUTION

WHEREAS the Adrian City Commission, by Resolution # R11-051 dated May 2, 2011, adopted the FY2011-12 Budget, including a \$150,000 Storm Water Utility Fund appropriation for catch basin work to be done in tandem with road improvements on Bent Oak from Riverside Drive to the City Limits; and

WHEREAS bids received for the project were favorable, resulting in reducing the obligation from the Storm Water Utility Fund to \$42,680, leaving a balance of \$107,320; and

WHEREAS, to compensate for previously scheduled but suspended catch basin cleaning due to lack of funds, the City Engineer is desirous of reallocating \$100,000 of the favorable balance to a comprehensive Catch Basin Cleaning Project for all 2,400 catch basins in the City’s public right-of-way; and

WHEREAS the Finance Director indicates that sufficient funds are available for this purpose in the Storm Water Utility Fund Capital Improvement account (598-445.00-975.000) and recommends a budget amendment transferring \$100,000 to Contract Services-Catch Basins account (598-445.00-801.094); and

WHEREAS the City Engineer and City Administrator recommend approval of this resolution reallocating \$100,000 of unspent Storm Water Utility funds for the purpose of underwriting the cost of a comprehensive Catch Basin Cleaning Project.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the reallocation of \$100,000 of unspent Storm Water Utility funds for the purpose of underwriting the cost of a comprehensive Catch Basin Cleaning Project.

BE IT FURTHER RESOLVED that the FY2011-12 Storm Water Utility Fund Budget be amended as follows:

Storm Water Utility Fund (598)

Expenses:

(598-445.00-801.094) Contract Services – Catch Basins	\$100,000
(598-445.00-975.000) Capital Improvements – Bent Oak	<u>(100,000)</u>
Total	<u>\$ -0-</u>

On motion by Commissioner _____,

Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.

February 6, 2012

CR12-004

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

RESOLUTION

WHEREAS, the term of office of Robert Near 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. Robert Near, 1247 University Ave, has expressed a willingness to serve for another 3-year term if reappointed; and

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

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

On motion by Commissioner _____,

Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.

REGULAR AGENDA





MEMO

Date: January 24, 2012

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

From: Jeffrey C. Pardee, Finance Director

Re: **FY2011-12 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 FY2011-12 Budget, and recommends appropriate budget amendments.

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

A summary explanation follows:

General Fund Revenue: The Second Quarter Financial Forecast highlighted several misc. increases and decreases, resulting in a net increase of \$292,540, including the following:

- Economic Vitality Incentive Program	\$339,840
- Delinquent Personal Property Tax	11,000
- Parks & Rec Other: YMCA Contrib.	3,000
- Police JAG Grant- Computer Equipment	2,500
- Principal Residence Denial Penalty	2,500
- Police – Reserve Donations	1,200
- City Attorney – Contract Services	1,000
- Police – Liquor Licenses	1,000
- Inspection Department - Weed Mowing	1,000
- Civil Infractions	1,000
- DPW-Sale of Signs	300
- Engineering – Storm Sewer Tapping.	100
- Finance Dept.- Dog Licenses	(1,900)
- Finance Dept – Investment Income	(70,000)
Total	\$292,540

General Fund Expenditures:

- The recommended adjustment (\$3,000) to the Elections Unit of the City Clerk reflects operating expenses incurred for the Primary and General Elections.
- The Finance Department budget adjustment is to reflect the implementation of the Indirect Cost Allocation Program, which generates \$135,215 additional revenue, but reduces direct charges amounting to \$80,000 for Accounting Services and Record Keeping.
- The Human Resources Department budget adjustment (\$9,000) is to reflect the additional administrative expenses associated with the Health Reimbursement Account Program, which is part of an overall Health Care cost reduction effort.
- The Inspection Department recommended budget adjustment (\$13,000) is to reflect the anticipated expenses related to Vehicle Rental charges from the Motor Vehicle Pool.
- The recommended budget adjustment (\$12,000) for Other Projects is to reflect the costs associated with the Adrian Training School acquisition and storm clean-up.
- **The net effect of both the revenue and expenditure adjustments enables the establishment of a Contingency Account in the amount of \$175,540.**

During the final stages of the FY2011-12 Budget development process, two last minute adjustments related to Health Care were made to bring the budget into balance:

- 1) The addition of a new revenue account (2101-990.00676.500) in the amount of \$177,000 to reflect the anticipated revenue derived from increasing employee contributions for Health Care expenses to twenty (20%) percent.
- 2) The addition of a new Non-Departmental Expense Account (101-990.00-716.000) reflecting a negative amount (\$43,295) to recognize the savings associated with implementation of the new Health Care Reimbursement Account.

Therefore, in addition to the foregoing General Fund adjustments, additional adjustments are necessary to spread these costs to the operating departments; the net effect is to reduce the General Fund Budget by \$177,000. **The end result is a total increase in General Fund expenditures - \$115,540 - which brings total appropriations in balance with estimated revenues - \$10,000,531, as required by PA621 of 1978, the Uniform Budgeting and Accounting Act for Local Units of Government.**

Other Funds requiring mid-year budget adjustments include:

- The Local Street Fund to recognize revenue generated from Special Assessments for Curb & Gutter replacement on local street projects..
- Adjustments to the Transportation Fund to reflect additional revenue from Private Donations (\$3,000) to underwrite the cost of the fixed route system, as well as new advertising revenue (\$2,500) from display ads on Dial-A-Ride buses..
- Adjustments to the Water Fund recognizing additional revenue (\$45,000) from Taps & Service.
- Adjustments to the Storm Water Utility Fund (\$5,000) to reflect revenue generated from the sale of surplus cast iron.

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

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

	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET as of 12/31/11	FY2011-12 SECOND QUARTER FINANCIAL FORECAST	BUDGET AMENDMENT
<u>GENERAL FUND (101)</u>				
REVENUE:				
FINANCE DEPARTMENT				
101-201.00480.000 DOG LICENSES	\$2,000	\$2,000	\$100	(\$1,900)
101-201.00-664.000 INVESTMENT INCOME	140,000	140,000	70,000	(70,000)
CITY ASSESSOR				
101-209.00-444.000 PRINCIPAL RESIDENCE DENIAL PENALTY	2,000	2,500	5,000	2,500
CITY ATTORNEY				
101-210.00-488.275 CONTRACT SERVICES-COMM DEVELOPMENT	0	1,000	2,000	1,000
POLICE DEPARTMENT				
101-301.00-540.000 POLICE JAG GRANT-COMPUTER EQUIPMENT	0	11,032	13,532	2,500
101-301.00-576.000 LIQUOR LICENSES	13,000	13,000	14,000	1,000
101-301.00-675.001 DONATIONS-POLICE RESERVES	0	0	1,200	1,200
INSPECTION DEPARTMENT				
101-371.00-673.106 WEED MOWING	0	2,000	3,000	1,000
DEPARTMENT OF PUBLIC WORKS				
101-441.00-695.004 SALE OF SIGNS	0	0	300	300
ENGINEERING DEPARTMENT				
101-449.00-483.000 STORM SEWER TAPPING	0	0	100	100
RECREATION DEPARTMENT				
101-691.00-695.000 OTHER	0	0	3,000	3,000
NON-DEPT.				
101-990.00-406.000 DELINQUENT PERSONAL PROPERTY TAX	500	500	11,500	11,000
101-990.00-575.001 ECONOMIC VITALITY INCENTIVE PROGRAM	0	0	339,840	339,840
101-990.00-661.000 CIVIL INFRACTIONS	300	300	1,300	1,000
TOTAL GENERAL FUND REVENUE			1,300	1,000
			\$292,540	

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

	<u>FY2011-12 ADOPTED BUDGET</u>	<u>FY2011-12 AMENDED BUDGET as of 12/31/11</u>	<u>FY2011-12 SECOND QUARTER FINANCIAL FORECAST</u>	<u>BUDGET AMENDMENT</u>
EXPENDITURES:				
Dept 191.00: ELECTION DEPARTMENT				
101-191.00741.000 OPERATING SUPPLIES	\$6,000	\$6,000	\$9,000	\$3,000
Dept. 201.00: FINANCE DEPARTMENT				
101-201.00-965.000 DISTRIB.-WAGES & FRINGES	(180,000)	(180,000)	(100,000)	80,000
Dept. 226.00: HUMAN RESOURCES DEPARTMENT				
101-226.00-812.000 CONSULTANT FEES	6,500	6,500	15,500	9,000
Dept 371.00: INSPECTION DEPARTMENT				
101-449.00-943.662 VEH RENT - MOTOR POOL	\$7,482	\$7,482	\$20,482	\$13,000
Dept. 836.00: OTHER PROJECTS (ADRIAN TRAINING SCHOOL)				
101-836.00-702.017 WAGES-ATS	\$0	\$0	\$4,000	\$4,000
101-836.00-708.017 OVERHEAD-ATS	0	0	100	100
101-836.00-741.017 OPERATING SUPPLIES - ATS	0	0	100	100
101-836.00-776.017 MAINT. SUPPLIES - ATS	0	0	100	100
101-836.00-921.017 ELECTRICAL -ATS	0	0	4,500	4,500
101-836.00-923.017 WATER - ATS	0	0	2,600	2,600
101-836.00-943.017 EQUIP RENTAL - ATS	0	0	600	600
Dept. 990.00: NON-DEPT. APPROPRIATIONS				
101-990.00-990.000 CONTINGENCY	0	0	175,540	175,540
TOTAL GENERAL FUND EXPENDITURES				<u><u>\$292,540</u></u>
TOTAL GENERAL FUND				<u><u>\$0</u></u>
 <u>LOCAL STREET FUND (203)</u>				
REVENUE:				
203-000.00-676.599 CONTRIB.-CAPITAL PROJECT REVOLVING FUN	\$12,000	\$12,000	\$81,000	\$69,000
EXPENDITURES:				
203-990.00-990.000 CONTINGENCY	9,384	0	69,000	69,000
TOTAL				<u><u>\$0</u></u>

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

	FY2011-12 ADOPTED BUDGET	FY2011-12 AMENDED BUDGET as of 12/31/11	FY2011-12 SECOND QUARTER FINANCIAL FORECAST	BUDGET AMENDMENT
<u>TRANSPORTATION SYSTEM FUND (588)</u>				
REVENUE:				
588-000.00-571.000 STATE CAPITAL GRANT	\$0	\$0	\$308	\$308
588-000.00-675.000 DONATIONS-PRIVATE	0	0	3,000	3,000
588-000.00-695.005 ADVERTISING REVENUE	0	0	2,500	2,500
588-000.00-697.000 PRIOR YEARS' REVENUE	0	0	(5,808)	(5,808)
TOTAL REVENUE			<u>\$0</u>	<u>\$0</u>
<u>WATER FUND (591)</u>				
REVENUE:				
591-000.00-681.000 TAPS & SERVICE	25,000	25,000	\$70,000	\$45,000
591-000.00-697.000 PRIOR YEARS' REVENUE	42,196	50,521	5,521	(45,000)
TOTAL REVENUE			<u>\$0</u>	<u>\$0</u>
<u>STORM WATER UTILITY FUND (598)</u>				
REVENUE:				
598-000.00-664.000 INVESTMENT INCOME	\$100	\$100	\$500	\$400
598-000.00-695.000 OTHER	\$0	\$0	\$5,000	\$5,000
598-000.00-697.000 PRIOR YEARS' FUND BALANCE	\$98,728	\$165,921	\$160,521	(\$5,400)
TOTAL REVENUE			<u>\$0</u>	<u>\$0</u>

**REVENUE & EXPENDITURE REPORT FOR CITY OF ADRIAN
SECOND QUARTER BUDGET AMENDMENTS CONTINUED**

Accounts from 716.000 to 716.059

ACCOUNT DESCRIPTION	FY 2011-12 ADOPTED BUDGET	FY 2011-12 AMENDED BUDGET	YEAR-TO-DATE THRU 12/31/11	2nd Qtr Budget Amendments	
				HRA REIMBURSE	EMPLOYEE HEALTH CONTRIB.
Fund 101 - GENERAL FUND					
REVENUE					
101-990.00-676.500 CONTRIB. EMPLOYEE HEALTH CARE	\$177,000	\$177,000	0		(\$177,000)
Expenditures					
Dept 172.00: CITY ADMINISTRATOR					
716.000 HOSPITALIZATION INS	25,919.00	25,919.00	6,897.56	(1,243)	(5,081)
Total - Dept 172.00	25,919.00	25,919.00	6,897.56		
Dept 201.00: FINANCE DEPARTMENT					
716.000 HOSPITALIZATION INS	40,000.00	40,000.00	12,567.35	(1,918)	(7,841)
Total - Dept 201.00	40,000.00	40,000.00	12,567.35		
Dept 209.00: CITY ASSESSOR					
716.000 HOSPITALIZATION INS	7,422.00	7,422.00	2,767.77	(356)	(1,455)
Total - Dept 209.00	7,422.00	7,422.00	2,767.77		
Dept 210.00: CITY ATTORNEY					
716.000 HOSPITALIZATION INS	7,294.00	7,294.00	5,978.35	(350)	(1,430)
Total - Dept 210.00	7,294.00	7,294.00	5,978.35		
Dept 215.00: CITY CLERK					
716.000 HOSPITALIZATION INS	814.00	814.00	1,636.79	(39)	(160)
Total - Dept 215.00	814.00	814.00	1,636.79		
Dept 226.00: HUMAN RESOURCES					
716.000 HOSPITALIZATION INS	5,996.00	5,996.00	1,845.19	(287)	(1,175)
Total - Dept 226.00	5,996.00	5,996.00	1,845.19		
Dept 276.00: CEMETERY					
716.000 HOSPITALIZATION INS	17,923.00	17,923.00	5,580.98	(859)	(3,513)
Total - Dept 276.00	17,923.00	17,923.00	5,580.98		
Dept 301.00: POLICE DEPARTMENT					
716.000 HOSPITALIZATION INS	390,045.00	390,045.00	122,991.76	(18,702)	(76,459)
Total - Dept 301.00	390,045.00	390,045.00	122,991.76		

**REVENUE & EXPENDITURE REPORT FOR CITY OF ADRIAN
SECOND QUARTER BUDGET AMENDMENTS CONTINUED**

Accounts from 716.000 to 716.059

ACCOUNT DESCRIPTION	FY 2011-12 ADOPTED BUDGET	FY 2011-12 AMENDED BUDGET	YEAR-TO-DATE THRU 12/31/11	2nd Qtr Budget Amendments	
				HRA REIMBURSE	EMPLOYEE HEALTH CONTRIB.
Dept 336.00: FIRE DEPARTMENT					
716.000 HOSPITALIZATION INS	196,170.00	196,170.00	53,621.41	(9,406)	(38,454)
Total - Dept 336.00	196,170.00	196,170.00	53,621.41		
Dept 371.00: INSPECTION DEPARTMENT					
716.000 HOSPITALIZATION INS	17,860.00	17,860.00	12,961.94	(856)	(3,501)
Total - Dept 371.00	17,860.00	17,860.00	12,961.94		
Dept 441.00: DEPARTMENT OF PUBLIC WORKS					
716.000 HOSPITALIZATION INS	74,993.00	74,993.00	24,212.09	(3,596)	(14,701)
Total - Dept 441.00	74,993.00	74,993.00	24,212.09		
Dept 449.00: ENGINEERING DEPARTMENT					
716.000 HOSPITALIZATION INS	9,373.00	9,373.00	2,819.99	(449)	(1,837)
Total - Dept 449.00	9,373.00	9,373.00	2,819.99		
Dept 691.00: RECREATION DEPARTMENT					
716.000 HOSPITALIZATION INS	58,579.00	58,579.00	17,961.72	(2,809)	(11,483)
Total - Dept 691.00	58,579.00	58,579.00	17,961.72		
Dept 697.00: PARKS & FORESTRY DEPARTMENT					
716.000 HOSPITALIZATION INS	21,317.00	21,317.00	10,514.05	(1,022)	(4,179)
Total - Dept 697.00	21,317.00	21,317.00	10,514.05		
Dept 698.00: PARKS&FORESTRY-HERITAGE PARK					
716.000 HOSPITALIZATION INS	15,621.00	15,621.00	3,843.59	(749)	(3,062)
Total - Dept 698.00	15,621.00	15,621.00	3,843.59		
Dept 738.00: ADRIAN PUBLIC LIBRARY					
716.000 HOSPITALIZATION INS	13,620.00	13,620.00	8,220.46	(653)	(2,670)
Total - Dept 738.00	13,620.00	13,620.00	8,220.46		
Dept 990.00: NON-DEPARTMENTAL					
716.000 HOSPITALIZATION INS	(43,295.00)	(43,295.00)	0.00	43,295	
Total - Dept 990.00	(43,295.00)	(43,295.00)	0.00		
Total Expenditures	859,651.00	859,651.00	294,421.00	\$0	(177,000)
TOTAL GENERAL FUND		902,946.00			\$0

February 6, 2012

R12-008

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

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

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

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

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

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission authorizes the Department of Finance to amend the FY2011-12 Budget in accordance with the attached schedule entitled City of Adrian FY2011-12 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 may be adopted in which total expenditures/expenses, including an accrued deficit, exceed total estimated revenues, including an available surplus.

On motion by Commissioner _____,

Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.

MEMO



DATE: February 2, 2012

TO: Mayor Greg DuMars, Adrian City Commission

FROM: Dane C. Nelson, City Administrator

SUBJECT: BS&A .Net Upgrade

The City Commission, on September 20, 2004, approved a resolution authorizing acquisition of the City's present BS&A Software System at a cost of \$115,635. BS&A has since developed upgrades to this system that offer significant enhancements that would increase efficiency and improve customer service in several departments. This will be especially helpful in light of the recent staff reductions due to budget constraints.

The Finance Director has indicated we are able to spread the total cost of implementation (\$93,445) over a two-year time frame interest free, and that sufficient funds are available in the Information Technology Fund Unreserved/Unassigned Fund Balance Account (661-000.00-390.000). It is my recommendation that the bid process be waived and that the BS&A .Net upgrade be acquired from BS&A at a cost not to exceed \$93,445.

In addition, a new server and 3 tablets will be needed (the cost of which is included above). These can be purchased under the state purchasing plan (MIDEAL), so I also recommend that the bid process be waived for the hardware.

Respectfully submitted,

Dane C. Nelson
City Administrator

DCN:mld

Adrian Fire Department



Memorandum

To: Mayor Greg DuMars, Adrian City Commission

From: Paul G. Trinka

CC: City Administrator Dane Nelson

Date: January 30, 2012

Re: BS&A .Net Upgrade

BS&A software is a Michigan company based in Bathe, just north of Lansing. They have been developers of municipal software with their applications being used by communities of all sizes. Departments within the city have adopted BS&A software applications at various times over the past 12 years. The Inspection Department was first to purchase their product, followed by Assessing and then Finance and Utilities in 2004. Additional features such as Web-based lookup of property records, taxes and utility billing along with some ancillary programs have happened more recently.

BS&A, in an effort to upgrade their product felt necessary to change the database application from Pervasive to Microsoft SQL (Structured Query Language). Microsoft along with Oracle are the standard for databases throughout the world. While BS&A still supports the software we currently have they have stopped making enhancements and improvements to the product.

Those using the software on a daily basis in the city have reviewed the new product at great length. BS&A provided a day-long staff review in early January in addition to studying product literature and speaking with their peers throughout Michigan. Following this memo are comments from the departments that would be impacted the most in an upgrade. The overwhelming response was to move forward with the software upgrade.

This upgrade also requires a new server, tablet PCs for the Inspection Department and an increase of 30 Microsoft SQL licenses from our current 5. Pricing for the server and SQL license are through Hewlett Packard/State of Michigan contract prices.

Jeff Pardee has prepared a resolution for the Commission's consideration. The total cost to upgrade, including training and necessary hardware purchase is \$93,445. I would recommend that the bid process be waived and requested budget adjustments be made to purchase BS&A .Net software, related hardware and training.

MEMO



DATE: January 30, 2012

TO: Mayor Greg DuMars, Adrian City Commission

FROM: Kristen Wetzels, Assessor

SUBJECT: BS&A .Net Assessing Software

There are many new features added to the Assessing .Net program that the current Pervasive program does not have and cannot perform. These new features allow functions to be performed more efficiently along with allowing multiple programs to run smoothly together. The following are a few new features that will benefit the Assessing Department:

1. New Charts – Being able to chart values to accompany reports will be helpful for customers and co-workers to better understand the change in values from year to year.
2. Edit Parcel Screen – From one screen in the Assessing program you can view thumbnails of assessments, building information, sketches and attachments. You can also quickly access tax information on a tab in the Assessing Program.
3. GIS – This is a feature that will directly link the Assessing data to the GIS maps. This will allow for other users, including those who do not have access to GIS, to be able to view parcels and print maps. A few other useful tools with the GIS map is creating temporary layers, plotting parcels for fieldwork, comparable sales and ECF analysis.
4. Sketch Integration – When a new house, deck, garage or other structure is added to a sketch the programs automatically fills in the data and calculates the value. This saves an extra step of entering the square footages manually.
5. Reports – Reports will be able to be exported directly to a PDF or Excel file. Reports can also be emailed directly from the report window.
6. Blocking/Indexing – These tasks can be done quicker and easier.
7. Reminders – Specific reminders can be placed on parcels for later dates. A reminder will pop up to notify the parcel and the change to be made.

The above features are only a few highlights of what the new Assessing.NET program has to offer. The .NET programs were made to be user friendly and allow for tasks to be accomplished quicker and easier.

MEMO



DATE: January 30, 2012

TO: Mayor Greg DuMars, Adrian City Commission

FROM: Jeff Pardee, Finance Director

SUBJECT: BS&A .Net Applications

Following is a list of BS&A.NET features that Cindy provided to me that will benefit the Finance Department:

- 1) Tax Posting – Transition between Summer and Winter tax files is seamless; currently requires closing one before opening the other.
- 2) Treasury Management – Misc. Refunds and Michigan Tax Tribunal (MTT) ordered refunds are automatically computed, eliminating manual computations.
- 3) Accounting - General Ledger Journal Entries are automatically recorded between and among all applications automatically, eliminating the need to migrate from one application to another.
- 4) Special Assessment enhancement includes provision for journal entries, which currently is a manual transaction.
- 5) Accounting – All receipts will be entered in a single posting rather than having to update each application.
- 6) Treasury Management – Bank reconciliations will be performed on-line rather than manually.
- 7) Misc. Receivables invoices can be e-mailed to customers upon request.
- 8) Misc. Receivables will include Automatic Clearing House (ACH) feature enabling electronic payments and record keeping.
- 9) Utility Billing can also utilize the e-mail feature.
- 10) All applications can export data to EXCEL spreadsheets to expedite report writing.
- 11) Field Inspection application integrates with Accounts Receivable and General Ledger, allowing for direct billing and receipting of Misc. Receivables.

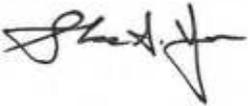
There's more, but this is a representative sample. In terms of labor savings, Kylene Moore, Account Clerk II, retired Jan. 20 with no replacement included in the budget. Her duties have been distributed among remaining staff, mainly Cindy, and implementation of the BS&A upgrade should help to partially offset this lost resource.



MEMORANDUM – UTILITIES DEPARTMENT

DATE: January 25, 2012

TO: Paul G. Trinka, Fire Chief/Director of Information Technology

FROM: Shane A. Horn, Utilities Director 

SUBJECT: BS&A .Net Software Upgrade

The Utilities Department utilizes BS&A utility billing software to bill over 6,500 metered accounts monthly. We divide our water and sewer billings into 3 separate cycles which results in generating and mailing utility bills three times per month. We also use the software for reporting and work order scheduling with our customer service representative. The new BS&A .Net upgrade would provide the Utilities Department with the following improvements:

- Ability to extend a paperless option to our customers which would provide them with an emailed copy of their utility bill on a monthly basis.
- Ability to provide option of payment of utility bills using a credit card at city hall and expanding this option to include the acceptance of Visa.
- Allow us to maintain contact data in one area and update all linked records with changes.
- Additional account user fields are available.
- Microsoft SQL database provides more flexibility in storage and maintenance of data.
- Ability to enter/verify meter reads using multiple blocks of data at one time.

With the reduction of personnel within the Utilities Department this upgrade will allow us to continue to provide the essential services that our customers expect. I respectfully recommend that the BS&A .Net software upgrade be approved.

Memo

To: Sarah Osburn, City Attorney
From: Glenn Preston, Code Enforcement Officer
CC: Paul Trinka, IT Director, Dane Nelson, City Administrator
Date: 2/2/2012
Re: BS&A .Net software - Field Inspection.net Module

Field Inspection.net

This new application would make both housing inspections and code enforcements more efficient as well as streamline the process, making for easier tracking and more ease of use. Currently single code enforcement could take up to 10 transactions to complete all while leaving important relevant data (photo's, emails, and list) scattered in different areas with no direct link to the property record in violation. With the new application all of these transactions could be handled with one touch of a button, making it more efficient and linking all data to the property record.

Enhancements:

- Ability to add new Code Enforcements on the tablet PC while out in the field
- Photos, emails and list will be directly linked as part of the property record
- Billing will be able to be handled within the department. Provides payment tracking.
- Generate housing inspection reports on site, provide copy to the owner with mobile printer
- On site property history review. Call back currently required.

How a complaint is handled now:

- Complaint is initiated then entered into current software system and an inspection scheduled
- Complaint is investigated and photos taken.
- Information is brought back to the office and processed. Correction notice mailed, party billed.

How a complaint would be handled with field inspection.net

- Complaint is initiated as above
- Complaint is investigated and photos taken.
- Report processed in the field, invoice generated. Report associated with parcel record.
Correction notice handed to individual.

Overall time from reception of complaint until notice of violation is in citizen's hand would be greatly reduced. Reporting and billing are handled by a single inspector rather than filtering through a number of hands and departments.

R12-009

RE: DEPARTMENT OF INFORMATION TECHNOLOGY – Authorization to Upgrade Multiple-BS&A Software Systems, including Finance, Assessing and Utility Billing Systems, to Network Version (.NET)

RESOLUTION

WHEREAS the Adrian City Commission, on September 20, 2004, approved a resolution authorizing acquisition of the City’s present BS&A Software System at a cost of \$115,635, which replaced the mainframe system from First Computer installed in 1985; and

WHEREAS BS&A has since developed a new Network Version of our present software applications that offer significant enhancements that would increase efficiency in several operating departments, helping to offset recent staffing reductions due to budget stringencies, while simultaneously improving customer service; and

WHEREAS a list of the various components, benefiting departments and related costs are provided as follows:

<u>Component</u>	<u>Department</u>	<u>Cost</u>
Property-Based Systems.NET (Includes: Assessing, Tax, Del. Pers. Property Tax, Special Assessment, Animal License, and Inspection)	Assessing Office Finance Department Treasurer’s Office Inspection Office	Software: \$30,505 Training: \$ 5,250 Support: \$ 6,120
Financial Management Systems (Includes: General Ledger, Accounts Payable, Cash Receipts, Payroll, Misc. Receivables, Purchase Orders, Utility Billing, Timesheets, and Cemetery Mgt.)	Finance Department Accounting & Payroll Purchasing Office Utility Department Human Resources Cemetery	Hardware: \$15,500 Software: \$12,445 Training: \$ 6,300 Support: \$10,175
Fixed Asset System	All Departments	Software: \$ 4,615 Training: \$ 250 Support: \$ 4,050
Field Inspection .NET	Inspection Department	Hardware: \$ 6,900 Software: \$ 3,000 Training: \$ 2,100 Licenses: \$ 6,580 Support: \$ 600
Total:		Hardware \$22,400 Software: 50,565 Training: 13,900 Licenses: 6,580 Support: 20,945

and

WHEREAS, the total cost to implement this system is \$93,445. This includes a purchase of Software, Licenses and Training from BS&A at a cost of \$71,045, and a purchase of Hardware from IT Right at a cost of \$22,400 through the State of Michigan contract through MIDEAL; and

WHEREAS the Fixed Asset System will be scheduled for implementation in the second year, due to current staffing limitations; and

WHEREAS the System Support cost (\$20,945), which is equivalent to what we are paying currently, for the first year is included in the acquisition price, thereby resulting in a partial offset to the total first-year cost, and the Software and Training (\$71,045) can be financed by the vendor by spreading the cost interest-free over a two-year timeframe, with the following results:

- First-Year total cost \$57,923 for Hardware, Software, Licenses and Training, less Support;
- Second-Year total cost \$35,522 for the balance of Acquisition and the Fixed Asset System; and

WHEREAS the interest-free two-year financing enables acceleration of acquisition and installation of the proposed upgrade to the current fiscal year (FY2011-12), rather than the original plan of implementation in FY2012-13, and the Finance Director indicates that sufficient funds are available for this purpose in the Information Technology Fund Unreserved/Unassigned Fund Balance Account (661-000.00-390.000); and

WHEREAS the Information Technology Director and City Administrator recommend approval of this resolution, selection of BS&A Software Systems and IT Right as the preferred vendors in the best interests of the City, appropriation of \$57,923 in FY2011-12 and \$35,522 in FY2012-13 for acquisition, training and support of the upgraded BS&A Software Systems, and IT Right Hardware, as well as approval of the appropriate budget amendments.

NOW THEREFORE BE IT RESOLVED, that the Adrian City Commission, by this resolution, hereby authorizes the upgrade of multiple BS&A Software Systems, including Property-Based systems.NET, Financial Management Systems, Fixed Asset System, and Field Inspection.NET at a first-year (FY2011-12) cost of \$35,523 and a second-year (FY2012-13) cost of \$35,522.

BE IT FURTHER RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the purchase of Hardware from IT Right through the State of Michigan contract through MIDEAL at a cost of \$22,400, and that the bid process for the purchase of Hardware be waived.

BE IT FURTHER RESOLVED that the bid process for the purchase of Software, Licenses and Training be waived in the best interests of the City, in accordance with the City's Purchasing Policy as specified in Chapter 12 of the City Charter and Chapter 9 of the Codified City Ordinances.

BE IT FURTHER RESOLVED that \$57,923 be appropriated from the Information Technology Fund Unreserved/Unassigned Fund Balance Account (661-000.00-390.000) and that the FY2011-12 Budget be amended as follows:

Information Technology Fund (661)

Revenue:

(661-000.00-697.000) Prior Years' Revenue \$57,923

Expenses:

(661-290.00-977.000) Capital Equipment \$22,400

(661-290.00-811.000) Contract Services-Computer Software \$21,623

(661-290.00-957.000) In-Service Training 13,900

Total \$57,923

On motion by Commissioner _____,

Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.

MEMORANDUM

To: Dane C. Nelson, City Administrator
From: Mark K. Gasche, Parks and Recreation Director
Date: January 31, 2012
Subj: Acceptance of Kiwanis Grant for Kiwanis Plaza

We have received notification from the Adrian Kiwanis Club that we have been awarded a grant in the amount of \$25,000 to develop a new Kiwanis Plaza along the Kiwanis Trail at W. Maumee St. This property, which is adjacent to the trail, was donated to the city for the purpose of developing such a plaza. The grant money will be used to supplement the \$40,000 that we have budgeted to be used on this project in our Fee Estate Capital Improvement account for FY 2011-12.

The development plan for the trailhead/plaza includes connecting pathways, landscape areas, benches, and signage. It will serve as a trailhead for the Kiwanis Trail at one of the most visible trail crossings in the city and as a place to recognize the Adrian Kiwanis Club's involvement and support in the development of the Kiwanis Trail, which is one of Adrian's most heavily used and prized assets. This development plan is the first phase of what could be future development at the site, but it will also be a significant improvement that is fully ready for use as it is designed. The Kiwanis Club members also plan to support the development of the plaza by assisting with the installation of the landscaping.

I recommend that we accept this grant award and express our gratitude to the Adrian Kiwanis Club for their generous gift, as well as their support of this project, the Kiwanis Trail, and the many other city projects that the club has supported over the years.

C: Jeffery C. Pardee, Finance Director

February 6, 2012

R12-010

RE: Department of Parks and Recreation – Acceptance of Gift Donations and Grants from Adrian Kiwanis Club for Development of Kiwanis Plaza at West Maumee Trailhead

RESOLUTION

WHEREAS a private donation in the amount of \$25,000.00 from the Adrian Kiwanis Club has been received for use by the Department of Parks and Recreation to develop a Kiwanis Plaza at the West Maumee Trailhead; and

WHEREAS, these funds, combined with \$40,000 of Fee Estate Funds included in the FY2011-12 Budget, will be used for connecting pathways, landscape areas, benches, and signage; and

WHEREAS, in accordance with the Gift and Donation Policy adopted by the City Commission (Resolution # R04-182, dated November 1, 2004); gift donations must be formally accepted by the City Commission, acknowledgement given, and appropriate budget amendments approved to provide proper stewardship; and

WHEREAS the funds have been allocated to the Kiwanis Trail Endowment Fund (702-000.00-310.000) and are available for future appropriation by the City Commission when appropriate designs have been completed and competitive bids awarded for the aforementioned development; and

WHEREAS the Parks & Recreation Director and City Administrator recommend approval of this resolution accepting the subject donation (which has no match requirement) and allocation of \$25,000.00 to the Kiwanis Trail Endowment Fund (702-000.00-310.000).

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the generous donation in the amount of \$25,000.00 from the Adrian Kiwanis Club and allocation to the Kiwanis Trail Endowment Fund (702-000.00-310.000), making funds available for future appropriation by the City Commission when appropriate designs have been completed and competitive bids awarded for the Kiwanis Plaza at the West Maumee Trailhead.

On motion by Commissioner _____,

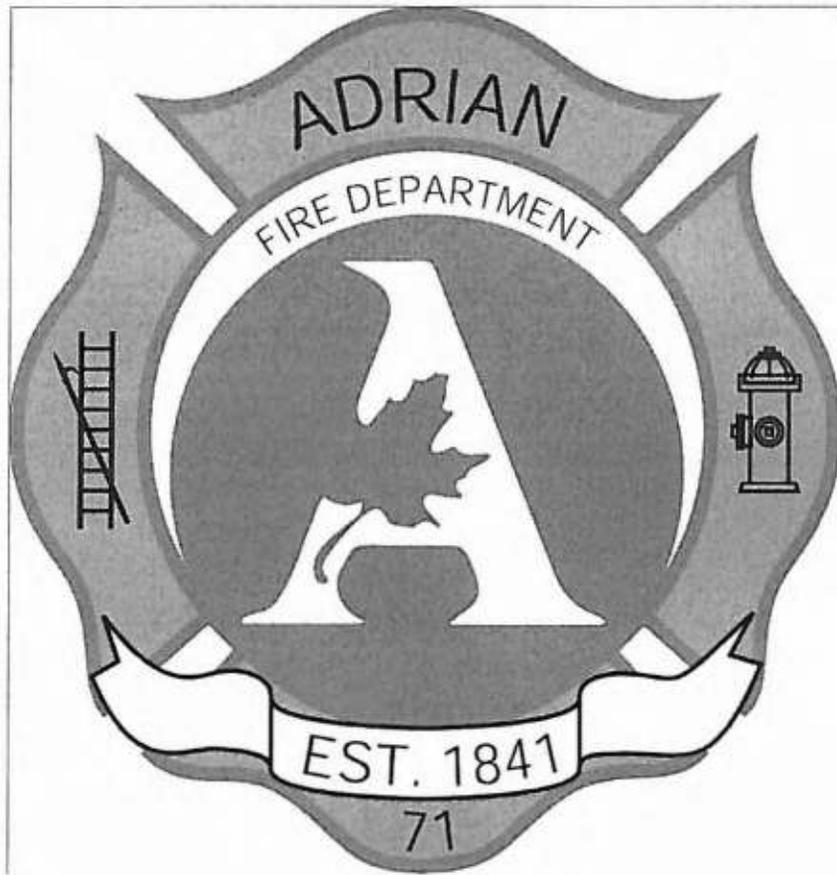
Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.

MISCELLANEOUS



Adrian Fire Department



2011 Annual Report



Adrian Fire Department

Memorandum

To: Mayor Greg Dumars, Adrian City Commission

From: Paul G. Trinka, Fire Chief

CC: City Administrator Dane Nelson

Date: January 12, 2012

Re: Fire Department Annual Report 2012

It is my honor I submit the 2012 Annual Report for the Adrian Fire Department. It is my privilege to lead the firefighters of the Adrian Fire Department. As the chief officer of a municipal fire department my vision for the department is to provide a professional fire service committed to high standards for service and safety in the City of Adrian. At times, due to the size and makeup of the department and city you may find me on the end of a hose line or pulling walls and ceilings down in an effort to get the job done in the quickest manor possible, or putting out a technical "fire" in a computer or phone system. Such is the nature of municipal work in Michigan where countless individuals wear multiple hats. Every day is an adventure!

AFD responded to 2575 calls for service last year. Of these calls 64 were calls to fires and 14 of those fires were in structures. The fire department does its best to collect dollar loss data for fire responses with this year's total being \$2,993,700. As a comparison 2010 saw 2650 calls for service, 45 fire calls with 19 involving structures and a total loss of \$254,050. The Charles Street apartment fire and the West Maumee medical office building were the largest contributors.

Emergency medical services are the most frequent response at the department. In 2011 changes were made to the criteria for responding to medical emergencies. Working with Lenawee Community Ambulance, Adrian has adopted a Jackson County model with fire service responding to calls that meet five criteria. The changes were made as a result of the city's declining revenue and the department's reduced staffing. In 2011 AFD responded to 1757 EMS calls and in 2010 department members responded to 2058.

Adrian Fire Department responds to and provides additional services to meet community needs. Last year the department conducted ice rescue training at Lake Adrian, held joint training with Anderson Development, provides confined space rescue support for city departments hand hosts groups from schools and scouting organizations for station tours and basic fire safety education.

Our goal is to preserve life and property who may live and travel to the community with dedication to our service and respect to those in need.

If you should have any questions regarding this report or the department in general please do not hesitate to contact me.



Adrian Fire and Adrian Charter Township Fire Departments on joint ice rescue exercise January 2011

About the Department

The Adrian Fire Department was established in 1825 to provide fire protection to the citizens of the City of Adrian.

Division 10 of the city's Code of Ordinances under section 2-251 through section 2-253 provides the criteria for the department, for a fire auxiliary (currently called paid on-call firefighters) and gives authority at fires and other emergencies.

It is the duty of the department to enforce laws and ordinances of the City of Adrian providing life safety and property protection in the city of Adrian. While doing this the requirement of efficiencies of service, implementation of accepted new practices, techniques and tactics must always be balanced with safety of personnel. Public safety is the largest cost center within the city's General Fund Budget with law enforcement expenditures being the larger than that of the fire department. We must constantly strive for the balance between the best service and the highest level of efficiency.

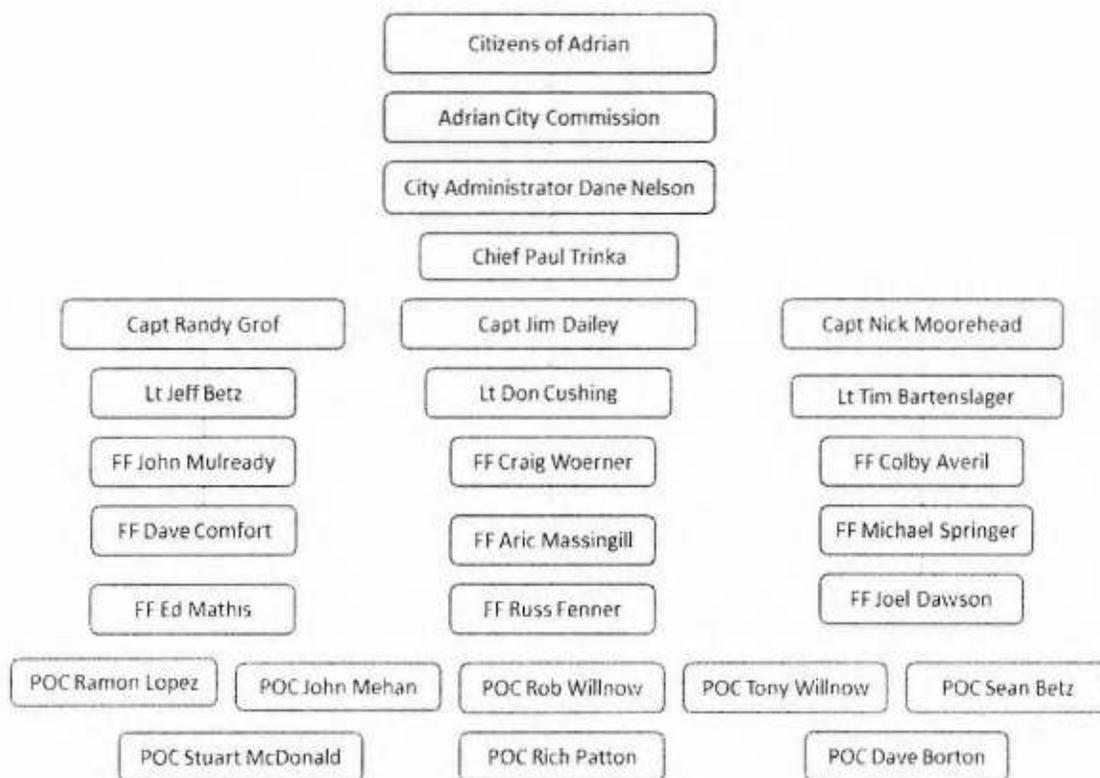
The fire department is led by the Fire Chief who directs and administers all operations and personnel of the department under the guidance of the City Administrator. Adrian Fire Department also includes Captains, Lieutenants, Firefighters and Paid On-Call Firefighters.

In July of 2011 the department reduced the number of personnel resulting in 16 fulltime; 1 Fire Chief, 3 Captains, 3 Lieutenants and 9 Firefighters. The fulltime staff is divided into three shifts of five personnel with a Captain, Lieutenant and three firefighters on each. A shift is supervised by the Captain or in his absence the Lieutenant and works a rotating schedule of 24 hour days that equates to 9 days in a 28 day period as mandated by the Fair Labor Standards Act. The officer in charge of the shift is responsible for station and equipment maintenance, training and immediate supervision of personnel. Our Paid On-Call consists of 10 positions that are paid on an hourly basis for training and response to fire.

Servicing a population of 21,000 we cover the 8.2 square miles of the city and are also members of the Lenawee County Mutual Aid Box Alarm System (MABAS). When needed, Adrian can call upon other departments in the county for aid to large emergencies and they may do the same.



Organizational Chart



Vehicle Inventory

Vehicle Description	Year/Manufacturer	Capacity or Purpose
Engine 1	2007/Spencer-Spartan	750 Gallons/ 1500 GPM
Engine 2	1991/3D-Spartan	750 Gallons/1250 GPM
Engine 3	2002/Spencer-HME	1000 Gallons/1500 GPM
Tower 4	2000/Sutphen	95' Aerial Platform/1500 GPM
Rescue	2005/Spencer-Ford Excursion	Rescue and Medical Equipment
Brush 5	2008 Ford F-350	Skid tank and pump/utility
Tech Rescue Van	1996 GMC Van	Technical Rescue Equipment
Chief's vehicle	2008 Ford Escape	Chief's vehicle



Types of Call Definitions

Fire departments in throughout the country are required to report the calls that they respond to. This system is known as the National Fire Incident Reporting System. The calls are classified as follows:

Fire/Explosion	All calls with actual burning or explosions. This category includes fires in buildings and vehicles as well as brush fires, refuse fires and fires in spilled fuel.
Rescue	Calls related to removing people from dangerous situations including extrication from vehicles after crashes, removing people from machinery or equipment, removal from water or ice, search for lost persons and assisting people who are locked in a structure or vehicle.
Medical	Emergency medical situations including heart attacks, strokes and not or difficulty not breathing, and assistance from falls without injury but need help getting up
Hazardous Condition	Situations of spills and leaks without ignition, excessive heat, power lines down, aircraft emergencies, chemical emergencies and overpressure situations cause pip, container or boiler bursts and ruptures.
Service	Calls involving people being locked out of structures, removing water from structures, assisting police, checking unauthorized burning, smoke and odor investigations and steam or other vapor mistaken for smoke.
False Alarm	Alarm calls where no emergency situation exists such as malicious alarms, bomb scares, alarm system malfunction and unintentional alarms.
Other	Calls not otherwise classified, usually responses discontinued before arriving on scene

Incident Responses

Call Type	2001	2008	2009	2010	2011
Fire	88	53	64	57	67
Overpressure	4	1	1	3	0
Rescue/Medical	1603	1903	2010	2072	1771
Hazardous	104	111	61	112	341*
Service	147	152	168	190	176
Good Intent	94	50	81	69	86
False Alarm	118	66	120	111	98
Severe Weather	1	5	0	35	4
Special	8	3	4	7	3
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Total	2167	2344	2509	2656	2546

*Over 200 responses were made in 24 hours during the ice storm of 2011

Medical/Fire Responses by Occupancy Type

Occupancy Type	2001	2008	2009	2010	2011
Public Assembly	74	102	150	143	149
Educational	39	62	63	59	51
Institutional	178	186	197	221	222
Residential	1264	1454	1567	1632	1375
Store/Office	109	148	165	166	161
Industry/Utility	6	5	2	1	1
Manufacturing	33	21	23	23	25
Storage	11	11	13	14	12
Streets/Open Land	397	354	325	358	546
Unclassified	56	1	4	39	4
Total	2167	2344	2509	2656	2546

Emergency Medical Response by Incident Type

Incident Type	2001	2008	2009	2010	2011
EMS Incident	1304	1630	1746	1818	1577
Assist Ambulance	92	80	58	72	46
Refused Treatment	29	102	109	73	71
Crash	60	34	36	53	30
Crash, No Transport or Injury	29	42	27	37	32
Crash; Injury, Refused Treatment	7	4	11	9	5
Extrication	5	2	1	1	2
Rescue/Other	1	1	2	0	2
Rescue Standby	24	8	20	9	6
Total					
	1603	1903	2010	2072	1771

Large Loss Fires

During the 2011 calendar year Adrian Fire Department experienced two large dollar loss fires as well as a series of intentionally set fires on the east side of Adrian:

1548 West Maumee Street

The medical office building occupied by six different physicians or dentists was broken into in the early hours of the morning. The individual who broke into the building, who was apprehended by Adrian Police Department that day later said that he was looking for prescription pads in the offices. The fire displaced a number of doctors. Due to the structural damage the easterly portion of the building was torn down. Court proceedings against the person starting the fire claimed losses in excess of \$3,000,000.

Orchard Apartments

Two employees of the owners of Orchard Apartments on Charles Street were repairing water fixtures this summer using a torch. Flames from the torch caught the wood stud walls on fire, eventually reaching the attic space. Without draft stopping that is required under current building codes the fire quickly raced the length of the attic. The building was demolished.

East Adrian

During some of the warmest months of the summer a number of intentionally set fires in outdoor storage damaged property on Adrian's east side. Pallets from a pallet remanufacturing company, plastics from a recycler, storage from a mission organization as well as other items caught fire at all hours of the day and night. The Telegram featured a front page story on the string of fires. Following the story the fires stopped.

2013 Goals

- Continue training to maintain high levels of service in fire suppression, emergency medical services and special service such as but not limited to trench rescue, confined space rescue, ice rescue
- Implement Federal narrow banding radio requirements
- Research and implement new State of Michigan Fireworks requirements
- Preparation for 2013 State of Michigan Limited Advanced Life Support requirements
- Finalize specifications for a new pumper, review bids and oversee construction
- Specify and purchase new rescue apparatus
- Investigate and apply for Federal grants for fire staffing and equipment
- Maintain a role in the implementation of Michigan MABAS Division 3102
- Maintain a role in the Central Lenawee Fire Investigation Team
- Provide staff support to the City Commission leading to the adoption of the 2012 International Fire Prevention Code as the Fire Prevention Code for the City of Adrian
- To work closely with the City Engineer, Utilities Director and MDOT to insure high levels of service during the South Main Street Construction Project
- To plan a tabletop disaster exercise on behalf of the City's Emergency Manager (City Administrator) to evaluate the city emergency plan

ADRIAN CITY PLANNING COMMISSION
JANUARY 10, 2012
REGULAR MEETING
MINUTES

The regular meeting of the Adrian City Planning Commission was called to order by Chair Jacobitz at 7:00 p.m. in the City Chambers at 159 East Maumee Street.

Present: Mike Jacobitz Chair
 Marilyn Schebil Vice Chair
 Chuck Jacobson City Commissioner
 James Caldwell
 Mel Dye
 Brian Watson
 Nancy Weatherby

Also Present: Dave Pate Building Official

Absent: Chad Johnson

APPROVAL OF MINUTES OF THE
DECEMBER 6, 2011, REGULAR MEETING

There were no corrections or additions to the minutes. Commissioner Dye moved that the Minutes of the December 6, 2011, regular meeting be approved as presented. Commissioner Caldwell supported. Motion carried unanimously.

SET PUBLIC HEARING TO HEAR AND CONSIDER COMMENTS
TO REZONING VARIOUS PROPERTIES ON WEST MAUMEE STREET,
BALLENBERGER ROAD AND SAND CREEK HIGHWAY

These properties are 425 Agreements with the Charter Township of Adrian. Some of these parcels have already come into the City through property sales, the rest of the properties will come into the City in February 2012. In 2003 the City rezoned these properties (Ordinance No. 03-15) with the exception of Ballenberger Road. The Commission discussed the zoning for Ballenberger Road. The properties south of this, which are in the City, are zoned R-4 Single Family Residential. To the north, also within the City, is Sawmill Court which is zoned R-1 Single Family Residential. The general consensus was to leave Ballenberger Road as is, so that when the properties come into the City, they will automatically be zoned R-1. The Commission took no action on this rezoning matter.

SET PUBLIC HEARING TO HEAR AND CONSIDER COMMENTS
TO AN ADAPTIVE REUSE APPLICATION
FOR 135 SOUTH MADISON STREET

At the December meeting, Adrian College requested this property, which is being used as their Admissions Office, be rezoned to ERO Education, Research and Office. The Planning Commission suggested the college consider an adaptive reuse.

Commissioner Dye moved that the Planning Commission set a public hearing for their February 7 meeting to hear and consider comments to an Adaptive Reuse Application for 135 South Madison Street. Commissioner Watson supported. Motion carried unanimously.

PUBLIC HEARING TO HEAR AND CONSIDER COMMENTS
TO A ZONING EXCEPTION PERMIT APPLICATION
AT 944 EAST BEECHER STREET

Mr. Nathan Johns, representing Mr. John Salazar, was present for this meeting. The request is to operate a car lot on this parcel. The property is presently occupied by a restaurant, car wash and tire repair business. Mr. Johns stated the business would be J Zar Auto Sales and would use the billing address of 950 East Beecher Street. There would be approximately three cars at a time on this property. There was discussion on the condition of the property, large stacks of tires and some junk vehicles that needed to be removed from the property. On November 4, 2008, the Planning Commission approved a request for a tire repair garage at this location, subject to remaining in compliance with Section 14.03(4), which does not allow outside storage. Mr. Johns mentioned not working on the cars at this location, they will be using Cliff Pontiac for the maintenance, doesn't believe there will be a bathroom, there will be very few customers coming to the lot, this is not going to be a standard car dealership. There was discussion on whether the Commission should consider this request or wait until the property is cleaned up. There was discussion on tabling until the property is in compliance. Commissioner Watson moved that the Planning Commission table this request until the property is cleaned up. Commissioner Schebil supported. Motion carried unanimously.

COMMUNICATION ITEM

Mr. Pate discussed with the Commission a site plan change for D & P Communications, 100 East Church Street. A retaining wall would be built around the South Main Street side of the building. The wall would be approximately three feet tall at the highest point and would be 40 feet long. The grade slopes away from the building in this area. The retaining wall would level the grade at the building, which would be more suitable for the ground-mounted mechanical equipment on that side of the building. After discussion, there was general consensus that this change does not need to have Planning Commission review. No action was taken by the Commission.

There being no further business the meeting adjourned at 7:27 p.m.

Respectfully submitted,

Denise Cook, Secretary