



# PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION  
AGENDA  
PRE-MEETING STUDY SESSION  
TUESDAY  
JANUARY 18, 2011**

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The City Commission will meet for a pre-meeting study session on Tuesday, January 18, 2011 at 5:30 p.m. in the City Chambers Building, 159 E. Maumee St., to discuss the following:

- I. Closed session to discuss strategy connected with the negotiation of a Collective Bargaining Agreement
- I I. Other Items as Time Permits



# COMMISSION AGENDA

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

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- I I. ROLL CALL
- I I I. APPROVAL OF MINUTES OF THE JANUARY 3, 2011 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- I V. PRESENTATION OF ACCOUNTS
- V. COMMUNICATIONS
  - 1. **C-1. Human Resources.** Communication from MDOT regarding the appointment of Cheryl Hudson as the new Title VI Coordinator who will ensure internal and external compliance with Title VI and related statutes. A Title VI or EEO Plan is required in order to receive Federal funds.
  - 2. **C-2. Finance Department.** Report from Finance Director regarding the City of Adrian's FY2010-11 Second Quarter Financial Forecast.
- V I. PUBLIC COMMENTS
- V I I. REGULAR AGENDA
  - A. RESOLUTIONS
    - 1. **R11-005. Human Resources.** Resolution to approve the establishment of a Title VI Environmental Justice Non-Discrimination Compliance Plan for the City of Adrian, effective January 19, 2011, and delegating the responsibility of said plan to the Human Resources Department, under the general direction of the City Administrator.
    - 2. **R11-006. Dial-A-Ride.** Resolution authorizing the purchase of two Dial-A-Ride buses using MDOT Grant Funds and waiving of the bid process in favor of purchasing through the State of Michigan Cooperative Purchasing Program.
    - 3. **R11-007. Finance Department.** Resolution authorizing the deferment of taxes and waiver of property tax penalty for senior citizens and certain other qualified taxpayers.

4. **R11-008. Downtown Development Authority.**  
Resolution to approve the extension of the contract with Allied Waste Services to provide waste collection services in downtown Adrian through June 30, 2011.

V I I I. MISCELLANEOUS

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

I X. PUBLIC COMMENTS

X. COMMISSION COMMENTS



# MINUTES

**MINUTES  
ADRIAN CITY COMMISSION  
JANUARY 3, 2011  
7:00 P.M.**

Official proceedings of the January 3, 2011 regular meeting of the City Commission, Adrian, Michigan.

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

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

Mayor McDowell in the Chair.

Commissioner Steele moved to approve the minutes of the December 20, 2010 regular meeting of the Adrian City Commission, seconded by Commissioner Warren, motion carried by a unanimous vote.

**PRESENTATION OF ACCOUNTS**

|  |                     |
|--|---------------------|
| Utility Department Receiving Fund<br>Voucher #3384 through #3392 | \$110,258.32        |
| General Fund<br>Vouchers #20219 through #20250                   | \$424,559.80        |
| Clearing Account Vouchers<br>amounting to                        | <u>\$179,742.26</u> |
| TOTAL EXPENDITURES   | <u>\$714,560.38</u> |

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

**COMMENTS**

1. Mark Gasche, Parks & Recreation Director, alerted the Commission to a correction that needs to be made to an account number in Resolution R11-003.

**COMMUNICATIONS**

1. **C-1. Administration.** Communication from Comcast regarding digital enhancements to their cable network.
2. **C-2. Finance.** Update from Finance Director on State Revenue Sharing.

**SPECIAL ORDER**

1. **SO-1. Community Development.** Public Hearing to hear and consider comments to submitting a CDBG Grant Application for the Farmers' Market Improvement Project.

- Beverly Larsen, 7614 Baker Hwy., requested support for the grant and thanked the Commission for their support.
- Don Taylor, 445 Meadowbrook Dr., asked for the Commission's support of the Farmers' Market.

## **RESOLUTIONS**

### **RESOLUTION R11-001**

**RE: DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT – Authorization to Submit Application for Michigan Community Development Block Grant funding for Farmer's Market Improvement Project (MSC 210012-FMK)**

WHEREAS, at its October 27, 2010 Board Meeting, the Michigan Strategic Fund (MSF) approved the City of Adrian's Notice of Intent to apply for a Farm to Food Grant under the Michigan Community Development Block Grant (CDBG) Program (Project No. MSC 210012-FMK); the Notice of Intent requests funding for the Farmers' Market Improvement Project; and

WHEREAS, the City of Adrian has been invited to submit a full application for not more than \$280,000, with a local match requirement of \$60,000 that will be met by paving the North Toledo Street parking lot utilizing funds from the Auto Parking Fund Capital Improvement Budget; and

WHEREAS, in accordance with the public participation provisions set forth in Title I of the Housing and Community Development Act of 1974, as amended, citizens must be afforded the opportunity to examine and submit comments on the proposed application through a Public Hearing process that includes publication of a Public Notice five (5) days prior to the Public Hearing; and

WHEREAS, the Adrian City Commission met this requirement by authorizing establishment of a Public Hearing regarding the CDBG Grant Application for the Farmers' Market Improvement Project, publishing the Notice of Public Hearing in a newspaper of general circulation on December 28, 2010, and holding the Public Hearing on January 3, 2011 at 7:00 p.m. in the City Chambers located at 159 E. Maumee St., Adrian, MI; and

WHEREAS, the Community Development Director and City Administrator recommend authorization to submit the CDBG Grant Application for the Farmers' Market Improvement Project (Project No. MSC 210012-FMK) with a commitment to fund the \$60,000 local matching requirement.

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Auto Parking Fund (585-546.00-975.000); and

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes submission of the CDBG Grant Application for the Farmers' Market Improvement Project (Project No. MSC 210012-FMK) with a commitment to fund the \$60,000 local matching requirement.

BE IT, FURTHER, RESOLVED that:

- The proposed project is consistent with the local Community Development Plan as described in the application;
- At least 51% of the beneficiaries of the proposed project will be low and moderate income persons;
- No project costs (CDBG or non-CDBG) will be incurred prior to a formal grant award, completion of the environmental review procedures and formal written authorization to incur costs is received from the State Department of Community Development;
- Dane C. Nelson, City Administrator, is the authorized person to sign the application forms.

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

**RESOLUTION R11-002**

**RE: CITY ENGINEER – Alley and Parking Lot Surveying**

WHEREAS, the City of Adrian Engineering Department solicited and received bids for surveying services in several alleys and city municipal parking lots; and

WHEREAS, two (2) bids were received with the following results:

**Parking Lots**

|                              | <b>Associated</b>  | <b>Bartolo</b>     |
|------------------------------|--------------------|--------------------|
| Lot 1 (Pearl Street)         | <b>\$2,576.00</b>  | \$2,790.00         |
| Lot 2 (Winter-Washburn-Main) | <b>\$5,000.00</b>  | \$7,900.00         |
| Lot 3 (Toledo Street)        | <b>\$2,808.00</b>  | \$3,720.00         |
| <b>TOTAL</b>                 | <b>\$10,384.00</b> | <b>\$14,410.00</b> |

; and

**Alleys**

|                            | <b>Associated</b> | <b>Bartolo</b>    |
|----------------------------|-------------------|-------------------|
| Alley 1 (Winter & Dennis)  | <b>\$2,260.00</b> | \$2,430.00        |
| Alley 2 (Dennis & State)   | \$2,250.00        | <b>\$2,180.00</b> |
| Alley 3 (State & Division) | \$2,250.00        | <b>\$1,895.00</b> |
| Alley 4 (Lowe & Beecher)   | <b>\$2,100.00</b> | <b>\$2,100.00</b> |
| <b>TOTAL</b>               | <b>\$8,860.00</b> | <b>\$8,605.00</b> |

WHEREAS, the City Administrator and City Engineer recommend selection of Associated Engineers and Surveyors, Inc of Adrian, MI for surveying municipal parking lots

and Bartolo Surveying, LLC of Adrian, MI for the alley surveying and engagement in the City's Standard Professional Services Contract; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FGY2010-11 Budget in the Parking Fund (585-546.00-801.000) in the amount of \$10,384.00 for municipal parking lots, and in the Local Street Fund (203-451.80-801.203) in the amount of \$8,605.00 for alley surveying.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the selection of Associated Engineers and Surveyors of Adrian, MI for surveying city parking lots at a cost of \$10,384.00, Bartolo Surveying, LLC of Adrian, MI for surveying city alleyways at a cost of \$8,605.00 and engagement of both firms in the City's Standard Professional Services Contract for surveying work of municipal parking lots and alleys.

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

### **RESOLUTION R11-003**

**RE: DEPARTMENT OF PARKS & RECREATION – OAKWOOD CEMETERY –  
Authorization to Replace John Deere Gator Destroyed in Cemetery Fire**

WHEREAS, the Department of Parks & Recreation, in conjunction with the City of Adrian Purchasing Office, solicited and received a quote from the State Cooperative Purchasing Program to replace the John Deere Gator destroyed in the recent storage building fire at Oakwood Cemetery; and

WHEREAS, the cost of acquiring the replacement equipment, including the 13% State discount, from Bader & Sons Co., Tecumseh, MI, amounts to \$13,790.10; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose from proceeds received from the insurance claim; and

WHEREAS, the Parks & Recreation Director and City Administrator recommend acquisition of a John Deere Gator from Bader & Sons, Co., Tecumseh, MI, at a cost not to exceed \$13,790.10 and that appropriate budget adjustments be authorized.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes the Parks & Recreation Department – Cemetery Division to purchase, through the State Cooperative Purchasing Program, a John Deere Gator from Bader & Sons, Co., Tecumseh, MI, at a cost not to exceed \$13,790.10.

BE IT, FURTHER, RESOLVED that the FY2010-11 Budget be amended as follows:

**General Fund (101)**

Revenue:

|   |             |
|---|-------------|
| (101-990.00-695.000) Other - Insurance Proceeds | \$13,790.10 |
|---|-------------|

Expenditures:

|   |                  |
|---|------------------|
| (101-276.00-977.000) Cemetery – Capital Equipment | <u>13,790.10</u> |
| Total   | <u>\$ -0-</u>    |

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

#### **RESOLUTION R11-004**

**RE: ADRIAN PUBLIC LIBRARY – Modification of Library Fees and Fines Schedule for FY2010-11**

WHEREAS, the Adrian City Commission, by Resolution #R09-101 dated June 15, 2009, adopted a Schedule for Adrian Public Library Fees and Fines, effective July 1, 2009, including a Non-Resident Family Card at \$40.00 annually; and

WHEREAS, in addition, Adrian City Commission, by Resolution #R09-176 dated October 19, 2009, adopted a modification of the Non-Resident Card Policy to include the following exceptions:

- 1) Establish a Family Seasonal Card with a fee of \$25.00 per year for non-residents that reside in Michigan for six months or less;
- 2) College and university students who live in the City of Adrian while attending school are eligible for a resident card; and

WHEREAS, lastly, the Adrian City Commission, by Resolution #R10-078 dated June 21, 2010, authorized the approval increasing the fee for a non-resident library card for FY2010-11 from \$40/year per family to \$65/year per family, effective July 1, 2010.

WHEREAS, after further analysis of all library fees and fines, the Library Director respectfully recommends establishing a \$1.00 fee per guest card for non-resident computer use; and

WHEREAS, the Library Director and City Administrator recommend approval of this resolution and adoption of the proposed fee increase, effective January 4, 2011.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the approval establishing a \$1.00 fee per guest card for non-resident computer use, effective January 4, 2011.

Motion by Commissioner Clegg, seconded by Commissioner Carrico, to open discussion on the Resolution.

The Commission felt that more information was needed on the new fee, so the recommendation to TABLE this resolution until the next Commission meeting (1-17-11) was presented.

Commissioner Clegg withdrew his motion and Commissioner Carrico withdrew his second.

On motion by Commissioner Steele, seconded by Commissioner Warren, this resolution was TABLED by a unanimous vote and will be reconsidered at the January 17, 2011 meeting.

#### **PUBLIC COMMENTS**

There were none.

**COMMISSION COMMENTS**

There were none.

The next regular meeting of the Adrian City Commission will be held on Tuesday, January 18, 2011 at 7:00 p.m. in the Chambers Building located at 159 E. Maumee St., Adrian, MI 49221.

Gary E. McDowell  
Mayor

Pat Baker  
City Clerk



# CHECK REGISTER

January 18, 2011

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

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

DCN:bjw

RESOLVED, that disbursements be and they are hereby authorized for warrants directed to be drawn on the City Treasurer for the following:

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

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

January 17, 2011

UTILITY DEPARTMENT VOUCHERS

| <u>Check Number</u> | <u>To</u>                     | <u>Description</u>   | <u>Amount</u> |
|---------------------|-------------------------------|----------------------|---------------|
| 3393                | City of Adrian: Clearing Acct | Jan 3 Check Register | \$ 46,141.81  |
| 3394                | Frontier                      | Wastewater Phone     | \$ 79.63      |
| 3395                | City of Adrian: Payroll       | Payroll for Jan 7    | \$ 74,235.47  |
| 3396                | Consumers Energy              | Water Plant Electric | \$ 9,124.86   |
| 3397                | City of Adrian: General Fund  | December Charges     | \$ 53,408.06  |
| 3398                | City of Adrian                | IT & MVP Dec Chrgs   | \$ 4,735.19   |

**Total** \$ **187,725.02**  
Less: CK #3393 \$ **46,141.81**

**TOTAL** \$ **141,583.21**

WW = \$ 75,855.89  
WAT= \$ 111,869.13

17-Jan-11

GENERAL FUND  
CHECK REGISTER

| CHECK# | AMOUNT        | PAYEE                         | DESCRIPTION             |
|--------|---------------|-------------------------------|-------------------------|
| 20251  | \$ 3.40       | City of Adrian                | Tax correction          |
| 20252  | \$ 40,322.50  | City of Adrian: Clearing Acct | Jan 3 Check Register    |
| 20253  | \$ 4,523.55   | Quick Service Transportation  | Payroll W/E Dec 31      |
| 20254  | \$ 7.01       | Mich State Firearms Assoc.    | Shipping Charges        |
| 20255  | \$ 874.44     | Consumers Energy              | Heritage Electric       |
| 20256  | \$ 3,128.96   | Citiznes Gas Fuel Co          | Various Heat Bills      |
| 20257  | \$ 322.16     | Frontier                      | Various Phone Bills     |
| 20258  | \$ 106.87     | Frontier                      | Fire Phone Bill         |
| 20259  | \$ 209,279.04 | City of Adrian: Payroll       | Payroll for Jan 7       |
| 20260  | \$ 16,071.67  | First Federal Bank            | Soc Security for Jan 7  |
| 20261  | \$ 12.50      | Corinne Sharpe                | Refund Recycling        |
| 20262  | \$ 12.50      | Ronald K Smith                | Refund Recycling        |
| 20263  |               | City of Adrian: Utilities     | Transfer State MI Funds |
| 20264  | \$ 50.00      | City of Adrian: Utilities     | Correct Receipts Dec 16 |
| 20265  | \$ 12.50      | Margaret Caterino             | Refund Recycling        |
| 20266  | \$ 10.00      | City of Adrian                | Rec Gift Certificate    |
| 20267  | \$ 312.74     | Frontier                      | Various Phone Bills     |

\$ 275,049.84

\$ (40,322.50) Less: CK# 20252

\$ 234,727.34

| CLAIMANT                         | AMOUNT CLAIMED | AMOUNT ALLOWED | AMOUNT REJECTED |
|----------------------------------|----------------|----------------|-----------------|
| 1. ABSOPURE WATER COMPANY        | 222.39         |                |                 |
| 2. ADDISON FIRE & EMS            | 150.00         |                |                 |
| 3. CLAYTON ADKINS                | 35.00          |                |                 |
| 4. ADRIAN CHARTER TOWNSHIP       | 175.50         |                |                 |
| 5. CITY OF ADRIAN                | 4,165.59       |                |                 |
| 6. ADRIAN DESIGN GROUP LLC       | 1,200.00       |                |                 |
| 7. ADRIAN LOCKSMITH & CYCLERY    | 160.00         |                |                 |
| 8. ADRIAN MECHANICAL SERVICES C  | 861.49         |                |                 |
| 9. ADRIAN WATER CONDITIONING IN  | 19.50          |                |                 |
| 10. AIRGAS GREAT LAKES           | 424.57         |                |                 |
| 11. ALLIED WASTE SERVICES #259   | 3,383.18       |                |                 |
| 12. AMAZON CREDIT PLAN           | 388.70         |                |                 |
| 13. AMERICAN OFFICE SOLUTIONS    | 45.27          |                |                 |
| 14. AMERICAN SOCIETY OF COMPOSER | 309.00         |                |                 |
| 15. APOLLO FIRE EQUIPMENT        | 165.66         |                |                 |
| 16. APPLE MAT RENTAL             | 401.50         |                |                 |
| 17. ARBORICULTURE SOCIETY OF MIC | 260.00         |                |                 |
| 18. BADER & SONS CO              | 3,315.00       |                |                 |
| 19. BAKER & TAYLOR BOOKS         | 487.75         |                |                 |
| 20. PATRICIA BAKER               | 46.32          |                |                 |
| 21. BASELINE CONSTRUCTORS, INC   | 1,590.00       |                |                 |
| 22. BATTERY WHOLESALE            | 144.34         |                |                 |
| 23. KRISTIN BAUER                | 20.00          |                |                 |
| 24. BEACON FORMS & LABELS INC.   | 290.83         |                |                 |
| 25. BEAUBIEN INC.                | 260.00         |                |                 |
| 26. BEAVER RESEARCH COMPANY      | 413.77         |                |                 |
| 27. ROBERT BISHOP                | 236.88         |                |                 |
| 28. BLACK SWAMP EQUIPMENT        | 70.00          |                |                 |
| 29. BLISSFIELD PARTS CO INC      | 61.61          |                |                 |
| 30. BOOK OF THE MONTH CLUB       | 36.68          |                |                 |
| 31. BRAKES-N-MORE                | 1,200.78       |                |                 |
| 32. TODD BROWN                   | 20.00          |                |                 |
| 33. CARPET ONE OF LENAWEE        | 2,169.34       |                |                 |
| 34. CARUS CHEMICAL CORPORATION   | 5,850.74       |                |                 |
| 35. CHAMBERS CONTROL COMPANY     | 1,178.00       |                |                 |
| 36. CLEAN CARE INC               | 4,486.69       |                |                 |
| 37. CLIA LAB PROGRAM             | 150.00         |                |                 |
| 38. COMCAST                      | 89.14          |                |                 |
| 39. COMMSPEC, INC.               | 60.00          |                |                 |
| 40. CORRPRO COMPANIES            | 1,585.00       |                |                 |
| 41. CUTLER DICKERSON CO          | 1,097.70       |                |                 |
| 42. D&P COMMUNICATIONS, INC.     | 1,873.85       |                |                 |
| 43. THE DAILY TELEGRAM           | 2,522.05       |                |                 |
| 44. STEVE EBERLE                 | 20.00          |                |                 |
| 45. ELECTRICAL & TEMPERATURE SYS | 54.00          |                |                 |
| 46. ENGLEWOOD ELECTRICAL SUPPLY  | 861.34         |                |                 |
| 47. FASTENAL COMPANY             | 267.75         |                |                 |
| 48. FLORIDA MICRO LLC            | 242.00         |                |                 |
| 49. GALE                         | 208.60         |                |                 |
| 50. GALL'S INC                   | 421.10         |                |                 |
| 51. GEN POWER PRODUCTS INC.      | 490.00         |                |                 |
| 52. MARK GIGAX                   | 20.00          |                |                 |
| 53. GOVERNMENTAL BUSINESS SYSTEM | 109.04         |                |                 |
| 54. DENISE GRITZMAKER            | 20.00          |                |                 |
| 55. HACH COMPANY                 | 38.64          |                |                 |
| 56. ELLIE HEREVA                 | 350.00         |                |                 |
| 57. SHANE HORN                   | 20.00          |                |                 |
| 58. HUBBARD AUTO CENTER          | 253.91         |                |                 |
| 59. I C M A VANTAGE POINT        | 6,092.00       |                |                 |
| 60. ICMA RETIREMENT CORPORATION  | 155.76         |                |                 |
| 61. INDIAN TRAILS                | 103.10         |                |                 |
| 62. INFO USA MARKETING INC.      | 630.00         |                |                 |
| 63. INFORMATION TODAY INC        | 568.10         |                |                 |
| 64. INTERNATIONAL SOCIETY OF     | 475.00         |                |                 |
| 65. K.A. STEEL CHEMICALS, INC.   | 2,472.95       |                |                 |
| 66. KAPNICK INSURANCE GROUP      | 945.00         |                |                 |
| 67. KONICA MINOLTA BUSINESS SOLU | 165.47         |                |                 |
| 68. LEGACY PRINTING              | 66.80          |                |                 |
| 69. LENAWEE COUNTRY CLUB         | 183.08         |                |                 |
| 70. LENAWEE COUNTY EQUALIZATION  | 3,500.00       |                |                 |
| 71. LENAWEE COUNTY LIBRARY       | 1.00           |                |                 |
| 72. LENAWEE COUNTY PRINTER       | 583.05         |                |                 |
| 73. LENAWEE COUNTY PROSECUTORS   | 300.00         |                |                 |
| 74. LENAWEE COUNTY TREASURER     | 195.16         |                |                 |
| 75. LENAWEE TIRE & SUPPLY CO     | 1,136.64       |                |                 |

| CLAIMANT                          | AMOUNT CLAIMED | AMOUNT ALLOWED | AMOUNT REJECTED |
|-----------------------------------|----------------|----------------|-----------------|
| 76. LEXIS NEXIS RM INC            | 150.00         |                |                 |
| 77. LISCOMB DISTRIBUTING          | 260.04         |                |                 |
| 78. LOWE'S CREDIT SERVICES        | 1,233.23       |                |                 |
| 79. LYDEN OIL COMPANY             | 835.80         |                |                 |
| 80. MANPOWER OF LANSING MI INC.   | 1,631.64       |                |                 |
| 81. MARTIN LUTHER KING BREAKFAST  | 160.00         |                |                 |
| 82. MASSON'S ELECTRIC, INC        | 150.00         |                |                 |
| 83. GARY MCDOWELL                 | 20.00          |                |                 |
| 84. MCCRAW-HILL BOOK COMPANIES    | 194.50         |                |                 |
| 85. MICHIGAN ASSOC OF CLERKS      | 100.00         |                |                 |
| 86. MICHIGAN DEPARTMENT OF        | 6.15           |                |                 |
| 87. MICHIGAN OFFICE SOLUTIONS     | 101.57         |                |                 |
| 88. STATE OF MICHIGAN             | 1,117.50       |                |                 |
| 89. MICHIGAN STATE POLICE         | 780.00         |                |                 |
| 90. MICHIGAN WATER ENVIROMENT AS  | 310.00         |                |                 |
| 91. MICROMARKETING LLC            | 514.60         |                |                 |
| 92. MIDWEST TAPE                  | 84.36          |                |                 |
| 93. MUNICIPAL EMPLOYEES' RETIRE   | 79,857.35      |                |                 |
| 94. MUNICIPAL UNEMPLOYMENT COMP   | 2,436.45       |                |                 |
| 95. MUNICIPAL WEB SERVICES        | 290.00         |                |                 |
| 96. NEXTEL COMMUNICATIONS         | 1,420.37       |                |                 |
| 97. NORTH AMERICAN SALT COMPANY   | 5,093.55       |                |                 |
| 98. OMNIGRAPHICS INC.             | 163.70         |                |                 |
| 99. MIKE OSBORN                   | 20.00          |                |                 |
| 100. PAIN ENTERPRISES, INC.       | 1,207.14       |                |                 |
| 101. PALMER ENVELOPE CO.          | 455.00         |                |                 |
| 102. PARACLETE PRESS INC          | 83.96          |                |                 |
| 103. DAVID PATE                   | 20.00          |                |                 |
| 104. PEERLESS SUPPLY INC          | 55.44          |                |                 |
| 105. PET'S SUPPLIES PLUS          | 52.98          |                |                 |
| 106. PRESSURE SYSTEMS INC         | 1,737.87       |                |                 |
| 107. GLENN PRESTON                | 20.00          |                |                 |
| 108. PVS TECHNOLOGIES INC         | 5,568.47       |                |                 |
| 109. QUICK SERVICE TRANSPORTATION | 4,754.91       |                |                 |
| 110. QUILL CORPORATION            | 472.91         |                |                 |
| 111. CHAD & SHANTEL RAPER & ABSTR | 9,600.00       |                |                 |
| 112. RESTAURANT STARTUP & GROWTH  | 39.95          |                |                 |
| 113. TIM RITCHIE                  | 20.00          |                |                 |
| 114. RAYMOND ROMO                 | 41.18          |                |                 |
| 115. SAFETY SYSTEMS INC.          | 111.00         |                |                 |
| 116. CHARLES SCHMENK              | 72.00          |                |                 |
| 117. SHEPHERD INTELLIGENT SYSTEMS | 499.98         |                |                 |
| 118. SHINE'S AUTO CLEAN           | 70.00          |                |                 |
| 119. SIGN LANGUAGE SIGNS, INC.    | 478.70         |                |                 |
| 120. SIMULAIDS INC                | 67.88          |                |                 |
| 121. SIRCHIE FINGER PRINT LABORAT | 166.39         |                |                 |
| 122. SPENCER MANUFACTURING INC.   | 11.50          |                |                 |
| 123. SPRINT                       | 30.00          |                |                 |
| 124. STEVENSON LUMBER, INC.       | 704.12         |                |                 |
| 125. STONE'S CAFE & CATERING      | 89.25          |                |                 |
| 126. T-J ROOFING & SHEET METAL, L | 7,475.00       |                |                 |
| 127. TANNER SUPPLY COMPANY        | 1,100.00       |                |                 |
| 128. TAX MANAGEMENT ASSOCIATES IN | 10,750.00      |                |                 |
| 129. THOMSON WEST                 | 366.72         |                |                 |
| 130. TOLEDO PHYSICAL EDUCATION SU | 91.20          |                |                 |
| 131. TRACTOR SUPPLY COMPANY       | 394.79         |                |                 |
| 132. TRANSCAT, INC                | 453.36         |                |                 |
| 133. TRI-COUNTY INTERNATIONAL TRU | 106,901.65     |                |                 |
| 134. PAUL TRINKA                  | 20.00          |                |                 |
| 135. TRUCK & TRAILER SPECIALITIES | 106.16         |                |                 |
| 136. TTB CLEANING LLC             | 3,485.00       |                |                 |
| 137. UNIQUESCREEN MEDIA INC.      | 93.33          |                |                 |
| 138. UTILITIES INSTRUMENTATION SE | 965.42         |                |                 |
| 139. WEPHOTO LLC                  | 437.50         |                |                 |
| 140. KRISTEN WETZEL               | 48.00          |                |                 |
| 141. JANINA WILSON                | 28.99          |                |                 |
| 142. ZEP MANUFACTURING CO         | 579.70         |                |                 |
| **TOTAL ALL CLAIMS**              | 319,231.57     |                |                 |



# COMMUNICATIONS

C-1



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
LANSING

KIRK T. STEUDLE  
DIRECTOR

December 13, 2010

**APPOINTMENT OF NEW TITLE VI COORDINATOR**

With the departure of Verna Miller, MDOT's Title VI program responsibilities will no longer be housed in the Office of Business Development. Cheryl Hudson has been delegated the responsibility to oversee the Title VI Program. Cheryl reports to the Office of the Director, and her primary responsibility is to ensure internal and external compliance with Title VI, and related statutes.

In addition, Cheryl's duties include:

- Title VI Plan reviews of sub-recipients, including cities, counties, consultant contractor's, planning agencies, colleges, universities, and suppliers
- Provide training on Title VI and related statutes
- Work with sub-recipients to investigate and resolve complaints of discrimination that arise out of partnerships with sub-recipients, and/or complaints from the public against sub-recipients
- Ensure that sub-recipients have an effective Title VI Plan or EEO Plan in place

Cheryl is also the MDOT Internal EEO Officer with responsibility for Title VII (Employment Discrimination) enforcement, ADA Section 504 of the Rehabilitation Act, ADA Title II (Reasonable Accommodation Complaint Coordinator), and is required to enforce all related federal and state statutes pertaining to Transportation.

A Title VI or EEO Plan is required in order to receive federal funds. If you do not have Plan on file and you are audited, federal funds may be withheld until you have complied with the regulation as specified in 23 CFR Part 200 and 49 CFR Part 21. In addition, Appendix A, attached, should be included in all federal-aid contracts.

Questions and requests for information regarding Title VI reviews and certification should be addressed to Cheryl at:

Michigan Department of Transportation  
Cheryl J. Hudson  
EEO Officer  
Office of the Director  
425 W. Ottawa  
Lansing, Michigan 48909  
(517) 373-0980  
Fax: 517-335-2785  
[Hudsonc1@michigan.gov](mailto:Hudsonc1@michigan.gov)



# MEMO

100 E. Church St . Adrian, Michigan 49221-2773

**DATE:** January 10, 2011

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

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

**SUBJECT:** City of Adrian FY2010-11 Second Quarter Financial Forecast

Please find attached the Second-Quarter Financial Forecast for the City of Adrian for Fiscal Year 2010-11. As of December 30, 2010, actual General Fund revenue - \$8,534,877 - exceeded expenditures - \$5,717,674 by \$2,817,203. 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 2<sup>nd</sup> Quarter Report, projected revenues for the entire fiscal year - \$12,621,399 - are expected to exceed forecasted expenditures - \$12,534,244 - by \$87,155.

Compared to the Amended Budget [\$12,703,244], projected revenues [\$12,621,399] are estimated to fall short by (\$81,845), due to the following:

| <u>Account</u>                     | <u>Amount</u>     | <u>Explanation</u>                             |
|------------------------------------|-------------------|--|
| Investment Income                  | (\$50,000)        | Current market rates and lower investment base |
| Principle Residence Denial Penalty | 1,000             | Enhanced enforcement                           |
| Police Department Grants           | 39,952            | Narcotic Enforcement Grant                     |
| Livescan Applicant Fingerprinting  | 8,000             | Increased number of applicants                 |
| Curb-Side Recycling                | 11,000            | Subscriptions                                  |
| Library Penal Fines                | (11,297)          | Reduced State Distribution                     |
| Delinquent Personal Property Taxes | 44,000            | Implementation of Revised Collection Policy    |
| State Revenue Sharing              | (128,600)         | Reduced Sales & Use Tax Collections            |
| Other                              | 4,100             |  |
| Total                              | <u>(\$81,845)</u> |  |

The revenue unfavorability is primarily due to reduced revenue from State Revenue Sharing (\$128,600). Although the State Legislature has maintained budget appropriations at last year levels, the amount is less than the Governor's original budget recommendation, which was included in the City's FY2010-11 budget estimate. The amount budgeted for State Revenue Sharing does not reflect the reduction emanating from the Governor's Executive Order 2009-22, as this occurred subsequent to adoption of the City's FY2009-10 Budget.

The reduction in revenue is more than offset by savings in departmental operating budgets, primarily related to the changes associated with the new refuse collection contract [\$160,000].

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 generally on track with the Amended Budget. 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) Both the Major Street Fund (\$100,000) and Local Street Fund (\$40,000) are experiencing lower Gas & Weight Tax revenue due to reduced state collections;
- 2) The financial forecast for the Auto Parking Fund reflects the revised financial plan adopted by the City Commission on October 4, 2010;
- 3) The Transportation Fund reflects the addition of the new fixed-route system, designed to transport student traffic downtown on Thursday and Friday nights.
- 4) The newly expanded Motor Vehicle Pool Fund is still evolving to reflect financial interaction with all user departments.

It should be noted that the amended FY2010-11 Financial Plan anticipates a draw down on Fund Equity in the following funds:

|                                |                       |  |
|--------------------------------|-----------------------|--|
| Major Street Fund              | \$(157,389)           | Local Match for Pedestrian Bridge Grant        |
| Local Street Fund              | (282,793)             | Several Street & Sidewalk Construction Project |
| Fee Estate Fund                | ( 52,590)             | Trestle Park Decking & Downtown Parking        |
| Downtown Development Authority | ( 5,711)              | Façade Program                                 |
| DDA-TIF Fund                   | ( 3,400)              | Façade Program                                 |
| LDFA-GAIDC Fund                | ( 16,322)             | Support Economic Development Activities        |
| Vibrant Small Cities Grant     | (26,945)              | Blight Reduction                               |
| Capital Project Funds – Water  | ( 70,000)             | Meter Replacement Program                      |
| Capital Project Funds – Sewer  | (234,331)             | Manhole Renovation Project                     |
| Transportation Fund            | ( 1,396)              | Fare Books Encumbrance Carry Forward           |
| Sewer Fund                     | ( 20,622)             | Misc. Wastewater Treatment Plant Repairs       |
| Water Fund                     | ( 5,532)              | Misc. Purification & Pump System Repairs       |
| Storm Water Utility Fund       | ( 5,200)              | Urban Tree Canopy Grant                        |
| Information Technology Fund    | <u>(312,332)</u>      | Planned draw down on Fund Balance              |
| Total                          | <u>\$ (1,151,609)</u> |  |

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

#### **Future Considerations:**

The FY2011-12 Budget portends to be a difficult challenge in terms of balancing expenditures, necessary to sustain current levels of public services, with anticipated revenue resources. Property taxes, due to reduced property values, are expected to decline eleven (11%) percent, equivalent to \$500,000. Statutory Revenue Sharing, due to State budget strictures, could be eliminated thereby reducing available resources by an additional \$600,000. Lastly, if Personal Property Taxes are also eliminated, the City would lose approximately \$1,000,000. Combined, these possible reductions amount to almost 20% of the total General Fund budget of the City.

## Cash Management and Investments:

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 over \$9.5 million portfolio as of November 30, 2010 and the balances in each bank or investment pool:

| <u>Institution</u>    | <u>Amount</u>       |
|-----------------------|---------------------|
| Huntington Bank       | \$ 2,916,828        |
| First Federal Bank    | 2,805,274           |
| United Bank & Trust   | 1,896,548           |
| Key Bank              | 488,093             |
| Multi-Bank Securities | 782,232             |
| MBIA-Class Pool       | <u>692,210</u>      |
| Total                 | <u>\$ 9,581,185</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. Finally, United Bank & Trust is allocating a portion of the City's investments to their Washtenaw operation, which will double the insured portion of that deposit. In other words, the total insured portion of the aforementioned amount is \$2,032,232, equivalent to 21% percent.

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

**CITY OF ADRIAN**  
**FY2010-11 SECOND QUARTER FINANCIAL FORECAST**  
 December 31, 2010

| FUND/DEPARTMENT                         | FY2010-11<br>ADOPTED<br>BUDGET | FY2010-11<br>AMENDED<br>BUDGET | AMENDED<br>over/(under)<br>ADOPTED | YEAR-TO-DATE<br>ACTUAL | FORECAST         | VARIANCE<br>FORECAST TO BUDGET |               | EXPLANATION                          |
|---|--------------------------------|--------------------------------|------------------------------------|------------------------|------------------|--------------------------------|---------------|--------------------------------------|
|   |                                |                                |                                    |                        |                  | AMOUNT                         | PERCENT       |                                      |
| <b>GENERAL FUND REVENUE (101):</b>      |                                |                                |                                    |                        |                  |                                |               |                                      |
| <b>Revenues</b>                         |                                |                                |                                    |                        |                  |                                |               |                                      |
| <b>Dept 101.00: CITY COMMISSION</b>     |                                |                                |                                    |                        |                  |                                |               |                                      |
| 489.000 Misc. City Promotions           | \$200                          | \$200                          | \$0                                | \$0                    | \$200            | \$0                            |               |                                      |
| <b>Total - Dept 101.00</b>              | <b>\$200</b>                   | <b>\$200</b>                   | <b>\$0</b>                         | <b>\$0</b>             | <b>\$200</b>     | <b>\$0</b>                     |               |                                      |
| <b>Dept 172.00: CITY ADMINISTRATION</b> |                                |                                |                                    |                        |                  |                                |               |                                      |
| 532.000 ADMINISTRATION INCOME           | \$0                            | \$0                            | \$0                                | \$40                   | \$100            | \$100                          |               | Solid Waste Comm                     |
| <b>Total - Dept 172.00</b>              | <b>\$0</b>                     | <b>\$0</b>                     | <b>\$0</b>                         | <b>\$40</b>            | <b>\$100</b>     | <b>\$100</b>                   |               |                                      |
| <b>Dept 201.00: FINANCE DEPARTMENT</b>  |                                |                                |                                    |                        |                  |                                |               |                                      |
| 445.000 PENALTIES & INTEREST ON TAXES   | \$60,000                       | \$60,000                       | \$0                                | \$17,834               | \$60,000         | \$0                            | 0.0%          |                                      |
| 480.000 DOG LICENSES                    | 2,000                          | 2,000                          | 0                                  | 105                    | 2,000            | 0                              | 0.0%          |                                      |
| 607.000 TAX COLLECTION FEES             | 220,000                        | 220,000                        | 0                                  | 153,132                | 220,000          | 0                              | 0.0%          |                                      |
| 664.000 INVESTMENT INCOME               | 150,000                        | 150,000                        | 0                                  | 38,804                 | 100,000          | (50,000)                       | -33.3%        | Market Rates & Lower Investment Base |
| 685.000 SALE OF EQUIPMENT               | 3,000                          | 3,000                          | 0                                  | 437                    | 3,000            | 0                              | 0.0%          |                                      |
| 696.000 CASH OVER/SHORT                 | 0                              | 0                              | 0                                  | 181                    | 0                | 0                              |               |                                      |
| <b>Total - Dept 201.00</b>              | <b>\$435,000</b>               | <b>\$435,000</b>               | <b>\$0</b>                         | <b>\$210,493</b>       | <b>\$385,000</b> | <b>(\$50,000)</b>              | <b>-11.5%</b> |                                      |
| <b>Dept 209.00: CITY ASSESSOR</b>       |                                |                                |                                    |                        |                  |                                |               |                                      |
| 444.000 PRINCIPLE RES. DENIAL PENALTY   | \$1,000                        | \$1,000                        | \$0                                | \$1,945                | \$2,000          | \$1,000                        | 100.0%        | Enhanced Enforcement                 |
| 488.000 CONTRACT SERVICES REVENUE       | 100                            | 100                            | 0                                  | 0                      | 100              | 0                              | 0.0%          |                                      |
| 583.000 COBRA REIMBURSEMENT             | 1,505                          | 1,505                          | 0                                  | 1,365                  | 1,505            | 0                              | 0.0%          |                                      |
| <b>Total - Dept 209.00</b>              | <b>\$2,605</b>                 | <b>\$2,605</b>                 | <b>\$0</b>                         | <b>\$3,310</b>         | <b>\$3,605</b>   | <b>\$1,000</b>                 | <b>38.4%</b>  |                                      |
| <b>Dept 210.00: CITY ATTORNEY</b>       |                                |                                |                                    |                        |                  |                                |               |                                      |
| 488.000 CONTRACT SERVICES               | \$11,000                       | \$11,000                       | \$0                                | \$5,502                | \$11,000         | \$0                            | 0.0%          |                                      |
| 490.000 LEGAL SERVICES                  | 500                            | 500                            | 0                                  | 0                      | 500              | 0                              | 0.0%          |                                      |
| <b>Total - Dept 210.00</b>              | <b>\$11,500</b>                | <b>\$11,500</b>                | <b>\$0</b>                         | <b>\$5,502</b>         | <b>\$11,500</b>  | <b>\$0</b>                     | <b>0.0%</b>   |                                      |
| <b>Dept 215.00: CITY CLERK</b>          |                                |                                |                                    |                        |                  |                                |               |                                      |
| 458.000 VENDORS-HAULERS & PEDDLERS      | \$100                          | \$100                          | \$0                                | \$0                    | \$100            | \$0                            | 0.0%          |                                      |
| 459.000 AMUSEMENTS                      | 3,000                          | 3,000                          | 0                                  | 225                    | 3,000            | 0                              | 0.0%          |                                      |
| 608.000 SCHOOL ELECTION FEES            | 9,000                          | 9,000                          | 0                                  | 0                      | 9,000            | 0                              |               |                                      |
| 695.000 OTHER                           | 400                            | 400                            | 0                                  | 775                    | 1,400            | 1,000                          | 250.0%        |                                      |
| <b>Total - Dept 215.00</b>              | <b>\$12,500</b>                | <b>\$12,500</b>                | <b>\$0</b>                         | <b>\$1,000</b>         | <b>\$13,500</b>  | <b>\$1,000</b>                 | <b>8.0%</b>   |                                      |
| <b>Dept 226.00: HUMAN RESOURCES</b>     |                                |                                |                                    |                        |                  |                                |               |                                      |
| 691.000 VENDING PROCEEDS-WELLNESS       | \$100                          | \$100                          | \$0                                | \$27                   | \$100            | \$0                            | 0.0%          |                                      |
| 693.000 WELLNESS PROCEEDS               | 200                            | 200                            | 0                                  | 231                    | 200              | 0                              | 0.0%          |                                      |
| <b>Total - Dept 226.00</b>              | <b>\$300</b>                   | <b>\$300</b>                   | <b>\$0</b>                         | <b>\$258</b>           | <b>\$300</b>     | <b>\$0</b>                     | <b>0.0%</b>   |                                      |

**CITY OF ADRIAN**  
**FY2010-11 SECOND QUARTER FINANCIAL FORECAST**  
**December 31, 2010**

| <u>FUND/DEPARTMENT</u>                     | <u>FY2010-11<br/>ADOPTED<br/>BUDGET</u> | <u>FY2010-11<br/>AMENDED<br/>BUDGET</u> | <u>AMENDED<br/>over/(under)<br/>ADOPTED</u> | <u>YEAR-TO-DATE<br/>ACTUAL</u> | <u>FORECAST</u>  | <u>VARIANCE<br/>FORECAST TO BUDGET</u> |                | <u>EXPLANATION</u> |
|--|---|---|---|--------------------------------|------------------|--|----------------|--------------------|
|  |   |   |   |                                |                  | <u>AMOUNT</u>                          | <u>PERCENT</u> |                    |
| <b>Dept 276.00: CEMETERY</b>               |   |   |   |                                |                  |  |                |                    |
| 625.000 ENGRAVING                          | \$1,000                                 | \$1,000                                 | \$0   | \$275                          | \$1,000          | \$0                                    | 0.0%           |                    |
| 628.000 FOUNDATIONS - CEMETERY             | 10,000                                  | 10,000                                  | 0   | 4,740                          | 10,000           | 0                                      | 0.0%           |                    |
| 629.000 GRAVE OPENINGS                     | 40,000                                  | 40,000                                  | 0   | 15,180                         | 40,000           | 0                                      | 0.0%           |                    |
| 630.000 UPKEEP OF CEM LOTS (NOT PC)        | 8,000                                   | 8,000                                   | 0   | 4,930                          | 8,000            | 0                                      | 0.0%           |                    |
| 642.000 PET CEMETERY                       | 1,000                                   | 1,000                                   | 0   | 0                              | 1,000            | 0                                      | 0.0%           |                    |
| 643.000 CEMETERY LOTS                      | 2,000                                   | 2,000                                   | 0   | 1,062                          | 2,000            | 0                                      | 0.0%           |                    |
| <b>Total - Dept 276.00</b>                 | <b>\$62,000</b>                         | <b>\$62,000</b>                         | <b>\$0</b>                                  | <b>\$26,187</b>                | <b>\$62,000</b>  | <b>\$0</b>                             | <b>0.0%</b>    |                    |
| <b>Dept 301.00: POLICE DEPARTMENT</b>      |   |   |   |                                |                  |  |                |                    |
| 455.000 PARKING                            | \$500                                   | \$500                                   | \$0   | \$188                          | \$500            | \$0                                    | 0.0%           |                    |
| 456.000 TAXI                               | 250                                     | 250                                     | 0   | 0                              | 250              | 0                                      | 0.0%           |                    |
| 508.000 TRAFFIC GRANT                      | 2,000                                   | 2,000                                   | 0   | 0                              | 2,000            | 0                                      | 0.0%           |                    |
| 513.000 BULLET PROOF VEST GRANT            | 500                                     | 500                                     | 0   | 0                              | 500              | 0                                      | 0.0%           |                    |
| 515.000 OHSP TRAFFIC GRANT                 | 7,000                                   | 7,000                                   | 0   | 0                              | 7,000            | 0                                      | 0.0%           |                    |
| 534.000 NARCOTIC ENFORCEMENT GRANT         | 4,000                                   | 4,000                                   | 0   | 72,054                         | 72,000           | 68,000                                 | 1700.0%        |                    |
| 540.000 POLICE JAG GRANT - COMPUTER EQUIP. | 20,000                                  | 48,048                                  | 28,048                                      | 17,125                         | 20,000           | (28,048)                               | -58.4%         |                    |
| 543.000 POLICE TRAINING GRANT              | 7,000                                   | 7,000                                   | 0   | 3,206                          | 7,000            | 0                                      | 0.0%           |                    |
| 576.000 LIQUOR LICENSES                    | 13,000                                  | 13,000                                  | 0   | 13,337                         | 13,000           | 0                                      | 0.0%           |                    |
| 624.000 LIVESCAN APPLICANT FINGERPRINTING  | 12,000                                  | 12,000                                  | 0   | 17,991                         | 20,000           | 8,000                                  | 66.7%          |                    |
| 627.000 DUPLICATING & PHOTOSTATS           | 4,500                                   | 4,500                                   | 0   | 2,703                          | 4,500            | 0                                      | 0.0%           |                    |
| 656.000 PARKING FINES                      | 17,000                                  | 17,000                                  | 0   | 10,035                         | 17,000           | 0                                      | 0.0%           |                    |
| 659.000 ORDINANCE FINES & COSTS            | 75,000                                  | 75,000                                  | 0   | 29,860                         | 75,000           | 0                                      | 0.0%           |                    |
| 660.000 TOW & IMPOUND FEES                 | 12,000                                  | 12,000                                  | 0   | 6,525                          | 12,000           | 0                                      | 0.0%           |                    |
| 676.701 CONTRIB - TRUST FUND               | 31,643                                  | 33,858                                  | 2,215                                       | 2,215                          | 33,858           | 0                                      | 0.0%           |                    |
| 684.000 SAFETY CITY                        | 2,000                                   | 2,000                                   | 0   | 701                            | 2,000            | 0                                      | 0.0%           |                    |
| 685.000 SALE OF EQUIPMENT                  | 5,000                                   | 5,000                                   | 0   | 0                              | 5,000            | 0                                      | 0.0%           |                    |
| 689.000 MOTORCYCLE SPONSORSHIP             | 2,000                                   | 2,000                                   | 0   | 0                              | 1,000            | (1,000)                                | -50.0%         | Phase Out Program  |
| 694.000 SEX OFFENDER REGISTRATION          | 900                                     | 900                                     | 0   | 70                             | 900              | 0                                      | 0.0%           |                    |
| 695.000 OTHER                              | 3,000                                   | 3,000                                   | 0   | 137                            | 3,000            | 0                                      | 0.0%           |                    |
| <b>Total - Dept 301.00</b>                 | <b>\$219,293</b>                        | <b>\$249,556</b>                        | <b>\$30,263</b>                             | <b>\$176,147</b>               | <b>\$296,508</b> | <b>\$46,952</b>                        | <b>18.8%</b>   |                    |
| <b>DEPT 336.00: FIRE DEPARTMENT</b>        |   |   |   |                                |                  |  |                |                    |
| 500.000 FIREFIGHTER'S ASSISTANCE GRANT     | \$22,500                                | \$22,500                                | \$0   | \$0                            | \$22,500         | \$0                                    | 0.0%           |                    |
| 544.000 FIRE PROTECTION PAYMENT            | 17,000                                  | 17,000                                  | 0   | 13,142                         | 17,000           | 0                                      | 0.0%           |                    |
| <b>Total - Dept 336.00</b>                 | <b>\$39,500</b>                         | <b>\$39,500</b>                         | <b>\$0</b>                                  | <b>\$13,142</b>                | <b>\$39,500</b>  | <b>\$0</b>                             | <b>0.0%</b>    |                    |

**CITY OF ADRIAN**  
**FY2010-11 SECOND QUARTER FINANCIAL FORECAST**  
 December 31, 2010

| <u>FUND/DEPARTMENT</u>                               | <u>FY2010-11</u> | <u>FY2010-11</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>            |                    |
| <b>Dept 371.00: INSPECTION DEPARTMENT</b>            |                  |                  |                     |                     |                  |                 |                           |                    |
| 454.000 JUNK DEALERS & SCAVENGERS                    | \$100            | \$100            | \$0                 | \$0                 | \$100            | \$0             | 0.0%                      |                    |
| 458.000 VENDORS-HAULERS & PEDDLERS                   | 800              | 800              | 0                   | 195                 | 800              | 0               | 0.0%                      |                    |
| 460.000 BOWLING & BILLIARD                           | 100              | 100              | 0                   | 0                   | 100              | 0               | 0.0%                      |                    |
| 463.000 PERMITS-SIGNS & HANGERS                      | 1,200            | 1,200            | 0                   | 408                 | 1,200            | 0               | 0.0%                      |                    |
| 477.000 BUILDING                                     | 100,000          | 100,000          | 0                   | 40,258              | 100,000          | 0               | 0.0%                      |                    |
| 478.000 ELECTRICAL                                   | 30,000           | 30,000           | 0                   | 12,766              | 30,000           | 0               | 0.0%                      |                    |
| 479.000 HEATING                                      | 24,000           | 24,000           | 0                   | 12,153              | 24,000           | 0               | 0.0%                      |                    |
| 482.000 PLUMBING                                     | 10,000           | 10,000           | 0                   | 4,939               | 10,000           | 0               | 0.0%                      |                    |
| 483.000 SEWER TAPPING                                | 100              | 100              | 0                   | (2,000)             | 100              | 0               | 0.0%                      |                    |
| 485.000 ZONING PERMITS & FEES                        | 4,000            | 4,000            | 0                   | 1,050               | 4,000            | 0               | 0.0%                      |                    |
| 486.000 MISCELLANEOUS                                | 400              | 400              | 0                   | 60                  | 400              | 0               | 0.0%                      |                    |
| 487.000 RENTAL HOUSING REGISTRATION                  | 50,000           | 65,000           | 15,000              | 37,985              | 65,000           | 0               | 0.0%                      |                    |
| <b>Total - Dept 371.00</b>                           | <b>\$220,700</b> | <b>\$235,700</b> | <b>\$15,000</b>     | <b>\$107,814</b>    | <b>\$235,700</b> | <b>\$0</b>      | <b>0.0%</b>               |                    |
| <b>Dept 441.00: DEPARTMENT OF PUBLIC WORKS</b>       |                  |                  |                     |                     |                  |                 |                           |                    |
| 481.000 SIDEWALK-CURB & EXCAVATING                   | \$1,000          | \$1,000          | \$0                 | \$1,290             | \$1,000          | \$0             | 0.0%                      |                    |
| 631.000 REFUSE COLLECTION                            | 200              | 200              | 0                   | (157)               | 200              | 0               | 0.0%                      |                    |
| 690.000 SALE OF COMPOST                              | 100              | 100              | 0                   | 0                   | 100              | 0               | 0.0%                      |                    |
| <b>Total - Dept 441.00</b>                           | <b>\$1,300</b>   | <b>\$1,300</b>   | <b>\$0</b>          | <b>\$1,133</b>      | <b>\$1,300</b>   | <b>\$0</b>      | <b>0.0%</b>               |                    |
| <b>Dept 449.00: ENGINEERING DEPARTMENT</b>           |                  |                  |                     |                     |                  |                 |                           |                    |
| 483.000 STORM SEWER TAPPING                          | \$0              | \$0              | \$0                 | \$837               | \$1,000          | \$1,000         |                           |                    |
| 671.000 RENTS  | 30,000           | 30,000           | 0                   | 20,323              | 30,000           | 0               | 0.0%                      |                    |
| 671.588 RENT - LENAWEE TRANSPORTATION                | 4,000            | 4,000            | 0                   | 2,028               | 4,000            | 0               | 0.0%                      |                    |
| <b>Total - Dept 449.00</b>                           | <b>\$34,000</b>  | <b>\$34,000</b>  | <b>\$0</b>          | <b>\$23,188</b>     | <b>\$35,000</b>  | <b>\$1,000</b>  | <b>2.9%</b>               |                    |
| <b>Dept 528.00: REFUSE COLLECTION &amp; DISPOSAL</b> |                  |                  |                     |                     |                  |                 |                           |                    |
| 649.000 CURB SIDE RECYCLING                          | \$0              | \$0              | \$0                 | \$11,340            | \$11,000         | \$11,000        |                           | Subscriptions      |
| <b>Total - Dept 528.00</b>                           | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>          | <b>\$11,340</b>     | <b>\$11,000</b>  | <b>\$11,000</b> |                           |                    |

**CITY OF ADRIAN**  
**FY2010-11 SECOND QUARTER FINANCIAL FORECAST**  
 December 31, 2010

| FUND/DEPARTMENT                                     | FY2010-11<br>ADOPTED<br>BUDGET | FY2010-11<br>AMENDED<br>BUDGET | AMENDED<br>over/(under)<br>ADOPTED | YEAR-TO-DATE<br>ACTUAL | FORECAST         | VARIANCE<br>FORECAST TO BUDGET |             | EXPLANATION        |
|---|--------------------------------|--------------------------------|------------------------------------|------------------------|------------------|--------------------------------|-------------|--------------------|
|   |                                |                                |                                    |                        |                  | AMOUNT                         | PERCENT     |                    |
| <b>Dept 691.00: RECREATION DEPARTMENT</b>           |                                |                                |                                    |                        |                  |                                |             |                    |
| 651.053 USE/ADM FEES-REC-CONCESSIONS                | \$26,000                       | \$26,000                       | \$0                                | \$16,059               | \$26,000         | \$0                            | 0.0%        |                    |
| 651.054 USE/ADM FEES-REC-YOUTH SPORTS               | 10,000                         | 10,000                         | 0                                  | 7,849                  | 10,000           | 0                              | 0.0%        |                    |
| 651.055 USE/ADM FEES-REC-ADULT SPORTS               | 100,865                        | 100,865                        | 0                                  | 47,237                 | 100,865          | 0                              | 0.0%        |                    |
| 651.056 USE/ADM FEES-REC-YOUTH PROGRAM              | 16,500                         | 16,500                         | 0                                  | 6,302                  | 16,500           | 0                              | 0.0%        |                    |
| 651.058 USE/ADM FEES-REC-SPECIAL EVENT              | 23,000                         | 23,000                         | 0                                  | 9,360                  | 23,000           | 0                              | 0.0%        |                    |
| 651.059 USE/ADM FEES-REC-PIOTTER CENTER             | 38,500                         | 38,500                         | 0                                  | 14,144                 | 38,500           | 0                              | 0.0%        |                    |
| 651.060 USE/ADM FEES-REC-SKATE PARK                 | 5,500                          | 5,500                          | 0                                  | 1,242                  | 5,500            | 0                              | 0.0%        |                    |
| 651.061 USE/ADM FEES-REC-AQUATICS                   | 89,779                         | 89,779                         | 0                                  | 34,278                 | 89,779           | 0                              | 0.0%        |                    |
| 651.062 USE/ADM FEES-REC-ADULT CLASSES              | 22,260                         | 22,260                         | 0                                  | 4,669                  | 22,260           | 0                              | 0.0%        |                    |
| 651.070 USE/ADM FEES-REC-AMUSE TCKS                 | 3,100                          | 3,100                          | 0                                  | 4,730                  | 5,100            | 2,000                          | 64.5%       |                    |
| 651.072 USE/ADM FEES-REC-SHELTER USE                | 6,920                          | 6,920                          | 0                                  | 3,171                  | 6,920            | 0                              | 0.0%        |                    |
| 675.000 DONATIONS-PRIVATE                           | 5,000                          | 5,000                          | 0                                  | 0                      | 5,000            | 0                              | 0.0%        |                    |
| <b>Total - Dept 691.00</b>                          | <b>\$347,424</b>               | <b>\$347,424</b>               | <b>\$0</b>                         | <b>\$149,041</b>       | <b>\$349,424</b> | <b>\$2,000</b>                 | <b>0.6%</b> |                    |
| <b>Dept 691.01: ADRIAN AREA LITTLE LEAGUE</b>       |                                |                                |                                    |                        |                  |                                |             |                    |
| 651.040 USE/ADM FEES-REC-TOURNAMENTS                | \$200                          | \$200                          | \$0                                | \$400                  | \$1,200          | \$1,000                        | 500.0%      | Increased Activity |
| 651.041 USE/ADM FEES-REC-TBALL                      | 4,500                          | 4,500                          | 0                                  | 0                      | 4,500            | 0                              | 0.0%        |                    |
| 651.042 USE/ADM FEES-REC-MACHINE PITCH              | 6,030                          | 6,030                          | 0                                  | 0                      | 6,030            | 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                     | 3,900                          | 3,900                          | 0                                  | 0                      | 3,900            | 0                              | 0.0%        |                    |
| 651.045 USE/ADM FEES-REC-JUNIORS                    | 4,980                          | 4,980                          | 0                                  | (15)                   | 4,980            | 0                              | 0.0%        |                    |
| 675.000 DONATIONS - PRIVATE                         | 6,150                          | 6,150                          | 0                                  | 0                      | 6,150            | 0                              | 0.0%        |                    |
| <b>Total - Dept 691.01</b>                          | <b>\$31,460</b>                | <b>\$31,460</b>                | <b>\$0</b>                         | <b>\$385</b>           | <b>\$32,460</b>  | <b>\$1,000</b>                 | <b>3.2%</b> |                    |
| <b>Dept 697.00: PARKS &amp; FORESTRY DEPARTMENT</b> |                                |                                |                                    |                        |                  |                                |             |                    |
| 673.106 WEED MOWING                                 | \$24,000                       | \$24,000                       | \$0                                | \$18,720               | \$24,000         | \$0                            |             |                    |
| <b>Total - Dept 697.00</b>                          | <b>\$24,000</b>                | <b>\$24,000</b>                | <b>\$0</b>                         | <b>\$18,720</b>        | <b>\$24,000</b>  | <b>\$0</b>                     | <b>0.0%</b> |                    |

**CITY OF ADRIAN**  
**FY2010-11 SECOND QUARTER FINANCIAL FORECAST**  
 December 31, 2010

| FUND/DEPARTMENT                           | FY2010-11<br>ADOPTED<br>BUDGET | FY2010-11<br>AMENDED<br>BUDGET | AMENDED<br>over/(under)<br>ADOPTED | YEAR-TO-DATE<br>ACTUAL | FORECAST            | VARIANCE<br>FORECAST TO BUDGET |              | EXPLANATION               |
|---|--------------------------------|--------------------------------|------------------------------------|------------------------|---------------------|--------------------------------|--------------|---------------------------|
|   |                                |                                |                                    |                        |                     | AMOUNT                         | PERCENT      |                           |
| <b>Dept 738.00: ADRIAN PUBLIC LIBRARY</b> |                                |                                |                                    |                        |                     |                                |              |                           |
| 567.000 LIBRARY STATE AID                 | \$8,000                        | \$8,000                        | \$0                                | \$2,200                | \$8,000             | \$0                            | 0.0%         |                           |
| 627.000 DUPLICATING & PHOTOSTATS          | 2,000                          | 2,000                          | 0                                  | 2,059                  | 2,000               | 0                              | 0.0%         |                           |
| 651.000 APPLICATION FEE                   | 4,100                          | 4,100                          | 0                                  | 1,720                  | 4,100               | 0                              | 0.0%         |                           |
| 655.000 SALES & CONCESSIONS               | 100                            | 100                            | 0                                  | 452                    | 100                 | 0                              | 0.0%         |                           |
| 657.000 LIBRARY BOOK FINES                | 10,000                         | 10,000                         | 0                                  | 3,122                  | 10,000              | 0                              | 0.0%         |                           |
| 658.000 PENAL FINES                       | 110,000                        | 110,000                        | 0                                  | 98,703                 | 98,703              | (11,297)                       | -10.3%       | Reduced State Revenue     |
| 671.000 RENTS                             | 6,600                          | 6,600                          | 0                                  | 3,614                  | 6,600               | 0                              | 0.0%         | Sharing                   |
| 675.073 DONATIONS-PRIVATE-LIBRARIES       | 8,000                          | 8,000                          | 0                                  | 152                    | 8,000               | 0                              | 0.0%         |                           |
| 676.702 CONTRIB-ENDOWMENT TRUST FUND      | 10,000                         | 10,000                         | 0                                  | 0                      | 10,000              | 0                              | 0.0%         |                           |
| <b>Total - Dept 738.00</b>                | <b>\$158,800</b>               | <b>\$158,800</b>               | <b>\$0</b>                         | <b>\$112,022</b>       | <b>\$147,503</b>    | <b>(\$11,297)</b>              | <b>-7.1%</b> |                           |
| <b>Dept 990.00: NON-DEPARTMENTAL</b>      |                                |                                |                                    |                        |                     |                                |              |                           |
| 404.000 CURRENT REAL PROPERTY TAX         | \$5,139,151                    | \$5,139,151                    | \$0                                | \$5,008,371            | \$5,139,151         | \$0                            | 0.0%         |                           |
| 405.000 CURRENT PERS PROP TAX             | 873,627                        | 873,627                        | 0                                  | 901,575                | 908,627             | 35,000                         | 4.0%         | Revised Collection Policy |
| 406.000 DELQ PERS PROP TAX                | 100                            | 100                            | 0                                  | 8,783                  | 9,100               | 9,000                          | 9000.0%      | Aggressive Collections    |
| 407.000 CURRENT REFUSE MILLAGE            | 441,167                        | 441,167                        | 0                                  | 433,690                | 441,167             | 0                              | 0.0%         |                           |
| 425.000 PAYMENT IN LIEU OF TAXES          | 40,000                         | 40,000                         | 0                                  | 0                      | 40,000              | 0                              | 0.0%         |                           |
| 457.000 TRAILER                           | 4,600                          | 4,600                          | 0                                  | 1,881                  | 4,600               | 0                              | 0.0%         |                           |
| 575.000 SALES & USE TAX                   | 2,131,531                      | 2,131,531                      | 0                                  | 1,099,309              | 2,002,931           | (128,600)                      | -6.0%        | Reduced State Revenue     |
| 644.000 PRINTED MATERIALS                 | 100                            | 100                            | 0                                  | 0                      | 100                 | 0                              | 0.0%         |                           |
| 661.000 CIVIL INFRACTIONS                 | 1,000                          | 1,000                          | 0                                  | 0                      | 1,000               | 0                              | 0.0%         |                           |
| 671.000 RENTS                             | 3,000                          | 3,000                          | 0                                  | 0                      | 3,000               | 0                              | 0.0%         |                           |
| 675.000 DONATIONS-PRIVATE                 | 100                            | 100                            | 0                                  | 0                      | 100                 | 0                              | 0.0%         |                           |
| 675.059 DONATIONS-PRIVATE-SENIOR CENTER   | 100                            | 100                            | 0                                  | 0                      | 100                 | 0                              | 0.0%         |                           |
| 675.073 DONATIONS-PRIVATE-LIBRARIES       | 0                              | 0                              | 0                                  | 2,619                  | 0                   | 0                              | 0.0%         |                           |
| 675.077 DONATIONS-PRIVATE-TV CABLE        | 190,000                        | 190,000                        | 0                                  | 109,823                | 190,000             | 0                              | 0.0%         |                           |
| 675.080 DONATIONS-CITY WIDE CITY PRIDE    | 100                            | 100                            | 0                                  | 0                      | 100                 | 0                              | 0.0%         |                           |
| 675.275 CONTRIBUTION-COMM DEVEL           | 3,000                          | 3,000                          | 0                                  | 1,500                  | 3,000               | 0                              | 0.0%         |                           |
| 675.276 CONTRIBUTION-ECON DEVEL           | 110,000                        | 110,000                        | 0                                  | 55,000                 | 110,000             | 0                              | 0.0%         |                           |
| 676.662 CONTRIB-DDA-MOTOR VEHICLE FUND    | 438,052                        | 438,052                        | 0                                  | 0                      | 438,052             | 0                              | 0.0%         |                           |
| 676.702 CONTRIB-ENDOWMENT TRUST FUND      | 100                            | 100                            | 0                                  | 22                     | 100                 | 0                              | 0.0%         |                           |
| 676.711 CONTRIB-PERPETUAL CARE FUND       | 40,000                         | 40,000                         | 0                                  | 74                     | 40,000              | 0                              | 0.0%         |                           |
| 695.000 OTHER                             | 160,000                        | 160,000                        | 0                                  | 52,508                 | 160,000             | 0                              | 0.0%         |                           |
| 697.000 PRIOR YEARS REVENUE               | 0                              | 1,481,671                      | 1,481,671                          | 0                      | 1,481,671           | 0                              | 0.0%         | Planned Use of Fund       |
| <b>Total - Dept 990.00</b>                | <b>\$9,575,728</b>             | <b>\$11,057,399</b>            | <b>\$1,481,671</b>                 | <b>\$7,675,155</b>     | <b>\$10,972,799</b> | <b>(\$84,600)</b>              | <b>-0.8%</b> | Balance                   |
| <b>Total Revenues</b>                     | <b>\$11,176,310</b>            | <b>\$12,703,244</b>            | <b>\$1,526,934</b>                 | <b>\$8,534,877</b>     | <b>\$12,621,399</b> | <b>(\$81,845)</b>              | <b>-0.6%</b> |                           |

**CITY OF ADRIAN**  
**FY2010-11 SECOND QUARTER FINANCIAL FORECAST**  
 December 31, 2010

| FUND/DEPARTMENT                         | FY2010-11<br>ADOPTED<br>BUDGET | FY2010-11<br>AMENDED<br>BUDGET | AMENDED<br>over/(under)<br>ADOPTED | YEAR-TO-DATE<br>ACTUAL | FORECAST  | VARIANCE<br>FORECAST TO BUDGET |         | EXPLANATION          |
|---|--------------------------------|--------------------------------|------------------------------------|------------------------|-----------|--------------------------------|---------|----------------------|
|   |                                |                                |                                    |                        |           | AMOUNT                         | PERCENT |                      |
| <b>GENERAL FUND EXPENDITURES (101):</b> |                                |                                |                                    |                        |           |                                |         |                      |
| <b>101.00 CITY COMMISSION</b>           |                                |                                |                                    |                        |           |                                |         |                      |
| SALARIES & FRINGE BENEFITS              | \$32,365                       | \$32,365                       | \$0                                | \$15,636               | \$32,365  | \$0                            | 0.0%    |                      |
| OPERATING                               | 79,578                         | 79,578                         | 0                                  | 54,485                 | 84,578    | (5,000)                        | -6.3%   | Public Communication |
| CAPITAL OUTLAY                          | 0                              | 0                              | 0                                  | 0                      | 0         | 0                              |         |                      |
| TOTAL                                   | \$111,943                      | \$111,943                      | \$0                                | \$70,121               | \$116,943 | (\$5,000)                      | -4.5%   |                      |
| <b>172.00 CITY ADMINISTRATOR</b>        |                                |                                |                                    |                        |           |                                |         |                      |
| SALARIES & FRINGE BENEFITS              | \$219,338                      | \$219,338                      | \$0                                | \$109,060              | \$219,338 | \$0                            | 0.0%    |                      |
| OPERATING                               | 6,341                          | 6,341                          | 0                                  | 4,803                  | 6,341     | 0                              | 0.0%    |                      |
| CAPITAL OUTLAY                          | 10,000                         | 14,500                         | 4,500                              | 5,286                  | 14,500    | 0                              | 0.0%    |                      |
| TOTAL                                   | \$235,679                      | \$240,179                      | \$4,500                            | \$119,149              | \$240,179 | \$0                            | 0.0%    |                      |
| <b>191.00 ELECTION DEPARTMENT</b>       |                                |                                |                                    |                        |           |                                |         |                      |
| SALARIES & FRINGE BENEFITS              | \$10,500                       | \$10,500                       | \$0                                | \$7,893                | \$10,500  | \$0                            | 0.0%    |                      |
| OPERATING                               | 13,000                         | 13,000                         | 0                                  | 6,846                  | 13,000    | 0                              | 0.0%    |                      |
| CAPITAL OUTLAY                          | 0                              | 0                              | 0                                  | 0                      | 0         | 0                              |         |                      |
| TOTAL                                   | \$23,500                       | \$23,500                       | \$0                                | \$14,739               | \$23,500  | \$0                            | 0.0%    |                      |
| <b>201.00 FINANCE DEPARTMENT</b>        |                                |                                |                                    |                        |           |                                |         |                      |
| SALARIES & FRINGE BENEFITS              | \$447,122                      | \$447,122                      | \$0                                | \$221,417              | \$447,122 | \$0                            | 0.0%    |                      |
| OPERATING                               | (70,638)                       | (53,963)                       | 16,675                             | (17,691)               | (53,963)  | 0                              | 0.0%    |                      |
| CAPITAL OUTLAY                          | 0                              | 14,884                         | 14,884                             | 9,031                  | 10,884    | 4,000                          | 26.9%   | Convenience Copier   |
| TOTAL                                   | \$376,484                      | \$408,043                      | \$31,559                           | \$212,757              | \$404,043 | \$4,000                        | 1.0%    |                      |
| <b>209.00 CITY ASSESSOR</b>             |                                |                                |                                    |                        |           |                                |         |                      |
| SALARIES & FRINGE BENEFITS              | \$68,688                       | \$68,688                       | \$0                                | \$30,468               | \$68,688  | \$0                            | 0.0%    |                      |
| OPERATING                               | 65,225                         | 98,975                         | 33,750                             | 29,614                 | 98,975    | 0                              | 0.0%    |                      |
| CAPITAL OUTLAY                          | 0                              | 0                              | 0                                  | 0                      | 0         | 0                              |         |                      |
| TOTAL                                   | \$133,913                      | \$167,663                      | \$33,750                           | \$60,082               | \$167,663 | \$0                            | 0.0%    |                      |
| <b>210.00 CITY ATTORNEY</b>             |                                |                                |                                    |                        |           |                                |         |                      |
| SALARIES & FRINGE BENEFITS              | \$153,691                      | \$153,691                      | \$0                                | \$74,986               | \$153,691 | \$0                            | 0.0%    |                      |
| OPERATING                               | 17,173                         | 17,173                         | 0                                  | 7,192                  | 17,173    | 0                              | 0.0%    |                      |
| CAPITAL OUTLAY                          | 0                              | 0                              | 0                                  | 0                      | 0         | 0                              |         |                      |
| TOTAL                                   | \$170,864                      | \$170,864                      | \$0                                | \$82,178               | \$170,864 | \$0                            | 0.0%    |                      |

**CITY OF ADRIAN**  
**FY2010-11 SECOND QUARTER FINANCIAL FORECAST**  
 December 31, 2010

| FUND/DEPARTMENT                          | FY2010-11<br>ADOPTED<br>BUDGET | FY2010-11<br>AMENDED<br>BUDGET | AMENDED<br>over/(under)<br>ADOPTED | YEAR-TO-DATE<br>ACTUAL | FORECAST       | VARIANCE<br>FORECAST TO BUDGET |         | EXPLANATION |
|--|--------------------------------|--------------------------------|------------------------------------|------------------------|----------------|--------------------------------|---------|-------------|
|  |                                |                                |                                    |                        |                | AMOUNT                         | PERCENT |             |
| <b>215.00 CITY CLERK</b>                 |                                |                                |                                    |                        |                |                                |         |             |
| SALARIES & FRINGE BENEFITS               | \$80,646                       | \$80,646                       | \$0                                | \$39,628               | \$80,646       | \$0                            | 0.0%    |             |
| OPERATING                                | 15,573                         | 15,573                         | 0                                  | 6,770                  | 15,573         | 0                              | 0.0%    |             |
| CAPITAL OUTLAY                           | <u>0</u>                       | <u>0</u>                       | <u>0</u>                           | <u>0</u>               | <u>0</u>       | <u>0</u>                       |         |             |
| TOTAL                                    | \$96,219                       | \$96,219                       | \$0                                | \$46,398               | \$96,219       | \$0                            | 0.0%    |             |
| <b>226.00 HUMAN RESOURCES DEPARTMENT</b> |                                |                                |                                    |                        |                |                                |         |             |
| SALARIES & FRINGE BENEFITS               | \$94,676                       | \$94,676                       | \$0                                | \$44,650               | \$94,676       | \$0                            | 0.0%    |             |
| OPERATING                                | 82,268                         | 106,768                        | 24,500                             | 31,165                 | 91,768         | 15,000                         | 14.0%   | Legal Fees  |
| CAPITAL OUTLAY                           | <u>0</u>                       | <u>0</u>                       | <u>0</u>                           | <u>0</u>               | <u>0</u>       | <u>0</u>                       |         |             |
| TOTAL                                    | \$176,944                      | \$201,444                      | \$24,500                           | \$75,815               | \$186,444      | \$15,000                       | 7.4%    |             |
| <b>265.00 CITY HALL</b>                  |                                |                                |                                    |                        |                |                                |         |             |
| SALARIES & FRINGE BENEFITS               | \$0                            | \$0                            | \$0                                | \$0                    | \$0            | \$0                            |         |             |
| OPERATING                                | 93,500                         | 93,500                         | 0                                  | 32,878                 | 93,500         | 0                              | 0.0%    |             |
| CAPITAL OUTLAY                           | <u>0</u>                       | <u>1,533</u>                   | <u>1,533</u>                       | <u>1,533</u>           | <u>1,533</u>   | <u>0</u>                       |         |             |
| TOTAL                                    | \$93,500                       | \$95,033                       | \$1,533                            | \$34,411               | \$95,033       | \$0                            | 0.0%    |             |
| <b>266.00 CITY CHAMBERS</b>              |                                |                                |                                    |                        |                |                                |         |             |
| SALARIES & FRINGE BENEFITS               | \$0                            | \$0                            | \$0                                | \$0                    | \$0            | \$0                            |         |             |
| OPERATING                                | 27,000                         | 27,000                         | 0                                  | 2,226                  | 27,000         | 0                              | 0.0%    |             |
| CAPITAL OUTLAY                           | <u>0</u>                       | <u>0</u>                       | <u>0</u>                           | <u>0</u>               | <u>0</u>       | <u>0</u>                       |         |             |
| TOTAL                                    | \$27,000                       | \$27,000                       | \$0                                | \$2,226                | \$27,000       | \$0                            | 0.0%    |             |
| <b>267.00 POLICE FACILITY</b>            |                                |                                |                                    |                        |                |                                |         |             |
| SALARIES & FRINGE BENEFITS               | \$0                            | \$0                            | \$0                                | \$0                    | \$0            | \$0                            |         |             |
| OPERATING                                | 54,400                         | 54,400                         | 0                                  | 15,682                 | 54,400         | 0                              | 0.0%    |             |
| CAPITAL OUTLAY                           | <u>0</u>                       | <u>0</u>                       | <u>0</u>                           | <u>0</u>               | <u>0</u>       | <u>0</u>                       |         |             |
| TOTAL                                    | \$54,400                       | \$54,400                       | \$0                                | \$15,682               | \$54,400       | \$0                            | 0.0%    |             |
| <b>276.00 CEMETERY</b>                   |                                |                                |                                    |                        |                |                                |         |             |
| SALARIES & FRINGE BENEFITS               | \$316,877                      | \$316,877                      | \$0                                | \$154,440              | \$316,877      | \$0                            | 0.0%    |             |
| OPERATING                                | 64,311                         | 64,372                         | 61                                 | 29,397                 | 64,372         | 0                              | 0.0%    |             |
| CAPITAL OUTLAY                           | <u>11,200</u>                  | <u>27,875</u>                  | <u>16,675</u>                      | <u>31,330</u>          | <u>27,875</u>  | <u>0</u>                       | 0.0%    |             |
| TOTAL                                    | \$392,388                      | \$409,124                      | \$16,736                           | \$215,167              | \$409,124      | \$0                            | 0.0%    |             |
| <b>301.00 POLICE DEPARTMENT</b>          |                                |                                |                                    |                        |                |                                |         |             |
| SALARIES & FRINGE BENEFITS               | \$2,558,048                    | \$2,558,048                    | \$0                                | \$1,297,115            | \$2,558,048    | \$0                            | 0.0%    |             |
| OPERATING                                | 313,180                        | 318,615                        | 5,435                              | 224,005                | 318,615        | 0                              | 0.0%    |             |
| CAPITAL OUTLAY                           | <u>45,000</u>                  | <u>401,617</u>                 | <u>356,617</u>                     | <u>20,391</u>          | <u>401,617</u> | <u>0</u>                       | 0.0%    |             |
| TOTAL                                    | \$2,916,228                    | \$3,278,280                    | \$362,052                          | \$1,541,511            | \$3,278,280    | \$0                            | 0.0%    |             |
| <b>336.00 FIRE DEPARTMENT</b>            |                                |                                |                                    |                        |                |                                |         |             |
| SALARIES & FRINGE BENEFITS               | \$1,492,760                    | \$1,492,760                    | \$0                                | \$766,061              | \$1,492,760    | \$0                            | 0.0%    |             |
| OPERATING                                | 200,759                        | 214,207                        | 13,448                             | 86,607                 | 214,207        | 0                              | 0.0%    |             |
| CAPITAL OUTLAY                           | <u>6,000</u>                   | <u>6,000</u>                   | <u>0</u>                           | <u>0</u>               | <u>6,000</u>   | <u>0</u>                       | 0.0%    |             |
| TOTAL                                    | \$1,699,519                    | \$1,712,967                    | \$13,448                           | \$852,668              | \$1,712,967    | \$0                            | 0.0%    |             |

**CITY OF ADRIAN**  
**FY2010-11 SECOND QUARTER FINANCIAL FORECAST**  
 December 31, 2010

| FUND/DEPARTMENT                                | FY2010-11<br>ADOPTED<br>BUDGET | FY2010-11<br>AMENDED<br>BUDGET | AMENDED<br>over/(under)<br>ADOPTED | YEAR-TO-DATE<br>ACTUAL | FORECAST  | VARIANCE<br>FORECAST TO BUDGET |         | EXPLANATION          |
|--|--------------------------------|--------------------------------|------------------------------------|------------------------|-----------|--------------------------------|---------|----------------------|
|  |                                |                                |                                    |                        |           | AMOUNT                         | PERCENT |                      |
| <b>371.00 INSPECTION DEPARTMENT</b>            |                                |                                |                                    |                        |           |                                |         |                      |
| SALARIES & FRINGE BENEFITS                     | \$261,910                      | \$261,910                      | \$0                                | \$142,545              | \$261,910 | \$0                            | 0.0%    |                      |
| OPERATING                                      | 61,775                         | 61,775                         | 0                                  | 24,498                 | 81,775    | (20,000)                       | -32.4%  | Motor Pool Charges   |
| CAPITAL OUTLAY                                 | 0                              | 0                              | 0                                  | 0                      | 0         | 0                              |         |                      |
| TOTAL  | \$323,685                      | \$323,685                      | \$0                                | \$167,043              | \$343,685 | (\$20,000)                     | -6.2%   |                      |
| <b>441.00 DEPARTMENT OF PUBLIC WORKS</b>       |                                |                                |                                    |                        |           |                                |         |                      |
| SALARIES & FRINGE BENEFITS                     | \$592,709                      | \$592,709                      | \$0                                | \$156,601              | \$592,709 | \$0                            | 0.0%    |                      |
| OPERATING                                      | (115,780)                      | (115,296)                      | 484                                | (5,371)                | (115,296) | 0                              | 0.0%    |                      |
| CAPITAL OUTLAY                                 | 0                              | 0                              | 0                                  | 0                      | 0         | 0                              |         |                      |
| TOTAL  | \$476,929                      | \$477,413                      | \$484                              | \$151,230              | \$477,413 | \$0                            | 0.0%    |                      |
| <b>442.00 CENTRAL STORES SUPPLY</b>            |                                |                                |                                    |                        |           |                                |         |                      |
| SALARIES & FRINGE BENEFITS                     | \$5,200                        | \$5,200                        | \$0                                | \$4,141                | \$5,200   | \$0                            | 0.0%    |                      |
| OPERATING                                      | (5,200)                        | (5,200)                        | 0                                  | 611                    | (5,200)   | 0                              | 0.0%    |                      |
| CAPITAL OUTLAY                                 | 0                              | 0                              | 0                                  | 0                      | 0         | 0                              |         |                      |
| TOTAL  | \$0                            | \$0                            | \$0                                | \$4,752                | \$0       | \$0                            |         |                      |
| <b>443.00 MOTOR VEHICLE POOL</b>               |                                |                                |                                    |                        |           |                                |         |                      |
| SALARIES & FRINGE BENEFITS                     | \$0                            | \$0                            | \$0                                | \$0                    | \$0       | \$0                            |         |                      |
| OPERATING                                      | 0                              | 0                              | 0                                  | 200                    | 0         | 0                              |         | New Internal Service |
| CAPITAL OUTLAY                                 | 0                              | 0                              | 0                                  | 0                      | 0         | 0                              |         | Fund Established     |
| TOTAL  | \$0                            | \$0                            | \$0                                | \$200                  | \$0       | \$0                            |         |                      |
| <b>449.00 ENGINEERING DEPARTMENT</b>           |                                |                                |                                    |                        |           |                                |         |                      |
| SALARIES & FRINGE BENEFITS                     | \$215,048                      | \$215,048                      | \$0                                | \$99,476               | \$215,048 | \$0                            | 0.0%    |                      |
| OPERATING                                      | (87,798)                       | (87,798)                       | 0                                  | (40,178)               | (87,798)  | 0                              | 0.0%    |                      |
| CAPITAL OUTLAY                                 | 0                              | 0                              | 0                                  | 0                      | 0         | 0                              |         |                      |
| TOTAL  | \$127,250                      | \$127,250                      | \$0                                | \$59,298               | \$127,250 | \$0                            | 0.0%    |                      |
| <b>450.00 STREET LIGHTING</b>                  |                                |                                |                                    |                        |           |                                |         |                      |
| SALARIES & FRINGE BENEFITS                     | \$4,000                        | \$4,000                        | \$0                                | \$1,561                | \$4,000   | \$0                            | 0.0%    |                      |
| OPERATING                                      | 144,500                        | 144,500                        | 0                                  | 55,837                 | 144,500   | 0                              | 0.0%    |                      |
| CAPITAL OUTLAY                                 | 0                              | 0                              | 0                                  | 0                      | 0         | 0                              |         |                      |
| TOTAL  | \$148,500                      | \$148,500                      | \$0                                | \$57,398               | \$148,500 | \$0                            | 0.0%    |                      |
| <b>528.00 REFUSE COLLECTION &amp; DISPOSAL</b> |                                |                                |                                    |                        |           |                                |         |                      |
| SALARIES & FRINGE BENEFITS                     | \$0                            | \$0                            | \$0                                | \$0                    | \$0       | \$0                            |         |                      |
| OPERATING                                      | 601,500                        | 601,500                        | 0                                  | 291,200                | 441,500   | 160,000                        | 26.6%   | New Vendor           |
| CAPITAL OUTLAY                                 | 0                              | 0                              | 0                                  | 0                      | 0         | 0                              |         |                      |
| TOTAL  | \$601,500                      | \$601,500                      | \$0                                | \$291,200              | \$441,500 | \$160,000                      | 26.6%   |                      |
| <b>550.00 FIXED EXPENSES</b>                   |                                |                                |                                    |                        |           |                                |         |                      |
| BOND INTEREST EXPENSE                          | \$449,492                      | \$449,492                      | \$0                                | \$120,717              | \$449,492 | \$0                            | 0.0%    |                      |
| TOTAL  | \$449,492                      | \$449,492                      | \$0                                | \$120,717              | \$449,492 | \$0                            | 0.0%    |                      |

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**FY2010-11 SECOND QUARTER FINANCIAL FORECAST**  
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| <b>FUND/DEPARTMENT</b>                             | <b>FY2010-11<br/>ADOPTED<br/>BUDGET</b> | <b>FY2010-11<br/>AMENDED<br/>BUDGET</b> | <b>AMENDED<br/>over/(under)<br/>ADOPTED</b> | <b>YEAR-TO-DATE<br/>ACTUAL</b> | <b>FORECAST</b> | <b>VARIANCE<br/>FORECAST TO BUDGET</b> |                | <b>EXPLANATION</b> |
|--|---|---|---|--------------------------------|-----------------|--|----------------|--------------------|
|  |   |   |   |                                |                 | <b>AMOUNT</b>                          | <b>PERCENT</b> |                    |
| <b>691.00 RECREATION DEPARTMENT</b>                |   |   |   |                                |                 |  |                |                    |
| SALARIES & FRINGE BENEFITS                         | \$633,617                               | \$633,617                               | \$0   | \$311,227                      | \$633,617       | \$0                                    | 0.0%           |                    |
| OPERATING  | 280,188                                 | 294,850                                 | 14,662                                      | 97,165                         | 294,850         | 0                                      | 0.0%           |                    |
| CAPITAL OUTLAY                                     | <u>18,500</u>                           | <u>34,226</u>                           | <u>15,726</u>                               | <u>9,149</u>                   | <u>34,226</u>   | <u>0</u>                               | 0.0%           |                    |
| TOTAL  | \$932,305                               | \$962,693                               | \$30,388                                    | \$417,541                      | \$962,693       | \$0                                    | 0.0%           |                    |
| <b>691.01 ADRIAN AREA LITTLE LEAGUE</b>            |   |   |   |                                |                 |  |                |                    |
| SALARIES & FRINGE BENEFITS                         | \$6,680                                 | \$6,680                                 | \$0   | \$2,919                        | \$6,680         | \$0                                    |                |                    |
| OPERATING  | 23,314                                  | 23,314                                  | 0   | 2,355                          | 23,314          | 0                                      | 0.0%           |                    |
| CAPITAL OUTLAY                                     | <u>0</u>                                | <u>0</u>                                | <u>0</u>                                    | <u>0</u>                       | <u>0</u>        | <u>0</u>                               |                |                    |
| TOTAL  | \$29,994                                | \$29,994                                | \$0   | \$5,274                        | \$29,994        | \$0                                    | 0.0%           |                    |
| <b>696.00 PARKS &amp; FORESTRY GARAGE</b>          |   |   |   |                                |                 |  |                |                    |
| SALARIES & FRINGE BENEFITS                         | \$0                                     | \$0                                     | \$0   | \$0                            | \$0             | \$0                                    |                |                    |
| OPERATING  | 16,000                                  | 16,590                                  | 590   | 4,694                          | 16,590          | 0                                      | 0.0%           |                    |
| CAPITAL OUTLAY                                     | <u>0</u>                                | <u>0</u>                                | <u>0</u>                                    | <u>0</u>                       | <u>0</u>        | <u>0</u>                               |                |                    |
| TOTAL  | \$16,000                                | \$16,590                                | \$590                                       | \$4,694                        | \$16,590        | \$0                                    | 0.0%           |                    |
| <b>697.00 PARKS &amp; FORESTRY DEPARTMENT</b>      |   |   |   |                                |                 |  |                |                    |
| SALARIES & FRINGE BENEFITS                         | \$314,604                               | \$314,604                               | \$0   | \$145,316                      | \$314,604       | \$0                                    | 0.0%           |                    |
| OPERATING  | 166,004                                 | 166,457                                 | 453   | 70,689                         | 166,457         | 0                                      | 0.0%           |                    |
| CAPITAL OUTLAY                                     | <u>53,000</u>                           | <u>69,032</u>                           | <u>16,032</u>                               | <u>2,956</u>                   | <u>69,032</u>   | <u>0</u>                               | 0.0%           |                    |
| TOTAL  | \$533,608                               | \$550,093                               | \$16,485                                    | \$218,961                      | \$550,093       | \$0                                    | 0.0%           |                    |
| <b>698.00 PARKS &amp; FORESTRY - HERITAGE PARK</b> |   |   |   |                                |                 |  |                |                    |
| SALARIES & FRINGE BENEFITS                         | \$100,228                               | \$100,228                               | \$0   | \$43,983                       | \$100,228       | \$0                                    | 0.0%           |                    |
| OPERATING  | 47,615                                  | 47,615                                  | 0   | 18,247                         | 47,615          | 0                                      | 0.0%           |                    |
| CAPITAL OUTLAY                                     | <u>0</u>                                | <u>0</u>                                | <u>0</u>                                    | <u>0</u>                       | <u>0</u>        | <u>0</u>                               |                |                    |
| TOTAL  | \$147,843                               | \$147,843                               | \$0   | \$62,230                       | \$147,843       | \$0                                    | 0.0%           |                    |
| <b>700.00 ADRIAN FENCE PROPERTY</b>                |   |   |   |                                |                 |  |                |                    |
| SALARIES & FRINGE BENEFITS                         | \$100                                   | \$100                                   | \$0   | \$0                            | \$100           | \$0                                    | 0.0%           |                    |
| OPERATING  | 4,700                                   | 4,700                                   | 0   | 1,698                          | 4,700           | 0                                      | 0.0%           |                    |
| CAPITAL OUTLAY                                     | <u>0</u>                                | <u>0</u>                                | <u>0</u>                                    | <u>0</u>                       | <u>0</u>        | <u>0</u>                               |                |                    |
| TOTAL  | \$4,800                                 | \$4,800                                 | \$0   | \$1,698                        | \$4,800         | \$0                                    | 0.0%           |                    |

**CITY OF ADRIAN**  
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| <u>FUND/DEPARTMENT</u>                 | <u>FY2010-11</u>    | <u>FY2010-11</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>PERCENT</u> |                    |
|  | <u>BUDGET</u>       | <u>BUDGET</u>       | <u>ADOPTED</u>      |                     |                     | <u>AMOUNT</u>             |                |                    |
| <b>738.00 ADRIAN PUBLIC LIBRARY</b>    |                     |                     |                     |                     |                     |                           |                |                    |
| SALARIES & FRINGE BENEFITS             | \$436,486           | \$436,486           | \$0                 | \$215,100           | \$436,486           | \$0                       | 0.0%           |                    |
| OPERATING                              | 293,224             | 308,596             | 15,372              | 153,141             | 308,596             | 0                         | 0.0%           |                    |
| CAPITAL OUTLAY                         | <u>12,500</u>       | <u>209,702</u>      | <u>197,202</u>      | <u>18,714</u>       | <u>209,702</u>      | <u>0</u>                  | 0.0%           |                    |
| TOTAL                                  | \$742,210           | \$954,784           | \$212,574           | \$386,955           | \$954,784           | \$0                       | 0.0%           |                    |
| <b>801.00 PLANNING COMMISSION</b>      |                     |                     |                     |                     |                     |                           |                |                    |
| OPERATING                              | \$12,000            | \$12,000            | \$0                 | \$6,953             | \$12,000            | \$0                       | 0.0%           |                    |
| CAPITAL OUTLAY                         | <u>0</u>            | <u>0</u>            | <u>0</u>            | <u>0</u>            | <u>0</u>            | <u>0</u>                  |                |                    |
| TOTAL                                  | \$12,000            | \$12,000            | \$0                 | \$6,953             | \$12,000            | <u>0</u>                  | 0.0%           |                    |
| <b>836.00 OTHER PROJECTS</b>           |                     |                     |                     |                     |                     |                           |                |                    |
| SALARIES & FRINGE BENEFITS             | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                       |                |                    |
| OPERATING                              | 0                   | 714,035             | 714,035             | 418,285             | 714,035             | 0                         | 0.0%           |                    |
| CAPITAL OUTLAY                         | <u>0</u>            | <u>49,300</u>       | <u>49,300</u>       | <u>341</u>          | <u>49,300</u>       | <u>0</u>                  |                |                    |
| TOTAL                                  | \$0                 | \$763,335           | \$763,335           | \$418,626           | \$763,335           | \$0                       | 0.0%           |                    |
| <b>965.00 TRANSFERS OUT</b>            |                     |                     |                     |                     |                     |                           |                |                    |
| CONTRIBUTION - AUTO PARKING            | \$6,000             | \$6,000             | \$0                 | \$0                 | \$6,000             | \$0                       | 0.0%           |                    |
| CONTRIBUTION - DIAL-A-RIDE             | 100,000             | 100,000             | 0                   | 0                   | 100,000             | 0                         | 0.0%           |                    |
| CONTRIBUTION - MVP                     | <u>0</u>            | <u>0</u>            | <u>0</u>            | <u>0</u>            | <u>0</u>            | <u>0</u>                  |                |                    |
| TOTAL                                  | \$106,000           | \$106,000           | \$0                 | \$0                 | \$106,000           | \$0                       | 0.0%           |                    |
| <b>990.00 NON-DEPARTMENTAL</b>         |                     |                     |                     |                     |                     |                           |                |                    |
| CONTINGENCY                            | <u>\$15,613</u>     | <u>\$30,613</u>     | <u>\$15,000</u>     | <u>\$0</u>          | <u>\$15,613</u>     | <u>\$15,000</u>           | 49.0%          |                    |
| TOTAL                                  | \$15,613            | \$30,613            | \$15,000            | \$0                 | \$15,613            | \$15,000                  | 49.0%          |                    |
| <b>TOTAL GENERAL FUND EXPENDITURES</b> | <b>\$11,176,310</b> | <b>\$12,703,244</b> | <b>\$1,526,934</b>  | <b>\$5,717,674</b>  | <b>\$12,534,244</b> | <b>\$169,000</b>          | <b>1.3%</b>    |                    |
| <b>REVENUE OVER/(UNDER) EXP.</b>       | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>          | <b>\$2,817,203</b>  | <b>\$87,155</b>     | <b>\$87,155</b>           |                |                    |

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| <u>FUND/DEPARTMENT</u>                                       | <u>FY2010-11<br/>ADOPTED<br/>BUDGET</u> | <u>FY2010-11<br/>AMENDED<br/>BUDGET</u> | <u>AMENDED<br/>over/(under)<br/>ADOPTED</u> | <u>YEAR-TO-DATE<br/>ACTUAL</u> | <u>FORECAST</u> | <u>VARIANCE<br/>FORECAST TO BUDGET</u> |                | <u>EXPLANATION</u> |
|--|---|---|---|--------------------------------|-----------------|--|----------------|--------------------|
|  |   |   |   |                                |                 | <u>AMOUNT</u>                          | <u>PERCENT</u> |                    |
| <b>RECONCILIATION BETWEEN ADOPTED AND AMENDED BUDGET</b>     |   |   |   |                                |                 |  |                |                    |
| ADOPTED BUDGET   |   |   | \$11,176,310                                |                                |                 |  |                |                    |
| AMENDED BUDGET   |   |   | \$12,703,244                                |                                |                 |  |                |                    |
| INCREASE/(DECREASE)  |   |   | <u>\$1,526,934</u>                          |                                |                 |  |                |                    |
| Contingency - Beginning Balance                              |   |   |   |                                | \$0             |  |                |                    |
| Encumbrances & Carry Forwards                                |   |   | \$1,464,996                                 |                                |                 |  |                |                    |
| Police JAG Grant-Forensic Equip & Training                   |   |   | \$28,048                                    |                                |                 |  |                |                    |
| Cemetery Kubota Acquisition                                  |   |   | 16,675                                      |                                |                 |  |                |                    |
| Drug Forfeiture Funds for K-9 Vehicle Brakes                 |   |   | 1,615                                       |                                |                 |  |                |                    |
| Drug Forfeiture Funds for Remote Operation of K-9 Unit Doors |   |   | 600   |                                |                 |  |                |                    |
| Total  |   |   | <u>\$1,511,934</u>                          |                                |                 |  |                |                    |
| New Inspection Fee Schedule                                  |   |   |   |                                | 15,000          |  |                |                    |
| Contingency - Ending Balance                                 |   |   |   |                                | <u>\$15,000</u> |  |                |                    |

**CITY OF ADRIAN**  
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| <u>FUND/DEPARTMENT</u>                  | <u>FY2010-11<br/>ADOPTED<br/>BUDGET</u> | <u>FY2010-11<br/>AMENDED<br/>BUDGET</u> | <u>AMENDED<br/>over/(under)<br/>ADOPTED</u> | <u>YEAR-TO-DATE<br/>ACTUAL</u> | <u>FORECAST</u>    | <u>VARIANCE<br/>FORECAST TO BUDGET</u> |                | <u>EXPLANATION</u>  |
|---|---|---|---|--------------------------------|--------------------|--|----------------|---------------------|
|   |   |   |   |                                |                    | <u>AMOUNT</u>                          | <u>PERCENT</u> |                     |
| <b>MAJOR STREET FUND REVENUE (202):</b> |   |   |   |                                |                    |  |                |                     |
| 546.000 GAS & WEIGHT TAX                | \$900,000                               | \$900,000                               | \$0   | \$410,264                      | \$800,000          | (\$100,000)                            | -11.1%         | Reduced State       |
| 547.000 STATE TRUNKLINE MAINTENANCE     | <u>60,000</u>                           | <u>60,000</u>                           | <u>0</u>                                    | <u>5,424</u>                   | <u>60,000</u>      | <u>0</u>                               | 0.0%           | Collections         |
| INTERGOVERNMENTAL REVENUE               | \$960,000                               | \$960,000                               | \$0   | \$415,688                      | \$860,000          | (\$100,000)                            | -10.4%         |                     |
| 664.000 INVESTMENT INCOME               | 5,000                                   | 5,000                                   | 0   | 39                             | 5,000              | 0                                      | 0.0%           |                     |
| 676.599 CONTRB.-CAPITAL PROJECT FUND    | 30,000                                  | 30,000                                  | 0   | 0                              | 30,000             | 0                                      | 0.0%           |                     |
| 695.000 OTHER-BIOFUELS IND. GROUP       | 0                                       | 0                                       | 0   | 148,216                        | 0                  | 0                                      |                |                     |
| 697.000 PRIOR YEARS' REVENUE            | 0                                       | 157,389                                 | 157,389                                     | 0                              | 157,389            | 0                                      | 0.0%           | Planned Use of Fund |
| <b>TOTAL MAJOR STREET FUND REVENUE</b>  | <b>\$995,000</b>                        | <b>\$1,152,389</b>                      | <b>\$157,389</b>                            | <b>\$563,943</b>               | <b>\$1,052,389</b> | <b>(\$100,000)</b>                     | <b>-8.7%</b>   | <b>Balance</b>      |

**MAJOR STREET FUND EXPENDITURES (202):**

**STREET CONSTRUCTION**

|                    |                |                |               |               |                |          |      |  |
|--------------------|----------------|----------------|---------------|---------------|----------------|----------|------|--|
| SALARIES & FRINGES | \$0            | \$0            | \$0           | \$11,280      | \$0            | \$0      |      |  |
| OPERATING          | <u>285,172</u> | <u>353,576</u> | <u>68,404</u> | <u>77,270</u> | <u>353,576</u> | <u>0</u> | 0.0% |  |
| SUBTOTAL           | \$285,172      | \$353,576      | \$68,404      | \$88,550      | \$353,576      | \$0      | 0.0% |  |

**ROUTINE ROAD MAINTENANCE**

|                    |                |                |          |               |                |          |      |  |
|--------------------|----------------|----------------|----------|---------------|----------------|----------|------|--|
| SALARIES & FRINGES | \$51,800       | \$51,800       | \$0      | \$49,721      | \$51,800       | \$0      | 0.0% |  |
| OPERATING          | <u>177,250</u> | <u>177,250</u> | <u>0</u> | <u>79,749</u> | <u>177,250</u> | <u>0</u> | 0.0% |  |
| CAPITAL EQUIPMENT  | <u>0</u>       | <u>0</u>       | <u>0</u> | <u>0</u>      | <u>0</u>       | <u>0</u> |      |  |
| SUBTOTAL           | \$229,050      | \$229,050      | \$0      | \$129,470     | \$229,050      | \$0      | 0.0% |  |

**ROUTINE BRIDGE MAINTENANCE**

|                    |               |               |          |          |               |          |      |  |
|--------------------|---------------|---------------|----------|----------|---------------|----------|------|--|
| SALARIES & FRINGES | \$1,000       | \$1,000       | \$0      | \$0      | \$1,000       | \$0      | 0.0% |  |
| OPERATING          | <u>17,500</u> | <u>17,500</u> | <u>0</u> | <u>0</u> | <u>17,500</u> | <u>0</u> | 0.0% |  |
| SUBTOTAL           | \$18,500      | \$18,500      | \$0      | \$0      | \$18,500      | \$0      | 0.0% |  |

**TRAFFIC SERVICE MAINTENANCE**

|                    |               |               |          |               |               |          |      |  |
|--------------------|---------------|---------------|----------|---------------|---------------|----------|------|--|
| SALARIES & FRINGES | \$56,400      | \$56,400      | \$0      | \$12,111      | \$56,400      | \$0      | 0.0% |  |
| OPERATING          | <u>89,600</u> | <u>89,600</u> | <u>0</u> | <u>10,693</u> | <u>89,600</u> | <u>0</u> | 0.0% |  |
| CAPITAL EQUIPMENT  | <u>0</u>      | <u>0</u>      | <u>0</u> | <u>0</u>      | <u>0</u>      | <u>0</u> |      |  |
| SUBTOTAL           | \$146,000     | \$146,000     | \$0      | \$22,804      | \$146,000     | \$0      | 0.0% |  |

**CITY OF ADRIAN**  
**FY2010-11 SECOND QUARTER FINANCIAL FORECAST**  
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| <u>FUND/DEPARTMENT</u>                     | <u>FY2010-11<br/>ADOPTED<br/>BUDGET</u> | <u>FY2010-11<br/>AMENDED<br/>BUDGET</u> | <u>AMENDED<br/>over/(under)<br/>ADOPTED</u> | <u>YEAR-TO-DATE<br/>ACTUAL</u> | <u>FORECAST</u>    | <u>VARIANCE<br/>FORECAST TO BUDGET</u> |                | <u>EXPLANATION</u> |
|--|---|---|---|--------------------------------|--------------------|--|----------------|--------------------|
|  |   |   |   |                                |                    | <u>AMOUNT</u>                          | <u>PERCENT</u> |                    |
| <b>WINTER MAINTENANCE</b>                  |   |   |   |                                |                    |  |                |                    |
| SALARIES & FRINGES                         | \$17,000                                | \$17,000                                | \$0   | \$3,007                        | \$17,000           | \$0                                    | 0.0%           |                    |
| OPERATING                                  | <u>59,000</u>                           | <u>59,000</u>                           | <u>0</u>                                    | <u>5,906</u>                   | <u>59,000</u>      | <u>0</u>                               | 0.0%           |                    |
| SUBTOTAL                                   | \$76,000                                | \$76,000                                | \$0   | \$8,913                        | \$76,000           | \$0                                    | 0.0%           |                    |
| <b>NON-MOTORIZED TRANSPORTATION</b>        |   |   |   |                                |                    |  |                |                    |
| SALARIES & FRINGES                         | \$17,300                                | \$17,300                                | \$0   | \$4,050                        | \$17,300           | \$0                                    | 0.0%           | Sidewalks          |
| OPERATING                                  | 25,500                                  | 40,500                                  | 15,000                                      | 1,981                          | 40,500             | 0                                      | 0.0%           |                    |
| CAPITAL IMPROVEMENTS                       | <u>0</u>                                | <u>0</u>                                | <u>0</u>                                    | <u>0</u>                       | <u>0</u>           | <u>0</u>                               | 0.0%           |                    |
| SUBTOTAL                                   | \$42,800                                | \$57,800                                | \$15,000                                    | \$6,031                        | \$57,800           | \$0                                    | 0.0%           |                    |
| <b>STATE TRUNKLINE MAINTENANCE (US223)</b> |   |   |   |                                |                    |  |                |                    |
| SALARIES & FRINGES                         | \$1,400                                 | \$1,400                                 | \$0   | \$746                          | \$1,400            | \$0                                    | 0.0%           |                    |
| OPERATING                                  | <u>12,500</u>                           | <u>12,500</u>                           | <u>0</u>                                    | <u>2,504</u>                   | <u>12,500</u>      | <u>0</u>                               | 0.0%           |                    |
| SUBTOTAL                                   | \$13,900                                | \$13,900                                | \$0   | \$3,250                        | \$13,900           | \$0                                    | 0.0%           |                    |
| <b>STATE TRUNKLINE MAINTENANCE (M-52)</b>  |   |   |   |                                |                    |  |                |                    |
| SALARIES & FRINGES                         | \$6,900                                 | \$6,900                                 | \$0   | \$3,386                        | \$6,900            | \$0                                    | 0.0%           |                    |
| OPERATING                                  | <u>25,278</u>                           | <u>25,278</u>                           | <u>0</u>                                    | <u>5,610</u>                   | <u>25,278</u>      | <u>0</u>                               | 0.0%           |                    |
| SUBTOTAL                                   | \$32,178                                | \$32,178                                | \$0   | \$8,996                        | \$32,178           | \$0                                    | 0.0%           |                    |
| <b>STATE TRUNKLINE MAINTENANCE (M-34)</b>  |   |   |   |                                |                    |  |                |                    |
| SALARIES & FRINGES                         | \$1,200                                 | \$1,200                                 | \$0   | \$827                          | \$1,200            | \$0                                    | 0.0%           |                    |
| OPERATING                                  | <u>8,700</u>                            | <u>8,700</u>                            | <u>0</u>                                    | <u>1,396</u>                   | <u>8,700</u>       | <u>0</u>                               | 0.0%           |                    |
| SUBTOTAL                                   | 9,900                                   | 9,900                                   | \$0   | 2,223                          | 9,900              | 0                                      | 0.0%           |                    |
| <b>ADMIN &amp; RECORD KEEPING</b>          |   |   |   |                                |                    |  |                |                    |
| CONTRIBUTION - LOCAL STREET FUND           | 32,288                                  | 32,288                                  | 0   | 15,957                         | 32,288             | \$0                                    | 0.0%           |                    |
|  | 100,000                                 | 100,000                                 | 0   | 0                              | 100,000            | 0                                      | 0.0%           |                    |
| <b>990.00 NON-DEPARTMENTAL</b>             |   |   |   |                                |                    |  |                |                    |
| GRANT MATCH-KIWANIS TRAIL                  | \$0                                     | \$73,985                                | \$73,985                                    | \$11,188                       | \$73,985           | \$0                                    | 0.0%           |                    |
| CONTINGENCY                                | <u>9,212</u>                            | <u>9,212</u>                            | <u>0</u>                                    | <u>0</u>                       | <u>9,212</u>       | <u>0</u>                               | 0.0%           |                    |
| TOTAL                                      | \$9,212                                 | \$83,197                                | \$73,985                                    | \$11,188                       | \$83,197           | \$0                                    | 0.0%           |                    |
| <b>TOTAL MAJOR STREET FUND EXP. (202)</b>  | <b>\$995,000</b>                        | <b>\$1,152,389</b>                      | <b>\$157,389</b>                            | <b>\$297,382</b>               | <b>\$1,152,389</b> | <b>\$0</b>                             | <b>0.0%</b>    |                    |
| <b>REVENUE OVER/(UNDER) EXP.</b>           | <b>\$0</b>                              | <b>\$0</b>                              | <b>\$0</b>                                  | <b>\$266,561</b>               | <b>(\$100,000)</b> | <b>(\$100,000)</b>                     |                |                    |

**CITY OF ADRIAN**  
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 December 31, 2010

| FUND/DEPARTMENT                                | FY2010-11        | FY2010-11          | AMENDED          | YEAR-TO-DATE       | FORECAST           | VARIANCE           |              | EXPLANATION         |
|--|------------------|--------------------|------------------|--------------------|--------------------|--------------------|--------------|---------------------|
|  | ADOPTED          | AMENDED            | over/(under)     |                    |                    | FORECAST TO BUDGET | PERCENT      |                     |
|  | BUDGET           | BUDGET             | ADOPTED          | ACTUAL             |                    | AMOUNT             |              |                     |
| <b>LOCAL STREET FUND REVENUE (203):</b>        |                  |                    |                  |                    |                    |                    |              |                     |
| 546.000 GAS & WEIGHT TAX                       | \$300,000        | \$300,000          | \$0              | \$129,977          | \$260,000          | (\$40,000)         | -13.3%       | Reduced State       |
| 577.000 METRO ACT                              | 60,000           | 60,000             | 0                | 500                | 60,000             | 0                  | 0.0%         | Collections         |
| 641.000 SIDEWALK                               | 0                | 0                  | 0                | 13,378             | 0                  | 0                  |              | Special Assessment  |
| 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                | 55,445             | 100,000            | 0                  | 0.0%         |                     |
| 676.599 CONTRIBUTION - CAPITAL PROJ. REV. FUND | 100,000          | 100,000            | 0                | 0                  | 100,000            | 0                  | 0.0%         |                     |
| 697.000 PRIOR YEARS' REVENUE                   | 0                | 282,793            | 282,793          | 0                  | 282,793            | 0                  | 0.0%         | Planned Use of Fund |
| 699.204 TRANSFER IN - MUNICIPAL STREET FUND    | 431,856          | 431,856            | 0                | 0                  | 431,856            | 0                  | 0.0%         | Balance             |
| <b>TOTAL LOCAL STREET FUND REVENUE</b>         | <b>\$992,856</b> | <b>\$1,275,649</b> | <b>\$282,793</b> | <b>\$199,300</b>   | <b>\$1,235,649</b> | <b>(\$40,000)</b>  | <b>-3.1%</b> |                     |
| <b>LOCAL STREET FUND EXPENDITURES (203):</b>   |                  |                    |                  |                    |                    |                    |              |                     |
| <b>SIDEWALKS</b>                               |                  |                    |                  |                    |                    |                    |              |                     |
| SALARIES & FRINGES                             | \$6,500          | \$6,500            | \$0              | \$6,039            | \$6,500            | \$0                | 0.0%         |                     |
| OPERATING                                      | 38,000           | 63,000             | 25,000           | 40,232             | 63,000             | 0                  | 0.0%         |                     |
| SUBTOTAL                                       | \$44,500         | \$69,500           | \$25,000         | \$46,271           | \$69,500           | \$0                | 0.0%         |                     |
| <b>STREET CONSTRUCTION</b>                     |                  |                    |                  |                    |                    |                    |              |                     |
| SALARIES & FRINGES                             | \$50,000         | \$50,000           | \$0              | \$11,877           | \$50,000           | \$0                | 0.0%         |                     |
| OPERATING                                      | 287,496          | 545,289            | 257,793          | 308,895            | 545,289            | 0                  | 0.0%         |                     |
| SUBTOTAL                                       | \$337,496        | \$595,289          | \$257,793        | \$320,772          | \$595,289          | \$0                | 0.0%         |                     |
| <b>ROUTINE ROAD MAINTENANCE</b>                |                  |                    |                  |                    |                    |                    |              |                     |
| SALARIES & FRINGES                             | \$119,450        | \$119,450          | \$0              | \$33,227           | \$119,450          | \$0                | 0.0%         |                     |
| OPERATING                                      | 288,250          | 288,250            | 0                | 66,174             | 288,250            | 0                  | 0.0%         |                     |
| CAPITAL OUTLAY                                 | 0                | 0                  | 0                | 0                  | 0                  | 0                  |              |                     |
| SUBTOTAL                                       | \$407,700        | \$407,700          | \$0              | \$99,401           | \$407,700          | \$0                | 0.0%         |                     |
| <b>ROUTINE BRIDGE MAINTENANCE</b>              |                  |                    |                  |                    |                    |                    |              |                     |
| SALARIES & FRINGES                             | \$100            | \$100              | \$0              | \$0                | \$100              | \$0                | 0.0%         |                     |
| OPERATING                                      | 1,300            | 1,300              | 0                | 0                  | 1,300              | 0                  | 0.0%         |                     |
| SUBTOTAL                                       | \$1,400          | \$1,400            | \$0              | \$0                | \$1,400            | \$0                | 0.0%         |                     |
| <b>TRAFFIC SERVICE MAINTENANCE</b>             |                  |                    |                  |                    |                    |                    |              |                     |
| SALARIES & FRINGES                             | \$23,200         | \$23,200           | \$0              | \$6,054            | \$23,200           | \$0                | 0.0%         |                     |
| OPERATING                                      | 31,700           | 31,700             | 0                | 3,282              | 31,700             | 0                  | 0.0%         |                     |
| SUBTOTAL                                       | \$54,900         | \$54,900           | \$0              | \$9,336            | \$54,900           | \$0                | 0.0%         |                     |
| <b>WINTER MAINTENANCE</b>                      |                  |                    |                  |                    |                    |                    |              |                     |
| SALARIES & FRINGES                             | \$13,000         | \$13,000           | \$0              | \$1,854            | \$13,000           | \$0                | 0.0%         |                     |
| OPERATING                                      | 47,510           | 47,510             | 0                | 5,511              | 47,510             | 0                  | 0.0%         |                     |
| SUBTOTAL                                       | \$60,510         | \$60,510           | \$0              | \$7,365            | \$60,510           | \$0                | 0.0%         |                     |
| <b>ADMIN &amp; RECORD KEEPING</b>              |                  |                    |                  |                    |                    |                    |              |                     |
| DISTRB. - IT SERVICES                          | 1,288            | 1,288              | 0                | 644                | 1,288              | 0                  | 0.0%         |                     |
| CONTINGENCY                                    | 50,062           | 50,062             | 0                | 0                  | 50,062             | 0                  | 0.0%         |                     |
| <b>TOTAL LOCAL STREET FUND EXP (203)</b>       | <b>\$992,856</b> | <b>\$1,275,649</b> | <b>\$282,793</b> | <b>\$494,795</b>   | <b>\$1,275,649</b> | <b>\$0</b>         | <b>0.0%</b>  |                     |
| <b>REVENUE OVER/(UNDER) EXP.</b>               | <b>\$0</b>       | <b>\$0</b>         | <b>\$0</b>       | <b>(\$295,495)</b> | <b>(\$40,000)</b>  | <b>(\$40,000)</b>  |              |                     |

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 December 31, 2010

| FUND/DEPARTMENT                             | FY2010-11        | FY2010-11        | AMENDED         | YEAR-TO-DATE     | FORECAST         | VARIANCE           |             | EXPLANATION |
|---|------------------|------------------|-----------------|------------------|------------------|--------------------|-------------|-------------|
|   | ADOPTED          | AMENDED          | over/(under)    |                  |                  | FORECAST TO BUDGET | PERCENT     |             |
|   | BUDGET           | BUDGET           | ADOPTED         | ACTUAL           |                  | AMOUNT             |             |             |
| <b>MUNICIPAL STREET FUND REVENUE (204):</b> |                  |                  |                 |                  |                  |                    |             |             |
| 402.000 PROPERTY TAXES - SPECIAL VOTED      | \$429,856        | \$429,856        | \$0             | \$394,195        | \$429,856        | \$0                | 0.0%        |             |
| 664.000 INVESTMENT INCOME                   | 2,000            | 2,000            | 0               | 592              | 2,000            | 0                  | 0.0%        |             |
| 695.000 OTHER                               | 0                | 0                | 0               | 0                | 0                | 0                  |             |             |
| <b>TOTAL MUNICIPAL STREET FUND REVENUE</b>  | <b>\$431,856</b> | <b>\$431,856</b> | <b>\$0</b>      | <b>\$394,787</b> | <b>\$431,856</b> | <b>\$0</b>         | <b>0.0%</b> |             |
| <b>MUNICIPAL STREET FUND EXPENDITURES:</b>  |                  |                  |                 |                  |                  |                    |             |             |
| CONTRIBUTION - LOCAL STREETS                | \$431,856        | \$431,856        | \$0             | \$0              | \$431,856        | \$0                | 0.0%        |             |
| <b>TOTAL MUNICIPAL ST. FUND EXP.(204)</b>   | <b>\$431,856</b> | <b>\$431,856</b> | <b>\$0</b>      | <b>\$0</b>       | <b>\$431,856</b> | <b>\$0</b>         | <b>0.0%</b> |             |
| <b>REVENUE OVER/(UNDER) EXP.</b>            | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>      | <b>\$394,787</b> | <b>\$0</b>       | <b>\$0</b>         |             |             |
| <b>FEE ESTATE (205):</b>                    |                  |                  |                 |                  |                  |                    |             |             |
| 664.000 INVESTMENT INCOME                   | \$200            | \$200            | \$0             | \$0              | \$200            | \$0                | 0.0%        |             |
| 675.076 DONATIONS-PRIVATE-FEE ESTATE        | 800,758          | 820,508          | 19,750          | 350,083          | 820,508          | 0                  | 0.0%        |             |
| 695.000 OTHER                               | 100              | 100              | 0               | 0                | 100              | 0                  | 0.0%        |             |
| 697.000 PRIOR YEARS REVENUE                 | 0                | 52,590           | 52,590          | 0                | 52,590           | 0                  | 0.0%        |             |
| <b>TOTAL FEE ESTATE FUND REVENUE</b>        | <b>\$801,058</b> | <b>\$873,398</b> | <b>\$72,340</b> | <b>\$350,083</b> | <b>\$873,398</b> | <b>\$0</b>         | <b>0.0%</b> |             |
| <b>696.00 PARKS &amp; FORESTRY GARAGE</b>   |                  |                  |                 |                  |                  |                    |             |             |
| SALARIES & FRINGES                          | \$0              | \$0              | \$0             | \$0              | \$0              | \$0                |             |             |
| OPERATING                                   | 16,000           | 16,590           | 590             | 4,534            | 16,590           | 0                  | 0.0%        |             |
| SUBTOTAL                                    | \$16,000         | \$16,590         | \$590           | \$4,534          | \$16,590         | \$0                | 0.0%        |             |
| <b>699.00 FEE ESTATE MAINTENANCE</b>        |                  |                  |                 |                  |                  |                    |             |             |
| SALARIES & FRINGES                          | \$348,496        | \$348,496        | \$0             | \$143,431        | \$348,496        | \$0                | 0.0%        |             |
| OPERATING                                   | 288,287          | 288,287          | 0               | 125,594          | 288,287          | 0                  | 0.0%        |             |
| CAPITAL OUTLAY                              | 86,000           | 157,750          | 71,750          | 1,857            | 157,750          | 0                  | 0.0%        |             |
| SUBTOTAL                                    | \$722,783        | \$794,533        | \$71,750        | \$269,025        | \$794,533        | \$0                | 0.0%        |             |
| <b>965.00 TRANSFERS OUT</b>                 |                  |                  |                 |                  |                  |                    |             |             |
| 969.598 CONTRIB-STORM WATER                 | \$0              | \$6,000          | \$6,000         | \$6,000          | \$6,000          | \$0                | 0.0%        |             |
| TOTAL                                       | \$0              | \$6,000          | \$6,000         | \$6,000          | \$6,000          | \$0                | 0.0%        |             |
| <b>990.00 NON-DEPARTMENTAL</b>              |                  |                  |                 |                  |                  |                    |             |             |
| CONTINGENCY                                 | \$62,275         | \$56,275         | (\$6,000)       | \$0              | \$56,275         | \$0                | 0.0%        |             |
| TOTAL                                       | \$62,275         | \$56,275         | (\$6,000)       | \$0              | \$56,275         | \$0                | 0.0%        |             |
| <b>TOTAL FEE ESTATE FUND</b>                | <b>\$801,058</b> | <b>\$873,398</b> | <b>\$72,340</b> | <b>\$279,559</b> | <b>\$873,398</b> | <b>\$0</b>         | <b>0.0%</b> |             |
| <b>REVENUE OVER/(UNDER) EXP.</b>            | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>      | <b>\$70,524</b>  | <b>\$0</b>       | <b>\$0</b>         |             |             |

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**FY2010-11 SECOND QUARTER FINANCIAL FORECAST**  
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| <u>FUND/DEPARTMENT</u>                    | <u>FY2010-11<br/>ADOPTED<br/>BUDGET</u> | <u>FY2010-11<br/>AMENDED<br/>BUDGET</u> | <u>AMENDED<br/>over/(under)<br/>ADOPTED</u> | <u>YEAR-TO-DATE<br/>ACTUAL</u> | <u>FORECAST</u> | <u>VARIANCE<br/>FORECAST TO BUDGET</u> |                | <u>EXPLANATION</u> |
|---|---|---|---|--------------------------------|-----------------|--|----------------|--------------------|
|   |   |   |   |                                |                 | <u>AMOUNT</u>                          | <u>PERCENT</u> |                    |
| <b>OMNI FUND REVENUE (267):</b>           |   |   |   |                                |                 |  |                |                    |
| 663.000 OMNI FORFEITURES                  | \$80,800                                | \$80,800                                | \$0   | \$43,563                       | \$80,800        | \$0                                    |                |                    |
| 664.000 INVESTMENT INCOME                 | 2,000                                   | 2,000                                   | 0   | 281                            | 2,000           | 0                                      |                |                    |
| 671.000 RENTS                             | 4,000                                   | 4,000                                   | 0   | 0                              | 4,000           | 0                                      |                |                    |
| 695.000 OTHER                             | 100                                     | 100                                     | 0   | 0                              | 100             | 0                                      |                |                    |
| <b>TOTAL OMNI FUND REVENUE</b>            | <b>\$86,900</b>                         | <b>\$86,900</b>                         | <b>\$0</b>                                  | <b>\$43,844</b>                | <b>\$86,900</b> | <b>\$0</b>                             |                |                    |
| <b>OMNI FUND EXPENDITURES (267):</b>      |   |   |   |                                |                 |  |                |                    |
| SALARIES & FRINGE BENEFITS                | \$26,000                                | \$26,000                                | \$0   | \$13,163                       | \$26,000        | \$0                                    |                |                    |
| OPERATING                                 | 60,900                                  | 60,900                                  | 0   | 35,657                         | 60,900          | 0                                      |                |                    |
| CAPITAL OUTLAY                            | 0                                       | 0                                       | 0   | 0                              | 0               | 0                                      |                |                    |
| <b>TOTAL OMNI FUND EXPENDITURES (267)</b> | <b>\$86,900</b>                         | <b>\$86,900</b>                         | <b>\$0</b>                                  | <b>\$48,820</b>                | <b>\$86,900</b> | <b>\$0</b>                             |                |                    |
| <b>REVENUE OVER/(UNDER) EXP.</b>          | <b>\$0</b>                              | <b>\$0</b>                              | <b>\$0</b>                                  | <b>(\$4,976)</b>               | <b>\$0</b>      | <b>\$0</b>                             |                |                    |

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| <u>FUND/DEPARTMENT</u>                      | <u>FY2010-11<br/>ADOPTED<br/>BUDGET</u> | <u>FY2010-11<br/>AMENDED<br/>BUDGET</u> | <u>AMENDED<br/>over/(under)<br/>ADOPTED</u> | <u>YEAR-TO-DATE<br/>ACTUAL</u> | <u>FORECAST</u>  | <u>VARIANCE<br/>FORECAST TO BUDGET</u> |                | <u>EXPLANATION</u>    |
|---|---|---|---|--------------------------------|------------------|--|----------------|-----------------------|
|   |   |   |   |                                |                  | <u>AMOUNT</u>                          | <u>PERCENT</u> |                       |
| <b>COMMUNITY DEVELOPMNT FUND REV (275):</b> |   |   |   |                                |                  |  |                |                       |
| 520.000 COMM DEVELOP BLOCK GRANT            | \$0                                     | \$130,968                               | \$130,968                                   | \$0                            | \$130,968        | \$0                                    | 0.0%           |                       |
| 528.000 NEIGHBORHOOD PRESERVATION GRANT     | 0                                       | 0                                       | 0   | 200                            | 0                | 0                                      |                |                       |
| 529.000 CDBG ADMIN                          | 0                                       | 5,000                                   | 5,000                                       | 0                              | 5,000            | 0                                      | 0.0%           |                       |
| 530.000 DOWNTOWN RENTAL REHAB               | 0                                       | 0                                       | 0   | 2,000                          | 0                | 0                                      |                |                       |
| 583.000 COBRA REINBURSEMENT                 | 0                                       | 0                                       | 0   | 1,046                          | 0                | 0                                      |                |                       |
| 632.000 ADMINISTRATIVE FEES                 | 89,000                                  | 89,000                                  | 0   | 100                            | 89,000           | 0                                      | 0.0%           |                       |
| 651.000 APPLICATION FEE                     | 100                                     | 100                                     | 0   | 19                             | 100              | 0                                      | 0.0%           |                       |
| 664.000 INVESTMENT INCOME                   | 1,000                                   | 1,000                                   | 0   | 430                            | 1,000            | 0                                      | 0.0%           |                       |
| 676.281 CONTRIB-DDA-TIF FUND                | 2,000                                   | 2,000                                   | 0   | 0                              | 2,000            | 0                                      | 0.0%           |                       |
| 683.000 SALE OF PROPERTY                    | 20,000                                  | 20,000                                  | 0   | 54,575                         | 20,000           | 0                                      | 0.0%           | HUD Foreclosure Sales |
| <b>TOTAL COMMUNITY DEVELOPMNT FUND REV</b>  | <b>\$112,100</b>                        | <b>\$248,068</b>                        | <b>\$135,968</b>                            | <b>\$58,370</b>                | <b>\$248,068</b> | <b>\$0</b>                             | <b>0.0%</b>    |                       |
| <b>COMMUNITY DEVELOPMNT FUND EXP (275):</b> |   |   |   |                                |                  |  |                |                       |
| <b>ADM CD BLOCK GRANT</b>                   |   |   |   |                                |                  |  |                |                       |
| SALARIES & FRINGE BENEFITS                  | \$69,370                                | \$69,370                                | \$0   | \$32,160                       | \$69,370         | \$0                                    | 0.0%           |                       |
| OPERATING                                   | 23,685                                  | 23,685                                  | 0   | 8,626                          | 23,685           | 0                                      | 0.0%           |                       |
| CAPITAL OUTLAY                              | 0                                       | 0                                       | 0   | 0                              | 0                | 0                                      |                |                       |
| TOTAL CDBG GRANT                            | \$93,055                                | \$93,055                                | \$0   | \$40,786                       | \$93,055         | \$0                                    | 0.0%           |                       |
| <b>CDBG FAÇADE PROGRAM</b>                  | 0                                       | 130,968                                 | 130,968                                     | 102,200                        | 130,968          | 0                                      |                |                       |
| <b>PROPERTY ACQUISITION EXPENSES</b>        | 100                                     | 100                                     | 0   | 7,037                          | 100              | 0                                      | 0.0%           |                       |
| <b>DOWNTOWN RENTAL REHAB</b>                | 0                                       | 0                                       | 0   | 900                            | 0                | 0                                      |                |                       |
| <b>CONTINGENCY</b>                          | 18,945                                  | 23,945                                  | 5,000                                       | 0                              | 23,945           | 0                                      | 0.0%           |                       |
| <b>TOTAL COMM DEVLP FUND EXP (275)</b>      | <b>\$112,100</b>                        | <b>\$248,068</b>                        | <b>\$135,968</b>                            | <b>\$150,923</b>               | <b>\$248,068</b> | <b>\$0</b>                             | <b>0.0%</b>    |                       |
| <b>REVENUE OVER/(UNDER) EXP.</b>            | <b>\$0</b>                              | <b>\$0</b>                              | <b>\$0</b>                                  | <b>(\$92,553)</b>              | <b>\$0</b>       | <b>\$0</b>                             |                |                       |

**CITY OF ADRIAN**  
**FY2010-11 SECOND QUARTER FINANCIAL FORECAST**  
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| <u>FUND/DEPARTMENT</u>                           | <u>FY2010-11<br/>ADOPTED<br/>BUDGET</u> | <u>FY2010-11<br/>AMENDED<br/>BUDGET</u> | <u>AMENDED<br/>over/(under)<br/>ADOPTED</u> | <u>YEAR-TO-DATE<br/>ACTUAL</u> | <u>FORECAST</u>   | <u>VARIANCE<br/>FORECAST TO BUDGET</u> |                | <u>EXPLANATION</u> |
|--|---|---|---|--------------------------------|-------------------|--|----------------|--------------------|
|  |   |   |   |                                |                   | <u>AMOUNT</u>                          | <u>PERCENT</u> |                    |
| <b>ECONOMIC DEVELOPMENT FUND REV (276)</b>       |   |   |   |                                |                   |  |                |                    |
| 664.000 INVESTMENT INCOME                        | \$1,500                                 | \$1,500                                 | \$0   | \$358                          | \$1,500           | \$0                                    | 0.0%           |                    |
| 675.075 DONATIONS - PRIVATE                      | 225,000                                 | 225,000                                 | 0   | 168,750                        | 225,000           | 0                                      | 0.0%           |                    |
| 695.000 OTHER                                    | 100                                     | 100                                     | 0   | 0                              | 100               | 0                                      | 0.0%           |                    |
| <b>TOTAL ECONOMIC DEVELOPMNT FUND REV</b>        | <b>\$226,600</b>                        | <b>\$226,600</b>                        | <b>\$0</b>                                  | <b>\$169,108</b>               | <b>\$226,600</b>  | <b>\$0</b>                             | <b>0.0%</b>    | Balance            |
| <b>ECONOMIC DEVELOPMENT FUND EXP (276):</b>      |   |   |   |                                |                   |  |                |                    |
| CONTRIBUTION - GENERAL FUND                      | \$ 110,000                              | \$ 110,000                              | \$0   | \$ 55,000                      | \$ 110,000        | \$ -                                   | 0.0%           |                    |
| ECONOMIC DEVELOPMENT                             |   |   |   |                                |                   |  |                |                    |
| SALARIES & FRINGE BENEFITS                       | \$83,082                                | \$83,082                                | \$0   | \$39,654                       | \$83,082          | \$0                                    | 0.0%           |                    |
| OPERATING  | 28,868                                  | 28,868                                  | 0   | 8,266                          | 28,868            | 0                                      | 0.0%           |                    |
| CAPITAL OUTLAY                                   | 0                                       | 0                                       | 0   | 0                              | 0                 | 0                                      | 0.0%           |                    |
| TOTAL ECONOMIC DEVELOPMENT                       | \$111,950                               | \$111,950                               | \$0   | \$47,920                       | \$111,950         | \$0                                    | 0.0%           |                    |
| CONTINGENCY                                      | 4,650                                   | 4,650                                   | 0   | 0                              | 4,650             | 0                                      | 0.0%           |                    |
| <b>TOTAL ECONOMIC DEVL P FUND EXP (276)</b>      | <b>\$ 226,600</b>                       | <b>\$ 226,600</b>                       | <b>\$ -</b>                                 | <b>\$ 102,920</b>              | <b>\$ 226,600</b> | <b>\$ -</b>                            | <b>0.0%</b>    |                    |
| <b>REVENUE OVER/(UNDER) EXP.</b>                 | <b>\$0</b>                              | <b>\$0</b>                              | <b>\$0</b>                                  | <b>\$66,188</b>                | <b>\$0</b>        | <b>\$0</b>                             |                |                    |
| <b>BROWNFIELD REDEVELOPMENT AUTHORITY (279):</b> |   |   |   |                                |                   |  |                |                    |
| 404.000 CURRENT PROPERTY TAX                     | \$9,674                                 | \$9,674                                 | \$0   | \$17,513                       | \$9,674           | \$0                                    | 0.0%           |                    |
| 533.000 USEPA SITE ASSESSMENT GRANT              | 200,000                                 | 200,000                                 | 0   | 0                              | 200,000           | 0                                      | 0.0%           |                    |
| 664.000 INVESTMENT EARNINGS                      | 200                                     | 200                                     | 0   | 34                             | 200               | 0                                      | 0.0%           |                    |
| 290.000 ADMINISTRATION                           | 0                                       | 0                                       | 0   | 2,806                          | 0                 | 0                                      | 0.0%           |                    |
| 697.000 PRIOR YEARS REVENUE                      | 0                                       | 0                                       | 0   | 0                              | 0                 | 0                                      | 0.0%           |                    |
| <b>TOTAL REVENUE</b>                             | <b>\$209,874</b>                        | <b>\$209,874</b>                        | <b>\$0</b>                                  | <b>\$20,153</b>                | <b>\$209,874</b>  | <b>\$0</b>                             | <b>0.0%</b>    |                    |
| <b>BROWNFILED REDEVELOPMENT AUTHORITY (279):</b> |   |   |   |                                |                   |  |                |                    |
| ADMINISTRATION                                   | \$209,874                               | \$209,874                               | \$0   | \$7,817                        | \$209,874         | \$0                                    | 0.0%           |                    |
| <b>TOTAL EXPENDITURES</b>                        | <b>\$209,874</b>                        | <b>\$209,874</b>                        | <b>\$0</b>                                  | <b>\$7,817</b>                 | <b>\$209,874</b>  | <b>\$0</b>                             | <b>0.0%</b>    |                    |
| <b>REVENUE OVER/(UNDER) EXP.</b>                 | <b>\$0</b>                              | <b>\$0</b>                              | <b>\$0</b>                                  | <b>\$12,336</b>                | <b>\$0</b>        | <b>\$0</b>                             |                |                    |

**CITY OF ADRIAN**  
**FY2010-11 SECOND QUARTER FINANCIAL FORECAST**  
 December 31, 2010

| <u>FUND/DEPARTMENT</u>                     | <u>FY2010-11</u> | <u>FY2010-11</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>FORECAST TO BUDGET</u> | <u>PERCENT</u> |                     |
|  | <u>BUDGET</u>    | <u>BUDGET</u>    | <u>ADOPTED</u>      | <u>ACTUAL</u>       |                 | <u>AMOUNT</u>             |                |                     |
| <b>DOWNTOWN DEVLPMNT AUTH REV (280):</b>   |                  |                  |                     |                     |                 |                           |                |                     |
| 404.000 CURRENT REAL PROPERTY TAX          | \$31,589         | \$31,589         | \$0                 | \$31,564            | \$31,589        | \$0                       | 0.0%           |                     |
| 664.000 INVESTMENT EARNINGS                | 300              | 300              | 0                   | 11                  | 300             | 0                         | 0.0%           |                     |
| 695.000 OTHER                              | 100              | 100              | 0                   | 0                   | 100             | 0                         | 0.0%           |                     |
| 697.000 PRIOR YEAR'S REVENUE               | 3,411            | 5,711            | 2,300               | 0                   | 5,711           | 0                         | 0.0%           | Planned Use of Fund |
| 699.281 TRANSFER IN TIFA                   | 2,000            | 2,000            | 0                   | 0                   | 2,000           | 0                         | 0.0%           | Balance             |
| <b>TOTAL DOWNTOWN DEV AUTH. REV.</b>       | <b>\$37,400</b>  | <b>\$39,700</b>  | <b>\$2,300</b>      | <b>\$31,575</b>     | <b>\$39,700</b> | <b>\$0</b>                | <b>0.0%</b>    |                     |
| <b>DOWNTOWN DEVLPMNT AUTH. EXP. (280):</b> |                  |                  |                     |                     |                 |                           |                |                     |
| SALARIES & FRINGE BENEFITS                 | \$5,600          | \$5,600          | \$0                 | \$1,151             | \$5,600         | \$0                       | 0.0%           |                     |
| OPERATING                                  | 31,800           | 31,800           | 0                   | 10,741              | 31,800          | 0                         | 0.0%           |                     |
| CONTRIBUTION - AUTO PARKING                | 5,000            | 5,000            | 0                   | 0                   | 5,000           | 0                         | 0.0%           |                     |
| CAPITAL OUTLAY                             | 5,000            | 7,300            | 2,300               | 0                   | 7,300           | 0                         | 0.0%           |                     |
| <b>TOTAL DOWNTOWN DEVLPMNT AUTH EXP</b>    | <b>\$37,400</b>  | <b>\$39,700</b>  | <b>\$2,300</b>      | <b>\$11,892</b>     | <b>\$39,700</b> | <b>\$0</b>                | <b>0.0%</b>    |                     |
| <b>REVENUE OVER/(UNDER) EXP.</b>           | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>          | <b>\$19,683</b>     | <b>\$0</b>      | <b>\$0</b>                |                |                     |

**CITY OF ADRIAN**  
**FY2010-11 SECOND QUARTER FINANCIAL FORECAST**  
 December 31, 2010

| <u>FUND/DEPARTMENT</u>                      | <u>FY2010-11<br/>ADOPTED<br/>BUDGET</u> | <u>FY2010-11<br/>AMENDED<br/>BUDGET</u> | <u>AMENDED<br/>over/(under)<br/>ADOPTED</u> | <u>YEAR-TO-DATE<br/>ACTUAL</u> | <u>FORECAST</u>  | <u>VARIANCE<br/>FORECAST TO BUDGET</u> |                | <u>EXPLANATION</u>     |
|---|---|---|---|--------------------------------|------------------|--|----------------|------------------------|
|   |   |   |   |                                |                  | <u>AMOUNT</u>                          | <u>PERCENT</u> |                        |
| <b>DDA - TIF FUND REVENUE (281):</b>        |   |   |   |                                |                  |  |                |                        |
| 404.000 CURRENT REAL PROPERTY TAX           | \$391,942                               | \$391,942                               | \$0   | \$248,431                      | \$391,942        | \$0                                    | 0.0%           |                        |
| 631.000 REFUSE COLLECTION                   | 15,000                                  | 15,000                                  | 0   | 8,575                          | 15,000           | 0                                      | 0.0%           |                        |
| 664.000 INVESTMENT EARNINGS                 | 5,000                                   | 5,000                                   | 0   | 1,156                          | 5,000            | 0                                      | 0.0%           |                        |
| 697.000 PRIOR YEAR'S REVENUE                | 0                                       | 3,400                                   | 3,400                                       | 0                              | 3,400            | 0                                      | 0.0%           | Planned Use of Fund BI |
| 699.279 CONTRIB - BROWNFLD REDEVELPMNT FUND | 4,245                                   | 4,245                                   | 0   | 0                              | 4,245            | 0                                      | 0.0%           |                        |
| <b>TOTAL DOWNTOWN DEV AUTH. REV.</b>        | <b>\$416,187</b>                        | <b>\$419,587</b>                        | <b>\$3,400</b>                              | <b>\$258,162</b>               | <b>\$419,587</b> | <b>\$0</b>                             | <b>0.0%</b>    |                        |
| <b>DDA-TIF FUND EXP. (281):</b>             |   |   |   |                                |                  |  |                |                        |
| <b>290.00 ADMINISTRATION</b>                |   |   |   |                                |                  |  |                |                        |
| SALARIES & FRINGE BENEFITS                  | \$31,415                                | \$31,415                                | \$0   | \$14,128                       | \$31,415         | \$0                                    | 0.0%           |                        |
| OPERATING                                   | 65,192                                  | 65,192                                  | 0   | 22,078                         | 65,192           | 0                                      | 0.0%           |                        |
| CAPITAL OUTLAY                              | 40,000                                  | 43,400                                  | 3,400                                       | 64,506                         | 43,400           | 0                                      | 0.0%           |                        |
| SUBTOTAL                                    | \$136,607                               | \$140,007                               | \$3,400                                     | \$100,712                      | \$140,007        | \$0                                    | 0.0%           |                        |
| <b>965.00 TRANSFERS OUT</b>                 |   |   |   |                                |                  |  |                |                        |
| CONTRIBUTION-COMMUNITY DEVELOP              | \$2,000                                 | \$2,000                                 | \$0   | \$0                            | \$2,000          | \$0                                    | 0.0%           |                        |
| CONTRIBUTION-DDA                            | 6,000                                   | 6,000                                   | 0   | 0                              | 6,000            | 0                                      | 0.0%           |                        |
| TRANSFER OUT - DEBT                         | 90,565                                  | 90,565                                  | 0   | 90,565                         | 90,565           | 0                                      | 0.0%           |                        |
| TRANSFER OUT - SCHOOLS                      | 155,032                                 | 155,032                                 | 0   | 0                              | 155,032          | 0                                      | 0.0%           |                        |
| SUBTOTAL                                    | \$253,597                               | \$253,597                               | \$0   | \$90,565                       | \$253,597        | \$0                                    | 0.0%           |                        |
| <b>990.00 NON-DEPARTMENTAL</b>              |   |   |   |                                |                  |  |                |                        |
| CONTINGENCY                                 | \$25,983                                | \$25,983                                | \$0   | \$0                            | \$25,983         | \$0                                    | 0.0%           |                        |
| TOTAL                                       | \$25,983                                | \$25,983                                | \$0   | \$0                            | \$25,983         | \$0                                    | 0.0%           |                        |
| <b>TOTAL DDA-TIF FUND EXP</b>               | <b>\$416,187</b>                        | <b>\$419,587</b>                        | <b>\$3,400</b>                              | <b>\$191,277</b>               | <b>\$419,587</b> | <b>\$0</b>                             | <b>0.0%</b>    |                        |
| <b>REVENUE OVER/(UNDER) EXP.</b>            | <b>\$0</b>                              | <b>\$0</b>                              | <b>\$0</b>                                  | <b>\$66,885</b>                | <b>\$0</b>       | <b>\$0</b>                             |                |                        |

CITY OF ADRIAN  
 FY2010-11 SECOND QUARTER FINANCIAL FORECAST  
 December 31, 2010

| FUND/DEPARTMENT                              | FY2010-11<br>ADOPTED<br>BUDGET | FY2010-11<br>AMENDED<br>BUDGET | AMENDED<br>over/(under)<br>ADOPTED | YEAR-TO-DATE<br>ACTUAL | FORECAST        | VARIANCE<br>FORECAST TO BUDGET |             | EXPLANATION              |
|--|--------------------------------|--------------------------------|------------------------------------|------------------------|-----------------|--------------------------------|-------------|--------------------------|
|  |                                |                                |                                    |                        |                 | AMOUNT                         | PERCENT     |                          |
| <b>LDFA-GAIDC FUND REVENUE (282):</b>        |                                |                                |                                    |                        |                 |                                |             |                          |
| 404.000 CURRENT REAL PROPERTY TAX            | \$44,678                       | \$44,678                       | \$0                                | \$47,531               | \$44,678        | \$0                            | 0.0%        |                          |
| 664.000 INVESTMENT INCOME                    | 2,000                          | 2,000                          | 0                                  | 157                    | 2,000           | 0                              | 0.0%        |                          |
| 671.000 RENTS                                | 4,000                          | 4,000                          | 0                                  | 0                      | 4,000           | 0                              |             |                          |
| 697.000 PRIOR YEARS' REVENUE                 | 13,322                         | 16,322                         | 3,000                              | 0                      | 16,322          | 0                              |             | 0.0% Planned Use of Fund |
| <b>TOTAL LDFA FUND REVENUE</b>               | <b>\$64,000</b>                | <b>\$67,000</b>                | <b>\$3,000</b>                     | <b>\$47,688</b>        | <b>\$67,000</b> | <b>\$0</b>                     | <b>0.0%</b> | <b>Balance</b>           |
| <b>LDFA-GAIDC FUND - EXPENDITURES (282):</b> |                                |                                |                                    |                        |                 |                                |             |                          |
| <b>290.00 ADMINISTRATION</b>                 |                                |                                |                                    |                        |                 |                                |             |                          |
| SALARIES & FRINGE BENEFITS                   | \$45,091                       | \$45,091                       | \$0                                | \$36,351               | \$45,091        | \$0                            | 0.0%        |                          |
| OPERATING                                    | 7,872                          | 10,872                         | 3,000                              | 3,369                  | 10,872          | 0                              | 0.0%        |                          |
| CAPITAL OUTLAY                               | 0                              | 0                              | 0                                  | 0                      | 0               | 0                              |             |                          |
| SUBTOTAL                                     | \$52,963                       | \$55,963                       | \$3,000                            | \$39,720               | \$55,963        | \$0                            | 0.0%        |                          |
| <b>965.00 TRANSFERS OUT</b>                  |                                |                                |                                    |                        |                 |                                |             |                          |
| 969.275 CONTRIBUTION-COMMUNITY DEVELOP       | 11,037                         | 11,037                         | 0                                  | 0                      | 11,037          | 0                              | 0.0%        |                          |
| SUBTOTAL                                     | \$11,037                       | \$11,037                       | \$0                                | \$0                    | \$11,037        | \$0                            | 0.0%        |                          |
| <b>TOTAL LDFA FUND EXP (310)</b>             | <b>\$64,000</b>                | <b>\$67,000</b>                | <b>\$3,000</b>                     | <b>\$39,720</b>        | <b>\$67,000</b> | <b>\$0</b>                     | <b>0.0%</b> |                          |
| <b>REVENUE OVER/(UNDER) EXP.</b>             | <b>\$0</b>                     | <b>\$0</b>                     | <b>\$0</b>                         | <b>\$7,968</b>         | <b>\$0</b>      | <b>\$0</b>                     |             |                          |

**CITY OF ADRIAN**  
**FY2010-11 SECOND QUARTER FINANCIAL FORECAST**  
 December 31, 2010

| FUND/DEPARTMENT   | FY2010-11  | FY2010-11       | AMENDED         | YEAR-TO-DATE      | FORECAST        | VARIANCE           |             | EXPLANATION |
|---|------------|-----------------|-----------------|-------------------|-----------------|--------------------|-------------|-------------|
|   | ADOPTED    | AMENDED         | over/(under)    |                   |                 | FORECAST TO BUDGET |             |             |
|   | BUDGET     | BUDGET          | ADOPTED         | ACTUAL            |                 | AMOUNT             | PERCENT     |             |
| <b>VIBRANT SMALL CITIES GRANT FUND REVENUE (283)</b>      |            |                 |                 |                   |                 |                    |             |             |
| 519.001 VSCG-2 CDBG                                       | \$0        | \$26,945        | \$26,945        | \$0               | \$26,945        | \$0                | 0.0%        |             |
| 519.004 VSCG-2 WAY TRFC GRNT-LOCAL                        | 0          | 0               | 0               | 0                 | 0               | 0                  |             |             |
| 519.005 VSCG-2 WAY TRFC GRNT-SIGNALS                      | 0          | 0               | 0               | 0                 | 0               | 0                  |             |             |
| 519.006 VSCG-2 WAY TRFC GRNT-ADA IMPRVMENTS               | 0          | 0               | 0               | 0                 | 0               | 0                  |             |             |
| 519.007 VSCG-2 WAY TRFC GRNT-ADMIN                        | 0          | 0               | 0               | 0                 | 0               | 0                  |             |             |
| 519.008 VSCG-LAND ASSEMBLY GRNT-LOCAL                     | 0          | 0               | 0               | 0                 | 0               | 0                  |             |             |
| 519.009 VSCG-LAND ASSEMBLY GRNT-ACQSTN                    | 0          | 0               | 0               | 0                 | 0               | 0                  |             |             |
| 519.010 VSCG-LAND ASSEMBLY GRNT-DEMO                      | 0          | 0               | 0               | 0                 | 0               | 0                  |             |             |
| 519.011 VSCG-LAND ASSEMBLY GRNT-ADMIN                     | 0          | 0               | 0               | 0                 | 0               | 0                  |             |             |
| 519.012 VSCG-DWNTWN FACADE GRNT-PVT                       | 0          | 0               | 0               | 0                 | 0               | 0                  |             |             |
| 519.013 VSCG-DWNTWN FACADE GRNT-CDBG                      | 0          | 0               | 0               | 800               | 0               | 0                  |             |             |
| 519.014 VSCG-DWNTWN FACADE GRNT-LOCAL                     | 0          | 0               | 0               | 0                 | 0               | 0                  |             |             |
| 519.015 VSCG-OTHER GRNT-LOCAL                             | 0          | 0               | 0               | 0                 | 0               | 0                  |             |             |
| 664.000 INVESTMENT EARNINGS                               | 0          | 0               | 0               | 0                 | 0               | 0                  |             |             |
| 697.000 PRIOR YEARS' REVENUE                              | 0          | 26,945          | 26,945          | 0                 | 26,945          | 0                  | 0.0%        |             |
| <b>TOTAL VSCI GRANT FUND REVENUE (283)</b>                | <b>\$0</b> | <b>\$53,890</b> | <b>\$53,890</b> | <b>\$800</b>      | <b>\$53,890</b> | <b>\$0</b>         | <b>0.0%</b> |             |
| <b>VIBRANT SMALL CITIES GRANT FUND EXPENDITURES (283)</b> |            |                 |                 |                   |                 |                    |             |             |
| TWO-WAY TRAFFIC   | \$0        | \$0             | \$0             | \$2,000           | \$0             | \$0                |             |             |
| NON-MOTORIZED TRANSPORTATION                              | 0          | 0               | 0               | 467               | 0               | 0                  |             |             |
| FAÇADE IMPROVEMENTS                                       | 0          | 0               | 0               | 800               | 0               | 0                  |             |             |
| BLIGHT REDUCTION  | 0          | 53,890          | 53,890          | 55,563            | 53,890          | 0                  | 0.0%        |             |
| CONTINGENCY   | 0          | 0               | 0               | 0                 | 0               | 0                  |             |             |
| <b>TOTAL VSCI GRANT FUND EXPENDITURES (283)</b>           | <b>\$0</b> | <b>\$53,890</b> | <b>\$53,890</b> | <b>\$58,830</b>   | <b>\$53,890</b> | <b>\$0</b>         | <b>0.0%</b> |             |
| <b>REVENUE OVER/(UNDER) EXP.</b>                          | <b>\$0</b> | <b>\$0</b>      | <b>\$0</b>      | <b>(\$58,030)</b> | <b>\$0</b>      | <b>\$0</b>         |             |             |

CITY OF ADRIAN  
 FY2010-11 SECOND QUARTER FINANCIAL FORECAST  
 December 31, 2010

| FUND/DEPARTMENT                          | FY2010-11<br>ADOPTED<br>BUDGET | FY2010-11<br>AMENDED<br>BUDGET | AMENDED<br>over/(under)<br>ADOPTED | YEAR-TO-DATE<br>ACTUAL | FORECAST        | VARIANCE<br>FORECAST TO BUDGET |             | EXPLANATION |
|--|--------------------------------|--------------------------------|------------------------------------|------------------------|-----------------|--------------------------------|-------------|-------------|
|  |                                |                                |                                    |                        |                 | AMOUNT                         | PERCENT     |             |
| <b>DDA DEBT FUND REVENUE (394):</b>      |                                |                                |                                    |                        |                 |                                |             |             |
| 664.000 INTEREST EARNINGS                | \$100                          | \$100                          | \$0                                | \$33                   | \$100           | \$0                            | 0.0%        |             |
| 699.000 APPROP TRANSFER IN               | 90,565                         | 90,565                         | 0                                  | 90,565                 | 90,565          | 0                              | 0.0%        |             |
| <b>TOTAL DDA DEBT FUND REVENUE</b>       | <b>\$90,665</b>                | <b>\$90,665</b>                | <b>\$0</b>                         | <b>\$90,598</b>        | <b>\$90,665</b> | <b>\$0</b>                     | <b>0.0%</b> |             |
| <b>DDA DEBT FUND EXPENDITURES (394):</b> |                                |                                |                                    |                        |                 |                                |             |             |
| BOND INTEREST EXPENSE                    | \$10,240                       | \$10,240                       | \$0                                | \$0                    | \$10,240        | \$0                            | 0.0%        |             |
| PAYING AGENT FEES                        | 425                            | 425                            | 0                                  | 0                      | 425             | 0                              | 0.0%        |             |
| CONTINGENCY                              | 80,000                         | 80,000                         | 0                                  | 0                      | 80,000          | 0                              | 0.0%        |             |
| <b>TOTAL DDA DEBT FUND EXP (394)</b>     | <b>\$90,665</b>                | <b>\$90,665</b>                | <b>\$0</b>                         | <b>\$0</b>             | <b>\$90,665</b> | <b>\$0</b>                     | <b>0.0%</b> |             |
| <b>REVENUE OVER/(UNDER) EXP.</b>         | <b>\$0</b>                     | <b>\$0</b>                     | <b>\$0</b>                         | <b>\$90,598</b>        | <b>\$0</b>      | <b>\$0</b>                     |             |             |

**CITY OF ADRIAN**  
**FY2010-11 SECOND QUARTER FINANCIAL FORECAST**  
 December 31, 2010

| FUND/DEPARTMENT                                       | FY2010-11        | FY2010-11          | AMENDED            | YEAR-TO-DATE      | FORECAST           | VARIANCE           |             | EXPLANATION                |
|---|------------------|--------------------|--------------------|-------------------|--------------------|--------------------|-------------|----------------------------|
|   | ADOPTED          | AMENDED            | over/(under)       |                   |                    | FORECAST TO BUDGET |             |                            |
|   | BUDGET           | BUDGET             | ADOPTED            | ACTUAL            |                    | AMOUNT             | PERCENT     |                            |
| <b>WATER-CAPITAL PROJECTS FUND REVENUE (496)</b>      |                  |                    |                    |                   |                    |                    |             |                            |
| 676.591 CONTRIBUTION- WATER FUND                      | \$190,000        | \$190,000          | \$0                | \$85,311          | \$190,000          | \$0                | 0.0%        |                            |
| 697.000 PRIOR YEAR'S REVENUE                          | 0                | 70,000             | 70,000             | 0                 | 70,000             | 0                  | 0.0%        | Planned Use of Fund        |
| <b>TOTAL DDA DEBT FUND REVENUE</b>                    | <b>\$190,000</b> | <b>\$260,000</b>   | <b>\$70,000</b>    | <b>\$85,311</b>   | <b>\$260,000</b>   | <b>\$0</b>         | <b>0.0%</b> | <b>Balance</b>             |
| <b>WATER-CAPITAL PROJECTS FUND EXPENDITURES (496)</b> |                  |                    |                    |                   |                    |                    |             |                            |
| ADMINISTRATION  | \$0              | \$0                | \$0                | \$0               | \$0                | \$0                |             |                            |
| METER READING & MAINT.                                | 35,000           | 85,000             | 50,000             | 59,174            | 85,000             | 0                  | 0.0%        |                            |
| OAKWOOD FACILITY                                      | 10,000           | 10,000             | 0                  | 0                 | 10,000             | 0                  | 0.0%        |                            |
| WATER PLANT CAPITAL EQUIP                             | 26,000           | 36,000             | 10,000             | 26,346            | 36,000             | 0                  | 0.0%        |                            |
| WATER PLANT CAPITAL IMPRVMT                           | 35,000           | 35,000             | 0                  | 13,689            | 35,000             | 0                  | 0.0%        |                            |
| WATER DISTRB CAPITAL EQUIP                            | 9,000            | 19,000             | 10,000             | 0                 | 19,000             | 0                  | 0.0%        |                            |
| WATER DISTRB CAPITAL IMPRVMT                          | 75,000           | 75,000             | 0                  | 0                 | 75,000             | 0                  | 0.0%        |                            |
| <b>TOTAL EXPENDITURES</b>                             | <b>\$190,000</b> | <b>\$260,000</b>   | <b>\$70,000</b>    | <b>\$99,209</b>   | <b>\$260,000</b>   | <b>\$0</b>         | <b>0.0%</b> |                            |
| <b>REVENUE OVER/(UNDER) EXP.</b>                      | <b>\$0</b>       | <b>\$0</b>         | <b>\$0</b>         | <b>(\$13,898)</b> | <b>\$0</b>         | <b>\$0</b>         |             |                            |
| <b>SEWER-CAPITAL PROJECTS FUND REVENUE (497)</b>      |                  |                    |                    |                   |                    |                    |             |                            |
| 520.000 COMM DEVELOP BLOCK GRANT                      | \$0              | \$470,916          | \$470,916          | \$0               | \$470,916          | \$0                | 0.0%        | Riverside Park Interceptor |
| 676.590 CONTRIBUTION- WASTEWATER FUND                 | 168,000          | 585,605            | 417,605            | 82,090            | 585,605            | 0                  | 0.0%        | Project                    |
| 697.000 PRIOR YEAR'S REVENUE                          | 0                | 234,331            | 234,331            | 0                 | 234,331            | 0                  | 0.0%        | Planned Use of Fund        |
| <b>TOTAL SEWER-CAPITAL PROJECTS FUND REVENUE</b>      | <b>\$168,000</b> | <b>\$1,290,852</b> | <b>\$1,122,852</b> | <b>\$82,090</b>   | <b>\$1,290,852</b> | <b>\$0</b>         | <b>0.0%</b> | <b>Balance</b>             |
| <b>SEWER-CAPITAL PROJECTS FUND EXPENDITURES (497)</b> |                  |                    |                    |                   |                    |                    |             |                            |
| WWTP CAPITAL IMPROVEMENTS                             | \$58,000         | \$68,500           | \$10,500           | \$26,262          | \$68,500           | \$0                | 0.0%        |                            |
| WWTP CAPITAL EQUIPMENT                                | 55,000           | 55,000             | 0                  | 9,050             | 55,000             | 0                  | 0.0%        |                            |
| SEWER COLLECTION SYSTEM                               | 55,000           | 1,167,352          | 1,112,352          | 59,479            | 1,167,352          | 0                  | 0.0%        | Riverside Park Interceptor |
| <b>TOTAL EXPENDITURES</b>                             | <b>\$168,000</b> | <b>\$1,290,852</b> | <b>\$1,122,852</b> | <b>\$94,791</b>   | <b>\$1,290,852</b> | <b>\$0</b>         | <b>0.0%</b> |                            |
| <b>REVENUE OVER/(UNDER) EXP.</b>                      | <b>\$0</b>       | <b>\$0</b>         | <b>\$0</b>         | <b>(\$12,701)</b> | <b>\$0</b>         | <b>\$0</b>         |             |                            |

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**December 31, 2010**

| FUND/DEPARTMENT                              | FY2010-11<br>ADOPTED<br>BUDGET | FY2010-11<br>AMENDED<br>BUDGET | AMENDED<br>over/(under)<br>ADOPTED | YEAR-TO-DATE<br>ACTUAL | FORECAST         | VARIANCE                     |               | EXPLANATION     |
|--|--------------------------------|--------------------------------|------------------------------------|------------------------|------------------|------------------------------|---------------|-----------------|
|  |                                |                                |                                    |                        |                  | FORECAST TO BUDGET<br>AMOUNT | PERCENT       |                 |
| <b>AUTO PARKING FUND REVENUE (585):</b>      |                                |                                |                                    |                        |                  |                              |               |                 |
| 652.000 PARKING FEES                         | \$24,000                       | \$24,000                       | \$0                                | \$4,473                | \$24,000         | \$0                          | 0.0%          |                 |
| 656.000 PARKING FINES                        | 5,000                          | 5,000                          | 0                                  | 3,630                  | 5,000            | 0                            | 0.0%          |                 |
| 664.000 INVESTMENT EARNINGS                  | 100                            | 100                            | 0                                  | 86                     | 100              | 0                            | 0.0%          |                 |
| 697.000 PRIOR YEARS' REVENUE                 | 0                              | 5,000                          | 0                                  | 0                      | 5,000            | 0                            | 0.0%          |                 |
| 698.000 SALE OF BONDS/NOTES                  | 2,735,000                      | 2,735,000                      | 0                                  | 0                      | 0                | (2,735,000)                  | -100.0%       | Pay-as-you-go   |
| 699.101 CONTRIBUTION - GENERAL FUND          | 6,000                          | 6,000                          | 0                                  | 0                      | 60,000           | 54,000                       | 900.0%        |                 |
| 699.280 TRANSFER IN - DDA                    | 10,000                         | 10,000                         | 0                                  | 0                      | 60,000           | 50,000                       | 500.0%        |                 |
| 699.599 SPECIAL ASSESSMENT                   | 30,000                         | 30,000                         | 0                                  | 12,921                 | 60,000           | 30,000                       | 100.0%        |                 |
| <b>TOTAL AUTO PARKING FUND REVENUE</b>       | <b>\$2,810,100</b>             | <b>\$2,815,100</b>             | <b>\$0</b>                         | <b>\$21,110</b>        | <b>\$214,100</b> | <b>(\$2,601,000)</b>         | <b>-92.4%</b> |                 |
| <b>AUTO PARKING FUND EXPENDITURES (585):</b> |                                |                                |                                    |                        |                  |                              |               |                 |
| SALARIES & FRINGE BENEFITS                   | \$33,845                       | \$33,845                       | \$0                                | \$11,407               | \$0              | \$33,845                     | 100.0%        |                 |
| OPERATING                                    | 105,255                        | 110,255                        | 5,000                              | 16,917                 | 34,100           | 76,155                       | 69.1%         |                 |
| CAPITAL OUTLAY                               | 2,671,000                      | 2,671,000                      | 0                                  | 0                      | 180,000          | \$2,491,000                  |               |                 |
| <b>TOTAL AUTO PARKING FUND EXP (585)</b>     | <b>\$2,810,100</b>             | <b>\$2,815,100</b>             | <b>\$5,000</b>                     | <b>\$28,324</b>        | <b>\$214,100</b> | <b>2,601,000</b>             | <b>92.4%</b>  |                 |
| <b>REVENUE OVER/(UNDER) EXP.</b>             | <b>\$0</b>                     | <b>\$0</b>                     | <b>\$0</b>                         | <b>(\$7,214)</b>       | <b>\$0</b>       | <b>\$0</b>                   |               |                 |
| <b>TRANSPORTATION SYSTEM FUND REV (588):</b> |                                |                                |                                    |                        |                  |                              |               |                 |
| 511.000 FEDERAL GRANTS                       | \$67,081                       | \$67,081                       | \$0                                | \$83,974               | \$67,081         | \$0                          | 0.0%          |                 |
| 571.000 STATE CAPITAL GRANT                  | 284,190                        | 284,190                        | 0                                  | 71,953                 | 284,190          | 0                            | 0.0%          |                 |
| 572.000 STATE ACT 51 OPERATING               | 147,118                        | 147,118                        | 0                                  | 46,972                 | 147,118          | 0                            | 0.0%          |                 |
| 573.000 STATE GRANT - MAINT. REIMB.          | 0                              | 0                              | 0                                  | 11,943                 | 0                | 0                            |               |                 |
| 633.000 PASSENGER FARES                      | 101,004                        | 101,004                        | 0                                  | 41,767                 | 101,004          | 0                            | 0.0%          |                 |
| 671.000 RENTS                                | 4,056                          | 4,056                          | 0                                  | 0                      | 4,056            | 0                            | 0.0%          |                 |
| 675.000 DONATIONS-PRIVATE                    | 0                              | 0                              | 0                                  | 22,900                 | 23,000           | 23,000                       |               | Fixed Route Bus |
| 676.101 CONTRIBUTION - GENERAL FUND          | 100,000                        | 100,000                        | 0                                  | 0                      | 100,000          | 0                            | 0.0%          |                 |
| 697.000 PRIOR YEARS' REVENUE                 | 0                              | 1,396                          | 1,396                              | 0                      | 1,396            | 0                            | 0.0%          |                 |
| <b>TOTAL TRANSPRTN SYSTEM FUND REV</b>       | <b>\$703,449</b>               | <b>\$704,845</b>               | <b>\$1,396</b>                     | <b>\$279,509</b>       | <b>\$727,845</b> | <b>\$23,000</b>              | <b>3.3%</b>   |                 |
| <b>TRANSPORTATION FUND EXPENDITURES:</b>     |                                |                                |                                    |                        |                  |                              |               |                 |
| SALARIES & FRINGE BENEFITS                   | \$300,075                      | \$300,075                      | \$0                                | \$153,936              | \$300,075        | \$0                          | 0.0%          |                 |
| OPERATING                                    | 119,184                        | 120,580                        | 1,396                              | 52,493                 | 120,580          | 0                            | 0.0%          |                 |
| CAPITAL OUTLAY                               | 284,190                        | 284,190                        | 0                                  | 71,968                 | 284,190          | \$0                          | 0.0%          |                 |
| <b>TOTAL TRANSPORTATION FUND EXP (588)</b>   | <b>\$703,449</b>               | <b>\$704,845</b>               | <b>\$1,396</b>                     | <b>\$278,397</b>       | <b>\$704,845</b> | <b>\$0</b>                   | <b>0.0%</b>   |                 |
| <b>REVENUE OVER/(UNDER) EXP.</b>             | <b>\$0</b>                     | <b>\$0</b>                     | <b>\$0</b>                         | <b>\$1,112</b>         | <b>\$23,000</b>  | <b>\$23,000</b>              |               |                 |

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| <u>FUND/DEPARTMENT</u>                | <u>FY2010-11<br/>ADOPTED<br/>BUDGET</u> | <u>FY2010-11<br/>AMENDED<br/>BUDGET</u> | <u>AMENDED<br/>over/(under)<br/>ADOPTED</u> | <u>YEAR-TO-DATE<br/>ACTUAL</u> | <u>FORECAST</u>    | <u>VARIANCE<br/>FORECAST TO BUDGET</u> |                | <u>EXPLANATION</u>  |
|---------------------------------------|---|---|---|--------------------------------|--------------------|--|----------------|---------------------|
|                                       |   |   |   |                                |                    | <u>AMOUNT</u>                          | <u>PERCENT</u> |                     |
| <b>SEWER FUND REVENUE (590):</b>      |   |   |   |                                |                    |  |                |                     |
| 647.000 CHARGES FOR SERVICES          | \$4,194,000                             | \$4,194,000                             | \$0   | \$1,987,387                    | \$4,194,000        | \$0                                    | 0.0%           |                     |
| 653.000 PENALTIES                     | 80,000                                  | 80,000                                  | 0   | 41,609                         | 80,000             | 0                                      | 0.0%           |                     |
| 654.000 IPP FINES & FEES              | 0                                       | 0                                       | 0   | 700                            | 0                  | 0                                      |                |                     |
| 664.000 INVESTMENT EARNINGS           | 20,000                                  | 20,000                                  | 0   | 19,099                         | 20,000             | 0                                      | 0.0%           |                     |
| 681.000 TAPS & SERVICE                | 25,000                                  | 25,000                                  | 0   | 2,300                          | 25,000             | 0                                      | 0.0%           |                     |
| 695.000 OTHER                         | 20,000                                  | 20,000                                  | 0   | (1,099)                        | 20,000             | 0                                      | 0.0%           |                     |
| 697.000 PRIOR YEARS' REVENUE          | 0                                       | 20,622                                  | 20,622                                      | 0                              | 20,622             | 0                                      | 0.0%           | Planned Use of Fund |
| <b>TOTAL SEWER FUND REVENUE</b>       | <b>\$4,339,000</b>                      | <b>\$4,359,622</b>                      | <b>\$20,622</b>                             | <b>\$2,049,296</b>             | <b>\$4,359,622</b> | <b>\$0</b>                             | <b>0.0%</b>    | <b>Balance</b>      |
| <b>SEWER FUND EXPENDITURES (590):</b> |   |   |   |                                |                    |  |                |                     |
| <b>WASTE WATER TREATMENT PLANT</b>    |   |   |   |                                |                    |  |                |                     |
| SALARIES & FRINGE BENEFITS            | \$623,859                               | \$623,859                               | \$0   | \$281,860                      | \$623,859          | \$0                                    | 0.0%           |                     |
| OPERATING                             | 896,800                                 | 908,303                                 | 11,503                                      | 349,094                        | 908,303            | 0                                      | 0.0%           |                     |
| CAPITAL OUTLAY                        | 0                                       | 0                                       | 0   | 0                              | 0                  | 0                                      |                |                     |
| SUBTOTAL                              | \$1,520,659                             | \$1,532,162                             | \$11,503                                    | \$630,954                      | \$1,532,162        | \$0                                    | 0.0%           |                     |
| <b>ADMINISTRATION &amp; OVERHEAD</b>  |   |   |   |                                |                    |  |                |                     |
| SALARIES & FRINGE BENEFITS            | \$280,854                               | \$280,854                               | \$0   | \$171,816                      | \$280,854          | \$0                                    | 0.0%           |                     |
| OPERATING                             | 362,832                                 | 362,832                                 | 0   | 161,907                        | 362,832            | 0                                      | 0.0%           |                     |
| CAPITAL OUTLAY                        | 0                                       | 0                                       | 0   | 0                              | 0                  | 0                                      |                |                     |
| SUBTOTAL                              | \$643,686                               | \$643,686                               | \$0   | \$333,723                      | \$643,686          | \$0                                    | 0.0%           |                     |
| <b>SANITARY SEWERS</b>                |   |   |   |                                |                    |  |                |                     |
| SALARIES & FRINGE BENEFITS            | \$146,000                               | \$146,000                               | \$0   | \$55,967                       | \$146,000          | \$0                                    | 0.0%           |                     |
| OPERATING                             | 129,050                                 | 138,169                                 | 9,119                                       | 34,903                         | 138,169            | 0                                      | 0.0%           |                     |
| CAPITAL OUTLAY                        | 0                                       | 0                                       | 0   | 0                              | 0                  | 0                                      |                |                     |
| SUBTOTAL                              | \$275,050                               | \$284,169                               | \$9,119                                     | \$90,870                       | \$284,169          | \$0                                    | 0.0%           |                     |
| <b>BROAD STREET LIFT STATION</b>      |   |   |   |                                |                    |  |                |                     |
| SALARIES & FRINGE BENEFITS            | \$11,000                                | \$11,000                                | \$0   | \$2,346                        | \$11,000           | \$0                                    | 0.0%           |                     |
| OPERATING                             | 38,500                                  | 38,500                                  | 0   | 15,734                         | 38,500             | 0                                      | 0.0%           |                     |
| CAPITAL OUTLAY                        | 0                                       | 0                                       | 0   | 0                              | 0                  | 0                                      |                |                     |
| SUBTOTAL                              | \$49,500                                | \$49,500                                | \$0   | \$18,080                       | \$49,500           | \$0                                    | 0.0%           |                     |
| <b>LIFT STATIONS</b>                  |   |   |   |                                |                    |  |                |                     |
| SALARIES & FRINGE BENEFITS            | \$12,000                                | \$12,000                                | \$0   | \$2,860                        | \$12,000           | \$0                                    | 0.0%           |                     |
| OPERATING                             | 29,500                                  | 29,500                                  | 0   | 6,381                          | 29,500             | 0                                      | 0.0%           |                     |
| CAPITAL OUTLAY                        | 0                                       | 0                                       | 0   | 0                              | 0                  | 0                                      |                |                     |
| SUBTOTAL                              | \$41,500                                | \$41,500                                | \$0   | \$9,241                        | \$41,500           | \$0                                    | 0.0%           |                     |

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| FUND/DEPARTMENT                            | FY2010-11<br>ADOPTED<br>BUDGET | FY2010-11<br>AMENDED<br>BUDGET | AMENDED<br>over/(under)<br>ADOPTED | YEAR-TO-DATE<br>ACTUAL | FORECAST           | VARIANCE<br>FORECAST TO BUDGET |             | EXPLANATION |
|--|--------------------------------|--------------------------------|------------------------------------|------------------------|--------------------|--------------------------------|-------------|-------------|
|  |                                |                                |                                    |                        |                    | AMOUNT                         | PERCENT     |             |
| <b>RETENTION BASIN</b>                     |                                |                                |                                    |                        |                    |                                |             |             |
| SALARIES & FRINGE BENEFITS                 | \$3,000                        | \$3,000                        | \$0                                | \$456                  | \$3,000            | \$0                            | 0.0%        |             |
| OPERATING                                  | <u>14,500</u>                  | <u>14,500</u>                  | <u>0</u>                           | <u>117</u>             | <u>14,500</u>      | <u>0</u>                       | 0.0%        |             |
| SUBTOTAL                                   | \$17,500                       | \$17,500                       | \$0                                | \$573                  | \$17,500           | \$0                            | 0.0%        |             |
| <b>DEPRECIATION EXPENSE</b>                | \$1,200,000                    | \$1,200,000                    | \$0                                | \$669,000              | \$1,200,000        | \$0                            | 0.0%        |             |
| BOND INTEREST EXPENSE                      | 287,794                        | 287,794                        | 0                                  | 0                      | 287,794            | 0                              |             |             |
| INSTALLMENT PURCHASE DEBT SVC              | 117,884                        | 117,884                        | 0                                  | 25,845                 | 117,884            | 0                              |             |             |
| CONTRIBUTION - CAPITAL PROJECTS            | <u>168,000</u>                 | <u>168,000</u>                 | <u>0</u>                           | <u>82,090</u>          | <u>168,000</u>     | <u>\$0</u>                     |             |             |
| FIXED EXPENSES                             | \$1,773,678                    | \$1,773,678                    | \$0                                | \$776,935              | \$1,773,678        | \$0                            | 0.0%        |             |
| CONTINGENCY                                | 17,427                         | 17,427                         | \$0                                | \$0                    | 17,427             | \$0                            | 0.0%        |             |
| <b>TOTAL SEWER FUND EXPENDITURES (590)</b> | <b>\$4,339,000</b>             | <b>\$4,359,622</b>             | <b>\$20,622</b>                    | <b>\$1,860,376</b>     | <b>\$4,359,622</b> | <b>\$0</b>                     | <b>0.0%</b> |             |
| <b>REVENUE OVER/(UNDER) EXP.</b>           | <b>\$0</b>                     | <b>\$0</b>                     | <b>\$0</b>                         | <b>\$188,920</b>       | <b>\$0</b>         | <b>\$0</b>                     |             |             |

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**FY2010-11 SECOND QUARTER FINANCIAL FORECAST**  
**December 31, 2010**

| <u>FUND/DEPARTMENT</u>                 | <u>FY2010-11</u>   | <u>FY2010-11</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>   |                           |                     |
| <b>WATER FUND REVENUE (591):</b>       |                    |                    |                     |                     |                    |                 |                           |                     |
| 634.000 NEW ACCOUNT CHARGES            | \$15,000           | \$15,000           | \$0                 | \$8,035             | \$15,000           | \$0             | 0.0%                      |                     |
| 646.000 CHARGES FOR SERVICES - SALES   | 3,542,000          | 3,542,000          | 0                   | 1,702,075           | 3,542,000          | 0               | 0.0%                      |                     |
| 653.000 PENALTIES                      | 75,000             | 75,000             | 0                   | 35,411              | 75,000             | 0               | 0.0%                      |                     |
| 664.000 INVESTMENT EARNINGS            | 20,000             | 20,000             | 0                   | 8,908               | 20,000             | 0               | 0.0%                      |                     |
| 667.000 HYDRANT RENTAL                 | 50,000             | 50,000             | 0                   | 24,271              | 50,000             | 0               | 0.0%                      |                     |
| 680.000 MERCHANDISE                    | 1,000              | 1,000              | 0                   | 238                 | 1,000              | 0               | 0.0%                      |                     |
| 681.000 TAPS & SERVICE                 | 25,000             | 25,000             | 0                   | 0                   | 25,000             | 0               | 0.0%                      |                     |
| 695.000 OTHER                          | 20,000             | 20,000             | 0                   | 19,062              | 20,000             | 0               | 0.0%                      |                     |
| 697.000 PRIOR YEARS' REVENUE           | 0                  | 5,532              | 5,532               | 0                   | 5,532              | 0               | 0.0%                      | Planned Use of Fund |
| <b>TOTAL WATER FUND REVENUE</b>        | <b>\$3,748,000</b> | <b>\$3,753,532</b> | <b>\$5,532</b>      | <b>\$1,798,000</b>  | <b>\$3,753,532</b> | <b>\$0</b>      | <b>0.0%</b>               | <b>Balance</b>      |
| <b>WATER FUND EXPENDITURES (591):</b>  |                    |                    |                     |                     |                    |                 |                           |                     |
| <b>MERCHANDISE</b>                     | \$40,000           | \$40,000           | \$0                 | \$22,605            | \$40,000           | \$0             | 0.0%                      |                     |
| <b>TAPS &amp; SERVICE</b>              |                    |                    |                     |                     |                    |                 |                           |                     |
| SALARIES & FRINGE BENEFITS             | \$5,000            | \$5,000            | \$0                 | \$0                 | \$5,000            | \$0             | 0.0%                      |                     |
| OPERATING                              | 3,000              | 3,000              | 0                   | 1,000               | 3,000              | 0               | 0.0%                      |                     |
| CAPITAL OUTLAY                         | 0                  | 0                  | 0                   | 0                   | 0                  | 0               | 0.0%                      |                     |
| <b>SUBTOTAL</b>                        | <b>\$8,000</b>     | <b>\$8,000</b>     | <b>\$0</b>          | <b>\$1,000</b>      | <b>\$8,000</b>     | <b>\$0</b>      | <b>0.0%</b>               |                     |
| <b>PURIFICATION &amp; PUMPING</b>      |                    |                    |                     |                     |                    |                 |                           |                     |
| SALARIES & FRINGE BENEFITS             | \$443,415          | \$443,415          | \$0                 | \$207,026           | \$443,415          | \$0             | 0.0%                      |                     |
| OPERATING                              | 794,500            | 799,525            | 5,025               | 386,425             | 799,525            | 0               | 0.0%                      |                     |
| CAPITAL OUTLAY                         | 0                  | 0                  | 0                   | 0                   | 0                  | 0               | 0.0%                      |                     |
| <b>SUBTOTAL</b>                        | <b>\$1,237,915</b> | <b>\$1,242,940</b> | <b>\$5,025</b>      | <b>\$593,451</b>    | <b>\$1,242,940</b> | <b>\$0</b>      | <b>0.0%</b>               |                     |
| <b>TRANSMISSION &amp; DISTRIBUTION</b> |                    |                    |                     |                     |                    |                 |                           |                     |
| SALARIES & FRINGE BENEFITS             | \$343,500          | \$343,500          | \$0                 | \$168,856           | \$343,500          | \$0             | 0.0%                      |                     |
| OPERATING                              | 208,300            | 208,753            | 453                 | 93,381              | 208,753            | 0               | 0.0%                      |                     |
| CAPITAL OUTLAY                         | 0                  | 0                  | 0                   | 0                   | 0                  | 0               | 0.0%                      |                     |
| <b>SUBTOTAL</b>                        | <b>\$551,800</b>   | <b>\$552,253</b>   | <b>\$453</b>        | <b>\$262,237</b>    | <b>\$552,253</b>   | <b>\$0</b>      | <b>0.0%</b>               |                     |
| <b>CUSTOMER SERVICE &amp; OVERHEAD</b> |                    |                    |                     |                     |                    |                 |                           |                     |
| SALARIES & FRINGE BENEFITS             | \$601,832          | \$601,832          | \$0                 | \$351,886           | \$601,832          | \$0             | 0.0%                      |                     |
| OPERATING                              | (65,804)           | (65,750)           | 54                  | (66,111)            | (65,750)           | 0               | 0.0%                      |                     |
| CAPITAL OUTLAY                         | 0                  | 0                  | 0                   | 0                   | 0                  | 0               | 0.0%                      |                     |
| <b>SUBTOTAL</b>                        | <b>\$536,028</b>   | <b>\$536,082</b>   | <b>\$54</b>         | <b>\$285,775</b>    | <b>\$536,082</b>   | <b>\$0</b>      | <b>0.0%</b>               |                     |

**CITY OF ADRIAN**  
**FY2010-11 SECOND QUARTER FINANCIAL FORECAST**  
 December 31, 2010

| <u>FUND/DEPARTMENT</u>                 | <u>FY2010-11<br/>ADOPTED<br/>BUDGET</u> | <u>FY2010-11<br/>AMENDED<br/>BUDGET</u> | <u>AMENDED<br/>over/(under)<br/>ADOPTED</u> | <u>YEAR-TO-DATE<br/>ACTUAL</u> | <u>FORECAST</u>    | <u>VARIANCE<br/>FORECAST TO BUDGET</u> |                | <u>EXPLANATION</u> |
|--|---|---|---|--------------------------------|--------------------|--|----------------|--------------------|
|  |   |   |   |                                |                    | <u>AMOUNT</u>                          | <u>PERCENT</u> |                    |
| DEPRECIATION EXPENSE                   | \$780,879                               | \$780,879                               | \$0   | \$317,670                      | \$780,879          | \$0                                    | 0.0%           |                    |
| BOND INTEREST EXPENSE                  | 246,988                                 | 246,988                                 | 0   | 0                              | 246,988            | 0                                      | 0.0%           |                    |
| CONTRIBUTION - CAPITAL PROJECTS        | 190,000                                 | 190,000                                 | 0   | 85,311                         | 190,000            | 0                                      | 0.0%           |                    |
| CONTINGENCY                            | 156,390                                 | 156,390                                 | 0   | 0                              | 156,390            | 0                                      |                |                    |
| <b>TOTAL WATER FUND EXPENSES (591)</b> | <b>\$3,748,000</b>                      | <b>\$3,753,532</b>                      | <b>\$5,532</b>                              | <b>\$1,568,049</b>             | <b>\$3,753,532</b> | <b>\$0</b>                             | <b>0.0%</b>    |                    |
| <b>REVENUE OVER/(UNDER) EXP.</b>       | <b>\$0</b>                              | <b>\$0</b>                              | <b>\$0</b>                                  | <b>\$229,951</b>               | <b>\$0</b>         | <b>\$0</b>                             |                |                    |

CITY OF ADRIAN  
 FY2010-11 SECOND QUARTER FINANCIAL FORECAST  
 December 31, 2010

| FUND/DEPARTMENT                             | FY2010-11        | FY2010-11        | AMENDED         | YEAR-TO-DATE     | FORECAST         | VARIANCE           |             | EXPLANATION |
|---|------------------|------------------|-----------------|------------------|------------------|--------------------|-------------|-------------|
|   | ADOPTED          | AMENDED          | over/(under)    |                  |                  | FORECAST TO BUDGET |             |             |
|   | BUDGET           | BUDGET           | ADOPTED         | ACTUAL           |                  | AMOUNT             | PERCENT     |             |
| <b>STORM WATER UTILITY FUND REV (598):</b>  |                  |                  |                 |                  |                  |                    |             |             |
| 522.000 ILLICIT CONNECTION GRANT            | \$100            | \$100            | \$0             | \$0              | \$100            | \$0                | 0.0%        |             |
| 545.000 URBAN TREE CANOPY GRANT             | 0                | 11,200           | 11,200          | 0                | 11,200           | 0                  | 0.0%        |             |
| 648.000 STORM SEWER CHARGES                 | 260,000          | 260,000          | 0               | 259,774          | 260,000          | 0                  | 0.0%        |             |
| 664.000 INVESTMENT EARNINGS                 | 100              | 100              | 0               | 293              | 100              | 0                  | 0.0%        |             |
| 676.205 CONTRIB-FEE ESTATE                  | 0                | 6,000            | 6,000           | 6,000            | 6,000            | 0                  | 0.0%        |             |
| 697.000 PRIOR YEARS' REVENUE                | 0                | 5,200            | 5,200           | 0                | 5,200            | 0                  | 0.0%        |             |
| <b>TOTAL STORM WATER UTILITY FUND REV.</b>  | <b>\$260,200</b> | <b>\$282,600</b> | <b>\$22,400</b> | <b>\$266,067</b> | <b>\$282,600</b> | <b>\$0</b>         | <b>0.0%</b> |             |
| <b>STORM WATER UTILITY FUND EXP. (598):</b> |                  |                  |                 |                  |                  |                    |             |             |
| <b>DRAINS - PUBLIC BENEFIT</b>              |                  |                  |                 |                  |                  |                    |             |             |
| SALARIES & FRINGE BENEFITS                  | \$53,900         | \$53,900         | \$0             | \$12,153         | \$53,900         | \$0                | 0.0%        |             |
| OPERATING                                   | 185,700          | 185,700          | 0               | 11,807           | 185,700          | 0                  | 0.0%        |             |
| CAPITAL OUTLAY                              | 0                | 0                | 0               | 2,200            | 0                | 0                  | 0.0%        |             |
| SUBTOTAL                                    | \$239,600        | \$239,600        | \$0             | \$26,160         | \$239,600        | \$0                | 0.0%        |             |
| <b>ENGINEERING</b>                          |                  |                  |                 |                  |                  |                    |             |             |
| SALARIES & FRINGE BENEFITS                  | \$4,000          | \$4,000          | \$0             | \$4,969          | \$4,000          | \$0                | 0.0%        |             |
| OPERATING                                   | 600              | 600              | 0               | 3,345            | 600              | 0                  | 0.0%        |             |
| CAPITAL OUTLAY                              | 0                | 0                | 0               | 0                | 0                | 0                  | 0.0%        |             |
| SUBTOTAL                                    | \$4,600          | \$4,600          | \$0             | \$8,314          | \$4,600          | \$0                | 0.0%        |             |
| <b>CONTINGENCY</b>                          |                  |                  |                 |                  |                  |                    |             |             |
| URBAN TREE CANOPY GRANT                     | 0                | 22,400           | 22,400          | 11,200           | 22,400           | 0                  | 0.0%        |             |
| ADMIN. & RECORD KEEPING                     | 16,000           | 16,000           | 0               | 2,481            | 16,000           | 0                  | 0.0%        |             |
| <b>TOTAL STORM WATER UTILITY FUND EXP</b>   | <b>\$260,200</b> | <b>\$282,600</b> | <b>\$22,400</b> | <b>\$48,155</b>  | <b>\$282,600</b> | <b>\$0</b>         | <b>0.0%</b> |             |
| <b>REVENUE OVER/(UNDER) EXP.</b>            | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>      | <b>\$217,912</b> | <b>\$0</b>       | <b>\$0</b>         |             |             |

CITY OF ADRIAN  
 FY2010-11 SECOND QUARTER FINANCIAL FORECAST  
 December 31, 2010

| FUND/DEPARTMENT   | FY2010-11        | FY2010-11        | AMENDED      | YEAR-TO-DATE    | FORECAST         | VARIANCE           |             | EXPLANATION |
|---|------------------|------------------|--------------|-----------------|------------------|--------------------|-------------|-------------|
|   | ADOPTED          | AMENDED          | over/(under) |                 |                  | FORECAST TO BUDGET |             |             |
|   | BUDGET           | BUDGET           | ADOPTED      | ACTUAL          |                  | AMOUNT             | PERCENT     |             |
| <b>CAPITAL PROJECTS REVOLVING FUND REVENUE (599)</b>      |                  |                  |              |                 |                  |                    |             |             |
| 408.203 SPECIAL ASSESSMENTS                               | \$130,000        | \$130,000        | \$0          | \$0             | \$130,000        | \$0                | 0.0%        |             |
| 664.000 INVESTMENT EARNINGS                               | 30,000           | 30,000           | 0            | 19,798          | 30,000           | 0                  | 0.0%        |             |
| <b>TOTAL REVENUE</b>                                      | <b>\$160,000</b> | <b>\$160,000</b> | <b>\$0</b>   | <b>\$19,798</b> | <b>\$160,000</b> | <b>\$0</b>         | <b>0.0%</b> |             |
| <b>CAPITAL PROJECTS REVOLVING FUND EXPENDITURES (599)</b> |                  |                  |              |                 |                  |                    |             |             |
| <b>TRANSFERS OUT</b>                                      |                  |                  |              |                 |                  |                    |             |             |
| CONTRIB - MAJOR STREET                                    | \$30,000         | \$30,000         | \$0          | \$0             | \$30,000         | \$0                | 0.0%        |             |
| CONTRIB - LOCAL STREET                                    | 100,000          | 100,000          | 0            | 0               | 100,000          | 0                  | 0.0%        |             |
| SUBTOTAL  | \$130,000        | \$130,000        | \$0          | \$0             | \$130,000        | \$0                | 0.0%        |             |
| <b>NON-DEPARTMENTAL</b>                                   |                  |                  |              |                 |                  |                    |             |             |
| CONTINGENCY   | \$30,000         | \$30,000         | \$0          | \$0             | \$30,000         | \$0                | 0.0%        |             |
| <b>TOTAL EXPENDITURES</b>                                 | <b>\$160,000</b> | <b>\$160,000</b> | <b>\$0</b>   | <b>\$0</b>      | <b>\$160,000</b> | <b>\$0</b>         | <b>0.0%</b> |             |
| <b>REVENUE OVER/(UNDER) EXP.</b>                          | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>   | <b>\$19,798</b> | <b>\$0</b>       | <b>\$0</b>         |             |             |

**CITY OF ADRIAN**  
**FY2010-11 SECOND QUARTER FINANCIAL FORECAST**  
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| <u>FUND/DEPARTMENT</u>                                | <u>FY2010-11</u> | <u>FY2010-11</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>      |                           |                     |
| <b>INFORMATION TECHNOLOGY FUND REVENUE (661)</b>      |                  |                  |                     |                     |                    |                    |                           |                     |
| 636.000 INFO TECH SERVICES                            | \$119,075        | \$119,075        | \$0                 | \$62,612            | \$119,075          | \$0                | 0.0%                      |                     |
| 637.000 GIS/CAD SERVICES                              | 25,767           | 25,767           | 0                   | 11,844              | 25,767             | 0                  | 0.0%                      |                     |
| 695.000 OTHER   | 0                | 0                | 0                   | 338                 | 600                | 600                |                           |                     |
| 697.000 PRIOR YEARS' REVENUE                          | 241,944          | 312,332          | 70,388              | 0                   | 70,388             | (241,944)          | -77.5%                    | Planned Use of Fund |
| <b>TOTAL REVENUE</b>                                  | <b>\$386,786</b> | <b>\$457,174</b> | <b>\$70,388</b>     | <b>\$74,794</b>     | <b>\$215,830</b>   | <b>(\$241,344)</b> | <b>-52.8%</b>             | <b>Balance</b>      |
| <b>INFORMATION TECHNOLOGY FUND EXPENDITURES (661)</b> |                  |                  |                     |                     |                    |                    |                           |                     |
| <b>GIS SERVICES</b>                                   |                  |                  |                     |                     |                    |                    |                           |                     |
| SALARIES & FRINGE BENEFITS                            | \$22,545         | \$22,545         | \$0                 | \$10,729            | \$22,545           | \$0                | 0.0%                      |                     |
| OPERATING   | 44,300           | 49,300           | 5,000               | 1,680               | 49,300             | 0                  | 0.0%                      |                     |
| CAPITAL OUTLAY  | 0                | 0                | 0                   | 0                   | 0                  | 0                  |                           |                     |
| SUBTOTAL  | \$66,845         | \$71,845         | \$5,000             | \$12,409            | \$71,845           | \$0                | 0.0%                      |                     |
| <b>TELECOMMUNICATIONS</b>                             |                  |                  |                     |                     |                    |                    |                           |                     |
| SALARIES & FRINGE BENEFITS                            | \$0              | \$0              | \$0                 | \$0                 | \$0                | \$0                |                           |                     |
| OPERATING   | 14,000           | 14,203           | 203                 | 2,892               | 14,203             | 0                  | 0.0%                      |                     |
| CAPITAL OUTLAY  | 0                | 595              | 595                 | 3,749               | 595                | 0                  | 0.0%                      |                     |
| SUBTOTAL  | \$14,000         | \$14,798         | \$798               | \$6,641             | \$14,798           | \$0                | 0.0%                      |                     |
| <b>ADMINISTRATION</b>                                 |                  |                  |                     |                     |                    |                    |                           |                     |
| SALARIES & FRINGE BENEFITS                            | \$70,502         | \$70,502         | \$0                 | \$35,046            | \$70,502           | \$0                | 0.0%                      |                     |
| OPERATING   | 175,439          | 239,315          | 63,876              | 52,820              | 239,315            | 0                  | 0.0%                      |                     |
| CAPITAL OUTLAY  | 60,000           | 60,714           | 714                 | 22,363              | 60,714             | 0                  | 0.0%                      |                     |
| SUBTOTAL  | \$305,941        | \$370,531        | \$64,590            | \$110,229           | \$370,531          | \$0                | 0.0%                      |                     |
| <b>TOTAL EXPENDITURES</b>                             | <b>\$386,786</b> | <b>\$457,174</b> | <b>\$69,590</b>     | <b>\$129,279</b>    | <b>\$457,174</b>   | <b>\$0</b>         | <b>0.0%</b>               |                     |
| <b>REVENUE OVER/(UNDER) EXP.</b>                      | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>          | <b>(\$54,485)</b>   | <b>(\$241,344)</b> | <b>(\$241,344)</b> |                           |                     |

CITY OF ADRIAN  
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| FUND/DEPARTMENT                              | FY2010-11          | FY2010-11          | AMENDED      | YEAR-TO-DATE     | FORECAST           | VARIANCE          |                    | EXPLANATION         |
|--|--------------------|--------------------|--------------|------------------|--------------------|-------------------|--------------------|---------------------|
|  | ADOPTED            | AMENDED            | over/(under) |                  |                    | ACTUAL            | FORECAST TO BUDGET |                     |
|  | BUDGET             | BUDGET             | ADOPTED      |                  |                    | AMOUNT            |                    |                     |
| <b>MOTOR VEHICLE POOL FUND REVENUE (662)</b> |                    |                    |              |                  |                    |                   |                    |                     |
| 635.000 VEHICLE RENT                         | \$649,561          | \$649,561          | \$0          | \$284,717        | \$649,561          | \$0               | 0.0%               |                     |
| 638.000 EQUIPMENT RENT                       | 4,690              | 4,690              | 0            | 0                | 0                  | (4,690)           | -100.0%            |                     |
| 675.101 CONTRIBUTION - GENERAL FUND          | 12,300             | 12,300             | 0            | 0                | 12,300             | 0                 | 0.0%               |                     |
| 676.001 CONTRIBUTION - ADRIAN SCHOOLS        | 84,000             | 84,000             | 0            | 43,284           | 84,000             | 0                 | 0.0%               |                     |
| 676.002 CONTRIBUTION - LISD                  | 4,000              | 4,000              | 0            | 1,844            | 4,000              | 0                 | 0.0%               |                     |
| 676.003 CONTRIBUTION - LENAWEE TRANSPORTATIC | 60,000             | 60,000             | 0            | 28,803           | 60,000             | 0                 | 0.0%               |                     |
| 676.202 CONTRIBUTION - MAJOR STREET FUND     | 132,600            | 132,600            | 0            | 56,594           | 132,600            | 0                 | 0.0%               |                     |
| 676.203 CONTRIBUTION - LOCAL STREET FUND     | 153,100            | 153,100            | 0            | 40,006           | 153,100            | 0                 | 0.0%               |                     |
| 676.205 CONTRIBUTION - FEE ESTATE            | 0                  | 0                  | 0            | 9,712            | 20,000             | 20,000            |                    |                     |
| 676.267 CONTRIBUTION - OMNI                  | 300                | 300                | 0            | 0                | 300                | 0                 | 0.0%               |                     |
| 676.283 CONTRIBUTION - VIBRANT CITY GRANT    | 0                  | 0                  | 0            | 252              | 300                | 300               |                    |                     |
| 676.585 CONTRIBUTION - AUTO PARKING          | 6,000              | 6,000              | 0            | 2,917            | 6,000              | 0                 | 0.0%               |                     |
| 676.588 CONTRIBUTION - TRANSPORTATION FUND   | 41,000             | 41,000             | 0            | 0                | 41,000             | 0                 | 0.0%               |                     |
| 676.590 CONTRIBUTION - WASTEWATER FUND       | 22,000             | 22,000             | 0            | 0                | 22,000             | 0                 | 0.0%               |                     |
| 676.591 CONTRIBUTION - WATER FUND            | 23,500             | 23,500             | 0            | 0                | 23,500             | 0                 | 0.0%               |                     |
| 676.598 CONTRIBUTION - STORM WATER UTILITY   | 0                  | 0                  | 0            | 2,593            | 5,000              | 5,000             |                    |                     |
| 685.000 SALE OF EQUIPMENT                    | 0                  | 0                  | 0            | 6,561            | 7,000              | 7,000             |                    | Planned Use of Fund |
| <b>TOTAL MOTOR POOL FUND REVENUE</b>         | <b>\$1,193,051</b> | <b>\$1,193,051</b> | <b>\$0</b>   | <b>\$477,283</b> | <b>\$1,220,661</b> | <b>\$27,610</b>   | <b>2.3%</b>        | <b>Balance</b>      |
| <b>MOTOR POOL FUND EXPENSES (662)</b>        |                    |                    |              |                  |                    |                   |                    |                     |
| <b>ADMINISTRATION</b>                        |                    |                    |              |                  |                    |                   |                    |                     |
| SALARIES & FRINGE BENEFITS                   | \$114,345          | \$112,071          | (\$2,274)    | \$50,920         | \$112,071          | \$0               | 0.0%               |                     |
| OPERATING                                    | 64,603             | 66,877             | 2,274        | 63,210           | 113,877            | (47,000)          | -70.3%             |                     |
| CAPITAL OUTLAY                               | 5,000              | 5,000              | 0            | 0                | 5,000              | 0                 | 0.0%               |                     |
| <b>SUB-TOTAL</b>                             | <b>\$183,948</b>   | <b>\$183,948</b>   | <b>\$0</b>   | <b>\$114,130</b> | <b>\$230,948</b>   | <b>(\$47,000)</b> | <b>-25.6%</b>      |                     |
| CEMETERY VEHICLES                            | 16,318             | 16,318             | 0            | 3,022            | 16,318             | 0                 | 0.0%               |                     |
| POLICE DEPT VEHICLES                         | 142,859            | 142,859            | 0            | 39,387           | 142,859            | 0                 | 0.0%               |                     |
| FIRE DEPT VEHICLES                           | 101,593            | 101,593            | 0            | 13,139           | 101,593            | 0                 | 0.0%               |                     |
| INSPECTION DEPT VEHICLES                     | 12,723             | 12,723             | 0            | 905              | 12,723             | 0                 | 0.0%               |                     |
| DPW VEHICLES                                 | 170,123            | 170,123            | 0            | 25,758           | 170,123            | 0                 | 0.0%               |                     |
| ENGINEERING DEPT VEHICLES                    | 12,109             | 12,109             | 0            | 966              | 12,109             | 0                 | 0.0%               |                     |
| RECREATION DEPT VEHICLES                     | 5,687              | 5,687              | 0            | 1,771            | 5,687              | 0                 | 0.0%               |                     |
| PARKS & FORESTRY DIV VEHICLES                | 60,624             | 60,624             | 0            | 8,603            | 60,624             | 0                 | 0.0%               |                     |
| HERITAGE PARK VEHICLES                       | 6,325              | 6,325              | 0            | 1,296            | 6,325              | 0                 | 0.0%               |                     |
| FEE ESTATE VEHICLES                          | 42,690             | 42,690             | 0            | 7,389            | 42,690             | 0                 | 0.0%               |                     |
| CONTRIBUTION - GENERAL FUND                  | 438,052            | 438,052            | 0            | 0                | 438,052            | 0                 | 0.0%               |                     |
| CONTINGENCY                                  | 0                  | 2,274              | 2,274        | 0                | 0                  | 2,274             | 100.0%             |                     |
| <b>TOTAL EXPENDITURES</b>                    | <b>\$1,193,051</b> | <b>\$1,193,051</b> | <b>\$0</b>   | <b>\$216,366</b> | <b>\$1,240,051</b> | <b>(\$47,000)</b> |                    |                     |
| <b>REVENUE OVER/(UNDER) EXP.</b>             | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>   | <b>\$260,917</b> | <b>(\$19,390)</b>  | <b>(\$19,390)</b> |                    |                     |

CITY OF ADRIAN  
 FY2010-11 SECOND QUARTER FINANCIAL FORECAST  
 December 31, 2010

| FUND/DEPARTMENT                        | FY2010-11<br>ADOPTED<br>BUDGET | FY2010-11<br>AMENDED<br>BUDGET | AMENDED<br>over/(under)<br>ADOPTED | YEAR-TO-DATE<br>ACTUAL | FORECAST            | VARIANCE<br>FORECAST TO BUDGET |              | EXPLANATION |
|--|--------------------------------|--------------------------------|------------------------------------|------------------------|---------------------|--------------------------------|--------------|-------------|
|  |                                |                                |                                    |                        |                     | AMOUNT                         | PERCENT      |             |
| PERPETUAL CARE FUND REVENUE (711)      |                                |                                |                                    |                        |                     |                                |              |             |
| 664.000 INVESTMENT EARNINGS            | \$40,000                       | \$40,000                       | \$0                                | \$19,885               | \$40,000            | \$0                            | 0.0%         |             |
| <b>TOTAL REVENUE</b>                   | <b>\$40,000</b>                | <b>\$40,000</b>                | <b>\$0</b>                         | <b>\$19,885</b>        | <b>\$40,000</b>     | <b>\$0</b>                     | <b>0.0%</b>  |             |
| PERPETUAL CARE FUND EXPENDITURES (711) |                                |                                |                                    |                        |                     |                                |              |             |
| CONTRIBUTION - GENERAL FUND            | \$40,000                       | \$40,000                       | \$0                                | \$0                    | \$40,000            | \$0                            | 0.0%         |             |
| <b>TOTAL EXPENDITURES</b>              | <b>\$40,000</b>                | <b>\$40,000</b>                | <b>\$0</b>                         | <b>\$0</b>             | <b>\$40,000</b>     | <b>\$0</b>                     | <b>0.0%</b>  |             |
| <b>REVENUE OVER/(UNDER) EXP.</b>       | <b>\$0</b>                     | <b>\$0</b>                     | <b>\$0</b>                         | <b>\$19,885</b>        | <b>\$0</b>          | <b>\$0</b>                     |              |             |
| <b>TOTAL REVENUES - ALL FUNDS</b>      | <b>\$29,639,392</b>            | <b>\$33,195,596</b>            | <b>\$3,551,204</b>                 | <b>\$15,936,431</b>    | <b>\$30,182,017</b> | <b>(\$3,013,579)</b>           | <b>-9.1%</b> |             |
| <b>TOTAL EXPENDITURES - ALL FUNDS</b>  | <b>29,639,392</b>              | <b>33,195,596</b>              | <b>3,555,406</b>                   | <b>11,724,555</b>      | <b>30,472,596</b>   | <b>2,723,000</b>               | <b>8.2%</b>  |             |
| <b>NET OF REVENUE AND EXPENDITURES</b> | <b>0</b>                       | <b>0</b>                       | <b>\$0</b>                         | <b>4,211,876</b>       | <b>(290,579)</b>    | <b>(290,579)</b>               |              |             |



# REGULAR AGENDA



**MEMO**

Date: January 7, 2011

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

From: Heather Lasky, Human Resources Director *H.Lasky*

**Re: Civil Rights Act of 1964 – Title VI Environmental Justice Non-Discrimination Compliance Plan**

The Civil Rights Act of 1964 (Public Law 88-352, 78 Stat. 241, enacted July 2, 1964) was a landmark piece of legislation in the United States that outlawed major forms of discrimination against blacks and women, including racial segregation. Title VI (Section 601) declares it to be the policy of the United States that discrimination on the ground of race, color, or national origin shall not occur in connection with programs and activities receiving Federal financial assistance and authorizes and directs the appropriate Federal departments and agencies to take action to carry out this policy.

Section 602 directs each Federal agency administering a program of Federal financial assistance by way of grant, contract, or loan to take action pursuant to rule, regulation, or order of general applicability to effectuate the principle of section 601 in a manner consistent with the achievement of the objectives of the statute authorizing the assistance. In seeking the effect compliance with its requirements imposed under section 602, an agency is authorized to terminate or to refuse to grant or to continue assistance under a program to any recipient as to whom there has been an express finding pursuant to a hearing of a failure to comply with the requirements under that program, and it may also employ any other means authorized by law. However, each agency is directed first to seek compliance with its requirements by voluntary means.

In order to comply with the foregoing federal statutes and, thereby, ensure continued eligibility for federal financial assistance (particularly from the Department of Transportation for road improvements and Dial-A-Ride operations), the City of Adrian has prepared the attached Title VI Environmental Justice Non-Discrimination Compliance Plan. The attached resolution has been prepared for consideration by the City Commission at its regularly scheduled meeting of January 18, 2011.

I respectfully recommend adoption of this resolution, establishing a Title VI Environmental Justice Non-Discrimination Compliance Plan for the City of Adrian, effective January 19, 2011, consistent with Section 601 of the Civil Rights Act of 1964 (Public Law 88-352, 78 Stat. 241). If you have any questions or need for further information, please contact my office.

# City of Adrian

## TITLE VI - ENVIRONMENTAL JUSTICE NON-DISCRIMINATION COMPLIANCE PLAN



January 18, 2011

## POLICY STATEMENT

The City of Adrian is committed to ensuring that the fundamental principles of equal opportunity are upheld in all decisions involving our employees, contractors and consultants and to ensuring that the public-at-large is afforded access to our programs and services.

To that end, no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any City of Adrian program or activity on the grounds of race, color, national origin, income, sex, age or disability. City of Adrian assures all its programs and activities will be free from discrimination, whether those programs and activities are federally funded or not.

City of Adrian involves all of its employees in implementing its Title VI/Environmental Justice Program. The City Administrator for City of Adrian is responsible to ensure City of Adrian's compliance with the Title VI/EJ implementing regulations.

Inquiries concerning City of Adrian's policies, investigations, complaints, compliance with applicable laws, regulations, and concerns regarding compliance with Title VI/Environmental Justice may be directed to:

Dane C. Nelson, City Administrator  
City of Adrian  
135 E. Maumee Street  
Adrian, Michigan 49221

(517)264-4831  
[dnelson@ci.adrian.mi.us](mailto:dnelson@ci.adrian.mi.us)

This policy statement will be circulated throughout City of Adrian and be included by reference in all contracts, agreements, programs and services where by City of Adrian receives federal financial assistance from the U.S. Department of Transportation.

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

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

## **Summary of Applicable Legal Authority**

Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000-4; 42 USC 4601 to 4655; 23 USC 109(h);

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, national origin (including Limited English Proficiency), or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, low income, and disability.

The Civil Rights Restoration Act of 1987 also broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

Federal Aid Highway Act of 1973, 23 USC 324: No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

Age Discrimination Act of 1975, 42 USC 6101: No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

Americans With Disabilities Act of 1990 PL 101-336: No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a state or a local government.

Section 504 of the Rehabilitation Act of 1973: No qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

USDOT Order 1050.2: Standard Title VI Assurances

EO 12250: Department of Justice Leadership and coordination of Non-discrimination Laws.

EO 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations; and

28 CFR 50.3: Guidelines for the enforcement of Title VI, Civil Rights Act of 1964.

EO 13166: Improving Access to Services for Persons with Limited English Proficiency

## Definitions

Adverse Effects -- The totality of significant individual or cumulative human health or environmental effects, including interrelated social and economic effects, which may include, but are not limited to: (See Appendix B for additional discussion of "significant.")

- a. bodily impairment, infirmity, illness or death
- b. air, noise, and water pollution and soil contamination
- c. destruction or disruption of man-made or natural resources
- d. destruction or diminution of aesthetic values
- e. destruction or disruption of community cohesion or a community's economic vitality
- f. destruction or disruption of the availability of public and private facilities and services
- g. adverse employment effects
- h. displacement of persons, businesses, farms, or nonprofit organizations
- i. increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community
- j. denial of, reduction in, or significant delay in the receipt of benefits of City of Adrian programs, policies, or activities

Significant Adverse Effects on Minority and Low-Income Populations -- An adverse affect that:

- a. is predominately borne by a minority population and/or a low-income population, or
- b. will be suffered by the minority population and/or low-income population and is shown to be appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population

Limited English Proficiency -- Individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit provided by the transportation provider or other City of Adrian agency.

Federal Assistance -- includes grants and loans of federal funds; the grant or donation of federal property and interests in property; the detail of federal personnel, Federal property of any interest in such property without consideration or at a nominal consideration or at a consideration which is reduced for the purpose of assisting the City of Adrian, or in recognition of the public interest to be served by such sale or lease to the City of Adrian; and any federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.

Low-Income -- A person whose median household income is at or below the Department of Health and Human Services poverty guidelines. (<http://aspe.os.dhhs.gov/poverty/poverty.htm>)

Low-Income Population -- Any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City of Adrian program, policy or activity.

Minority -- A person who is:

- a. Black -- a person having origins in any of the black racial groups of Africa;
- b. Hispanic -- a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
- c. Asian American-- a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands; or
- d. American Indian and Alaskan Native -- a person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

Minority Population -- Any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City of Adrian program, policy or activity.

Noncompliance -- Recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI/Environmental Justice and related statutes.

Persons -- where designation of persons by race, color, or national origin is required, the following designations ordinarily may be used: "White not of Hispanic origin," "Black not of Hispanic origin," "Hispanic," "Asian or Pacific Islander," "American Indian or Alaskan Native." Additional subcategories based on national origin or primary language spoken may be used, where appropriate, on either a national or a regional basis.

Program -- includes any multi-modal or bridge project including project planning, or any activity for the provision of services, financial aid, or other benefits to individuals. This includes education or training, work opportunities, health, welfare, rehabilitation, housing, or other services, whether provided directly by the City of Adrian or federal financial assistance or provided by others through contracts or other arrangements with the City of Adrian.

Recipient -- any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof, but does not include any ultimate beneficiary under any such program.

Sub-recipient -- An agency such as a council of governments, regional planning agency, educational institution, for example, that receives Federal Highway Administration (FHWA) funds through the State DOTs and not directly from the FHWA. Other agencies, local governments, contractors, consultants that receive these funds are all considered sub-recipients.

### **Administration – General**

The City Administrator shall have ultimate responsibility for the administration of the City of Adrian's Title VI/Environmental Justice (Title VI/EJ) and related statutes program, plan, and assurances. The City Administrator delegates to the Director of Human Resources the day-to-day coordination of the City of Adrian's Title VI/Environmental Justice (Title VI/EJ) and related statutes program, plan, and assurances.

### **Information Dissemination**

The City of Adrian will disseminate Title VI/EJ Program information to City of Adrian employees and make such information available to the general public. Title VI/EJ Program information will be submitted to sub-recipients, contractors, and beneficiaries of Federal financial assistance. Public dissemination will include: inclusion of Title VI/EJ language in contracts and publishing the Title VI/EJ Policy Statement on the City of Adrian's internet website.

Title VI information shall be disseminated to City of Adrian employees via the Employee Education form (see Appendix A) in payroll envelopes. This form reminds employees of the City of Adrian's Title VI/EJ policy statement, and of their Title VI responsibilities in their daily work and duties.

During New Employee Orientation, new employees shall be informed of the provisions of Title VI, and the City of Adrian's expectations to perform their duties accordingly. All employees shall be provided a copy of the Title VI Plan and are required to sign the Acknowledgement of Receipt (see Appendix B).

### **Subcontracts and Vendors**

All subcontractors and vendors who receive payments from City of Adrian where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended. Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

### **Remedial Action**

City of Adrian will be vigilant in monitoring Title VI/EJ deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it (them) in writing to effect compliance may not exceed 90 days from the date deficiencies are found.

## **Complaints**

If any individual believes that s/he or any other program beneficiaries have been the object of an unequal treatment or discrimination as to the receipt of benefits and/or services, or on the grounds of race, color, national origin (including Limited English Proficiency), sex, age, or handicap, s/he may exercise their right to file a complaint with City of Adrian. Complaints may be filed with the City Administrator or Human Resources Director. Every effort will be made to resolve complaints informally at the lowest level. Complaints may also be filed directly with the Federal Highway Administration.

Complainants may file a signed, written complaint up to one hundred and eighty (180) days from the date of the alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant

The Title VI Complaint Form (see Appendix C) may be used to submit the complaint information. The complaint may be filed in writing with the **City of Adrian** at the following address:

*City of Adrian-Human Resources Department  
135 E. Maumee Street  
Adrian, MI 49221*

NOTE: The **City of Adrian** encourages complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.

### **What happens to the complaint after it is submitted?**

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by the City of Adrian will be directly addressed by the City of Adrian. The City of Adrian shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, the City of Adrian shall make every effort to address all complaints in an expeditious and thorough manner.

A letter of acknowledging receipt of complaint will be mailed within seven days (Appendix D). Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

## **Complaint Review Process**

The City Administrator, or her/his designee, will review the complaint upon receipt to ensure that relevant information is provided, the complaint is timely, and meets jurisdiction.

The complaint shall be investigated, unless:

- The complaint is withdrawn.
- The complainant fails to provide required information.
- The complaint is filed beyond the 180-day timeframe.
- The complainant is not part of a protected group.
- The complaint is determined to be more appropriately reviewed under a jurisdiction other than City of Adrian. If this is the case, the complainant will be directed to the appropriate agency.

Upon determination that the complaint warrants a City of Adrian investigation, the complainant is sent a letter, acknowledging receipt of the complaint, and giving the name of the investigator.

The respondent – the person alleged to have committed the discrimination -- is notified by mail that s/he has been named in a complaint. The letter also includes the investigator's name and informs the respondent that s/he will be contacted for an interview.

## **Investigation Plan**

The investigator shall prepare a written plan, which includes, but is not limited to the following:

- Names of the complainant(s) and respondent(s);
- Basis for the complaint;
- Issues, events or circumstances that caused the person to believe that s/he has been discriminated against;
- Information needed to address the issue;
- Criteria, sources necessary to obtain the information;
- Identification of key people;
- Estimated investigation time line;
- Remedy sought by the complainant(s).

## **Conducting the Investigation**

- The investigation will address only those issues relevant to the allegations in the complaint.
- Confidentiality will be maintained as much as possible.
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case.
- A chronological contact sheet is maintained in the case file throughout the investigation.

## **Investigation Procedures**

### Investigation Plan:

The investigator shall prepare a written plan, which includes, but is not limited to:

- Name(s) of the complainant(s)
- Basis for the complaint
- Any additional information needed
- Criteria and sources needed to obtain additional information
- Identify key people
- Estimated investigation time-line
- Remedy sought by the complainant(s)

### Conducting the Investigation:

- The investigation will address only those issues relevant to the allegations of the complaint.
- Confidentiality will be maintained as much as possible.
- Interviews will be conducted with those persons involved and evidence will be gathered.
- A chronological contact sheet will be maintained in the case file.

### Investigation Reporting Process:

- Within 35 days of receiving the complaint, the investigator prepares a report and submits it and any supporting documentation to the City Administrator for review.
- The City Administrator will review the file and a determination will be made as to "probable cause" or "no probable cause" and a final decision letter is prepared.

### **How will the complainant be notified of the outcome of the complaint?**

The City of Adrian will send a final written response letter (see Appendix E or F) to the complainant. In the letter notifying complainant that the complaint is not substantiated (Appendix F), the complainant is also advised of his or her right to 1) appeal within seven calendar days of receipt of the final written decision from the City of Adrian, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the FTA. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

Once sufficient information for investigating the complaint is received by the City of Adrian, a written response may be drafted subject to review by the City Attorney. If appropriate, the City Attorney may administratively close the complaint. In this case, the City of Adrian will notify the complainant of the action as soon as possible.

Use of the Complaint Form is not necessary for the complainant. Rather, it is intended to help the complainant provide enough information to begin processing the complaint.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor – TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

Michigan Department of Transportation  
Attention: EEO Officer  
425 W. Ottawa  
Lansing, Michigan 48909

### **Internal Complaint Processing**

- The Human Resources Director, acting as the Title VI Coordinator, will review all internal complaints upon receipt to ensure that all information is provided, the complaint meets the 180-day filing deadline and meets jurisdiction.
- The Human Resources Director will then investigate the complaint, unless it is withdrawn. If the complaint is against the Human Resources Director, then the City Administrator will investigate the complaint. If the complaint is against the City Administrator, then the Mayor will investigate the complaint.
- If the complaint warrants a full investigation, the complainant will be notified in writing by certified mail. This notice will give the name of the investigator and/or investigating agency. The City will also notify MDOT of the investigation to determine if the City shall proceed with the complaint with or without the assistance of MDOT.
- The alleged perpetrator shall also be notified by certified mail as to the complaint. This letter will also include the investigator's name and will request that this person be available for an interview.

### **Reporting Requirements to an External Agency**

A copy of the complaint, together with a copy of the investigation report and the City Administrator's final decision letter will be forwarded to the Michigan Department of Transportation within 60 days of the date the complaint was received.

### **Records**

All records will be kept in a confidential manner and be on file for a period of five (5) years.

## **Appendix A      Employee Education Form**

### **Title VI Policy**

No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

All employees of the City of Adrian are expected to consider, respect, and observe this policy in their daily work and duties. If a citizen approaches you with a question or complaint, direct him or her to our Title VI Coordinator (Human Resources Director).

In all dealings with citizens, use courtesy titles (i.e. Mr., Mrs., Ms., or Miss) to address them without regard to race, color or national origin.

## **Appendix B      Acknowledgement of Receipt of Title VI Plan**

I hereby acknowledge the receipt of the City of Adrian Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A.

---

Your signature

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Print your name

---

Date

**Appendix C TITLE VI COMPLAINT FORM**

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." If you feel you have been discriminated against in transit services, please provide the following information in order to assist us in processing your complaint and send it to:

Provide address here

Please print clearly:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_,

Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

\_\_\_\_\_ (message)

Person discriminated against: \_\_\_\_\_

Address of person discriminated against:

\_\_\_\_\_

City, State, Zip Code:

\_\_\_\_\_

Please indicate why you believe the discrimination occurred:

- \_\_\_\_\_ race or color
- \_\_\_\_\_ national origin
- \_\_\_\_\_ income
- \_\_\_\_\_ other

What was the date of the alleged discrimination?

\_\_\_\_\_

Where did the alleged discrimination take place?

\_\_\_\_\_

Please describe the circumstances as you saw it (attach additional pages, if necessary):

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Please list any and all witnesses' names and phone numbers:

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What type of corrective action would you like to see taken?

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Please attach any documents you have which support the allegation. Then date and sign this form and send to the Title VI Coordinator at:

City of Adrian  
Department of Human Resources  
135 E. Maumee Street  
Adrian, MI 49221

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print your name

**APPENDIX D Letter Acknowledging Receipt of Complaint**

Today's Date

Ms. Jo Doe  
1234 Main St.  
Adrian, MI 49221

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against the City of Adrian, alleging:

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An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning 517 264-4883, or write to me at this address.

City of Adrian – Title VI Coordinator  
Department of Human Resources  
135 E. Maumee Street  
Adrian, MI 49221

Sincerely,

Director of Human Resources  
Title VI Coordinator

**APPENDIX E Letter Notifying Complainant that the Complaint Is Substantiated**

Today's Date

Ms. Jo Doe  
1234 Main St.  
Adrian, MI 49221

Dear Ms. Doe:

The matter referenced in your letter of \_\_\_\_\_ (date) against the City of Adrian alleging Title VI violation has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of the program. ***(If a hearing is requested, the following sentence may be appropriate.)*** You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

Director of Human Resources  
Title VI Coordinator

**APPENDIX F Letter Notifying Complainant that the Complaint Is Not Substantiated**

Today's Date

Ms. Jo Doe  
1234 Main St.  
Adrian, MI 49221

Dear Ms. Doe:

The matter referenced in your complaint of \_\_\_\_\_ (date) against the City of Adrian alleging \_\_\_\_\_ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964, had in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

The City of Adrian has analyzed the materials and facts pertaining to your case for evidence of the City's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to 1) appeal within seven calendar days of receipt of this final written decision from the City of Adrian, and/or 2) file a complaint externally with the Michigan Department of Transportation or U.S. Department of Transportation and/or the Federal Transit Administration at:

Michigan Department of Transportation  
Attention: EEO Officer  
425 W. Ottawa  
Lansing, Michigan 48909

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor - TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.

Sincerely,

Director of Human Resources  
Title VI Coordinator

## APPENDIX G CITY OF ADRIAN TITLE VI ASSURANCE

City of Adrian HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-2 42 USC 2000d-4 (“the Act”) and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of gender, race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the City of Adrian receives Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a)(1) of the Regulations.

More specifically and without limiting the above general assurance, the City of Adrian hereby gives the following specific assurances with respect to the Federal Aid highway program:

1. That each “program” and each “facility” as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a “program”) conducted, or will be (with regard to a “facility”) operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the City of Adrian shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and, in adapted form, in all proposals for negotiated agreements:

“The City of Adrian, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, disability, race, color, or national origin in consideration for an award.”

3. That the City of Adrian shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.

4. That where the City of Adrian receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
5. That where the City of Adrian receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
6. That this assurance obligates the City of Adrian for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the City of Adrian or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; of (b) the period during which the City of Adrian retains ownership or possession of the property.
7. The City of Adrian shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom (s)he delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the City of Adrian under the Federal Aid highway program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Aid highway program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the City of Adrian.

Dated: \_\_\_\_\_

\_\_\_\_\_  
 Dane C. Nelson, City Administrator  
 City of Adrian

Dated: \_\_\_\_\_

\_\_\_\_\_  
 Heather Lasky, Human Resources Director  
 City of Adrian

## APPENDICES TO STANDARD TITLE VI ASSURANCES

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

**(1) Compliance with Regulations:** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter "DOT" Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

**(2) Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

**(3) Solicitation for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

**(4) Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Michigan Department of Transportation or the (Name of the appropriate administration) as appropriate, and shall set forth what efforts it has made to obtain the information.

**(5) Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, City of Adrian shall impose such contract sanctions as it or the Michigan Department of Transportation may determine to be appropriate, including but not limited to:

- (a) withholding of payments to the contractor under the contract until the contractor complies, and/or
- (b) cancellation, termination or suspension of the contract, in whole or in part.

**(6) Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The contractor shall take such action with respect to any subcontract or procurement as City of Adrian or the Michigan Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such directions, the contractor may request City of Adrian to enter into such litigation to protect City of Adrian, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

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

**RESOLUTION**

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

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

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

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

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

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

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

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

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, the above resolution was \_\_\_\_\_ by a \_\_\_\_\_ vote.

R-2

# Memorandum

**To:** Honorable Mayor McDowell  
**CC:** Dane Nelson, Jeff Pardee, City Commissioners  
**From:** Marcia Bohannon, Transportation Coordinator  
**Date:** January 11, 2011  
**Subject:** Vehicle Purchase

The City of Adrian Dial-a-Ride has received (2) agreements:

Agreement No: 2007-0156, Authorization No: Z6  
This is a FY 2009 Section 5311 Capital ARRA contract. \$52,162.00  
For the purchase of up to one < 30 ft bus.

Agreement No: 2007-0156, Authorization No: Z5  
This is a FY 2009 Section 5311 Capital/Congestion Mitigation and Air  
Quality Improvement Program and Small Cities (5,000 - 50,000)  
Program. Total amount: \$244,000  
For the purchase of Telephone system, up to one bus, up to two buses.

The Dial-A-Ride department respectfully requests that the bid process  
be waived for the purchase of (2) vehicles and the vehicles to be  
purchased off the State Purchasing Contract. (MIDeal)

Vendor: Hoekstra Transportation, Inc.  
(1) 26-ft bus (14+2) passenger bus w/ lift \$111,642.00  
(1) 26-ft bus (14+2) passenger bus w/ lift \$111,642.00

Funding to be received from Auth: Z6, leaving a \$0.00 balance and  
remaining expense to be charged to Auth: Z5.

Your consideration to the request is appreciated.

Sincerely,

*Marcia Bohannon*

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

**RESOLUTION**

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

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

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

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

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

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

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

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

R-3



**MEMO**

Date: January 12, 2011

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

From: Jeffrey C. Pardee, Finance Director

**Re: Authorization for Deferment of Taxes and Waiver of Property Tax Penalty  
for Senior Citizens and Certain Other Qualified Taxpayers**

Section 44 of the General Property Tax Act (MCL 211.44) establishes the authority for collection of property taxes by the City Treasurer, as well as the authority to levy penalties on taxes that fall delinquent. Furthermore, Public Act No. 166 of 1977 requires the governing body of a city to defer payment of summer taxes to the winter tax payment due date (February 14), without imposition of the late penalty charge on the principle residence for senior citizens, blind persons, persons totally and permanently disabled and certain others defined by Public Act 281 of 1967, as amended.

Based on the foregoing, I respectfully recommend that the City Commission authorize the deferment of summer taxes on the principle residence of eligible persons, with household income for the preceding calendar year not more than \$40,000, to February 14, 2012 without imposition of the three (3%) percent late penalty fee. The attached resolution has been prepared for consideration by the City Commission at its regularly scheduled meeting of January 18, 2011.

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

# Application for Deferment of Summer Taxes

Issued under authority of Public Act 206 of 1893; MCL 211.51

**INSTRUCTIONS:** File this application with the Treasurer of your city, village or township. You may file your intent to defer until September 15, or until the date your summer taxes are due, whichever is later. **Do NOT file with the State Treasurer's Office.**

**NOTE:** Though filing of this form is voluntary, your tax due date will not be extended unless this form is filed. The local Treasurer may require additional documentation to verify your claim.

|  |  |  |  |
|--|--|--|--|
| Last Name  |  | First Name   | M.I.   |
| Telephone Number   |  | Property Identification Number   |  |
| Address of Principal Residence (Street Number and Name, City, State, ZIP Code) |  | Name of City, Township, or Village (Taxing Authority)<br><b>CITY OF ADRIAN</b> |  |
|  |  | <input type="checkbox"/> City  | <input type="checkbox"/> Township <input type="checkbox"/> Village |

I hereby request that the treasurer of the above-noted municipality defer the due date of the summer taxes on the property identified above, without penalty or interest charges, until February 15 (Payment must be received on or before February 14 to avoid penalty and interest) based on the following qualification:

(Check 1 or 2 below to identify your basis for this application. Select one choice only.)

(1) **Principal Residence:**

I certify that my gross household income for the preceding calendar year did not exceed \$40,000 and that I qualify for the deferment provided for in the General Property Tax Act under the classification marked below:

- 62 years of age or older, including the unmarried surviving spouse of a person who was 62 years of age or older at the time of death.
- Paraplegic, Hemiplegic, or Quadriplegic
- Eligible Serviceperson, Eligible Veteran, Eligible Widow or Widower
- Blind Person
- Totally and Permanently Disabled

(2) **Agricultural Real Property:**

I certify that I own the above property, which is classified or used as agricultural real property, and that the gross receipts of agricultural or horticultural operations in the previous year (or the average gross receipts for such operations in the previous three years) is not less than my household income for the preceding calendar year.

*I understand that if this deferment is approved, the deferred taxes must be paid on or before February 14 in order to avoid penalty and interest. I also understand that misleading or false statements on this application may subject me to penalties and interest for late payment of taxes.*

|                       |      |
|-----------------------|------|
| Applicant's Signature | Date |
|-----------------------|------|

|                              |      |
|------------------------------|------|
| Deferment Approval Signature | Date |
|------------------------------|------|

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

**RESOLUTION**

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

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

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

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

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

R-4

# MEMO \_\_\_\_\_

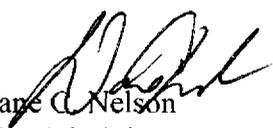


DATE: January 13, 2011  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Contract Extension for Downtown Trash & Recycling

On August 6, 2007, the City Commission approved a resolution to retain the services of Allied Waste for waste management services within the downtown development district. The Downtown Development Authority requested an extension of the current contract with Allied at the current rates through June 30, 2011.

Allied has provided quality service, and I recommend that their contract be extended through June 30, 2011. I urge your favorable consideration authorizing this contract extension.

Respectfully submitted,

  
Dane C. Nelson  
City Administrator

DCN:bjw

R-4



downtown



adrian

January 11, 2011

To: Honorable Gary McDowell, Mayor

cc: City Commission  
Dane C. Nelson, City Administrator  
Jeffrey C. Pardee, Finance Director

This correspondence supports the DDA's request to extend the contract for downtown trash and re-cycling with Allied Waste Systems through June 30, 2011. Initially, there was the possibility of coupling the downtown contract with the city-wide contract, but when that did not occur, we began talking with Allied about extending their contract so that we could adequately prepare for an ongoing multi-year contract.

In addition to the above, we would like to extend the contract so that the contract period is consistent with our fiscal year. This extension allows us to maintain our present cost levels without increase until at least July 1, 2011, and helps us plan around the new city parking lot repaving plan. We anticipate creating concealed dumpster sites to visually improve our downtown, like the one currently being built in the Toledo Street lot behind City Hall.

If you should have any questions or need additional information, please don't hesitate to contact me.

Best Regards,

Christopher D. Miller  
DDA and Economic Development Coordinator

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

**RESOLUTION**

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the extension of the current contract with Allied Waste Services of Adrian, Michigan for the period October 1, 2010 through June 30, 2011 to provide waste collection services in downtown Adrian at a cost not to exceed \$2,403 per month or a total of \$21,627 for the 9-month timeframe.

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



# REGULAR AGENDA



**MEMO**

Date: January 7, 2011

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

From: Heather Lasky, Human Resources Director *H. Lasky*

**Re: Civil Rights Act of 1964 – Title VI Environmental Justice Non-Discrimination Compliance Plan**

The Civil Rights Act of 1964 (Public Law 88-352, 78 Stat. 241, enacted July 2, 1964) was a landmark piece of legislation in the United States that outlawed major forms of discrimination against blacks and women, including racial segregation. Title VI (Section 601) declares it to be the policy of the United States that discrimination on the ground of race, color, or national origin shall not occur in connection with programs and activities receiving Federal financial assistance and authorizes and directs the appropriate Federal departments and agencies to take action to carry out this policy.

Section 602 directs each Federal agency administering a program of Federal financial assistance by way of grant, contract, or loan to take action pursuant to rule, regulation, or order of general applicability to effectuate the principle of section 601 in a manner consistent with the achievement of the objectives of the statute authorizing the assistance. In seeking the effect compliance with its requirements imposed under section 602, an agency is authorized to terminate or to refuse to grant or to continue assistance under a program to any recipient as to whom there has been an express finding pursuant to a hearing of a failure to comply with the requirements under that program, and it may also employ any other means authorized by law. However, each agency is directed first to seek compliance with its requirements by voluntary means.

In order to comply with the foregoing federal statutes and, thereby, ensure continued eligibility for federal financial assistance (particularly from the Department of Transportation for road improvements and Dial-A-Ride operations), the City of Adrian has prepared the attached Title VI Environmental Justice Non-Discrimination Compliance Plan. The attached resolution has been prepared for consideration by the City Commission at its regularly scheduled meeting of January 18, 2011.

I respectfully recommend adoption of this resolution, establishing a Title VI Environmental Justice Non-Discrimination Compliance Plan for the City of Adrian, effective January 19, 2011, consistent with Section 601 of the Civil Rights Act of 1964 (Public Law 88-352, 78 Stat. 241). If you have any questions or need for further information, please contact my office.

# City of Adrian

## TITLE VI - ENVIRONMENTAL JUSTICE NON-DISCRIMINATION COMPLIANCE PLAN



January 18, 2011

## POLICY STATEMENT

The City of Adrian is committed to ensuring that the fundamental principles of equal opportunity are upheld in all decisions involving our employees, contractors and consultants and to ensuring that the public-at-large is afforded access to our programs and services.

To that end, no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any City of Adrian program or activity on the grounds of race, color, national origin, income, sex, age or disability. City of Adrian assures all its programs and activities will be free from discrimination, whether those programs and activities are federally funded or not.

City of Adrian involves all of its employees in implementing its Title VI/Environmental Justice Program. The City Administrator for City of Adrian is responsible to ensure City of Adrian's compliance with the Title VI/EJ implementing regulations.

Inquiries concerning City of Adrian's policies, investigations, complaints, compliance with applicable laws, regulations, and concerns regarding compliance with Title VI/Environmental Justice may be directed to:

Dane C. Nelson, City Administrator  
City of Adrian  
135 E. Maumee Street  
Adrian, Michigan 49221

(517)264-4831  
[dnelson@ci.adrian.mi.us](mailto:dnelson@ci.adrian.mi.us)

This policy statement will be circulated throughout City of Adrian and be included by reference in all contracts, agreements, programs and services where by City of Adrian receives federal financial assistance from the U.S. Department of Transportation.

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

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

## **Summary of Applicable Legal Authority**

Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000-4; 42 USC 4601 to 4655; 23 USC 109(h);

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, national origin (including Limited English Proficiency), or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, low income, and disability.

The Civil Rights Restoration Act of 1987 also broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

Federal Aid Highway Act of 1973, 23 USC 324: No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

Age Discrimination Act of 1975, 42 USC 6101: No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

Americans With Disabilities Act of 1990 PL 101-336: No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a state or a local government.

Section 504 of the Rehabilitation Act of 1973: No qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

USDOT Order 1050.2: Standard Title VI Assurances

EO 12250: Department of Justice Leadership and coordination of Non-discrimination Laws.

EO 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations; and

28 CFR 50.3: Guidelines for the enforcement of Title VI, Civil Rights Act of 1964.

EO 13166: Improving Access to Services for Persons with Limited English Proficiency

## Definitions

Adverse Effects -- The totality of significant individual or cumulative human health or environmental effects, including interrelated social and economic effects, which may include, but are not limited to: (See Appendix B for additional discussion of "significant.")

- a. bodily impairment, infirmity, illness or death
- b. air, noise, and water pollution and soil contamination
- c. destruction or disruption of man-made or natural resources
- d. destruction or diminution of aesthetic values
- e. destruction or disruption of community cohesion or a community's economic vitality
- f. destruction or disruption of the availability of public and private facilities and services
- g. adverse employment effects
- h. displacement of persons, businesses, farms, or nonprofit organizations
- i. increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community
- j. denial of, reduction in, or significant delay in the receipt of benefits of City of Adrian programs, policies, or activities

Significant Adverse Effects on Minority and Low-Income Populations -- An adverse affect that:

- a. is predominately borne by a minority population and/or a low-income population, or
- b. will be suffered by the minority population and/or low-income population and is shown to be appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population

Limited English Proficiency -- Individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit provided by the transportation provider or other City of Adrian agency.

Federal Assistance -- includes grants and loans of federal funds; the grant or donation of federal property and interests in property; the detail of federal personnel, Federal property of any interest in such property without consideration or at a nominal consideration or at a consideration which is reduced for the purpose of assisting the City of Adrian, or in recognition of the public interest to be served by such sale or lease to the City of Adrian; and any federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.

Low-Income -- A person whose median household income is at or below the Department of Health and Human Services poverty guidelines. (<http://aspe.os.dhhs.gov/poverty/poverty.htm>)

Low-Income Population -- Any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City of Adrian program, policy or activity.

Minority -- A person who is:

- a. Black -- a person having origins in any of the black racial groups of Africa;
- b. Hispanic -- a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
- c. Asian American-- a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands; or
- d. American Indian and Alaskan Native -- a person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

Minority Population -- Any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City of Adrian program, policy or activity.

Noncompliance -- Recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI/Environmental Justice and related statutes.

Persons -- where designation of persons by race, color, or national origin is required, the following designations ordinarily may be used: "White not of Hispanic origin," "Black not of Hispanic origin," "Hispanic," "Asian or Pacific Islander," "American Indian or Alaskan Native." Additional subcategories based on national origin or primary language spoken may be used, where appropriate, on either a national or a regional basis.

Program -- includes any multi-modal or bridge project including project planning, or any activity for the provision of services, financial aid, or other benefits to individuals. This includes education or training, work opportunities, health, welfare, rehabilitation, housing, or other services, whether provided directly by the City of Adrian or federal financial assistance or provided by others through contracts or other arrangements with the City of Adrian.

Recipient -- any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof, but does not include any ultimate beneficiary under any such program.

Sub-recipient -- An agency such as a council of governments, regional planning agency, educational institution, for example, that receives Federal Highway Administration (FHWA) funds through the State DOTs and not directly from the FHWA. Other agencies, local governments, contractors, consultants that receive these funds are all considered sub-recipients.

### **Administration – General**

The City Administrator shall have ultimate responsibility for the administration of the City of Adrian's Title VI/Environmental Justice (Title VI/EJ) and related statutes program, plan, and assurances. The City Administrator delegates to the Director of Human Resources the day-to-day coordination of the City of Adrian's Title VI/Environmental Justice (Title VI/EJ) and related statutes program, plan, and assurances.

### **Information Dissemination**

The City of Adrian will disseminate Title VI/EJ Program information to City of Adrian employees and make such information available to the general public. Title VI/EJ Program information will be submitted to sub-recipients, contractors, and beneficiaries of Federal financial assistance. Public dissemination will include: inclusion of Title VI/EJ language in contracts and publishing the Title VI/EJ Policy Statement on the City of Adrian's internet website.

Title VI information shall be disseminated to City of Adrian employees via the Employee Education form (see Appendix A) in payroll envelopes. This form reminds employees of the City of Adrian's Title VI/EJ policy statement, and of their Title VI responsibilities in their daily work and duties.

During New Employee Orientation, new employees shall be informed of the provisions of Title VI, and the City of Adrian's expectations to perform their duties accordingly. All employees shall be provided a copy of the Title VI Plan and are required to sign the Acknowledgement of Receipt (see Appendix B).

### **Subcontracts and Vendors**

All subcontractors and vendors who receive payments from City of Adrian where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended. Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

### **Remedial Action**

City of Adrian will be vigilant in monitoring Title VI/EJ deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it (them) in writing to effect compliance may not exceed 90 days from the date deficiencies are found.

## **Complaints**

If any individual believes that s/he or any other program beneficiaries have been the object of an unequal treatment or discrimination as to the receipt of benefits and/or services, or on the grounds of race, color, national origin (including Limited English Proficiency), sex, age, or handicap, s/he may exercise their right to file a complaint with City of Adrian. Complaints may be filed with the City Administrator or Human Resources Director. Every effort will be made to resolve complaints informally at the lowest level. Complaints may also be filed directly with the Federal Highway Administration.

Complainants may file a signed, written complaint up to one hundred and eighty (180) days from the date of the alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant

The Title VI Complaint Form (see Appendix C) may be used to submit the complaint information. The complaint may be filed in writing with the **City of Adrian** at the following address:

*City of Adrian-Human Resources Department  
135 E. Maumee Street  
Adrian, MI 49221*

NOTE: The **City of Adrian** encourages complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.

### **What happens to the complaint after it is submitted?**

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by the City of Adrian will be directly addressed by the City of Adrian. The City of Adrian shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, the City of Adrian shall make every effort to address all complaints in an expeditious and thorough manner.

A letter of acknowledging receipt of complaint will be mailed within seven days (Appendix D). Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

## **Complaint Review Process**

The City Administrator, or her/his designee, will review the complaint upon receipt to ensure that relevant information is provided, the complaint is timely, and meets jurisdiction.

The complaint shall be investigated, unless:

- The complaint is withdrawn.
- The complainant fails to provide required information.
- The complaint is filed beyond the 180-day timeframe.
- The complainant is not part of a protected group.
- The complaint is determined to be more appropriately reviewed under a jurisdiction other than City of Adrian. If this is the case, the complainant will be directed to the appropriate agency.

Upon determination that the complaint warrants a City of Adrian investigation, the complainant is sent a letter, acknowledging receipt of the complaint, and giving the name of the investigator.

The respondent – the person alleged to have committed the discrimination -- is notified by mail that s/he has been named in a complaint. The letter also includes the investigator's name and informs the respondent that s/he will be contacted for an interview.

## **Investigation Plan**

The investigator shall prepare a written plan, which includes, but is not limited to the following:

- Names of the complainant(s) and respondent(s);
- Basis for the complaint;
- Issues, events or circumstances that caused the person to believe that s/he has been discriminated against;
- Information needed to address the issue;
- Criteria, sources necessary to obtain the information;
- Identification of key people;
- Estimated investigation time line;
- Remedy sought by the complainant(s).

## **Conducting the Investigation**

- The investigation will address only those issues relevant to the allegations in the complaint.
- Confidentiality will be maintained as much as possible.
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case.
- A chronological contact sheet is maintained in the case file throughout the investigation.

## **Investigation Procedures**

### Investigation Plan:

The investigator shall prepare a written plan, which includes, but is not limited to:

- Name(s) of the complainant(s)
- Basis for the complaint
- Any additional information needed
- Criteria and sources needed to obtain additional information
- Identify key people
- Estimated investigation time-line
- Remedy sought by the complainant(s)

### Conducting the Investigation:

- The investigation will address only those issues relevant to the allegations of the complaint.
- Confidentiality will be maintained as much as possible.
- Interviews will be conducted with those persons involved and evidence will be gathered.
- A chronological contact sheet will be maintained in the case file.

### Investigation Reporting Process:

- Within 35 days of receiving the complaint, the investigator prepares a report and submits it and any supporting documentation to the City Administrator for review.
- The City Administrator will review the file and a determination will be made as to "probable cause" or "no probable cause" and a final decision letter is prepared.

### **How will the complainant be notified of the outcome of the complaint?**

The City of Adrian will send a final written response letter (see Appendix E or F) to the complainant. In the letter notifying complainant that the complaint is not substantiated (Appendix F), the complainant is also advised of his or her right to 1) appeal within seven calendar days of receipt of the final written decision from the City of Adrian, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the FTA. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

Once sufficient information for investigating the complaint is received by the City of Adrian, a written response may be drafted subject to review by the City Attorney. If appropriate, the City Attorney may administratively close the complaint. In this case, the City of Adrian will notify the complainant of the action as soon as possible.

Use of the Complaint Form is not necessary for the complainant. Rather, it is intended to help the complainant provide enough information to begin processing the complaint.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor – TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

Michigan Department of Transportation  
Attention: EEO Officer  
425 W. Ottawa  
Lansing, Michigan 48909

### **Internal Complaint Processing**

- The Human Resources Director, acting as the Title VI Coordinator, will review all internal complaints upon receipt to ensure that all information is provided, the complaint meets the 180-day filing deadline and meets jurisdiction.
- The Human Resources Director will then investigate the complaint, unless it is withdrawn. If the complaint is against the Human Resources Director, then the City Administrator will investigate the complaint. If the complaint is against the City Administrator, then the Mayor will investigate the complaint.
- If the complaint warrants a full investigation, the complainant will be notified in writing by certified mail. This notice will give the name of the investigator and/or investigating agency. The City will also notify MDOT of the investigation to determine if the City shall proceed with the complaint with or without the assistance of MDOT.
- The alleged perpetrator shall also be notified by certified mail as to the complaint. This letter will also include the investigator's name and will request that this person be available for an interview.

### **Reporting Requirements to an External Agency**

A copy of the complaint, together with a copy of the investigation report and the City Administrator's final decision letter will be forwarded to the Michigan Department of Transportation within 60 days of the date the complaint was received.

### **Records**

All records will be kept in a confidential manner and be on file for a period of five (5) years.

## **Appendix A      Employee Education Form**

### **Title VI Policy**

No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

All employees of the City of Adrian are expected to consider, respect, and observe this policy in their daily work and duties. If a citizen approaches you with a question or complaint, direct him or her to our Title VI Coordinator (Human Resources Director).

In all dealings with citizens, use courtesy titles (i.e. Mr., Mrs., Ms., or Miss) to address them without regard to race, color or national origin.

**Appendix B      Acknowledgement of Receipt of Title VI Plan**

I hereby acknowledge the receipt of the City of Adrian Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A.

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Date

**Appendix C TITLE VI COMPLAINT FORM**

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." If you feel you have been discriminated against in transit services, please provide the following information in order to assist us in processing your complaint and send it to:

Provide address here

Please print clearly:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_,

Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

\_\_\_\_\_ (message)

Person discriminated against: \_\_\_\_\_

Address of person discriminated against:

\_\_\_\_\_

City, State, Zip Code:

\_\_\_\_\_

Please indicate why you believe the discrimination occurred:

- \_\_\_\_\_ race or color
- \_\_\_\_\_ national origin
- \_\_\_\_\_ income
- \_\_\_\_\_ other

What was the date of the alleged discrimination?

\_\_\_\_\_

Where did the alleged discrimination take place?

\_\_\_\_\_

Please describe the circumstances as you saw it (attach additional pages, if necessary):

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Please list any and all witnesses' names and phone numbers:

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What type of corrective action would you like to see taken?

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Please attach any documents you have which support the allegation. Then date and sign this form and send to the Title VI Coordinator at:

City of Adrian  
Department of Human Resources  
135 E. Maumee Street  
Adrian, MI 49221

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print your name

**APPENDIX D Letter Acknowledging Receipt of Complaint**

Today's Date

Ms. Jo Doe  
1234 Main St.  
Adrian, MI 49221

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against the City of Adrian, alleging:

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An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning 517 264-4883, or write to me at this address.

City of Adrian – Title VI Coordinator  
Department of Human Resources  
135 E. Maumee Street  
Adrian, MI 49221

Sincerely,

Director of Human Resources  
Title VI Coordinator

**APPENDIX E Letter Notifying Complainant that the Complaint Is Substantiated**

Today's Date

Ms. Jo Doe  
1234 Main St.  
Adrian, MI 49221

Dear Ms. Doe:

The matter referenced in your letter of \_\_\_\_\_ (date) against the City of Adrian alleging Title VI violation has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of the program. ***(If a hearing is requested, the following sentence may be appropriate.)*** You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

Director of Human Resources  
Title VI Coordinator

**APPENDIX F Letter Notifying Complainant that the Complaint Is Not Substantiated**

Today's Date

Ms. Jo Doe  
1234 Main St.  
Adrian, MI 49221

Dear Ms. Doe:

The matter referenced in your complaint of \_\_\_\_\_ (date) against the City of Adrian alleging \_\_\_\_\_ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964, had in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

The City of Adrian has analyzed the materials and facts pertaining to your case for evidence of the City's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to 1) appeal within seven calendar days of receipt of this final written decision from the City of Adrian, and/or 2) file a complaint externally with the Michigan Department of Transportation or U.S. Department of Transportation and/or the Federal Transit Administration at:

Michigan Department of Transportation  
Attention: EEO Officer  
425 W. Ottawa  
Lansing, Michigan 48909

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor - TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.

Sincerely,

Director of Human Resources  
Title VI Coordinator

## APPENDIX G CITY OF ADRIAN TITLE VI ASSURANCE

City of Adrian HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-2 42 USC 2000d-4 (“the Act”) and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of gender, race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the City of Adrian receives Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a)(1) of the Regulations.

More specifically and without limiting the above general assurance, the City of Adrian hereby gives the following specific assurances with respect to the Federal Aid highway program:

1. That each “program” and each “facility” as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a “program”) conducted, or will be (with regard to a “facility”) operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the City of Adrian shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and, in adapted form, in all proposals for negotiated agreements:

“The City of Adrian, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, disability, race, color, or national origin in consideration for an award.”

3. That the City of Adrian shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.

4. That where the City of Adrian receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
5. That where the City of Adrian receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
6. That this assurance obligates the City of Adrian for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the City of Adrian or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; of (b) the period during which the City of Adrian retains ownership or possession of the property.
7. The City of Adrian shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom (s)he delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the City of Adrian under the Federal Aid highway program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Aid highway program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the City of Adrian.

Dated: \_\_\_\_\_

\_\_\_\_\_  
 Dane C. Nelson, City Administrator  
 City of Adrian

Dated: \_\_\_\_\_

\_\_\_\_\_  
 Heather Lasky, Human Resources Director  
 City of Adrian

## APPENDICES TO STANDARD TITLE VI ASSURANCES

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

**(1) Compliance with Regulations:** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter "DOT" Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

**(2) Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

**(3) Solicitation for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

**(4) Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Michigan Department of Transportation or the (Name of the appropriate administration) as appropriate, and shall set forth what efforts it has made to obtain the information.

**(5) Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, City of Adrian shall impose such contract sanctions as it or the Michigan Department of Transportation may determine to be appropriate, including but not limited to:

- (a) withholding of payments to the contractor under the contract until the contractor complies, and/or
- (b) cancellation, termination or suspension of the contract, in whole or in part.

**(6) Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The contractor shall take such action with respect to any subcontract or procurement as City of Adrian or the Michigan Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such directions, the contractor may request City of Adrian to enter into such litigation to protect City of Adrian, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

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

**RESOLUTION**

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

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

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

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

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

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

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

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

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, the above resolution was \_\_\_\_\_ by a \_\_\_\_\_ vote.

R-2

# Memorandum

**To:** Honorable Mayor McDowell  
**CC:** Dane Nelson, Jeff Pardee, City Commissioners  
**From:** Marcia Bohannon, Transportation Coordinator  
**Date:** January 11, 2011  
**Subject:** Vehicle Purchase

The City of Adrian Dial-a-Ride has received (2) agreements:

Agreement No: 2007-0156, Authorization No: Z6  
This is a FY 2009 Section 5311 Capital ARRA contract. \$52,162.00  
For the purchase of up to one < 30 ft bus.

Agreement No: 2007-0156, Authorization No: Z5  
This is a FY 2009 Section 5311 Capital/Congestion Mitigation and Air  
Quality Improvement Program and Small Cities (5,000 - 50,000)  
Program. Total amount: \$244,000  
For the purchase of Telephone system, up to one bus, up to two buses.

The Dial-A-Ride department respectfully requests that the bid process  
be waived for the purchase of (2) vehicles and the vehicles to be  
purchased off the State Purchasing Contract. (MIDeal)

Vendor: Hoekstra Transportation, Inc.  
(1) 26-ft bus (14+2) passenger bus w/ lift \$111,642.00  
(1) 26-ft bus (14+2) passenger bus w/ lift \$111,642.00

Funding to be received from Auth: Z6, leaving a \$0.00 balance and  
remaining expense to be charged to Auth: Z5.

Your consideration to the request is appreciated.

Sincerely,



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

**RESOLUTION**

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

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

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

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

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

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

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

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

R-3



**MEMO**

Date: January 12, 2011

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

From: Jeffrey C. Pardee, Finance Director

**Re: Authorization for Deferment of Taxes and Waiver of Property Tax Penalty  
for Senior Citizens and Certain Other Qualified Taxpayers**

Section 44 of the General Property Tax Act (MCL 211.44) establishes the authority for collection of property taxes by the City Treasurer, as well as the authority to levy penalties on taxes that fall delinquent. Furthermore, Public Act No. 166 of 1977 requires the governing body of a city to defer payment of summer taxes to the winter tax payment due date (February 14), without imposition of the late penalty charge on the principle residence for senior citizens, blind persons, persons totally and permanently disabled and certain others defined by Public Act 281 of 1967, as amended.

Based on the foregoing, I respectfully recommend that the City Commission authorize the deferment of summer taxes on the principle residence of eligible persons, with household income for the preceding calendar year not more than \$40,000, to February 14, 2012 without imposition of the three (3%) percent late penalty fee. The attached resolution has been prepared for consideration by the City Commission at its regularly scheduled meeting of January 18, 2011.

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

# Application for Deferment of Summer Taxes

Issued under authority of Public Act 206 of 1893; MCL 211.51

**INSTRUCTIONS:** File this application with the Treasurer of your city, village or township. You may file your intent to defer until September 15, or until the date your summer taxes are due, whichever is later. **Do NOT file with the State Treasurer's Office.**

**NOTE:** Though filing of this form is voluntary, your tax due date will not be extended unless this form is filed. The local Treasurer may require additional documentation to verify your claim.

|  |  |  |  |
|--|--|--|--|
| Last Name  |  | First Name   | M.I.   |
| Telephone Number   |  | Property Identification Number   |  |
| Address of Principal Residence (Street Number and Name, City, State, ZIP Code) |  | Name of City, Township, or Village (Taxing Authority)<br><b>CITY OF ADRIAN</b> |  |
|  |  | <input type="checkbox"/> City  | <input type="checkbox"/> Township <input type="checkbox"/> Village |

I hereby request that the treasurer of the above-noted municipality defer the due date of the summer taxes on the property identified above, without penalty or interest charges, until February 15 (Payment must be received on or before February 14 to avoid penalty and interest) based on the following qualification:

(Check 1 or 2 below to identify your basis for this application. Select one choice only.)

(1) **Principal Residence:**

I certify that my gross household income for the preceding calendar year did not exceed \$40,000 and that I qualify for the deferment provided for in the General Property Tax Act under the classification marked below:

- 62 years of age or older, including the unmarried surviving spouse of a person who was 62 years of age or older at the time of death.
- Paraplegic, Hemiplegic, or Quadriplegic
- Eligible Serviceperson, Eligible Veteran, Eligible Widow or Widower
- Blind Person
- Totally and Permanently Disabled

(2) **Agricultural Real Property:**

I certify that I own the above property, which is classified or used as agricultural real property, and that the gross receipts of agricultural or horticultural operations in the previous year (or the average gross receipts for such operations in the previous three years) is not less than my household income for the preceding calendar year.

*I understand that if this deferment is approved, the deferred taxes must be paid on or before February 14 in order to avoid penalty and interest. I also understand that misleading or false statements on this application may subject me to penalties and interest for late payment of taxes.*

|                       |      |
|-----------------------|------|
| Applicant's Signature | Date |
|-----------------------|------|

|                              |      |
|------------------------------|------|
| Deferment Approval Signature | Date |
|------------------------------|------|

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

**RESOLUTION**

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

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

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

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

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

R-4

# MEMO

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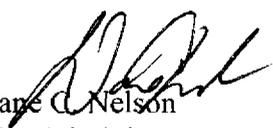


DATE: January 13, 2011  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Contract Extension for Downtown Trash & Recycling

On August 6, 2007, the City Commission approved a resolution to retain the services of Allied Waste for waste management services within the downtown development district. The Downtown Development Authority requested an extension of the current contract with Allied at the current rates through June 30, 2011.

Allied has provided quality service, and I recommend that their contract be extended through June 30, 2011. I urge your favorable consideration authorizing this contract extension.

Respectfully submitted,

  
Dane C. Nelson  
City Administrator

DCN:bjw

R-4



downtown



adrian

January 11, 2011

To: Honorable Gary McDowell, Mayor

cc: City Commission  
Dane C. Nelson, City Administrator  
Jeffrey C. Pardee, Finance Director

This correspondence supports the DDA's request to extend the contract for downtown trash and re-cycling with Allied Waste Systems through June 30, 2011. Initially, there was the possibility of coupling the downtown contract with the city-wide contract, but when that did not occur, we began talking with Allied about extending their contract so that we could adequately prepare for an ongoing multi-year contract.

In addition to the above, we would like to extend the contract so that the contract period is consistent with our fiscal year. This extension allows us to maintain our present cost levels without increase until at least July 1, 2011, and helps us plan around the new city parking lot repaving plan. We anticipate creating concealed dumpster sites to visually improve our downtown, like the one currently being built in the Toledo Street lot behind City Hall.

If you should have any questions or need additional information, please don't hesitate to contact me.

Best Regards,

Christopher D. Miller  
DDA and Economic Development Coordinator

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

**RESOLUTION**

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the extension of the current contract with Allied Waste Services of Adrian, Michigan for the period October 1, 2010 through June 30, 2011 to provide waste collection services in downtown Adrian at a cost not to exceed \$2,403 per month or a total of \$21,627 for the 9-month timeframe.

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



# MISCELLANEOUS

M-1

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

ADRIAN D.A.R.T. PASSENGER RIDERSHIP REPORT FOR DECEMBER 2010

| WEEK END: | DEC 3 | DEC 10 | DEC 17 | DEC 24 | DEC 31 | TOTAL |
|-----------|-------|--------|--------|--------|--------|-------|
| MONDAY    | 0     | 340    | 272    | 300    | 268    | 1180  |
| TUESDAY   | 0     | 303    | 275    | 283    | 210    | 1071  |
| WEDNESDAY | 336   | 314    | 292    | 282    | 264    | 1488  |
| THURSDAY  | 332   | 337    | 313    | 232    | 178    | 1392  |
| FRIDAY    | 356   | 352    | 356    | 0      | 0      | 1064  |
|           |       | 1646   | 1508   | 1097   | 920    | 6195  |

| SERVICE DAYS   | DEC<br>2010<br>(21) | DEC<br>2009<br>(22) | +/-  | NOV<br>2010<br>(21) |
|----------------|---------------------|---------------------|------|---------------------|
| SENIORS        | 838                 | 640                 | 198  | 736                 |
| HDGP SENIORS   | 738                 | 965                 | -227 | 792                 |
| HANDICAPPED    | 2756                | 3037                | -281 | 2604                |
| WHEELCHAIRS ** | 292                 | 428                 | -136 | 379                 |
| GENERAL        | 1863                | 1777                | 86   | 1785                |
|                | 6195                | 6419                | -224 | 5917                |

RIDERSHIP INFORMATION INCLUDES NIGHT SERVICE.

| MONTH     | 2009  | 2010  | %    |
|-----------|-------|-------|------|
| JANUARY   | 7368  | 6532  | -11% |
| FEBRUARY  | 7417  | 6267  | -16% |
| MARCH     | 7540  | 7288  | -3%  |
| APRIL     | 6915  | 6388  | -8%  |
| MAY       | 6119  | 5598  | -9%  |
| JUNE      | 6453  | 5639  | -13% |
| JULY      | 6098  | 5747  | -6%  |
| AUGUST    | 5711  | 5986  | 5%   |
| SEPTEMBER | 5788  | 5759  | -1%  |
| OCTOBER   | 6440  | 5722  | -11% |
| NOVEMBER  | 5594  | 5917  | 6%   |
| DECEMBER  | 6419  | 6195  | -3%  |
|           | 77862 | 73038 | -6%  |

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

*m-2*

**DEPARTMENTAL REPORT**

**JANUARY 18, 2011**

|                                  | <b>DECEMBER<br/>2010</b> | <b>NOVEMBER<br/>2010</b> | <b>DECEMBER<br/>2009</b> | <b>YEAR-TO-DATE<br/>2010</b> | <b>YEAR TO DATE<br/>2009</b> |
|----------------------------------|--------------------------|--------------------------|--------------------------|------------------------------|------------------------------|
| <b>POLICE DEPARTMENT</b>         |                          |                          |                          |                              |                              |
| Complaints Answered              | 687                      | 759                      | 700                      | 9,833                        | 9,873                        |
| <b>VIOLATIONS</b>                |                          |                          |                          |                              |                              |
| Moving Citations                 | 101                      | 115                      | 89                       | 1,600                        | 1,049                        |
| 3-6 am Parking Tickets           | 293                      | 176                      | 77                       | 2,314                        | 1,828                        |
| Non-Moving Citations             | 15                       | 13                       | 25                       | 310                          | 370                          |
| Downtown Parking Tickets         | 0                        | 29                       | 14                       | 945                          | 1,861                        |
| TOTAL VIOLATIONS                 | 409                      | 333                      | 205                      | 5,169                        | 5,108                        |
| ARRESTS                          | 74                       | 112                      | 89                       | 1,387                        | 1,312                        |
| <b>FIRE DEPARTMENT (See M-4)</b> |                          |                          |                          |                              |                              |
| <b>INSPECTION DEPARTMENT</b>     |                          |                          |                          |                              |                              |
| Building Permits                 | 27                       | 22                       | 12                       | 311                          | 304                          |
| Electrical Permits               | 13                       | 20                       | 9                        | 228                          | 194                          |
| Mechanical Permits               | 18                       | 18                       | 20                       | 241                          | 220                          |
| Plumbing Permits                 | 7                        | 7                        | 6                        | 90                           | 65                           |
| Sidewalk Permits                 | 0                        | 0                        | 0                        | 10                           | 13                           |
| Sign Permits                     | 3                        | 1                        | 3                        | 56                           | 41                           |
| TOTAL PERMITS                    | 68                       | 68                       | 50                       | 936                          | 837                          |
| Estimated Bldg.Costs             | \$264,949                | \$78,782                 | \$45,732                 | \$6,570,016                  | \$3,878,466                  |
| <b>PARKING SYSTEM</b>            |                          |                          |                          |                              |                              |
| Meters in Operation              |                          |                          |                          |                              |                              |
| Parking Assessment               | \$5,205                  | \$0                      | \$772                    | \$34,861                     | \$14,320                     |
| Lot Revenue                      | \$0                      | \$852                    | \$0                      | \$2,643                      | \$4,404                      |
| Street Revenue                   | \$0                      | \$0                      | \$0                      | \$0                          | \$0                          |
| Misc. Revenue                    | \$7                      | \$11                     | \$0                      | \$186                        | \$155                        |
| Permits                          | \$50                     | \$125                    | \$762                    | \$19,136                     | \$17,576                     |
| Fines                            | \$220                    | \$285                    | \$230                    | \$4,699                      | \$7,756                      |
| Collection Fees                  | \$0                      | \$85                     | \$0                      | \$2,615                      | \$0                          |
| Token Sales                      | \$0                      | \$0                      | \$0                      | \$0                          | \$0                          |
| Contribut-GenFund                | \$0                      | \$0                      | \$0                      | \$6,000                      | \$26,000                     |
| TOTAL REVENUE                    | \$5,482                  | \$1,358                  | \$1,764                  | \$70,140                     | \$70,211                     |
| <b>WASTE WATER DEPARTMENT</b>    |                          |                          |                          |                              |                              |
| M. G. Pumped                     | 123.974                  | 124.432                  | 158.205                  | 1,686.396                    | 1,895.699                    |
| Cost of Plant Operation *        |                          | \$292,663                | \$248,012                | \$3,678,813                  | \$3,666,239                  |
| <b>WATER DEPARTMENT</b>          |                          |                          |                          |                              |                              |
| M. G. Pumped                     | 80                       | 78                       | 78                       | 965                          | 1,028                        |
| Number of Customers              | 6,227                    | 6,246                    | 6,243                    |                              |                              |
|                                  | <b>Industrial</b>        | <b>Commercial</b>        | <b>Residential</b>       | <b>Other</b>                 | <b>TOTAL</b>                 |
| M. G. Sold Revenue               | \$19,761                 | \$72,872                 | \$107,724                | \$52,282                     | 54,733                       |
|                                  |                          |                          |                          |                              | \$252,639                    |

\*Figure not available

M-3

Adrian Fire Department  
Monthly Report  
December 2010

|  | Total            | Property Loss | Content Loss |
|--|------------------|---------------|--------------|
| <b>Fire</b>  |                  |               |              |
| Fire, Other  | 1                |               |              |
| Building fire                                      | 2                |               |              |
| Natural vegetation fire, Other                     | 1                |               |              |
|  | <hr/> 4          |               |              |
| <b>Overpressure/Rupture</b>                        |                  |               |              |
| Blasting agent explosion (no fire)                 | 1                |               |              |
|  | <hr/> 1          |               |              |
| <b>Rescue</b>                                      |                  |               |              |
| Rescue, EMS incident, other                        | 45               |               |              |
| Medical assist, assist EMS crew                    | 6                |               |              |
| EMS call, excluding vehicle accident with injury   | 124              |               |              |
| EMS call, PDA                                      | 4                |               |              |
| EMS call, refused treatment/transport              | 1                |               |              |
| Motor vehicle/pedestrian accident (MV Ped)         | 1                |               |              |
| Rescue or EMS standby                              | 1                |               |              |
|  | <hr/> 182        |               |              |
| <b>Hazardous Condition</b>                         |                  |               |              |
| Hazardous condition, Other                         | 2                |               |              |
| Gasoline or other flammable liquid spill           | 1                |               |              |
| Arcing, shorted electrical equipment               | 1                |               |              |
|  | <hr/> 4          |               |              |
| <b>Service Call</b>                                |                  |               |              |
| Service Call, other                                | 3                |               |              |
| Person in distress, Other                          | 1                |               |              |
| Smoke Investigation, No action taken               | 3                |               |              |
| Assist police or other governmental agency         | 1                |               |              |
| Assist invalid                                     | 3                |               |              |
| Unauthorized burning                               | 2                |               |              |
|  | <hr/> 13         |               |              |
| <b>Good Intent</b>                                 |                  |               |              |
| Dispatched & cancelled en route                    | 3                |               |              |
|  | <hr/> 3          |               |              |
| <b>False Alarm</b>                                 |                  |               |              |
| False alarm or false call, Other                   | 7                |               |              |
| System malfunction, Other                          | 1                |               |              |
| Smoke detector activation due to malfunction       | 1                |               |              |
| Alarm system sounded due to malfunction            | 1                |               |              |
| Smoke detector activation, no fire - unintentional | 1                |               |              |
| Alarm system activation, no fire - unintentional   | 1                |               |              |
|  | <hr/> 12         |               |              |
| <b>Severe Weather</b>                              |                  |               |              |
| <b>Special Type</b>                                |                  |               |              |
| <b>Total</b>                                       | <hr/> <b>219</b> |               |              |

## Adrian Fire Department 5 Year Response Comparison

|                      | Property Loss |                  | Content Loss    | Property Loss |                  | Content Loss    | Property Loss |                  | Content Loss     |
|----------------------|---------------|------------------|-----------------|---------------|------------------|-----------------|---------------|------------------|------------------|
|                      | 2010          | 2010             | 2010            | 2009          | 2010             | 2010            | 2005          | 2005             | 2005             |
| Fire                 | 57            | \$173,450        | \$80,600        | 64            | \$280,925        | \$98,600        | 82            | \$224,070        | \$643,000        |
| Overpressure/Rupture | 3             |                  |                 | 1             |                  |                 | 4             |                  |                  |
| Rescue               | 2072          |                  |                 | 2010          |                  |                 | 1686          |                  |                  |
| Hazardous Conditions | 112           |                  |                 | 61            |                  |                 | 77            |                  |                  |
| Service Call         | 190           |                  |                 | 168           |                  |                 | 118           |                  |                  |
| Good Intent          | 69            |                  |                 | 81            |                  |                 | 89            |                  |                  |
| False Alarm          | 111           |                  |                 | 120           |                  |                 | 99            |                  |                  |
| Severe Weather       | 35            |                  |                 | 0             |                  |                 | 1             |                  |                  |
| Special Type         | 7             |                  |                 | 4             |                  |                 | 1             |                  |                  |
|                      | <b>2656</b>   | <b>\$173,450</b> | <b>\$80,600</b> | <b>2509</b>   | <b>\$280,925</b> | <b>\$98,600</b> | <b>2157</b>   | <b>\$224,070</b> | <b>\$643,000</b> |

m4

**Oakwood Cemetery**  
**5 Year Revenue Comparison**  
**2006 - 2010**

| OAKWOOD CEMETERY                               | 2006*           | 2007*           | 2008*           | 2009            | 2010            |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>OPENINGS AND CLOSINGS</b>                   |                 |                 |                 |                 |                 |
| <b>BURIALS</b>                                 |                 |                 |                 |                 |                 |
| Resident                                       | 31              | 29              | 29              | 41              | 28              |
| Non-Resident                                   | 20              | 19              | 23              | 28              | 20              |
| <b>CREMATIONS</b>                              |                 |                 |                 |                 |                 |
| Resident                                       | 6               | 6               | 7               | 4               | 8               |
| Non-Resident                                   | 6               | 16              | 8               | 14              | 9               |
| <b>COLUMBARIUM</b>                             |                 |                 |                 |                 |                 |
| Resident                                       | 1               | 2               | 0               | 1               | 2               |
| Non-Resident                                   | 2               | 2               | 1               | 7               | 0               |
| TOTAL  | 66              | 74              | 68              | 95              | 67              |
| <b>TOTAL REVENUE FOR OPENINGS AND CLOSINGS</b> | <b>\$25,730</b> | <b>\$29,755</b> | <b>\$31,435</b> | <b>\$41,600</b> | <b>\$29,875</b> |
| <b>SALE OF GRAVE SPACES</b>                    |                 |                 |                 |                 |                 |
| <b>GRAVE SPACE</b>                             |                 |                 |                 |                 |                 |
| Resident                                       | 28              | 28              | 24              | 24              | 35              |
| Non-Resident                                   | 5               | 9               | 14              | 10              | 8               |
| <b>COLUMBARIUM</b>                             |                 |                 |                 |                 |                 |
| Resident                                       | 4               | 1               | 3               | 3               | 2               |
| Non-Resident                                   | 0               | 1               | 1               | 3               | 1               |
| TOTAL  | 37              | 39              | 42              | 40              | 46              |
| <b>TOTAL REVENUE FOR GRAVE SPACES</b>          | <b>\$17,125</b> | <b>\$20,975</b> | <b>\$22,500</b> | <b>\$20,135</b> | <b>\$23,425</b> |
| <b>FOUNDATIONS POURED</b>                      | <b>\$6,626</b>  | <b>\$7,619</b>  | <b>\$8,276</b>  | <b>\$8,992</b>  | <b>\$7,338</b>  |
| <b>LETTERING (ENGRAVING)</b>                   | <b>\$1,570</b>  | <b>\$870</b>    | <b>\$885</b>    | <b>\$2,040</b>  | <b>\$370</b>    |
| <b>REPLACEMENT DEEDS ISSUED</b>                |                 |                 | <b>\$50</b>     | <b>\$0</b>      | <b>\$0</b>      |
| <b>PET CEMETERY</b>                            |                 |                 |                 |                 |                 |
| Resident                                       |                 |                 | 3               | 0               | 0               |
| Non-Resident                                   |                 |                 | 6               | 0               | 0               |
| <b>TOTAL REVENUE PET CEMETERY</b>              |                 |                 | <b>\$980</b>    | <b>\$0</b>      | <b>\$0</b>      |
| <b>TOTAL REVENUE FOR OAKWOOD</b>               | <b>\$51,051</b> | <b>\$59,219</b> | <b>\$64,126</b> | <b>\$72,767</b> | <b>\$61,008</b> |
| <b>ST. JOSEPH AND ST. JOHNS</b>                |                 |                 |                 |                 |                 |
| <b>TOTAL REVENUE FOR ST. JOSEPH/ST. JOHNS</b>  | <b>\$14,743</b> | <b>\$9,265</b>  | <b>\$9,963</b>  | <b>\$13,087</b> | <b>\$8,684</b>  |
| <b>TOTAL REVENUE</b>                           | <b>\$65,794</b> | <b>\$68,484</b> | <b>\$74,089</b> | <b>\$85,854</b> | <b>\$69,692</b> |
| * Fee Increase (phased over 3 years)           |                 |                 |                 |                 |                 |