



PRE-MEETING AGENDA

ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
MAY 3, 2010
6:30 P.M.

The City Commission will meet in closed session on Monday, May 3, 2010, at 6:30 p.m., at the City Chambers Building, 159 E. Maumee St., to discuss the following:

- I. Closed Session to Discuss Real Estate Acquisition
- II. Other Items as Time Permits

NOTE: Time Change to 6:30 p.m. There will be no pre-meeting meal.



COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
MAY 3, 2010
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 APRIL 19, 2010 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- I V. PRESENTATION OF ACCOUNTS
- V. PRESENTATION
 - 1. **Rose for Mom** - Children will read their handwritten essays on why their Mothers are so special. To honor these special Moms, the Mayor will present a rose to each of them.
- V I. COMMUNICATIONS
 - 1. C-1. Downtown Development Authority – FY2009-10 Third Quarter Financial Reports
- V I I. CONSENT AGENDA
 - A. RESOLUTIONS
 - 1. CR10-017. Resolution to make temporary traffic control orders permanent at the intersections of Main and Maumee and Main and Toledo/Washburn by installing "STOP" signs with "4-Way" placards.
 - 2. CR10-018. Resolution to approve an agreement with MDOT to provide funding assistance for continued Dial-A-Ride services and authorizing the Mayor and City Clerk to execute said agreement on behalf of the City of Adrian.
 - 3. CR10-019. Resolution to approve a change in the streetlighting contract with Consumers Energy to remove and replace an existing light with an alternate light at the S. Main/S. Winter Street intersection.
 - 4. CR10-020. Resolution setting a Public Hearing to hear and consider comments to a submittal of an application for a Community Development Block for Economic Development Infrastructure Projects for Inteva Products, LLC.

5. CR10-021. Resolution setting a Public Hearing to hear and consider comments to submittal of an application for a CDBG Façade Grant for restoration of three downtown buildings.

V I I I. PUBLIC COMMENTS

I X. REGULAR AGENDA

A. SPECIAL ORDER

1. SO-1. Public Hearing to hear and consider comments to adoption of the FY2010-11 Budget & General Appropriations Act.

B. RESOLUTIONS

1. R10-057. Resolution to adopt the FY2010-11 Budget and General Appropriations Act.
2. R10-058. Resolution to retain Jones & Henry Engineers for design engineering services for the Sanitary Sewer Project and that the bid process be waived.
3. R10-059. Resolution to approve the modification of Park Concession Permit Fees and to add a new category for an annual permit that would cover all the city parks.
4. R10-060. Resolution to retain consultants for completion of the Parks & Recreation 5-Year Master Plan and a Parks Accessibility Analysis and approval of the resulting budget amendments.
5. R10-061. Resolution to approve the FY2009-10 Third Quarter Budget amendments.

X. MISCELLANEOUS

1. Parks & Recreation Programs Quarterly Report
2. Parks & Recreation Non-Resident Report

X I. PUBLIC COMMENTS

X I I. COMMISSION COMMENTS



MINUTES

**MINUTES
ADRIAN CITY COMMISSION
APRIL 19, 2010
7:00 P.M.**

Official proceedings of the April 19, 2010 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 Osborne, Warren, Carrico, Steele, DuMars and Clegg

Mayor McDowell in the Chair.

Commissioner Steele moved to approve the minutes of the April 5, 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 Voucher #3230 through #3237	\$ 115,578.90
General Fund Vouchers #19787 through #19807	\$ 268,330.77
Clearing Account Vouchers amounting to	<u>\$ 374,588.87</u>
TOTAL EXPENDITURES	<u>\$ 758,498.54</u>

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

PRESENTATION

1. Mayor's Youth Council members, Mitchell Ebeling, Samantha Stevens and Kylie Musolf, presented a check to Scott Whitehouse of the HOPE Center from funds they raised through one of their major projects, *The Taste of HOPE*.

RECOGNITION

1. Recognition of Liz Arnold, Recreation Program Supervisor, on receiving the Youth Council Advisor of the Year Award from the Michigan Recreation and Park Association for her outstanding efforts as advisor on the Mayor's Youth Council. Members of the Mayor's Youth Council presented the award to Ms. Arnold.
2. Recognition of Mayor Gary McDowell on receiving the Local Elected Official of the Year Award from the Michigan Recreation and Park

Association for his work and support of Adrian area youth. City Administrator Dane Nelson thanked Mayor McDowell for his dedication to leadership of our youth.

COMMUNICATIONS

1. C-1. Communication from Cutler-Dickerson in appreciation of receiving a Proclamation for their 100th Anniversary and for the city's purchasing policy of buying locally whenever possible.
2. C-2. FY2009-10 Third Quarter Financial Forecast

CONSENT AGENDA

RESOLUTION CR10-015

RE: DEPARTMENT OF FINANCE – FY2010-11 BUDGET AND GENERAL APPROPRIATIONS ACT – NOTICE OF PUBLIC HEARING

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

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission shall meet in the Commission Chambers, 159 E. Maumee Street, on Monday, May 3, 2010 at 7:00 p.m. for the purpose of hearing comments regarding the adoption of the proposed FY2010-11 Budget and General Appropriations Act.

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

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

RESOLUTION CR10-016

RE: PLANNING COMMISSION - APPOINTMENT TO BOARD

WHEREAS, the term of office of Khamis Al-Omari on the Planning Commission has expired, which has created a vacancy; and

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

WHEREAS, Mr. Al-Omari has informed the Planning Commission that he is unable to serve another term due to time constraints; and

WHEREAS, Mr. James S. Caldwell, 1226 Trenton Rd., has expressed a willingness to serve on the Planning Commission, if appointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the appointment of Mr. Caldwell.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the appointment of James S. Caldwell to the Planning Commission for a 3-year term, to expire in 2013.

On motion by Commissioner DuMars, seconded by Commissioner Clegg, Consent Resolutions CR10-015 through CR10-016 were adopted by a unanimous vote.

REGULAR AGENDA

SPECIAL ORDERS

1. SO-1. Public Hearing to hear and consider comments to Inteva's request that the City of Adrian Community Development Department be the authorized administrator of a CDBG Economic Infrastructure Grant.
2. SO-2. Public Hearing to hear and consider comments to approval of a Special Assessment Roll for delinquent single lot assessments.

The following people addressed the Commission regarding special assessment notices they received:

- Jason Haas, Family Video, 1407 W. Maumee St., disputed the two bills they received for snowplowing. Each bill was over \$500.00. He did not dispute that they hadn't shoveled, but he did object to the excessive amount of the bill.
 - Chad Miller, owner of 828 Division St., objected to a \$491.00 bill he received for trash removal. Said he was following court eviction procedures to leave all property items on the curb and was not aware he couldn't put out the items before Sunday evening.
3. SO-3. Public Hearing to hear and consider comments regarding the Sanitary Sewer Improvement Project which will encompass sanitary sewer replacement from Michigan Ave. to Beecher Street.

RESOLUTIONS

RESOLUTION R10-048

RE: INTEVA PRODUCTS, LLC – RESOLUTION TO APPROVE COMMUNITY DEVELOPMENT STAFF AUTHORITY TO ADMINISTER THE CDBG ECONOMIC DEVELOPMENT INFRASTRUCTURE PROJECT GRANT FOR INTEVA PRODUCTS, LLC.

WHEREAS, the Michigan Economic Development Corporation is offering a Community Development Block Grant for Economic Development Infrastructure Projects; and

WHEREAS, Inteva Products, LLC is applying for \$120,000 in grant assistance for the purchase of new machinery totaling \$2,398,170; and

WHEREAS, Inteva Products, LLC is expected to retain 250 jobs as a result of this project that at least 51% of the jobs will be held by, or made available to, low and moderate income persons; and

WHEREAS, Inteva Products, LLC will create 20 new permanent positions and that at least 51% of the jobs will be held by, or made available to, low and moderate income persons; and

WHEREAS, the City of Adrian has received a request from Inteva Products, LLC to be the authorized local government administrator of the grant as outlined in the grant guidelines.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby acknowledges receipt of said application from Inteva Products, LLC, and authorizes Community Development staff to be the authorized local government administrator of the grant.

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

RESOLUTION R10-049

RE: FINANCE – SPECIAL ASSESSMENT ROLL – Delinquent Invoices

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

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

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

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

RESOLUTION R10-050

RE: UTILITIES DEPARTMENT –Resolution Certifying Compliance with Notice of Intent and Public Hearing Requirements of the Michigan Community Development Block Grant Program for Sanitary Sewer Improvement Project

WHEREAS, the City of Adrian has submitted a grant application in the amount of \$750,000 from the Michigan Strategic Fund under the Michigan Community Development Block Grant Program for the Sanitary Sewer Improvement Project; and

WHEREAS, the total cost of the proposed project amounts to \$1,627,425, including local matching funds of \$877,425, involving the replacement of the existing 15-inch sanitary sewer with 24-inch sanitary sewer along approximately 2,600 linear feet from Michigan Avenue to Beecher Street; and

WHEREAS, the grant award is contingent upon issuance of a Notice of Intent and Public Hearing requirement, as well as completion of an environmental review of the project area; and

WHEREAS, the environmental review is underway and will be completed shortly; and

WHEREAS, the purpose of this resolution is to provide Notice of Intent to implement the proposed sanitary sewer improvement project and certify compliance with the Public Hearing requirement, which Notice of Intent and Public Hearing, to be held on April 19, 2010 at the City Chambers at 7:00 pm, was published in a newspaper of general circulation, *The Daily Telegram*, along with a description of the project and an invitation for interested citizens to be in attendance; and

WHEREAS, this resolution, certifying the Notice of Intent, was presented and acted upon immediately following the aforementioned Public Hearing; and

WHEREAS, the City Administrator and Utilities Director recommend approval of this resolution.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby certifies that a Notice of Intent and Public Hearing was held on this date, April 19, 2010 at 7:00 pm at a regularly scheduled City Commission meeting in the City Chambers, 159 E. Maumee Street, Adrian, MI for purposes of considering a Sanitary Sewer Improvement Project to be jointly funded by the City of Adrian and the Michigan Community Development Block Grant Program; and

BE IT, FURTHER, RESOLVED that certified copies of this resolution be forwarded to the appropriate grantor agency.

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

RESOLUTION R10-051

RE: DIAL-A-RIDE – Approve MDOT Agreement No. 2007-0156 to Provide Funds for Continuation of Adrian Dial-A-Ride Service

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

WHEREAS, a Project Authorization has been proposed which provides FY2010 Section 5311 Operating/ARRA-Non-Urbanized Area Formula for such service, effective October 1, 2009 and expires September 30, 2010, based on 2.5% of the budgeted estimated costs, or \$11,353, and be it

RESOLVED, that the City Commission of the City of Adrian does hereby approve the proposed Agreement No. 2007-0156, Authorization No. 11 for FY2010 Section 5311 Operating Assistance, and be it

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

HEREBY, authorizes the Mayor, Gary E. McDowell, and City Clerk, Pat Baker, to execute authorization #11 for and on behalf of the City of Adrian.

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

RESOLUTION R10-052

RE: CITY ENGINEER– Authorization to Select Vendor for Curb Replacement

WHEREAS, the Adrian City Commission has under consideration a resolution authorizing implementation of the 2010 Spring paving projects at a cost of \$245,619.00, which require curb and gutter replacement under separate contract; and

WHEREAS, the following streets are included in the program:

Part A: Reconstruction, including complete replacement of curbs and gutters
Part A: Reconstruction

Summit Street	S. Main to Winter St.
Mulberry Street	Ormsby St. to Elm St.

Part B: Various Milling and Resurfacing Projects; and

WHEREAS, on behalf of the City Engineer, the City of Adrian Purchasing Office solicited and obtained bids from the following four (4) vendors on Tuesday, April 13, 2010:

<u>Company</u>	<u>Part A</u>	<u>Part B</u>
Eastlund Concrete Holt, MI	\$ 94,804.20	\$107,280.30
Doan Construction Ypsilanti, MI	\$125,915.30	\$123,415.30
Schug Construction Adrian, MI	No Bid	\$ 81,537.21
Smith Paving Norwalk, OH	\$ 84,738.90	\$103,307.00

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Major Street Fund (202), the Local Street Fund (203), the latter derived from the Road Improvement Millage Renewal; and

WHEREAS, the City Engineer and City Administrator recommend that Smith Paving, Norwalk, OH. be retained to implement Part A of the previously described curb and gutter projects at a cost not to exceed \$84,738.90 and that Schug Construction, Adrian, MI be retained to implement Part B of the previously described curb and gutter projects at a cost not to exceed \$81,537.21 and, further, that implementation is contingent upon successful negotiation of the City's Standard Professional Services Contract.

NOW, THEREFORE, BE IT RESOLVED that Smith Paving, Norwalk, OH. be retained to implement Part A of the previously described curb and gutter projects at a cost not to exceed \$84,738.90 and that Schug Construction, Adrian, MI be retained to implement Part B of the previously described curb and gutter projects at a cost not to exceed \$81,537.21.

BE IT, FURTHER, RESOLVED that implementation of both Part A and Part B is contingent upon successful negotiation of the City's Standard Professional Services Contract with each vendor.

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

RESOLUTION R10-053

RE: DEPARTMENT OF PUBLIC WORKS – ASPHALT PAVING PROGRAM FOR 2010

WHEREAS, on behalf of the Department of Public Works, the City of Adrian Purchasing Office has solicited and received bids on Tuesday, April 13 for the 2010 construction season for the following streets:

Part A: Reconstruction (curbs and gutters will be covered under separate contract)

Summit Street	S. Main to Winter St.
Mulberry Street	Ormsby St. to Elm St.

Part B: Various milling and resurfacing projects

Part C: Paving of several alleys; and

WHEREAS, in response to a Request-for-Proposal, a total of five (5) bids were received, detailed as follows:

<u>Vendor</u>	<u>Part A</u>	<u>Part B</u>	<u>Part C</u>
Gerkin Paving Napoleon, OH	\$65,940.00	\$160,461.10	\$24,030.25
Quality Asphalt Homer, MI	\$67,290.00	\$158,450.00	\$23,768.00
Barrett Paving Ypsilanti, MI	\$80,912.50	\$165,142.10	\$33,160.00
Michigan Paving Jackson, MI	\$74,995.90	\$181,169.14	\$40,908.84
Slusarski Excavating Adrian, MI	\$63,472.50	\$173,894.00	\$23,696.50

WHEREAS, the City Engineer and City Administrator recommend acceptance of low bidder, Slusarski Excavating & Paving, Adrian, MI for both Part A and Part C (\$87,169.00) and low bidder Quality Asphalt, Homer, MI for Part B (\$158,450.00) and engagement of both firms in the City's Standard Professional Services Contract; and

WHEREAS, the Finance Director indicates that sufficient funds are available for these purposes in the Major Street Fund (202) and the Local Street Fund (203), the latter derived from the Road Improvement Millage Renewal.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the low bidder, Slusarski Excavating & Paving, Adrian, MI for both Part A and Part C (\$87,169.00) and the low bidder for Part B, Quality Asphalt, Homer, MI (\$158,450.00) and engagement of both firms in the City's Professional Services Contract to provide asphalt paving for the aforementioned streets, at a cost not to exceed a total of \$245,619.00.

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

RESOLUTION R10-054

RE: CITY ENGINEER – Authorization to Revise Fee Structure for Engineering Services

WHEREAS the City Engineer has reviewed and evaluated the fee structure for permits issued by that office; and

WHEREAS the aforementioned evaluation determined that the current fee structure does not generate sufficient revenue to cover the cost of providing necessary inspection and administrative services by the Engineering Department; and

WHEREAS a rate comparison with other southeast Michigan communities, indicates that the current rates are below those applied elsewhere and that the newly recommend rates would be competitive with the communities; and

WHEREAS the City Engineer, Finance Director and City Administrator recommend increasing the current fee structure for the Engineering Department, accordingly, and that additional fees be added for jack/bore projects and directional drilling, as detailed in the attached documents.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes that the implementation of the recommended revised fee structure for the Engineering Department and that additional fees be added for jack/bore projects and directional drilling, as detailed above.

BE IT, FURTHER, RESOLVED that the FY2010-11 Budget reflect the appropriate level of revenue estimates after adoption of this resolution.

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

RESOLUTION R10-055

RE: POLICE DEPARTMENT – Janitorial Services for New Police Facility

WHEREAS, sealed bids were received by the City of Adrian Purchasing Office on Tuesday, April 13, 2010 for janitorial services at the new Police Facility; and

WHEREAS, five (5) bids were received for a 5-day per week cleaning services with the following results:

<u>Vendor</u>	<u>Location</u>	<u>1st Year</u>	<u>2nd Year</u>
Service Master	Adrian, MI	\$18,624	\$19,183
Perfection Services	Hudson, MI	\$15,300	\$15,300
Superior One	Hudson, MI	\$29,640	\$29,640
Clean Care	Toledo, OH	\$20,892	\$21,205
Top-to-Bottom	Tipton, MI	\$14,400	\$14,400

WHEREAS, the low bidder, Top-to-Bottom of Tipton, MI, is currently providing similar services to the Piotter Center and previously to the Adrian Public Library, both with satisfactory performance; and

WHEREAS, the Purchasing Officer, Police Chief and City Administrator recommend that the low bidder, Top-to-Bottom of Tipton, MI be selected and engaged in the City's Standard Professional Services Contract for a two-year period, beginning May 1, 2010, at an annual price not to exceed \$14,400; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the General Fund Contingency Account (101-990.00-990.000) and that \$2,400 be appropriated for the balance of this year.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes the selection of the low bidder and engagement of Top-to-Bottom of Tipton, MI in the City's Standard Professional Services Contract, for a two-year period beginning May 1, 2010, at an annual price not to exceed \$14,400.

BE IT, FURTHER, RESOLVED that \$2,400 be appropriated from General Fund Contingency Account (101-990.00-990.000) and that the FY2009-10 Budget be amended as follows:

General Fund (101)

Expenditures:

(101-990.00-990.000) General Fund Contingency	\$(2,400)
(101-301.00-808.000) Police Dept. – Janitorial Services	<u>2,400</u>
Total	<u>\$ -0-</u>

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

RESOLUTION R10-056

RE: RESOLUTION OF SUPPORT FOR H.R. 4812, LOCAL JOBS FOR AMERICA ACT

WHEREAS, our nation is going through one of the most difficult times in its history with the national unemployment rate hovering around 10 percent; and

WHEREAS, despite signs of an economic recovery at the national level, economic conditions in cities and towns across the country continue to worsen with more municipal governments facing significant budget shortfalls and increased demand for services; and

WHEREAS, the City of Adrian employ 151 workers who provide critical services to our residents ranging from public safety, community and economic development, infrastructure maintenance, trash collection and waste water treatment; and

WHEREAS, the unemployment rate in the City of Adrian statistical area has risen to 16.9%; and

WHEREAS, the City of Adrian is facing a significant budget shortfall and may have to choose between laying off employees, eliminating services to balance its budget; and

WHEREAS, such action to counter the recession's impact on the City of Adrian would contribute to an increase in the lack of fiscal stability for this community and further contribute to the nation's unemployment rate, just as the economy begins to recover; and

WHEREAS, federal aid will be necessary if the City of Adrian is to avoid public service worker layoffs, including fire and police, and other important city workers.

NOW, THEREFORE, BE IT RESOLVED that the City of Adrian endorses H.R. 4812, the Local Jobs for America Act, because it will help create one million public and private jobs in local communities this year, including in the City of Adrian.

BE IT, FURTHER, RESOLVED that the City of Adrian supports the Local Jobs for America Act because it will help ensure that our city can continue to provide services essential to families in our community; and

BE IT, FURTHER RESOLVED, that the City of Adrian supports H.R. 4812 because it would help stimulate local businesses and create more jobs in the local economy; and

BE IT, FURTHER, RESOLVED that the City of Adrian encourages Congress and the President to adopt H.R. 4812 into law immediately so that cities and towns across America can retain existing employees and provide employment opportunities in the public and private sectors.

On motion by Commissioner Steele, seconded by Commissioner Warren, this resolution was adopted by a 4-3 vote.

YEAS: Mayor McDowell, Commissioner DuMars, Warren and Steele

NAYS: Commissioner Clegg, Osborne & Carrico

ABSTAINED: None

MISCELLANEOUS

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

PUBLIC COMMENTS

There were no comments.

COMMISSION COMMENTS

1. Commissioner Clegg wished to thank Jim Caldwell for joining the Planning Commission and Khamis Al-Omari for his years of service on the Planning Commission.

At 8:07 p.m., Mayor McDowell proposed a 5-minute break prior to continuing budget talks in the Commission Chambers pre-meeting room.

The next regular meeting of the Adrian City Commission will be held on Monday, May 3, 2010, at 7:00 p.m. in the Commission Chambers Building located at 159 E. Maumee St., Adrian, MI 49221.

Gary E. McDowell
Mayor

Pat Baker
City Clerk



CHECK REGISTER

May 3, 2010

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 #3230 through #3248.....	\$ 112,845.34
General Fund	
Vouchers #19808 through #19830	\$ 378,087.45
Clearing Account Vouchers	
amounting to.....	<u>\$ 311,377.80</u>
TOTAL EXPENDITURES	<u>\$802,310.59</u>

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

May 3, 2010

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
<u>Receiving</u>			
3238	City of Adrian: Payroll	Payroll for Apr 16	\$ 51,137.89
3239	Verizon North	WW, O&M Phone Bills	\$ 89.09
3240	City of Adrian: Utilities	Wastewater Water Bill	\$ 60.17
3241	City of Adrian: Utilities	WW,O&M Water Bills	\$ 108.67
3242	City of Adrian: Clearing Acct	Apr 19 Check Register	\$ 50,429.47
3243	US Postmaster	Postage exp	\$ 1,503.64
3244	City of Adrian: Payroll	Payroll for Apr 23	\$ 15,348.49
3245	Verizon North	Water Phone Bills	\$ 95.76
3246	US Postmaster	Postage exp	\$ 146.79
3247	Consumers Energy	Various Electric Bills	\$ 40,157.43
3248	Citizens Gas Fuel Co	Various Heat Bills	\$ 4,197.41
Total			\$ 163,274.81
Less: CK #3242			\$ 50,429.47
TOTAL			\$ 112,845.34

WW = \$ 93,858.92

WAT= \$ 69,415.89

3-May-10

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
19808		City of Adrian: Utilities	Transfer State MI Funds
19809	\$ 13,771.57	Consumers Energy	Various Electric Bills
19810	\$ 209,792.79	City of Adrian: Payroll	Payroll for Apr 16
19811	\$ 13,995.59	First Federal Bank	Soc Security for Apr 16
19812	\$ 74.22	Verizon North	Skate Park Phone
19813	\$ 7.00	Debi Andrews	Recreation Refund
19814	\$ 65.00	Anna Ybarra	Recreation Refund
19815	\$ 1,596.61	City of Adrian: Utilities	Various Water Bills
19816		City of Adrian: Utilities	Transfer State MI Funds
19817	\$ 292,455.34	City of Adrian: Clearing Acct	Apr 19 Check Register
19818	\$ 4,247.27	Quick Service Transportation	Payroll W/E Apr 17
19819	\$ 8,765.97	City of Adrian: Payroll	Payroll for Apr 23
19820	\$ 2,113.33	First Federal Bank	Soc Security for Apr 23
19821	\$ 49.00	Verizon North	Police, Fire Phone Bill
19822	\$ 15,057.72	Consumers Energy	Various Electric Bills
19823	\$ 485.25	Citizens Gas Fuel Co	Heritage, Cemetery Heat Bills
19824	\$ 35.00	Jeremy Rolland	Recreation Refund
19825	\$ 60.00	Jenna Baugh	Recreation Refund
19826	\$ 150.00	Lenawee County 4H	Recreation Refund
19827	\$ 35.00	Heidi Hartman	Recreation Refund
19828	\$ 103,395.21	Blue Cross Blue Shield of MI	May Hospitalization Ins
19829	\$ 4,065.65	Quick Service Transportation	Payroll W/E Apr 24
19830	\$ 325.27	Verizon North	Various Phone Bills

\$ 670,542.79
\$ (292,455.34) Less: CK# 19817
\$ 378,087.45

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. ADRIAN AREA CHAMBER OF COMME	10.00		
2. ADRIAN CHARTER TOWNSHIP	14,072.88		
3. ADRIAN LOCKSMITH & CYCLERY	26.25		
4. ADRIAN MECHANICAL SERVICES C	924.55		
5. ADRIAN PAINTERS SUPPLY & EQU	151.69		
6. ADVANCE AUTO PARTS COMMERCIA	13.38		
7. AIRGAS GREAT LAKES	122.40		
8. ALLOWAY	330.00		
9. AMERICAN OFFICE SOLUTIONS	69.28		
10. APOLLO FIRE EQUIPMENT	5,088.50		
11. ARCH WIRELESS	34.65		
12. AUTO ZONE COMMERCIAL	23.99		
13. BADER & SONS CO	52.44		
14. BAKER & TAYLOR BOOKS	771.35		
15. VINCENT BARBATI	36.00		
16. BATTERY WHOLESALE	101.40		
17. BEN'S BUMP SHOP	44.00		
18. LAURA BERDYCK	149.72		
19. JOHN BIRDWELL	32.65		
20. BLACK SWAMP EQUIPMENT	145.00		
21. CALIFORNIA STATE UNIV.	112.00		
22. CAMPBELL-DUROCHER GROUP LLC	45,000.02		
23. NATALYN CAVAZOS	36.00		
24. CHALLENGER TEAMWEAR	4,319.21		
25. CATHERINE CHESHER	197.55		
26. CHIEF SUPPLY	208.97		
27. CLEAN CARE INC	4,121.00		
28. CLIFT BUICK-PONTIAC-GMC	161.39		
29. CMP DISTRIBUTORS, INC.	495.00		
30. COAST TO COAST DELI	56.74		
31. COMMEMORATIVE PUBLICATIONS I	59.95		
32. COMPUTER CARE COMPANY, INC.	229.85		
33. ROBIN CONNOR	90.59		
34. CONSUMER ENERGY	415.00		
35. CONTINENTAL CARBONIC PRODUCT	746.75		
36. CONTINENTAL SERVICE	774.53		
37. LYNN COURINGTON	48.00		
38. CROSWELL OPERA HOUSE	6,000.00		
39. CUSTOM TRUCK REPAIR, L.L.C.	620.34		
40. CUTLER DICKERSON CO	35.77		
41. THE DAILY TELEGRAM	176.00		
42. DAN'S FARM SUPPLY INC	8,342.48		
43. DARBY READY-MIX	186.00		
44. DOAN CONSTRUCTION CO	2,513.88		
45. E & B SALVAGE LLC	16.30		
46. EARLS BUILDING SUPPLY	635.00		
47. EAST JORDAN IRON WORKS INC	1,189.70		
48. EASTERN FIRE EQUIPMENT	195.03		
49. VINCENT EMRICK	112.64		
50. ENERCO CORPORATION	576.18		
51. EXECUTONE COMMUNICATIONS LLC	499.21		
52. FASTENAL COMPANY	28.05		
53. FEDERAL EXPRESS	210.32		
54. FIRST TOWING LLC	88.00		
55. FIRSTLAB	17.00		
56. FISHER SCIENTIFIC COMPANY LL	216.05		
57. FLORIDA MICRO LLC	5,012.18		
58. FRANK'S AMERICAN CONCRETE, I	4,228.00		
59. WALTER FRAZIER & ASSOCIATES	5,992.00		
60. GALE	225.25		
61. GALLANT & SON	499.55		
62. J.O. GALLOUP COMPANY	369.01		
63. GORDON FOOD SERVICE	291.06		
64. W W GRAINGER	134.99		
65. GRAPHICS UNLIMITED	420.00		
66. HACH COMPANY	335.78		
67. DEREK HELINSKI	50.58		
68. HERITAGE PLUMBING & HEATING	299.50		
69. HOPE CENTER	6,879.56		
70. HUBBARDS AUTO CENTER	707.42		
71. HUDSON AREA AMBULANCE	190.00		
72. SHARON HUNT	350.00		
73. HUNTER MOVING & STORAGE	714.28		
74. HURON LIME INC.	3,004.30		
75. ICMA RETIREMENT CORPORATION	155.76		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. IMAGE GALLERY	69.95		
77. INDUSTRIAL MILL SUPPLY CORP	87.41		
78. INGRAM LIBRARY SERVICES	142.71		
79. INTERNATIONAL SOCIETY OF	200.00		
80. J.E. JOHNSON DEVELOPMENT GRO	39,606.00		
81. KIMBALL MIDWEST	125.35		
82. DAVE KNAPP FORD	44.34		
83. KNOWLES MUNICIPAL FORESTRY L	2,550.00		
84. KONICA MINOLTA- ALBIN	72.71		
85. KRIEGHOFF-LENAWEE COMPANY	1,073.00		
86. KUHLMAN CORP.	142.05		
87. LAB SAFETY SUPPLY INC.	115.27		
88. LANSING SANITARY SUPPLY INC	1,775.66		
89. LENAWEЕ CONSERVATION DISTRIC	316.00		
90. CHARTER TOWNSHIP OF MADISON	68,371.42		
91. MANPOWER OF LANSING MI INC.	1,053.00		
92. MC SPORTS	2,598.60		
93. MCGOWAN ELECTRIC SUPPLY INC	84.20		
94. MCMASTER- CARR SUPPLY CO.	745.17		
95. MICHIGAN ASSOCIATION OF PLAN	625.00		
96. MICHIGAN CAT CORP	4,048.00		
97. MICHIGAN DEPARTMENT OF	92.12		
98. MICHIGAN OFFICE SOLUTIONS	351.77		
99. MICHIGAN RURAL WATER ASSOC	525.00		
100. STATE OF MICHIGAN	1,311.50		
101. MICHIGAN TBA DISTRIBUTORS IN	82.85		
102. MICROMARKETING LLC	433.45		
103. MIDWEST TAPE	76.50		
104. CHRISTOPHER MILLER	45.25		
105. MOBILE MONUMENT SERVICES	200.00		
106. NORON INC	393.00		
107. OMNIGRAPHICS INC.	161.78		
108. ORIENTAL TRADING CO. INC.	119.81		
109. PARADISE STUDIOS	25.00		
110. DAVID PATE	231.10		
111. PEERLESS SUPPLY INC	192.61		
112. PLANTE & MORAN	9,000.00		
113. PLATINUM PLUS	4,467.50		
114. REBECCA POLOSKEY	22.49		
115. PRO-SEAL SERVICE GROUP	1,564.50		
116. QUICK SERVICE TRANSPORTATION	867.35		
117. QUILL CORPORATION	356.29		
118. R & W NURSERY	1,530.00		
119. RECORDED BOOKS LLC.	2,255.40		
120. RED PAINT PRINTING LLC	16.00		
121. REG II PLANNING COMMISSION	25.00		
122. RIO SUPPLY MICHIGAN METER, I	746.36		
123. ROBERT STERNQUIST	25.00		
124. SALINE DISTRICT LIBRARY	23.95		
125. SAVELIVES.COM	395.00		
126. SCHUG CONCRETE CONSTRUCTION	695.00		
127. SCIENTIFIC METHODS INC	475.00		
128. SERVICE ELECTRIC CO OF ADRIA	4,452.00		
129. SHERWIN-WILLIAMS CO	34.56		
130. SIGN LANGUAGE SIGNS, INC.	855.00		
131. SJS INVESTMENT CONSULTING IN	750.00		
132. SPARTAN DISTRIBUTOR INC	128.03		
133. STAPLES CREDIT PLAN	127.73		
134. STRATOS MICROSYSTEMS LLC	209.99		
135. LAD STRAYER	600.00		
136. SUPER LAUNDROMAT &	299.25		
137. T-MOBILE	29.99		
138. THOMAS SCIENTIFIC	1,722.59		
139. TOBY'S INSTRUMENT SHOP INC	237.00		
140. TOLEDO PHYSICAL EDUCATION SU	285.24		
141. TOLEDO SPRING SERVICE, INC.	150.35		
142. UNITED PARCEL SERVICE	12.61		
143. UNITED STATES PLASTIC CORP	222.17		
144. UNUM LIFE INSURANCE COMPANY	2,348.14		
145. WARREN HOLDING CO LLC	1,370.00		
146. WATER ENVIRONMENT FED.	98.00		
147. WEISKOPF INDUSTRIES CORP	886.64		
148. WEST GROUP PAYMENT CENTER	129.50		
149. JIM WING PLUMBING COMPANY IN	8,294.00		
150. WRIGHT SIGNS INC.	950.66		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. WRIGHT TREE SERVICE	5,842.08		
TOTAL ALL CLAIMS	311,377.80		



COMMUNICATIONS



MEMO

Date: April 22, 2010

To: Christopher Atkin,
Community Development Director
Chris Miller, Economic/Downtown
Development Coordinator

Mayor Gary McDowell
City Commission
Dane C. Nelson, City Administrator

From: Jeffrey C. Pardee, Finance Director

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

Re: **Downtown Development Authority - FY2009-10 Third Quarter Financial Reports**

Please find attached the FY2009-10 Third Quarter Financial Reports, i.e., Comparative Balance Sheets and Comparative Statements of Revenues, Expenditures and Changes in Fund Balance, for the following funds:

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

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

DDA Two-Mill Fund (Fund No. 280)

Revenues through March exceeded Expenditures by \$10,244, resulting in a net increase in Fund Balance from \$105,938 to \$116,182. The favorability is primarily attributable to the fact that Property Taxes are collected at the beginning of the Fiscal Period and expenditures are incurred throughout the balance of the year.

Major expenditures included \$2,688 for the Façade Program, \$4,531 for Advertising; \$1,633 for Winter Fest, \$3,000 for Art-A-Licious, and a \$10,000 transfer to the Auto Parking Fund for operations and maintenance.

DDA Tax Increment Finance Authority (Fund No. 281)

Expenditures exceeded Revenues by \$(130,004), resulting in a net decrease in Fund Balance from \$117,854 to \$(12,150). The unfavorability is primarily attributable to the Transfer to DDA Debt Service Fund (\$95,780) and the (\$309,894) Transfer to Schools for taxes captured in excess of debt requirements. The Transfer to Schools reflects a two-year obligation – 2009 and 2010 – and is caused by a delay in the State Audit of this fund by staff turnover at the Michigan Department of Treasury.

Other significant expenses incurred include: \$13,773 for Wages & Benefits, \$28,254 for Contract Services, \$16,514 for Advertising, and \$13,494 for the Façade Program.

Contract Services is composed of the following:

- Allied Waste Services	\$23,345
- Red Paint Printing	1,250
- Adrian College	2,250
- Lad Strayer	725
- Next Step	395
- Black Swamp Equipment	247
- Margaret O'Malley	42
Total	<u>\$28,254</u>

Advertising is composed of the following:

- The Daily Telegram	\$10,692
- Adrian College	2,250
- Access Shopper's Guide	1,100
- The Exponent	768
- WABJ Radio	600
- WLEN Radio	516
- Friends Communications	450
- Tricia M. Bach	210
- Adrian Public Library	(72)
Total	<u>\$16,514</u>

Regarding the Façade Program, I respectfully recommend that the DDA consider establishing a low-interest revolving loan program, rather than continuing the outright grant process. The DDA needs to conserve cash and implementation of this recommendation would enhance sustainability of the Façade Program.

DDA Debt Service Fund (Fund No. 394)

Actual Debt Service for the 1992 Streetscape DDA Bonds (\$1,025,000; 6.4% interest rate) is recorded in this Fund, which reflects anticipated principal payment of \$80,000 and interest and fees of \$15,785. Interest payments are made in November and May and principal payment is made in May. This obligation is on track with sums included in the FY2009-10 Budget.

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

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

COMPARATIVE BALANCE SHEETS
As of March 31, 2010

	June 30 <u>2006</u>	June 30 <u>2007</u>	June 30 <u>2008</u>	June 30 <u>2009</u>	Mar 31 <u>2010</u>
ASSETS					
Cash and Cash Equivalents	\$109,188	\$116,849	\$108,637	\$97,340	\$111,129
Investments	14,437	15,053	15,820	16,027	16,057
Taxes Receivable	0	0	0	0	6,054
Loans Receivable	9,500	0	2,268	2,267	2,267
Accounts Receivable	0	4,683	1,125	1,125	1,025
Due from the Primary Government	0	0	50	0	0
Due from DDA-TIF Fund	0	0	0	0	0
Total assets	<u>\$133,125</u>	<u>\$136,585</u>	<u>\$127,900</u>	<u>\$116,759</u>	<u>\$136,532</u>
LIABILITIES AND FUND BALANCE					
Liabilities:					
Vouchers Payable	\$3,733	\$1,298	\$1,511	\$38	\$25
Due to Primary Government	0	5,020	0	10,000	20,000
Accrued Sick & Vacation	0	0	0	325	325
Accrued Payroll	<u>310</u>	<u>406</u>	<u>194</u>	<u>458</u>	<u>0</u>
Total Liabilities	\$4,043	\$6,724	\$1,705	\$10,821	\$20,350
Fund Balance:					
Reserved for:					
Downtown Development Projects					
Encumbrances	<u>2,793</u>	<u>2,292</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal Reserved Fund Balance	\$2,793	\$2,292	\$0	\$0	\$0
Net of Revenue vs Expenditures				(\$20,257)	\$10,244
Unreserved/Undesignated Fund Balance	<u>126,289</u>	<u>127,569</u>	<u>126,195</u>	<u>126,195</u>	<u>105,938</u>
Total Fund Balance	\$129,082	\$129,861	\$126,195	\$105,938	\$116,182
Total Liabilities and Fund Balance	<u>\$133,125</u>	<u>\$136,585</u>	<u>\$127,900</u>	<u>\$116,759</u>	<u>\$136,532</u>

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

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

	June 30 <u>2006</u>	June 30 <u>2007</u>	June 30 <u>2008</u>	June 30 <u>2009</u>	FY2009-10		
					Amended Budget	Actual thru Mar 31	Remaining Budget
REVENUES:							
Property taxes	\$30,942	\$32,212	\$33,720	\$35,420	\$31,757	\$32,400	\$643
Investment Earnings	488	616	767	207	300	30	(270)
Rents	1,000	1,900	0	0	0	0	0
Other	3,695	6,482	4,288	6	100	0	(100)
Other - Art's Festival	0	0	3,505	9,201	0	0	0
Winter Fest	0	0	0	0	0	725	725
Prior Year's Revenue	0	0	0	0	8,243	0	(8,243)
Transfer-In - DDA-TIF	<u>0</u>	<u>0</u>	<u>6,600</u>	<u>2,000</u>	<u>2,000</u>	<u>6,000</u>	4,000
Total Revenues	\$36,125	\$41,210	\$48,880	\$46,834	\$42,400	\$39,155	(\$3,245)
EXPENDITURES:							
<u>Administration</u>							
Office Supplies	\$3,018	\$2,203	\$1,463	\$46	\$500	\$289	\$211
Printing & Binding	0	14	123	0	0	0	0
Postage	503	1,101	525	0	500	0	500
Shipping Charges	0	0	0	83	0	0	0
Contract Services	16,505	9,492	5,120	5,498	0	845	(845)
Audit Fees	0	0	0	400	400	400	0
Memberships & Dues	520	239	239	450	500	0	500
Medical Services	0	0	0	90	0	0	0
Telephone	703	721	668	535	700	378	322
Transportation	678	365	1,401	90	500	24	476
Advertising	1,018	4,943	5,245	4,960	5,000	4,531	469
Liability Insurance	77	87	94	94	100	107	(7)
Building Rental	1,000	1,000	1,000	1,000	1,000	750	250
Admin. & Accounting	500	500	500	500	500	375	125
In -Service Trraining	0	0	0	0	0	0	0
Refunds & Rebates	27	108	29	82	100	29	71
Contributions	3,607	75	5,686	0	0	0	0
Fascade Grant Program	<u>10,832</u>	<u>8,463</u>	<u>5,935</u>	<u>13,625</u>	<u>5,000</u>	<u>2,688</u>	<u>2,312</u>
Total Administration	\$38,988	\$29,311	\$28,028	\$27,453	\$14,800	\$10,416	\$4,384

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

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

	June 30 <u>2006</u>	June 30 <u>2007</u>	June 30 <u>2008</u>	June 30 <u>2009</u>	FY2009-10		
					<u>Amended Budget</u>	<u>Actual thru Mar 31</u>	<u>Remaining Budget</u>
Other Projects							
Wages	\$2,133	\$5,080	\$5,241	\$6,287	\$5,000	\$2,205	\$2,795
Fringe Benefits	1,732	1,899	3,228	3,021	2,600	1,523	1,077
Operating Supplies	927	1,559	297	445	500	0	500
Supplies-Maple City Fest	98	95	98	182	0	134	(134)
Supplies-Art-a-licious Fest	0	0	6,469	19,116	6,000	0	6,000
Contract Services-Winterfest	1,710	1,830	606	482	0	1,633	0
Winter Fest	0	0	0	0	0	0	0
Art-A-Licious	0	0	0	0	0	3,000	0
Advertising	1,645	0	129	0	0	0	0
Vehicle Rental	0	42	1,198	0	1,000	0	1,000
Wages-Solid Waste	4,265	584	0	48	1,000	0	1,000
Overhead-Solid Waste	2,047	280	0	23	500	0	500
Operating Supplies-Solid Waste	0	0	0	0	500	0	500
Vehicle Rental-Solid Waste	<u>242</u>	<u>223</u>	<u>0</u>	<u>34</u>	<u>500</u>	<u>0</u>	<u>500</u>
Total Other Projects	\$14,799	\$11,592	\$17,266	\$29,638	\$17,600	\$8,495	\$13,738
Total Operating Expenses	\$53,787	\$40,903	\$45,294	\$57,091	\$32,400	\$18,911	\$18,122
Excess of Revenue over Expenditures	(\$17,662)	\$307	\$3,586	(\$10,257)	\$10,000	\$20,244	\$14,877
Other Financing Sources/(Uses):							
Transfer from TIF Fund	\$0	\$5,472	\$0	\$0	\$0	\$0	\$0
Transfer from Major Street Fund	0	0	0	0	0	0	0
Transfer from General Fund	0	0	2,748	0	0	0	0
Transfer to Auto Parking Fund	0	(5,000)	(10,000)	10,000	10,000	10,000	0
Total Transfers	\$0	\$472	(\$7,252)	\$10,000	\$10,000	\$10,000	\$0
Net Change in Fund Balance	(\$17,662)	\$779	(\$3,666)	(\$20,257)	\$0	\$10,244	\$14,877
Fund Balance - Beginning of Period	146,744	129,082	129,861	126,195	105,938	105,938	
Fund Balance - End of Period	\$129,082	\$129,861	\$126,195	\$105,938	\$105,938	\$116,182	

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

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

	<u>June 30</u> <u>2006</u>	<u>June 30</u> <u>2007</u>	<u>June 30</u> <u>2008</u>	<u>June 30</u> <u>2009</u>	<u>Mar 31</u> <u>2010</u>
ASSETS					
Cash and Cash Equivalents	\$335,275	\$90,832	\$126,085	\$377,575	\$219,259
Investments	0	261,520	146,969	148,892	149,170
Taxes Receivable	0	0	0	0	17,519
Taxes Receivable-DDA Trash	0	0	0	0	900
Accounts Receivable	0	0	870	1,200	6,725
Due from General Fund	0	7,800	0	0	72
Total assets	<u>\$335,275</u>	<u>\$360,152</u>	<u>\$273,924</u>	<u>\$527,667</u>	<u>\$393,645</u>
LIABILITIES AND FUND BALANCE					
Liabilities:					
Vouchers Payable	\$89,315	\$108,476	\$94,900	\$6,041	\$2,710
TIF Payable	0	0	0	309,894	309,894
Due to Primary Government	258	2,000	1,853	1,391	906
Due to DDA Debt Fund	0	0	14,385	14,385	14,385
Accrued Payroll	<u>0</u>	<u>0</u>	<u>0</u>	<u>203</u>	<u>0</u>
Total Liabilities	\$89,573	\$110,476	\$111,138	\$331,914	\$327,895
FUND BALANCE:					
Reserved for:					
Encumbrances	<u>\$32,400</u>	<u>\$45,692</u>	<u>\$0</u>	<u>\$77,900</u>	<u>\$77,900</u>
Subtotal Reserved Fund Balance	<u>\$32,400</u>	<u>\$45,692</u>	<u>\$0</u>	<u>\$77,900</u>	<u>\$77,900</u>
Net of Revenue vs Expenditures		\$3,974	(\$86,890)	\$32,968	(\$130,003)
Unreserved/Undesignated Fund Balance	<u>213,302</u>	<u>200,010</u>	<u>249,676</u>	<u>84,885</u>	<u>117,853</u>
Total Fund Balance	<u>\$245,702</u>	<u>\$249,676</u>	<u>\$162,786</u>	<u>\$195,753</u>	<u>(\$12,150)</u>
Total Liabilities and Fund Balance	<u>\$335,275</u>	<u>\$360,152</u>	<u>\$273,924</u>	<u>\$527,667</u>	<u>\$393,645</u>

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

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

	June 30 <u>2006</u>	June 30 <u>2007</u>	June 30 <u>2008</u>	June 30 <u>2009</u>	FY2009-10		
					Amended <u>Budget</u>	Actual thru <u>Mar 31</u>	Remaining <u>Budget</u>
REVENUES:							
Property taxes	\$253,430	\$367,893	\$406,748	\$229,274	\$256,618	\$345,698	\$89,080
Contract Services (Refuse Collection)	0	0	14,842	19,381	15,000	17,850	2,850
Investment Earnings	8,188	14,416	12,776	7,126	4,000	2,587	(1,413)
Contribution - General Fund	0	7,800	0	0	0	0	0
Prior Year's Revenue	0	0	0	0	71,445	0	(71,445)
Sale of Bonds/Notes	0	0	0	0	0	0	0
Contrib.-Brownfield Redev. Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,781</u>	<u>0</u>	<u>(10,781)</u>
Total Revenues	\$261,618	\$390,109	\$434,366	\$255,781	\$357,844	\$366,135	\$8,291
EXPENDITURES:							
Wages	\$43,981	\$46,859	\$43,366	\$25,815	\$9,892	\$11,034	(\$1,142)
Fringe Benefits	11,796	13,163	11,048	7,750	6,436	2,739	3,697
Office Supplies	3,466	0	0	0	1,500	0	1,500
Operating Supplies	1,201	4,007	4,458	3,625	5,000	1,100	3,900
Contract Services	2,500	4,550	26,916	31,333	35,178	28,254	6,924
Medical Services	0	0	0	0	0	0	0
Consultant Fees	0	19,667	3,425	11,030	5,000	1,295	3,705
Telephone	0	0	0	0	0	0	0
Transportation	717	25	161	0	200	0	200
Advertising	217	4,926	4,308	5,551	15,000	16,514	(1,514)
Liability Insurance	451	586	818	895	1,000	352	648
Contrib.-Major Street Fund	0	0	0	0	0	0	0
Info-Tech Services	12,528	13,339	10,997	10,237	10,237	7,678	2,559
Property Acquisition	60,364	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0	0
Capital Equipment	17,549	0	574	0	0	0	0
Façade Program	<u>52,000</u>	<u>37,264</u>	<u>24,340</u>	<u>22,097</u>	<u>22,900</u>	<u>13,494</u>	<u>9,406</u>
Operating Expenses	\$206,770	\$144,386	\$130,411	\$118,333	\$112,343	\$82,460	\$29,883
Excess of Revenue over Expenditures	\$54,848	\$245,723	\$303,955	\$137,448	\$245,501	\$283,675	\$38,174

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

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

	June 30 <u>2006</u>	June 30 <u>2007</u>	June 30 <u>2008</u>	June 30 <u>2009</u>	FY2009-10		
					<u>Amended Budget</u>	<u>Actual thru Mar 31</u>	<u>Remaining Budget</u>
Other Financing Sources/(Uses):							
Transfer to Primary Government	(\$31,388)	(\$10,000)	\$0	\$0	\$0	\$0	\$0
Transfer to Community Development	0	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	0
Transfer to Auto Parking Fund	0	0	(50,000)	0	0	0	0
Transfer to DDA	0	(5,472)	(6,600)	(2,000)	(6,000)	(6,000)	0
Transfer to Vibrant City Grant-Local Match	0	0	(125,000)	0	0	0	0
Transfer to Schools	(75,137)	(107,917)	(94,900)	0	(138,032)	(309,894)	(171,862)
Transfer to DDA Debt Service	<u>(121,800)</u>	<u>(116,360)</u>	<u>(112,345)</u>	<u>(100,480)</u>	<u>(95,785)</u>	<u>(95,785)</u>	<u>0</u>
Total Transfer-Out	(228,325)	(241,749)	(390,845)	(104,480)	(241,817)	(413,679)	(\$171,862)
Contingency	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,684</u>	<u>0</u>	<u>(3,684)</u>
Net Change in Fund Balance	(\$173,477)	\$3,974	(\$86,890)	\$32,968	\$0	(\$130,004)	(\$133,688)
Fund Balance - Beginning of Period	<u>419,179</u>	<u>245,702</u>	<u>249,676</u>	<u>162,786</u>	<u>117,854</u>	<u>117,854</u>	
Fund Balance - End of Period	<u>\$245,702</u>	<u>\$249,676</u>	<u>\$162,786</u>	<u>\$195,754</u>	<u>\$117,854</u>	<u>(\$12,150)</u>	

NOTES -

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

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

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

	<u>June 30</u> <u>2006</u>	<u>June 30</u> <u>2007</u>	<u>June 30</u> <u>2008</u>	<u>June 30</u> <u>2009</u>	<u>Mar 31</u> <u>2010</u>
ASSETS					
Cash and Cash Equivalents	\$16,224	\$15,950	\$2,670	\$2,268	\$2,359
Due from DDA-TIF Fund	0	0	14,385	14,385	14,385
Amount for Debt Principal	<u>490,000</u>	<u>405,000</u>	<u>320,000</u>	<u>240,000</u>	<u>240,000</u>
Total assets	<u>\$506,224</u>	<u>\$420,950</u>	<u>\$337,055</u>	<u>\$256,653</u>	<u>\$256,744</u>
LIABILITIES AND FUND BALANCE					
Liabilities:					
Accrued Interest Payable	\$14,157	\$15,855	\$16,762	\$7,120	(\$560)
Bonds Payable	<u>490,000</u>	<u>405,000</u>	<u>320,000</u>	<u>240,000</u>	<u>160,000</u>
Total Liabilities	\$504,157	\$420,855	\$336,762	\$247,120	\$159,440
FUND BALANCE:					
Net of Revenue vs Expenditures				\$89,239	\$87,771
Reserved For Debt Retirement	\$2,067	\$95	\$293	0	0
Unreserved/Undesignated Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>(79,706)</u>	<u>9,533</u>
Total Fund Balance	\$2,067	\$95	\$293	\$9,533	\$97,304
Total Liabilities and Fund Balance	<u>\$506,224</u>	<u>\$420,950</u>	<u>\$337,055</u>	<u>\$256,653</u>	<u>\$256,744</u>

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

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

	June 30 <u>2006</u>	June 30 <u>2007</u>	June 30 <u>2008</u>	June 30 <u>2009</u>	FY2009-10		
					Amended Budget	Actual thru Mar 31	Remaining Budget
REVENUES:							
Investment Earnings	\$108	\$151	\$105	\$23	\$0	\$91	\$91
Total Revenues	\$108	\$151	\$105	\$23	\$0	\$91	\$91
EXPENDITURES:							
Principal Retirement	\$85,000	\$85,000	\$85,000	\$80,000	\$80,000	\$0	\$80,000
Bond Interest Expense	37,760	33,000	26,827	10,838	15,360	7,680	7,680
Paying Agent Fees	425	425	425	425	425	425	0
Total Expenditures	\$123,185	\$118,425	\$112,252	\$91,263	\$95,785	\$8,105	\$87,680
Deficiency of Revenues (Under) Expenditures	(\$123,077)	(\$118,274)	(\$112,147)	(\$91,240)	(\$95,785)	(\$8,014)	\$87,771
Other Financing Uses:							
Transfer from DDA - Special Revenue	121,800	116,302	112,345	100,480	95,785	95,785	0
Net Change in Fund Balance	(\$1,277)	(\$1,972)	\$198	\$9,240	\$0	\$87,771	\$87,771
Fund Balance - Beginning of Period	3,344	2,067	95	293	9,533	9,533	
Fund Balance - End of Period	<u>\$2,067</u>	<u>\$95</u>	<u>\$293</u>	<u>\$9,533</u>	<u>\$9,533</u>	<u>\$97,304</u>	

C-2



April 22, 2010

Dane C. Nelson, City Administrator
City of Adrian
100 E. Church St.
Adrian, MI 49221

Re: Price Adjustment

Dear Mr. Nelson:

As part of our commitment to provide our customers with the very best entertainment and communications experience, we continue to invest in next-generation technology to introduce new product features, more programming choices and improvements to customer service. These investments make it possible to deliver continued innovations such as more HD and On Demand choices, converged services, multi-platform content, faster Internet speeds and new services consumers want and value.

In today's challenging economic environment, Comcast, like many other companies, is continuing to experience increased business and operational costs, as well as rising programming costs, while we continue to add value to our products and make technology and service improvements. Even with these improvements, Comcast has worked hard to minimize the impact of these adjustments on customers.

In an effort to keep you informed of local business decisions, we are writing to provide advance notice of certain changes to our customers billing statements. Due to increases in programming and other business costs, starting June 1, 2010 the prices of select video services will change as detailed in the enclosed listing. Please know that customers currently receiving services as part of a promotion or minimum term agreement will see no price change until the end of the promotional or minimum term agreement period.

As you will note, we will be changing the way we charge for HD service, which is an increasingly popular service for our customers. The High-Definition Set-Top Box Upgrade charge will no longer be charged on a per set-top box basis, and will now only be charged on the primary outlet. This change will result in monthly savings for customers who have multiple HDTVs with HD equipment.

We always welcome the opportunity to assist our customers in finding the perfect package at a price that meets their viewing needs and budget. With over 3,000 HD choices, the most live sports and up to 17,000 titles On Demand and online – including popular, current TV shows and movies – customers have more choice and control today than ever before.

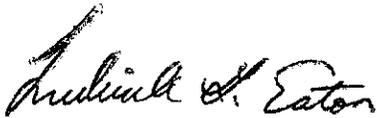
In addition to delivering the most innovative product suite, we've redoubled our efforts to enhance our customer service. In January 2010, Comcast completed the roll out of our national Customer Guarantee as part of our ongoing commitment to improve the customer experience and provide timely, reliable and courteous service, the Customer Guarantee makes the following commitments:

- We will give you a 30-day, money-back guarantee on all our services.
- We will treat you and your home with courtesy and respect.
- We will answer your questions at your convenience.
- We will offer easy-to-understand packages and provide you with a clear bill.
- We will continually offer the best and most video choices.
- We will quickly address any problem you may experience.
- We will schedule appointments at your convenience and be mindful of your time.
- If we fail to arrive for a scheduled visit during the appointment window, we will credit \$20 to your account.

The Customer Guarantee is the latest step in our ongoing commitment to better serve our customers and clearly outlines what customers should expect from Comcast while also defining what the company is doing to hold itself accountable for meeting those expectations.

If you have any questions or need more information about these changes, or any other cable related matter, please feel free to call me directly at 734-254-1888.

Sincerely,



Frederick G. Eaton
Government Affairs Manager
Comcast, Michigan Region
41112 Concept Drive
Plymouth, MI 48170

Enclosure

cc: Commission

Michigan Region Price Change

Service	Old Price	New Price	Change
TV Packages			
Limited Basic	\$ 15.99	\$ 17.99	+ \$2.00
Preferred Basic	\$ 58.98	\$ 60.98	+ \$2.00
Digital Starter (Enhanced Cable)	\$ 58.98	\$ 60.98	+ \$2.00
Digital Classic (requires subscription to Digital Starter Package)	\$ 15.96	\$ 16.95	+ \$.99
Digital Preferred	\$ 74.94	\$ 77.93	+ \$2.99
Digital Preferred with 1 Premium (choice of HBO, Showtime, The Movie Channel, Cinemax, Starz)	\$ 92.49	\$ 96.49	+ \$4.00
Digital Preferred with 2 Premium (choice of HBO, Showtime, The Movie Channel, Cinemax, Starz)	\$ 103.49	\$ 107.99	+ \$4.50
Digital Preferred Plus (with HBO, Starz and Showtime)	\$ 109.49	\$ 113.99	+ \$4.50
Digital Premier - (with HBO, Starz, Showtime and Cinemax)	\$ 116.49	\$ 120.99	+ \$4.50
Digital Premier - Incl. Sports Entertainment Package	\$ 124.48	\$ 128.94	+ \$4.46
Individual Pays			
HBO/Showtime/TMC/Cinemax/Starz	\$ 18.99	\$ 19.99	+ \$1.00
Sports Entertainment Package	\$ 7.99	\$ 7.95	-\$0.04
Digital Equipment			
Digital Starter AO / Digital Acc Fee	\$ 1.99	\$ 7.95	+ \$5.96
Digital AO / Digital Access Fee	\$ 6.95	\$ 7.95	+ \$1.00
Limited Basic Converter	\$ 4.00	\$.99	-\$3.01
HD Converter Fee (High Definition equipment fee covering all outlets, price includes HD receiver and remote for primary outlet)	\$ 8.95	\$ 8.95	No change
HD DVR Box (requires minimum subscription to Digital Starter Package; Monthly charge for Comcast HD equipment required at an additional charge for the primary outlet)	\$ 15.95	\$ 7.00 + \$8.95 (HD Converter Fee)	No Change
Bundles			
Triple Play 3.0 EDP's	\$114.99/\$129.99/\$159.99	\$119.99/\$134.99/\$164.99	+ \$5.00
Economy Double Play	\$ 49.95	\$ 51.95	+ \$2.00
Installation (Effective 7/1/2010)			
Install additional outlet — Prewired (same or separate trip)	\$ 15.00	\$ 10.00	-\$5.00
Install additional outlet — New (same or separate trip)	\$ 15.00	\$ 20.00	+\$5.00



CONSENT AGENDA

CR-1

CR10-017

May 3, 2010

RESOLUTION

10-1

WHEREAS, the City Administrator has approved certain temporary control orders, and after review has now made recommendation that they be made permanent, therefore so be it,

RESOLVED, that the permanent traffic control orders, adopted October 6, 1958, be amended to include or change the following:

Install "Stop" signs with "4-Way" placards for the entire intersections of Main and Maumee and Main and Toledo/Washburn.

Respectfully,



TERRENCE B. COLLINS,
Chief of Police

TBC/skj

DATED: 4-20-10

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

CR-2

CR10-018

May 3, 2010

RESOLUTION

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

WHEREAS, a Project Authorization has been proposed which provides FY 2010 Section 5311 Operating assistance for such service, effective October 1, 2009 and expires September 30, 2010, based on 16% of the estimated eligible costs, which are \$36,570. The maximum amount to be paid will not exceed 16% of the audited costs and if funds are insufficient to reimburse at 16% of audited costs, a new reimbursement percentage will be calculated for all agencies, and, be it,

RESOLVED, that the City Commission of the City of Adrian does hereby approve the proposed Agreement No. 2007-0156, Authorization No. 12 for FY 2010 Section 5311 Operating Assistance, and be it,

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

HEREBY, authorize the Mayor, Gary E McDowell and City Clerk, Pat Baker to execute Authorization #12 for and on behalf of the City of Adrian.

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

Date: March 10, 2010
Agreement No.: 2007-0156
Authorization No.: Z12
Project No.: 109873
Agenda: SAB

**PROJECT AUTHORIZATION
CITY OF ADRIAN
FY 2010 SECTION 5311 OPERATING**

This information is required by the Michigan Department of Transportation (MDOT) in order to record agreement of utilization of funds provided by the Federal Transit Administration, United States Department of Transportation and MDOT. The funds provided shall be used by the AGENCY in accordance with the above referenced Master Agreement.

Authorization Effective Date: October 1, 2009
Authorization Expiration Date: September 30, 2010
Fiscal Year of Effective Contract Clauses: 2010

The Federal Grant associated with the PROJECT AUTHORIZATION is MI-18-X050.
Grant Year: 2010 Federal Item Number: WK0050 Project is not R&D.

The Catalog of Federal Domestic Assistance Number for the Federal Transit Administration Formula Grants for Other Than Urbanized Areas Program is 20.509.

Funding reflects the amount of funds currently available under the Federal Appropriation. If additional funds become available, a grant amendment and revised project authorization will be prepared.

Payments to the AGENCY under this PROJECT AUTHORIZATION will be based on 16% of the estimated eligible costs, which are \$36,570. The maximum amount to be paid will not exceed 16% of the AGENCY'S audited costs. If Section 5311 operating assistance funds are insufficient to reimburse at 16% of audited costs, a new reimbursement percentage will be calculated for all participating agencies.

In accordance with Section 7 of the Agreement, the dollar amount for third party contracts as identified in COMMISSION policy is \$25,000. All agencies who are not self-certified must submit third party contracts over \$25,000 to MDOT for approval. Please refer to Section 7 in the Master Agreement for competitive bidding requirements.

The AGENCY will be financially and legally responsible for the terms and conditions of the 5333(b) labor warranty as agreed to in your annual application.

The AGENCY agrees to prepare and furnish to MDOT quarterly operating assistance reports via the Public Transportation Management System (PTMS). Instructions on preparing the report are available in the "Local Public Transit Revenue and Expense Manual" (October 1, 2009 through September 30, 2010). The manual is available on the web at www.michigan.gov/mdotptd.

Funding source:

2010/7509 \$36,570 (F)

PRF No.: 2010-278

CITY OF ADRIAN



Signature

Print Name and Title

Signature

Print Name and Title

MICHIGAN DEPARTMENT OF TRANSPORTATION

Title: Bureau Director
Bureau of Passenger Transportation

CR-3
April 27, 2010

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Street Light Contract



The City of Adrian maintains a contract with Consumer's Energy for street lights throughout the City. During the two-way traffic conversion an existing light needed to be removed and replaced with an alternate light due to conflict with the new traffic signals. These changes require a modification to the current street light contract and a nominal change to the cost of the street light system.

I recommend we accept these changes to our street light contract per the enclosed documentation.

AUTHORIZATION FOR CHANGE IN STANDARD STREETLIGHTING CONTRACT

Consumers Energy Company is hereby authorized as of the _ day of _____, _____, by the City of Adrian, to make changes, as listed below, in the streetlighting system(s) covered by the existing Standard Streetlighting Contract between the Company and the City of Adrian, dated March 1, 1981.

- Energy-Only Streetlighting Rate L-1
- Customer-Owned Streetlight System Rate L-2
- Company-Owned Streetlight System Rate L-3

<u>Number of Luminaires</u>	<u>Nominal Lumen Rating</u>	<u>Light Source</u>	<u>Installation or Removal</u>	<u>Voltage Service</u>	<u>Point of Attachment With Company's Dist System</u>	<u>Location</u>
1	20,000	HPS	Removal	120v		S. Main St / S. Winter St
1	24,000	HPS	Installation	120c		S. Main St / S. Winter St

Notification Number 1006784570

Construction Work Order Number _____

Except for the changes in the streetlighting system(s) as herein authorized, all provisions of the aforesaid Standard Streetlighting Contract dated March 1, 1981, shall remain in full force and effect.

By: _____

Its _____

CR-3

CR10-019

May 3, 2010

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the streetlighting service as provided in the Standard Streetlighting Contract between the Company and the City Village Township of Adrian, dated March 1, 1981, in accordance with the Authorization for Change in Standard Streetlighting Contract dated as of _____, _____, heretofore submitted to and considered by this Commission Council Board; and

RESOLVED, further, that the _____ and _____ Clerk be and are authorized to execute such authorization for change on behalf of the City Village Township.

STATE OF MICHIGAN)
) ss
COUNTY OF Lenawee)

I, _____, Clerk of the City Village Township of Adrian do hereby certify that the foregoing resolution was duly adopted by the Commission Council Board of said municipality, at the meeting held therein on the _____ day of _____, _____.

City Village Township Clerk

Dated:

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



MEMO

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

DATE: April 30, 2010

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

FROM: Chris Atkin
Community Development Director

SUBJECT: Set Public Hearing to review CDBG façade application to Michigan Economic Development Corporation

The Community Development Department would like to submit a Community Development Block Grant for Economic Development Infrastructure Projects on behalf of Inteva Products, LLC for \$120,000 in grant assistance for the purchase of new machinery totaling \$2,398,170 and the expected creation of 20 new permanent positions.

Community Development staff respectfully request a public hearing be set for the May 17, 2010 Adrian City Commission meeting.

Chris Atkin
Community Development Director

RESOLUTION

RE: SET PUBLIC HEARING - COMMUNITY DEVELOPMENT BLOCK GRANT FOR ECONOMIC DEVELOPMENT INFRASTRUCTURE PROJECTS APPLICATION

WHEREAS, the Michigan Economic Development Corporation is offering a Community Development Block Grant for Economic Development Infrastructure Projects; and

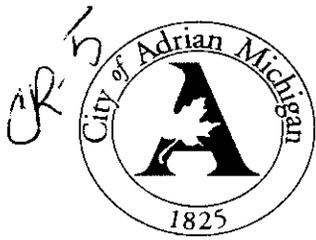
WHEREAS, Inteva Products, LLC is seeking \$120,000 in grant assistance for the purchase of new machinery totaling \$2,398,170 and the expected creation of 20 new permanent positions; and

WHEREAS, the City of Adrian Commission approved by resolution dated April 19, 2010 to allow Community Development Staff to be the authorized local government administrator of the grant as required by grant guidelines; and

WHEREAS, Community Development staff is seeking approval from the City Commission to submit the Community Development Block Grant for Economic Development Infrastructure Projects for \$120,000 on behalf of Inteva Products, LLC for the purchase of machinery, equipment, and tooling.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby acknowledges receipt of the request to submit a Community Development Block Grant for Economic Development Infrastructure Projects and authorizes the scheduling of a public hearing for Monday, May 17, 2010, 7:00 p.m. in the City Chambers Building to receive comments on this matter.

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



MEMO

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

DATE: April 30, 2010

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

FROM: Chris Atkin
Community Development Director

SUBJECT: Set Public Hearing to review CDBG façade application to Michigan Economic Development Corporation

The Community Development Department would like to submit a CDBG façade application to the Michigan Economic Development Corporation to restore three (3) buildings in the downtown. The grant will be in the amount of \$195,968 with owner match of \$295,433. A minimum of 10 new jobs will be created.

Community Development staff respectfully request a public hearing be set for the May 17, 2010 Adrian City Commission meeting.

Chris Atkin
Community Development Director

RESOLUTION

RE: CDBG Façade Application – SET PUBLIC HEARING FOR APPLICATION FOR CDBG FAÇADE GRANT FROM MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

WHEREAS, the Michigan Economic Development Corporation is offering a Community Development Block Grant for Façade Projects; and

WHEREAS, the City of Adrian, on behalf of three (3) building owners in the downtown, is applying for \$195,968 in grant assistance for the restoration of three (3) downtown buildings and the expected creation of at least 10 new permanent postions; and

WHEREAS, the building owners will be matching the grant funds with private funds in the amount of \$295,433;

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby acknowledges receipt of the request to submit a CDBG facade application to the MEDC and authorizes the scheduling of a public hearing for Monday, May 17, 2010, 7:00 p.m. in the City Chambers Building to receive comments on this matter.

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



REGULAR AGENDA

50-1, R-1

May 3, 2010

SPECIAL ORDER

The Mayor called for the hearing and consideration of comments to adoption of the FY2010-11 Budget and General Appropriations Act.

Discussion

When the Mayor called for final objections _____

and he declared the hearing closed.

R-1
R10-057

May 3, 2010

**CITY OF ADRIAN, MICHIGAN
FISCAL YEAR 2010-2011 PROPOSED BUDGET
AND
GENERAL APPROPRIATIONS ACT**

**RESOLUTION #R10-057
May 3, 2010**

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

WHEREAS, the City Commission received budget requests from all City Departments, and has reviewed in detail the City Administrator's Fiscal Year 2010-2011 Budget Recommendation; and

WHEREAS, the City Commission, after due deliberation, has formulated a Proposed General Appropriations Act balancing total appropriations with available resources at \$26,635,681 for Fiscal Year 2010-2011, a summary of which is included in the Notice of Public Hearing published in a newspaper of general circulation; and

WHEREAS, a copy of the proposed Budget and General Appropriations Act was published April 23, 2010 and a Public Hearing was held on May 3, 2010 in accordance with the provisions of Section 8.3 of the Adrian City Charter, Public Act 5 of 1982, and the federal, state and local Fiscal Assistance Act of 1972 (P.L. 92-512), as amended; and

WHEREAS, included in the General Appropriations Act are the service charge rates for Dial-A-Ride transportation and Water and Sewer Utilities; Dial-A-Ride rates remain unchanged from FY2008-09; for a typical utility customer using eight units, which is

approximately 6000 gallons per month, the water bill will increase \$.96 per month and the sewer bill will increase \$1.32 per month for a total increase of \$2.28 per month.

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby adopt and amend the Fiscal Year 2010-2011 Budget and General Appropriations Act recommended by the City Administrator as advertised and placed in the Clerk's Office for public inspection, balancing total appropriations with available resources at \$26,663,681 for Fiscal Year 2010-2011.

BE IT, FURTHER, RESOLVED that the Adrian City Commission authorizes to levy a millage rate of 15.6039 (Operating-13.6293; Solid Waste- 1.0000; and Local Streets- 0.9746) mills upon the total Taxable Value of Real and Personal Property (\$442,616,703) so as to generate \$6,883,801, including additions for Industrial Facilities Tax (IFT) Revenue and excluding captured tax revenue for various economic development authorities, to support the FY2010-2011 City of Adrian General Fund Operating, Solid Waste and Local Street Budgets.

BE IT, FURTHER, RESOLVED that the Adrian City Commission authorizes Industrial Facilities Tax (IFT) collections at 15.6039 mills upon the total Taxable Value of Real and Personal Property (\$41,602,035) so as to generate \$391,942 to provide additional support for the FY2009-2010 City of Adrian General Fund Operating, Solid Waste and Local Street Budgets.

BE IT, FURTHER, RESOLVED that the Adrian City Commission authorizes the imposition of a one (1%) percent property tax administration fee as required by the General

Property Tax Act (MCL211.44) and continuation of the Dial-A-Ride fares of \$2.00 for regular passengers and \$1.00 for senior citizens and handicapped riders, instituted July 1, 2005.

BE IT, FURTHER, RESOLVED that the following Water and Sewer Rate Charges continue in effect on July 1, 2010:

Proposed FY 2010-11
Water and Sewer Rates and Charges

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

<u>Meter Size</u>	<u>Current Service Charge Per Month</u>	<u>Proposed Service Charge Per Month</u>
5/8"	\$ 7.92	\$ 8.24
3/4	\$ 9.45	\$ 9.83
1"	\$ 11.97	\$ 12.45
1 1/2"	\$ 18.02	\$ 18.74
2"	\$ 25.64	\$ 26.67
3"	\$ 41.38	\$ 43.04
4"	\$ 67.07	\$ 69.75
6"	\$126.10	\$131.14
8"	\$259.67	\$270.06
10"	\$391.60	\$407.26

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

Current commodity charge: \$2.12 per unit

Proposed commodity charge: \$2.20 per unit

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

<u>Connection Size (Inches)</u>	<u>Current Monthly Charge</u>	<u>Proposed Monthly Charge</u>
2 1/2 and under	\$ 7.91	\$ 8.23
3"	\$11.04	\$11.48
4"	\$14.81	\$15.40
6"	\$29.40	\$30.58
8"	\$52.55	\$54.65
10"	\$89.14	\$92.71

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

Current rate per month	\$29.40
Proposed rate per month	\$30.58

Bulk water at water treatment plant per 100 gallons \$ 0.88

Sewer Rates.

(2) Commodity Charge.

Current commodity charge: \$2.74 per 100 cubic feet

Proposed commodity charge: \$2.85 per 100 cubic feet

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

<u>Meter Size</u>	<u>Current Service Charge Per Month</u>	<u>Proposed Service Charge Per Month</u>
5/8"	\$ 10.93	\$ 11.37
3/4"	\$ 14.85	\$ 15.44
1"	\$ 18.36	\$ 19.09
1 1/2"	\$ 25.34	\$ 26.35
2"	\$ 41.94	\$ 43.62
3"	\$ 55.94	\$ 58.18
4"	\$ 83.90	\$ 87.26
6"	\$159.05	\$165.41
8"	\$262.17	\$272.66
10"	\$393.26	\$408.99

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

Current flat rate: \$39.51

Proposed flat rate: \$39.51

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

Adrian Township	Current	\$40.48
Madison Township	Proposed	\$40.48

Outside City (master meter rate per unit)

Adrian Township	Current	\$2.11
	Proposed	\$2.19
Madison Township	Current	\$2.12
	Proposed	\$2.20

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

Septage Receiving Waste Fees:

Current: \$50.00 per 1000 gallons or \$0.06 per gallon

Proposed \$50.00 per 1000 gallons or \$0.06 per gallon

Current and Proposed Water and Sewer Connection Fees:

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

Water Tap Unit	Water Meter Charge	Residential Equivalent Charge	Water Tap Installation	Water Capacity Size	Sewer Impact Size
3/4"	5/8"	1	\$ 1,250.00	\$ 950.00	\$ 1,150.00
3/4"	3/4"	1.5	\$ 1,300.00	\$ 1,250.00	\$ 1,700.00
1"	1"	2.5	\$ 1,800.00	\$ 2,350.00	\$ 2,850.00
1.5"	1.5"	5	\$ 2,400.00	\$ 4,675.00	\$ 5,675.00
2"	2"	8		\$ 7,480.00	\$ 9,075.00
3"	3"	16		\$ 15,000.00	\$ 18,000.00
4"	4"	25		\$ 23,375.00	\$ 28,325.00
6"	6"	50		\$ 42,500.00	\$ 51,500.00
8"	8"	140		\$119,000.00	\$144,200.00
10"	10"	220		\$144,200.00	\$144,200.00

; and

BE IT FURTHER RESOLVED that:

1. The City Administrator is hereby designated the Chief Administrative Officer (CAO) of the City of Adrian and, further, that the Finance Director shall perform the duties of the Chief Fiscal Officer (CFO) as specified in this resolution.
2. The CFO shall provide an orientation session and written instructions for preparing departmental budget requests. These instructions shall include information that the CFO determines to be useful and necessary to assure that the budgetary estimates of the agencies are prepared in a consistent manner and the needs of the CAO and the City Commission are met.
3. Any offices, departments, commissions and boards of the City of Adrian financed in whole or in part by the City of Adrian shall transmit to the CFO their estimates of the amounts of money required for each activity in their respective agencies, as well as their estimate of revenues that will be generated from charges for services. They shall also submit any other information deemed relevant by the CAO, CFO and/or City Commission.
4. The CFO shall prescribe forms to be used by the offices, departments, commissions and boards of the City of Adrian in submitting their budget estimates and shall prescribe the rules and regulations the CFO deems necessary for the guidance of

officials in preparing such budget estimates. The CFO may require that the estimates be calculated on the basis of various assumptions regarding level of service. The CFO may also require a statement for any proposed expenditure and a justification of the services financed.

5. The CFO shall prepare estimates of revenue for each budgeted fund, classified to show in detail the amount expected to be received from each source. Estimated of expenditures and revenues shall also be classified by character, object, function and activity consistent with the State Chart of Accounts and Michigan Department of Treasury accounting system classification.
6. The CFO shall review the agency estimates with a representative from each agency of the City of Adrian that has submitted such estimates. The purpose of the review shall be to clarify the estimates, ensure the accuracy, and to determine their adherence to the policies previously enumerated by the CAO, CFO and City Commission as herein required.
7. The CFO shall consolidate the estimates received from the various departments and agencies, together with the amounts of expected revenues, and shall make recommendations relating to those estimates, which shall assure that the total of estimated expenditures, including an accrued deficit, does not exceed the total of expected revenues, including an unappropriated surplus.
8. The recommended budget shall include at least the following:
 - (a) Expenditure data for the most recently completed fiscal year and estimated expenditures for the current fiscal year;
 - (b) An estimate of the expenditure amounts required to conduct the government of the City of Adrian, including its budgetary centers;
 - (c) Revenue data for the most recently completed fiscal year and estimated revenues for the current fiscal year;
 - (d) An estimate of revenues, by source, to be raised or received by the City of Adrian in the ensuing fiscal year;
 - (e) The amount of surplus or deficit from prior fiscal years, together with an estimate of the amount of surplus or deficit expected in the current fiscal year;
 - (f) An estimate of the amount needed for deficiency, contingent or emergency purposes and the amounts needed to pay and discharge the principal and interest of the debt of the City of Adrian due in ensuing fiscal years;

- (g) The amount of proposed capital outlay expenditures, except those finance by enterprise, capital projects or internal service funds, including the estimated total costs and proposed method of financing of each capital construction project for three (3) years beyond the fiscal year covered by the budget;
- (h) An informational summary of projected revenues and expenditures/expenses of all capital projects, internal service and enterprise funds;
- (i) A comparison of the revenue and expenditure amounts in the recommended budget to the budget previously adopted, and amended, by the City Commission, with appropriate explanation of the variances;
- (j) Any other data relating to fiscal conditions that the CAO, CFO and/or City Commission consider to be useful in evaluating the financial needs of the City of Adrian.

9. Not less than sixty (60) days before the next succeeding fiscal year, the CAO shall transmit the recommended budget to the City Commission. The recommended budget shall be accompanied by:

- (a) A proposed general appropriation measure, consistent with the budget, which shall set forth the anticipated revenue and requested expenditure/expense authority, in such form and in such detail deemed appropriate by the City Commission;
- (b) A budget message, which shall explain the reasons for the increases or decreases in budgeted items compared with the current fiscal year, the policy of the CAO as it relates to important budgetary items, and any other information that the CAO determines to be useful to the City Commission in its consideration of the proposed appropriations;
- (c) A comparison of the recommended budget to the current year adopted and amended budget, together with an analysis and explanation of the variances therefrom, such variances being divided to show the portion attributable to the current year budget amendments and the portion resulting from the recommended budget.

10. The City Commission may direct the CAO and/or other appointed officials to submit any additional information it deems relevant in its consideration of the budget and proposed appropriations measure. The City Commission may conduct budgetary reviews with the CFO and/or City Departments or agencies for the purpose of clarification or justification of proposed budgetary items.

11. The City Commission may revise, alter or substitute for the proposed general appropriations measure in any way, except that it may not change it in a way that would cause total appropriations, including an accrued deficit, to exceed total estimated revenues, including an unappropriated surplus. An accrued deficit shall be the first item to be resolved in the general appropriations measure.
12. The City Commission shall fix the time and place of a public hearing to be held on the budget and proposed appropriations measure. The City Clerk shall then have published, in a newspaper of general circulation within the City of Adrian, notice of the hearing and an indication of the place at which the budget and proposed appropriations measure may be inspected by the public. This notice must be published at least seven days before the date of the public hearing.
13. No later than June 30, the City Commission shall pass a general appropriations measure providing the authority to make expenditures and incur obligations on behalf of the City of Adrian. The supporting budgetary data to the general appropriations measure shall include at least the following:
 - (a) Expenditure data for the most recently completed fiscal year;
 - (b) The expenditure budget as originally adopted by the City Commission for the current fiscal year;
 - (c) The amended current year appropriations;
 - (d) An estimate of the expenditure amounts required to conduct the government of the City of Adrian, including its budgetary centers;
 - (e) Revenue data for the most recently completed fiscal year and estimated revenues for the current fiscal year;
 - (f) Budgeted Revenue Estimates as originally adopted by the City Commission for the current fiscal year;
 - (g) The amended current year Budgeted Revenues;
 - (h) An estimate of revenues, by source, to be raised or received by the City of Adrian in the ensuing fiscal year;
 - (i) The amount of surplus or deficit from prior fiscal years, together with an estimate of the amount of surplus or deficit expected in the current fiscal year;
 - (j) An estimate of the amount needed for deficiency, contingent or emergency purposes, and the amounts needed to pay and to discharge the principal and interest of the debt of the City of Adrian due in the ensuing fiscal year;

- (k) The amount of proposed capital expenditures, except those financed by enterprise, capital project or internal service funds, including the estimated costs and proposed method of financing of each capital construction project and the projected additional annual operating costs and the method of financing the operating costs of each capital construction project for three (3) years beyond the fiscal year covered by the budget;
 - (l) An informational summary of projected revenues and expenditures/expenses of capital projects, internal service and enterprise funds;
 - (m) Any other data relating to fiscal conditions that the City Commission considers to be useful in considering the financial needs of the City;
 - (n) Printed copies of the City Commission's Adopted Budget, Financial Plan or any facsimile thereof shall contain all the above data unless otherwise approved by the City Commission.
14. The City Commission may authorize transfers between appropriation items by the CAO or CFO within limits stated in the appropriations measure. In no case, however, may such limits exceed those provided for in paragraph #21 of this resolution.
15. A deviation from the original general appropriations measure shall not be made without first amending the general appropriations measure through action by the City Commission, except within those limits provided for in paragraph #16 of this resolution.
16. Appropriations accumulated at the Department level will be deemed maximum authorization to incur expenditures. The CAO or the CFO shall exercise supervision and control of all budgeted expenditures within these limits, holding expenditures below individual line-item appropriations or allowing overruns in individual line-items, providing that at no time shall the net expenditures exceed the total appropriation for each department as originally authorized or amended by the City Commission. Line-item detail by cost center and allotments, which provide a monthly calendarization of annual appropriations, as deemed necessary by the CFO, shall be maintained and utilized as an administrative tool for management information and cost control. The CFO shall not approve any expenditure beyond that necessary to accomplish stated program or work objectives authorized in the general appropriations measure as originally approved unless amended, in which case the amendment takes precedence.

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

- (c) Transfers may be made from the non-departmental account for Miscellaneous Capital Outlay to the appropriate departmental budget as specific requests for these items are reviewed and approved by the CAO;
 - (d) Transfers may be made from the non-departmental appropriations accounts Emergency Salaries and Summer Help as specific requests for these items are reviewed by the Personnel Department and approved by the CAO;
 - (e) Fringe benefit rates shall be established annually in the budget process to charge all General Fund/General Purpose, Special Revenue and Proprietary Funds for actual employer fringe benefit costs. Such rates shall be sufficient to meet all fringe benefit costs including: Retirement, Social Security (FICA), Hospitalization, Disability, Dental, Life and Accident Insurance, Unemployment and Workers' Compensation Insurance. The rates shall be charged to operating departments as a percentage of salaries and all funds collected shall be transferred to a Fringe Benefit Internal Service Fund to pay the fringe benefit obligations.
22. The Chief Administrative Officer (City Administrator) is granted expenditure authority up to a maximum of \$10,000 per transaction and, in compliance with Section 12.1 of the City Charter, sealed bids shall be obtained for all materials, supplies and public improvements in amounts equal to or greater than the aforementioned spending limit.
23. The City Commission may make supplemental appropriations by amending this general appropriations measure as provided by this resolution, provided that revenues in excess of those anticipated in the original appropriations measure become available due to:
- (a) An unobligated surplus from prior years becoming available;
 - (b) Current year revenue exceeding original estimates in amounts sufficient enough to finance increased appropriations. The City Commission may make a supplemental appropriation by increasing the dollar amount of an appropriation item in the original general appropriations measure or by adding additional items. At the same time the estimated amount from the source of revenue to which the increase in revenue may be attributed shall be increased, or other source an amount shall be added to the appropriation account in a sum sufficient to equal the supplemental expenditure amount. In no case may such appropriation cause total estimated expenditures,

including an accrued deficit, to exceed total estimated revenues, including an unappropriated surplus.

24. Whenever it appears to the CAO, CFO or City Commission that actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such funds were based, the CAO shall present to the City Commission recommendations which, if adopted, will prevent expenditures from exceeding available resources for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both. After receiving the recommendations of the CAO for bringing appropriations into balance with estimated revenues, the City Commission shall amend the general appropriations measure to reduce appropriations or shall approve such measures necessary to provide revenues sufficient to equal appropriations, or both.
25. All appropriations are annual and the unexpended portion shall lapse at year-end. Encumbrances and Appropriations Carried Forward will be recorded as a reservation of fund balance and the subsequent year's budget amended to provide authority to complete these transactions. Appropriations shall not be carried forward for more than six (6) months into the budget year following the year in which they were originally appropriated.
26. A member of the City Commission, the CAO, CFO, appointed official, administrative officer or employee of the City of Adrian shall not: (1) create a debt, incur a financial obligation on behalf of the City against an appropriation account in excess of the amount authorized, (2) apply or divert money of the City for purposes inconsistent with those specified in this general appropriations measure as approved and amended by the City Commission, not (3) forgive a debt or write off an account receivable without appropriate authorization of the City Commission.
27. All Internal Service Fund budgets that have depreciable assets shall have a capital budget with detail supporting the amount of annual depreciation therein included, as well as a fiscal plan for replacing, upgrading or disposing of those assets.
28. The budgetary system shall be maintained on the same basis of accounting (generally accepted accounting principles) as the actual financial information is maintained.
29. Any violation of the general appropriations measure by the CAO, CFO, any administrative officer, employee or member of the City Commission detected through application of generally accepted accounting procedures utilized by the City of Adrian, or disclosed in an audit of the financial records and accounts of the City, shall

be filed with the State Treasurer and reported by the State Treasurer to the Attorney General. Pursuant to Public Act 621 of 1978, the Uniform Budgeting and Accounting Act for Local Government, the Attorney General shall review the report and initiate appropriate action against the person or persons in violation. For use and benefit of the City of Adrian, the Attorney General or Prosecuting Attorney may institute a civil and/or criminal action in a court of competent jurisdiction for the recovery of City funds disclosed by an examination to have been illegally expended or collected as a result of malfeasance, and for the recovery of public property disclosed to have been converted or misappropriated.

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

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

MEMORANDUM – UTILITIES DEPARTMENT

DATE: April 28, 2010

TO: Dane C. Nelson, City Administrator

FROM: Shane A. Horn, Utilities Director 

SUBJECT: Proposal for Engineering Services for the Design of River Interceptor Sewer Improvement Project

I concur with the recommendation of the Utilities Director to retain Jones & Henry of Toledo, OH, for design engineering services for the River Interceptor Sewer Improvement Project at a cost of \$88,840. This price includes a topographic survey that will be completed by their sub-contractor, Associated Engineers, at a cost of \$10,840.

The City Charter allows the bid process to be waived when it is determined that no advantage to the city would result in obtaining additional quotes. Since Jones & Henry completed the preliminary design and is very familiar with the city's sewer system, I recommend that they be retained for the final design and that the bid process be waived.



Dane C. Nelson
City Administrator

The Utilities Department has been awarded a \$750,000 grant from the Michigan Strategic Fund under the Community Development Block Grant Program (CDBG). This Sanitary Sewer Improvement Project will involve the installation of 2,600 feet of 24" sewer from Beecher Street through Riverside Park to Michigan Avenue. Jones & Henry of Toledo, Ohio has completed preliminary design of this sewer project as part of our grant proposal. I have secured a proposal from Jones & Henry to complete final design engineering for this project for a not to exceed fee of \$88,840. This total includes utilizing the services of Associated Engineers and Surveyors for Topographic Survey for a fee of \$10,840. Due to Jones & Henry's familiarity with this project I respectfully recommend that we waive the bidding process and award a contract to Jones & Henry Engineers to begin this final design of the River Interceptor Improvements. Funding for this expense is available in the sewer collection system capital budget (497-555.00-975.127).

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



Jones & Henry Engineers, Ltd.

2000 WEST CENTRAL AVENUE, TOLEDO, OHIO 43606 • 419/473-9611
www.jheng.com FAX • 419/473-8924

April 27, 2010

Mr. Shane Horn
Director of Utilities
City of Adrian
135 East Maumee Street
Adrian, Michigan 49221

Subject: Proposal for Engineering Services
River Interceptor Improvement Project

Dear Mr. Horn:

Jones & Henry has prepared a proposal for the engineering services to design and assist with bidding of the River Interceptor Improvement Project. We are very familiar with the project based on our past investigation; work on the River Interceptor and its tributary sewers; and the preparation of the Preliminary Design Report for the River Interceptor Improvements. We appreciate the City's consideration of us for this project.

Statement of Understanding

The River Interceptor project will be based on implementing the improvements recommended in the 2009 Preliminary Design Report – Replacement Sewer Alternative. The improvements will include the following key aspects:

- Replace the existing interceptor from MH D06RT046 in the south end of Riverside Park to MH D05R1030 at Michigan Avenue, approximately 2,600 feet. The route of the replacement will sewer will be in the same alignment or near the alignment of the existing interceptor.
- Two new river crossings will be included in the replacement sewer in the area of Riverside Park. They will be depressed sewers with cleanout provisions.
- Install a 10-inch extension sewer from the Crystal Springs Avenue, MH D06RT205, to the new interceptor, approximately 325 feet.
- Install cured-in-place pipe (CIPP) in the 12-inch sewer from McKenzie Street on the west side of the Park to the new sewer, approximately 600 feet.
- Connect five existing sewers to the new interceptor from the existing interceptor.
- Abandon the existing interceptor
- Rebuild the existing manhole Beecher Street MH D06RT047
- Include plans for several manhole replacements on the lower interceptor that have been identified as significant sources of I/I. These are repairs that cannot be readily done by the City.

Special Considerations

There are several special considerations that need to be taken into account with the Project;

- The River Interceptor project has been identified in the City's Corrective Action plan submitted to DNRE in January 2010 as a key component in eliminating SSOs in the system.
- The City of Adrian has secured a CDBG funding for the project. The contract documents will include required CDBG documents.
- The route of the existing and replacement sewer pass through Riverside Park, this includes passing across a ball diamond. The restoration work and schedule of construction needs to address the required restoration and Park activities. Work across the diamond may be done out of sequence. It will be necessary to get input from the Parks Department in preparing the plans and specifications for the work

Scope of Services

Our scope of services will include the design phase and bidding phase of the project and include the following tasks:

Design

- Prepare project memorandum, record key requirements, features and decisions for the project
- Conduct an initial meeting and monthly project meetings (four meetings total expected)
- Meet with the Adrian Park Department for input on the project and specific park requirements
- Obtain information about existing utilities in the project area
- Confirm proposed route – walk route in the field with the City
- Complete topographic survey (To be done by Associated Engineers and Surveyors, Inc.)
- Complete soil borings and report for the project. (Soils will be done as a sub-contract to Jones & Henry)
- Prepare plans, specifications and contract documents for the Project
- Prepare DNRE permit applications for the two river crossings
- Prepare Part 41 permit application for DNRE approval
- Prepare estimate of costs
- Assist with providing CDBG information as requested by the City

Mr. Shane Horn
April 27, 2010
Page 3

Bidding

- Assist the City during the project bidding.
- Post project with a print company for direct distribution (typically Newfax in Toledo)
- Answer questions during bidding
- Prepare addenda as needed
- Review bids and provide recommendation of award

Schedule

We anticipate completing the project in 8 to 12 weeks. We want to submit the Part 41 Permit application and River crossing permit applications in 8 weeks. The permit applications will be critical in getting the project to the bid phase.

Proposed Fee

Our proposed fee for the project is \$88,840. Actual charges will be based on time and expense and not exceed the estimated amount without approval from the City.

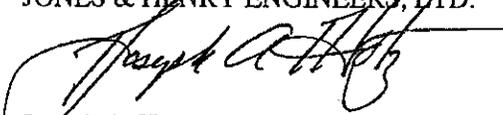
This is based on the following:

Topographic Survey by Associated Engineers and Surveyors	\$10,840
Soil Borings and Report (estimated at this time)	8,000
Design Engineering by Jones & Henry	65,000
Bidding Services	<u>5,000</u>
Total Estimate Fees	\$88,840

We appreciate the opportunity to submit a proposal for the Interceptor Improvement Project and we look forward to working with the City on it. If you have any questions or need additional information please contact me.

Sincerely,

JONES & HENRY ENGINEERS, LTD.



Joseph A. Hotz, P.E.
Principal

JAH/bjm

R10-058

May 3, 2010

RE: UTILITIES DEPARTMENT –Authorization to Contract Engineering Services for River Interceptor Sewer Improvement Project

RESOLUTION

WHEREAS, the City of Adrian has submitted a grant application in the amount of \$750,000 from the Michigan Strategic Fund under the Michigan Community Development Block Grant Program for Sanitary Sewer Improvement Project; and

WHEREAS, the total cost of the proposed project amounts to \$1,627,425, including local matching funds of \$877,425, involving the replacement of the existing 15-inch sanitary sewer with 24-inch sanitary sewer along approximately 2,600 linear feet from Michigan Avenue to Beecher Street; and

WHEREAS, the Adrian City Commission, by Resolution #R10-050 dated April 19, 2010, approved the prerequisite Notice of Intent and Public Hearing Requirements necessary to be awarded said grant; and

WHEREAS, Jones & Henry Engineers, LTD., Toledo, OH, prepared the preliminary design as a part of the grant application process and now the Utilities Director recommends that this same firm be engaged to complete final design engineering for this project at a cost not to exceed \$88,840; and

WHEREAS, the foregoing amount includes the cost of subcontracting with Associated Engineers and Surveyors, Inc. Adrian, MI, for Topographic Survey at a cost of \$10,840; and

WHEREAS, the Finance Director indicates that sufficient funds for this purpose are available in the Sewer Collection System Capital Budget (497-555.00-975.127); and

WHEREAS, the Utilities Director and City Administrator recommend engagement of Jones & Henry Engineers, LTD., Toledo, OH., in the City's Standard Professional Services Contract for the purpose of completing the final design engineering for the aforementioned Sanitary Sewer Improvement Project at a cost not to exceed \$88,840, and that, because of the firm's familiarity with the City's Sewer Collection System due to prior engagements, the competitive bid process be waived.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Jones & Henry Engineers, LTD., Toledo, OH, in the City's Standard Professional Services Contract for the purpose of completing the final design engineering for the aforementioned Sanitary Sewer Improvement Project at a cost not to exceed \$88,840.

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

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

R-3

Memo

To: Dane C. Nelson, City Administrator
From: Mark K. Gasche, Parks and Recreation Director
Date: April 29, 2010
Subj: Concession Permit Fees in Parks Recommendation

City Ordinance Article II. Conduct in Parks, Sec. 62-39 Food and beverages (c) authorizes permits for the sale of food, beverages, or other merchandise on a daily, weekend, or annual (May 1 – September 15) basis. Further, (e) states that fees shall be set by resolution of the city commission and may be obtained from the city clerk.

We currently have fees set as follows: Daily permit \$10.00, Weekend permit \$25.00, and Annual permit \$100.00. We would like to clarify that each of those permits covers one park only and then we want to add a category of Annual permit that would cover all parks and set the permit fee at \$250.00. This type of permit would be utilized primarily by rolling vendors such as ice cream trucks who would travel between parks selling their items. This type of vendor would also need a Peddler's License as outlined in City Ordinance Article VI. Peddlers.

R10-059

May 3, 2010

RE: DEPARTMENTS OF PARKS & RECREATION – Concession Permit Fees in Parks

RESOLUTION

WHEREAS, City Ordinance Article II. Conduct in Parks, Sec. 62-39 Food and beverages (c) authorizes permits for the sale of food, beverages, or other merchandise on a daily, weekend, or annual (May 1 – September 15) basis; and

WHEREAS, Section (e) further states that fees shall be set by resolution of the City Commission and may be obtained from the city clerk; and

WHEREAS, Park Concession Permit Fees are currently set as follows: daily permit - \$10.00; weekend permit - \$25.00 and annual permit - \$100.00; and

WHEREAS, the Parks & Recreation Director recommends incorporation of a clarification that each of these permits covers one park only, and that a new category be added for an annual permit that would cover all parks and set the permit fee at \$250.00; and

WHEREAS, the Finance Director indicates that experience should be gained from this change before any budget amendment is contemplated; and

WHEREAS, the City Administrator recommends approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby approves the recommendation to modify the current Parks Concession Fees to clarify that the current fees apply separately to each individual park and that a new category be added for an annual permit that would cover all parks and set the permit fee at \$250.00.

On motion by Commissioner _____,

seconded by Commissioner _____,

this resolution was _____ by a _____ vote.

R-4

Memo

To: Dane C. Nelson, City Administrator
From: Mark K. Gasche, Parks and Recreation Director
Date: April 29, 2010
Subj: Recommendation to hire consultant services for the Parks and Recreation 5 Year Plan

Michigan Department of Natural Resources and Environment (MDNRE) requires that all local communities have a current 5 Year Plan on file in order to be eligible for grant funding through the various state grant programs (we do not have a current plan). Master planning is also a beneficial process for any community to go through to set short and long term priorities and goals for the park system and recreation programs. It is even more essential to have a plan in place given the tight budget times we are in and expect to face for the next few years.

We requested a proposal from Landscape Architects and Planners (LAP) of Lansing to provide professional services in completing a 5 Year Plan for the City of Adrian Parks and Recreation Department that would meet the requirements of MDNRE, but only the minimal requirements. We asked LAP to provide an approach that would allow our department to perform as much of the work as possible in order to keep the cost down, while still meeting the requirements for the plan.

LAP is familiar with the MDNRE requirements, having completed several other 5 Year Plans for various communities in Michigan, including the City of Tecumseh. They work closely with the staff at MDNRE on planning and grant applications. LAP has previously worked on the Trestle Park Boardwalk and the Heritage Park Soccer Complex projects for the City of Adrian. We were pleased with the work they performed on both of those projects. They have given us a proposal (attached) to complete the 5 Year Plan for a cost of \$9,850.

As part of the 5 Year Plan MDNRE requires a Parks Accessibility Assessment of all parks, park structures, and recreation facilities. We have received a proposal (attached) from Roger Donaldson, AIA P.L.C., who was recommended by LAP, to conduct this assessment for a fee of \$3,900.

I recommend that Landscape Architects and Planners of Lansing, MI be hired for the amount of \$9,850 to complete the City of Adrian Parks and Recreation Plan 2011-2016. I further recommend that Roger Donaldson, AIA P.L.C. be hired to complete the Parks Accessibility Assessment for the City of Adrian for the fee of \$3,900. Funds for these professional services will be taken from the designated fund balance – Bohn Pool Analysis. These fees will leave a balance of \$12,000 in the fund balance for the Bohn Pool Analysis, which can be supplemented by \$10,000 that is budgeted for the 5 Year Plan in the 2010-11FY.

April 20, 2010

Mr. Mark Gasche, Director
Parks & Recreation Department
City of Adrian
135 E. Maumee Street
Adrian, Mi 49221

P: (517) 264-4872

RE: City of Adrian Parks and Recreation Master Plan 2011 - 2016

Dear Mr. Gasche,

We are pleased for the opportunity to respond to your request to assist in updating the City of Adrian's Parks and Recreation Master Plan. Enclosed for your review are our qualifications and proposal regarding this project.

The team members that have been assembled for your project are uniquely qualified to address your park facilities and recreation program needs. We are fortunate to have the talent located within our firm so as to increase our ability to coordinate and communicate our planning skills on this important project.

Our involvement in similar projects is demonstrated under the experience section of this document. We understand that the City would like to submit the Plan by April of 2011. Due to the time involved with gathering public input, review time and approval of the final document we recommend starting on the project soon.

We look forward to the opportunity to work once again with the good people of the City of Adrian on another rewarding project. Should you have any questions or need clarifications, please feel free to contact me at any time at (517) 485-5500.

Sincerely,

Robert Ford
President / Landscape Architect

**CONSULTANT'S SCOPE OF SERVICES
FOR
PARKS AND RECREATION MASTER PLAN, 2011 - 2016**

APPROACH TO THE PROJECT

Project Understanding

LAP understands the City of Adrian Parks and Recreation Department, hereafter referred to as the "City" is the sole point of contact for this project. It also understands that Mr. Gasche will be the City's Administrative Representative in charge of all day to day correspondence and communications with the consultant throughout the duration of this project.

The intent of the Parks and Recreation Master Plan is to provide a quality recreation plan to guide the City's future in recreation programming, park and facility development, general planning and potential land acquisitions. The strength to any successful park and recreation system is a sound economic structure and we believe this is a fundamental issue that needs careful exploration in the City's plan, in addition to providing facilities and programs that meet the immediate and long-term community needs.

We also realize that this project must meet funding requirements set forth by federal and state requirements; namely the Natural Resources Trust Fund and the Land and Water Conservation Fund. The Plan must also meet the Michigan Department of Natural Resources and Environment (MDNRE) Guidelines for the Development of Community Park, Recreation, Open Space and Greenways Plans. We are confident that this effort shall exceed the state requirements.

In addition, this document must be focused on the "real issues" concerning the present and future of the park system, the identity and role of the City park system as it relates to surrounding parks, other significant cities, townships, and communities. The plan must identify recreational deficiencies within the area, identify local recreation resources, and the short and long range potentials relative to national, state, and area trends.

It is important that this document "stand alone" without dependency upon other state or regional systems or past plans. At the same time, it is important that this plan "interface" with the short and long-range goals of the state, region, county, governments, schools and surrounding communities. This will help determine the role the City should play as a "key recreation provider" to its citizens and adjacent neighbors.

MANAGEMENT PHILOSOPHY

LAP operates on a strong project manger philosophy. Robert Ford is the project manager and principle of the firm and has the authority to control the project in its entirety. This allows continuity throughout the project and provides the client with one person as the sole point of contact for communication, decisions and scheduling purposes.

Robert Ford is the project manager and principle of the firm and has the authority to control the project in its entirety Mr. Ford has served as principle and project manager on many recreation plans throughout the State of Michigan, including a State of Michigan Recreation Plan, Oakland County Comprehensive Recreation Plan, County of Midland Parks and Recreation Plan, 6 (Six) Five Year Plans for the City of Lansing, 2 (Two) City of Tecumseh Recreation Plan, Village of Linden Recreation Plan, and other regional, county, township and village recreation plans.

THE PROJECT TEAM

<u>TITLE</u>	<u>KEY STAFF MEMBERS</u>	<u>RESPONSIBILITIES</u>
Principal Landscape Architect	*Robert Ford ASLA Principal in charge Authorized contact LAP, Inc.	Mr. Ford will be the person in charge of the project. He will manage the project and be involved in all aspects of the project.
Recreation Planner	*Tamara Jorkasky LAP, Inc.	Ms. Jorkasky will serve as a resource throughout the program development, research, assist with the written report and organizing the public meetings as well as assisting with field work when necessary.
GIS Technician	Robert Stasiuk LAP, Inc.	Mr. Stasiuk will assist with report design, graphics, and technical production of the report.
Secretary	Kristin Arnold LAP, Inc.	Ms. Arnold will assist with the typing and report production.

* = Key Members who will be intimately involved in your project from start to finish

KEY MEMBERS OF YOUR PROJECT TEAM

Robert Ford, Registered Landscape Architect, Principal, and Authorized Contact Person.

Mr. Ford will be the professional in charge of your project. He will coordinate the production of the planning project, concept development, task management, and administration. Mr. Ford has over 25 years of recreational planning and design experience, from recreational master plans for villages to counties. In addition, he has a wide array of design experience in the development of Master Planning and Site Design. Mr. Ford will be the main author of the document and will participate in all meetings and workshops.

Tamara Jorkasky, Recreation Planner

Tamara has worked on many recreation plans for LAP. Tamara will be the co-author of the plan and be involved in all aspects of the planning process and assist with the ADA Assessment. Tamara has worked on Parks and Recreation Master Plans for Delhi Charter Township, New Buffalo Township and the City of Lansing.

Mr. Robert Stasiuk

Mr. Stasiuk brings strong research and computer skills to bear on your project. Should the project demand analysis, graphs, charts, or drawings, Bob's skills will be employed to provide the graphic techniques necessary to illustrate the maps and/or plans needed for your project.

Kristin Arnold, Typist

Kristin has worked on many similar reports. She has the office skills and secretarial experience to help edit and produce the report.

Please ask to see resumes for additional staff information if necessary.

PROJECT UNDERSTANDING AND METHODOLOGY

LAP understands that the City will be in charge of all final decisions regarding the Parks and Recreation Master Plan. It is our responsibility to research, analyze and frame decisions for the City to respond by using current recreation planning methods.

The proposed method for developing the Parks and Recreation Master Plan for the City is a tried and proven system. It incorporates research, analysis and planning. We view the process from an environmental, economic and social basis and systematically reduce data into significant components focusing on recreation and tourism. The results provide you with a plan based on statistical data and public opinion. Citizen participation can occur in a variety of forms such as interviews, public meetings, workshops and telephone or mail surveys. We shall remain flexible in this regard. Due to budget limitations, we are proposing using workshops, meetings and public hearings, which have proven successful in the past for cities of comparable size. If the City chooses to conduct a public opinion survey, LAP will utilize those results in this planning effort.

THE WORK PLAN

The work plan generally outlines the level of work to be accomplished and the sequence. The broad categories indicated will be used to describe the process and to acknowledge completion of necessary planning milestones. The following reduces the major planning categories into defined work tasks:

TASK 1 - ORIENTATION (one meeting)

1. LAP will meet with the Parks Department to reaffirm the proposed schedules, meetings, background data and available resources.
2. A summary memo will be generated following the orientation meeting to acknowledge our understanding of the contract terms.

TASK 2 – INVENTORY

1. **Physical Inventory** – A review of the previous plan will be conducted by LAP. Assistance will be provided by the City concerning its existing system. LAP will collect all maps, charts, demographics, previous reports, user rates, participation records, past funding, existing surveys, known user groups, land use issues, fish and wildlife, transportation, general environmental problems, and other physical and statistical data pertinent to the preparation of the new recreation plan. LAP requests that the City provide existing plans, reports, maps, participation records and budget information. Where GIS mapping is available, LAP requests that maps be provided by the City.
2. **ADA Assessment** – LAP will use ADA Assessments of park facilities completed by others. The Assessment will be used to determine goals, objectives and actions in relation to bringing facilities into compliance with the Americans with Disabilities Act and Michigan Barrier Free Design Rules.
3. **Program and Event Inventory** – LAP will collect information on programs and events offered by the City and other recreation providers. Assistance will be provided by the City concerning its existing programs and events, partners and other recreation providers. The City will provide participation numbers for City run programs for the past 2 to 3 years to analyze and identify trends.
4. **Economic Inventory** – An economic inventory will be conducted by LAP. All information relating to existing revenue stream, budget, grants and collections will be assembled to understand how the

Township manages its fiscal responsibilities. LAP requests that the City provide budget information for the past 2 to 3 years to establish trends.

5. State Inventory - LAP plans to utilize land use information from the Natural Resources Inventory, produced by the DNR for the Township. The City will be responsible for purchasing any maps necessary from the state in addition to our contract. We shall contact your state DNR representative and make them aware that the master plan is in process and obtain any additional information that they can provide.
6. Recreation Plans - LAP shall communicate with the adjacent recreation providers, townships, villages, cities and schools within the area surrounding the City and request input within a set time frame to assist in investigating the specific directions of projects, programs and policies relative to each units' existing recreation plan. Each unit will be requested to forward a recreation plan or statement regarding facilities or programs which are significant at the City level to assist in determining deficiencies in the region.
7. Statistical Inventory - LAP will collect and analyze all current demographics available from the most recent census and the Region II Planning Commission. Future trends within the City will be projected for the next five years. These trends will help determine future recreational patterns and needs.

TASK 3 – PUBLIC INPUT (Two meetings)

1. Workshops – LAP will conduct two workshops. LAP can provide assistance with additional workshop for an additional cost. Notification of public workshops is the responsibility of the City. In addition to newspaper notifications, LAP recommends posting updates and notifications on the Cities website. Upon request, LAP will provide content to be posted regarding the Plan.
 - a. Administrative Workshop - LAP will conduct (1) one administrative workshop to obtain the views of the current City Commission, Park and Recreation Director and professional staff. Other workshops that can be provided as an additional service might include, local governments, staff, representatives from organizational groups, or other specific persons who might have insight or bearing on the system.
 - b. Public Workshops - LAP will conduct (1) one public workshop to gain an understanding of the community's wishes and desires. The City may conduct additional workshops to gain input from focus groups and the public using the same format and provide the results to LAP. The City is responsible for providing public notice of workshops according to MDNRE requirements unless LAP is notified otherwise. If the City chooses to conduct additional workshops, LAP suggests that they use the same format as the workshop facilitated by LAP and that the results be provided to LAP.
2. Interviews - Interviews will be held with key persons during the planning process. People will be selected based upon their in-depth knowledge or related experience of recreation within the region. We will provide five (5) interviews which will include the Parks Director, the County Parks Director and others as determined necessary by the consultant and the Parks Director. Any other interviews will be considered as an additional service. LAP will conduct interviews over the phone, through e-mail or in person on the day of scheduled workshops. The City may also assist with interviews where appropriate.

TASK 4 - ANALYSIS

1. Recreation Needs Analysis - We shall organize all inventoried data into appropriate format complete with charts, tables and graphs. We will compare all data against state and national recreation standards to expose recreational deficiencies in the region. The analysis will be a factor upon which the basic recreational plan will rest.
2. Community Description and Analysis - The analysis will react to relevant physical, social and economic trends. The analysis shall provide a basis to explore recreational opportunities within these parameters and direct the City in developing its goals for the next five years.
3. Existing goals, policies, and programs – LAP will study existing goals, policies and programs. Although some broad range goals may not change from previous plans, it is anticipated that specific objectives will be altered significantly to correspond to a changing community. Typical areas anticipated for evaluation could focus on any or all of the following:

Public Awareness	User Fees, Grants, Programs
Historical Sites	Administrative Needs
Natural Resources	Park Facilities
Tourist Revenues	Barrier Free Access
Park Standards	Open Space Reserves
Recreational Linkage	Transportation
Programs & Activities	Citizen Input
Acquisitions	Relations with other Agencies
Trails & Greenways	Specialty Parks

4. Program types - Based upon the existing use and future needs program types will be identified as prescribed by the Director. These programs will be reflective of the users and the regional influences of the City. Interaction with school programs and private recreation providers will be documented. LAP requests that the City identify recreation partners and assist with the inventory of recreation providers.

TASK 5 – GOALS AND OBJECTIVES

1. Goals and Objectives – LAP will work with the Parks Director to develop goals and objectives based upon the analysis and community input. The objectives will focus on specific areas of the community where the needs are most apparent. The parallels will be drawn based upon the physical, economic, and programmatic potentials. LAP will review goals and objectives with the Director through telephone or electronic correspondence prior to developing the draft Plan.
2. Sensitivity to other Recreation Providers - The planning strategy will remain sensitive to other recreation providers; however, it will take full advantage of all the recreational potentials within the City.

TASK 6 – ACTION PLAN

1. The Action Plan – The action plan will be developed in accordance with the priorities established by the analysis and in order to fulfill the goals and objectives of the City. An attempt to maintain balance within the City will undoubtedly be part of the process to allow for equalization in dispersing funds. However, it may prove prudent to concentrate funds into a specific project or geographic

area. One successful project will increase the chance of attracting future funds.

2. Capital Improvement Schedule

- a. Opinion of Probable Costs – Costs will be attached to the proposed items identified in the preliminary document. These costs will be expressed in current dollar values. Contingencies, professional services and cost of living increases will be taken into account for inflation.
- b. Development Projects – Development projects will be itemized into separate and distinct items for future grant applications and potential budget projections.
- c. Funding Sources – LAP, with the City will identify potential funding sources and matching programs to fund the identified projects. Together we will forecast the future funding sources. Current funding strategies will be discussed. Emphasis will be given to general revenues, grants or similar types of revenue enhancers that will produce the funds necessary to develop and sustain existing or new projects

TASK 7 - DRAFT DOCUMENT (Two Meetings)

- 1. Preliminary Document - The Preliminary Parks and Recreation Master Plan will indicate goals, objectives, economic concerns, proposed parkland acquisitions (if any), re-development and upgrades and modernization of existing facilities to meet the recreational needs of the community. We will compare the needs analysis with current facilities and assess current deficiencies and forecast future needs.
- 2. Review – LAP will meet with the City to discuss the draft Plan and gather any comments. LAP shall submit the draft document to the City for review prior to meeting. The Plan will be revised based on any comments received prior to the presentation with the City Commission.
- 3. Presentation – The Draft document will be presented to the City Commission or sub committee of the City Commission for comment prior to making the Plan available to the Public. Revisions will be made based upon the presentation prior to making the Plan available to the Public.
- 4. Public Review - The City is responsible for making the draft Plan available for public review and notifying the public of its availability according to MDNRE requirements. The Plan must be available for public review for at least 30 days prior to adoption by the City Commission. LAP will provide (2) copies of the draft Plan for review by the public and the City Planning Commission. LAP will also provide an electronic file which LAP recommends be posted on the Cities website.

TASK 8 - PUBLIC HEARING (One Meeting)

- 1. LAP will present the Draft Plan to the City Commission at a Public Hearing for input and adoption. If additional meetings are required the consultant will be available at an additional per meeting cost.

TASK 9 - FINAL PLAN DOCUMENTS

The final Plan will be a comprehensive document to guide the City over the next five (5) years. It will provide an inventory of public and private recreation providers, statistical data based upon population demographics, immediate past and existing recreational trends and existing administrative structure and budget. It will include a recreational needs analysis, community description analysis, existing administrative

structure, and a policy and program evaluation of the City system. The five-year action plan will outlay capital improvement probable costs for the next five years. The plan will also include funding strategies and potential sources.

Final products will include a quality report with graphics, dividers, maps, appendix, etc. Copies will be made and distributed as follows.

- o One (1) Plan will be produced for the Client. Additional copies can be made available upon request at cost plus handling (refer to Additional Services, under Copies for fees). An electronic copy will also be provided on a CD.
- o Four (4) copies of the Plan will be produced and distributed to the MDNRE, Region II Planning Commission, Lenawee County Planning Commission and City of Adrian Planning Commission.

ADDITIONAL SERVICES

Workshops

There is an administrative input meeting style workshops included in the scope of the project. **Add \$650.00** for each additional workshop that you might desire.

Copies

Additional copies of the report can be made available at cost plus 30% for handling and shipping.

Sub Consultants

Other than fees quoted in this proposal, Sub-Consultant Services will be provided by the Consultant as an additional service to this contract. The Consultant will obtain at least two written quotations from qualified Sub-Consultants for the specific services to be rendered, the cost of these services shall be charged to the Owner at a rate of 1.2 times the actual Sub-Consultant Invoice.

If the Owner decides that any or all of the above mentioned Sub-Consultant services are not to be coordinated through the Consultant, these items must be provided to the Consultant by the Owner.

PROPOSED TIME SCHEDULE

Work on your project can begin upon notification to proceed or a signed contract, whichever occurs first. We understand that the City would like to adopt the plan before June 30, 2010. Due to review time require, LAP will attempt to finish a draft document within that time frame, but in order to obtain adequate public input and review time, additional time may be required. The Plan is required to be submitted to the MDNRE by April 1, 2011 in order to be eligible for the MNRTF and LWCF grants. The consultant will not be held responsible for unreasonable delays in review time by the City or other influencing parties beyond the consultant's direct control. The following is a tentative schedule.

<u>Task</u>	<u>Description</u>	<u>Time Frame</u>	<u>Month</u>
Task 1	Orientation & Notice to Proceed	1 week	April
Task 2	Inventory	4 weeks	April/May
Task 3	Public Input	4 weeks	May
Task 4	Analysis	3 weeks	May
Task 5	Goals and objectives	2 weeks	May
Task 6	Action Plan	2 weeks	May
Task 7	Draft Documents	2 weeks	June
	Preliminary Review/Revisions	2 weeks	June
	Presentation	1 week	June 22
	Public Review	4 weeks	June-August



ROGER L. DONALDSON, AIA P.L.C.
ARCHITECT

Member
International Code Council
U.S. Green Building Council
American Institute of Architects
Association of Licensed Architects
National Fire Protection Association
National Frame Builders Association
Construction Specifications Institute
National Council of Architectural Registration Boards

April 20, 2010

Parks and Recreation
City of Adrian
135 E. Maumee St.
Adrian, MI 49221

RE: City of Adrian
Parks Accessibility Assessment

Attn: Mark Gasche, Director:

Roger L. Donaldson, AIA P.L.C. is pleased to present this proposal of providing professional Architectural services to City of Adrian for a Parks Accessibility Assessment located at the City of Adrian Parks, Michigan.

In reviewing the project requirements, Roger L. Donaldson, AIA P.L.C. understands that it is your desire for these services to include:

- ☞ Accessibility Assessment to include:
 - ♣ City of Adrian 11 Park Sites that contain structures as follows;
 - ♣ (1) amphitheater @ Trestle Park;
 - ♣ (8) picnic shelters @ Burr Ponds Park, Dunlap Park, Erie Street Park, Heritage Park, Island Park, McFarland Park, Riverside Park, & Trestle Park,
 - ♣ (4) restrooms@ Heritage Park, Island Park, Riverside Park, & Trestle Park;
 - ♣ (2) gazebos @ Comstock Park & Fee Park;
 - ♣ (1) exterior swimming pool with locker rooms, restrooms and concession area @ Riverside Park;
 - ♣ (1) Piotter Center / Adrian Senior Center
 - ♣ Evaluation of each site for compliance with current Michigan Barrier Free Design Rules and American with Disabilities Act of 1992.
- ☞ Coordination with Landscape Architects and Planners, Inc. for playground and park feature assessments.
- ☞ Field measure and documentation of existing condition as may be required for report.
- ☞ Written report identifying compliance or non compliance of features of each site.
- ☞ Direction from City of Adrian will be given by you with full authority to make all decisions.

We propose that the development of the Accessibility as noted above to provide for a professional fee not to exceed \$3,900.⁰⁰. Roger L. Donaldson, AIA P.L.C. invoices periodically, at the end of the month, project phase or submittal for permits.

This office requests the following information to be provided if available

- ☞ Existing Site drawings indicating Parking, Walkways and Facilities.
- ☞ Existing Drawings of Facility (electronic cad version if available);
- ☞ Any special requirements that are to be included in the documents.

Upon finding the conditions of this letter acceptable, please sign one copy and return to this office at the address below. This Office can start work on the Accessibility Assessment when Roger L. Donaldson, AIA P.L.C. receives notice of approval and Purchase Order from you.

Should you have any questions, please contact this office at the number below.

Sincerely,

Roger Donaldson AIA
Roger Donaldson AIA CSI LEED AP
Member Architect
Roger L. Donaldson, AIA P.L.C.

Enc: Additional Services
Terms & Conditions

Agreed:

By: _____
City of Adrian

Title: _____

Date: _____

4787 Tartan Lane

Holt, Michigan 48842-1935

RogerAIA@comcast.net
email

(517) 694-0011
voice / fax

D E S I G N I N G A B E T T E R F U T U R E



ROGER L. DONALDSON, AIA P.L.C.
ARCHITECT

Additional Services:

Roger L. Donaldson, AIA P.L.C. will provide additional authorized professional services at an hourly rate of \$76.00 for Architectural Services. Landscape Architects, Designers and Engineering additional services will be reimbursed at their typically hourly rates. The following services are not provided unless authorized as additional services or reimbursable expenses:

- ☞ Survey of site.
- ☞ On site civil engineering, including storm water retention requirements.
- ☞ Identification of any environmentally or physically hazardous materials.
- ☞ Identification of any wetlands, floodplains or similar on site conditions.
- ☞ Soil investigations for determination of bearing capacities for foundations.
- ☞ Detailed Site Plan or Building Drawings.
- ☞ Presentation rendering or model of design.
- ☞ Revisions of drawings to change from original scope because of decision by the Client.
- ☞ Insurance premiums for Professional Liability insurance required by you for this project, above this office's basic coverage.
- ☞ Printing of existing Drawings that may be available from the owner, local building authority or previous Design Professional's office.
- ☞ Printing and Duplications of Review and Final Documents.
- ☞ Postage and handling of Documents.
- ☞ On site presentation(s) to the Owner.
- ☞ NEW STATE TAXES; Should the State of Michigan adopt any new fees rates, sales taxes, service taxes or similar revenue systems imposed on these services, those shall be added effected when said revenue systems are enacted.

Hourly Rates for the Different Design Professionals are indicated below:

Roger L. Donaldson, AIA P.L.C.

Project Architect.....	\$76.00 per hour
Principle Landscape Architect.....	\$135.00 per hour
Landscape Designer	\$70.00 per hour
Principle Engineer	\$107.00 per hour
Engineering Tech I.....	\$95.00 per hour
Engineering Tech II.....	\$67.00 per hour
Engineering Tech III	\$48.00 per hour
Drafter	\$57.00 per hour
Clerical	\$49.50 per hour



Terms And Conditions:

The following terms and conditions apply to the work authorized by this proposal:

- PROPOSAL DURATION; This Proposal shall be valid for 60 days after which time, acceptance is optional or shall be adjusted for change in rates.
- PROJECT COMPENSATION; In accepting this agreement, the signature indicates there is funding available and allocated for payment of these Professional Services.
- ANNUAL RATE REVIEW; Hourly compensation rates may be modified at the beginning of each calendar year.
- NEW STATE TAXES; Should the State of Michigan adopt any new fees rates, sales taxes, service taxes or similar revenue systems imposed on these services, those shall be added effected when said revenue systems are enacted.
- COPYRIGHT; © All documents developed under this agreement are copyrighted and are subject to copyright protection as an "architectural work" under Sec. 102 of the Copyright Act. 17 U.S.O. as amended December 1990 and known as Architectural Works Copyright Protection Act of 1990. The protection includes but is not limited to the overall form as well as the arrangement and composition of spaces and elements of the design. These documents are not suitable for use on other projects or in other locations without the approval and participation of the Architect. Reproduction is prohibited
- OWNERSHIP OF DOCUMENTS; - All documents prepared or furnished by Architect pursuant to this agreement are instruments of Architect's professional service, and Architect shall retain an ownership and property interest therein. Architect grants client a license to use instruments of Architect's professional service for the purpose of construction, occupying and maintaining the project. Reuse or modification of any such documents by client, without Architect's written permission, shall be a client's sole risk, and client agrees to indemnify and hold Architect harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by client or by others acting through client.
- TERMINATION OF SERVICES; The services may be terminated by the Client or Architect should the other fail to perform its obligations as stated. In the event of termination, the Client shall pay the Architect for all services rendered to the date of termination and all reimbursable expenses.
- CANCELLATION OF PROJECT; If the project is concealed or suspended in whole or part, the Architect shall be compensated for all services performed prior to receipt of written notice from the client of said cancellation or suspension. When the project is resumed, the Architect's compensation shall be equitably adjusted.
- RETAINER; Retainer is non refundable once work has started on the design of the project. Should project be cancel, the Retainer will be applied toward the work completed on the clients project. Retainer will be applied to the last invoice for the project.
- REIMBURSEMENTS; Reimbursable items will be invoiced at 1.1 times the actual invoice amount.
- LATE PAYMENTS; Invoices amounts unpaid 25 days after invoice date shall:
Cause work on your project to be suspended until such time that payment is made.
Accrue late payment fee to cover additional administrative costs from the date of invoice at the rate of 1½% per month.
- DISPUTED WORK; In the event of a disputed or contested invoice, only that portion so contested may be withheld from payment, and undisputed portion shall be paid. Owner shall provide in writing reasons for contesting an invoice.
- RETURNED CHECKS; Should any payment checks be returned for Non Sufficient Funds (NSF), and fee of \$100.00 will be added to the payment due.
- CONSTRUCTION LIEN COMPLIANCE; This Office complies with the MICHIGAN CONSTRUCTION LIEN ACT 497 OF 1976 and will issue Notices as allowed by the MICHIGAN CONSTRUCTION LIEN ACT 497 OF 1976. This agreement acts as an "NOTICE OF FURNISHING" as defined by the MICHIGAN CONSTRUCTION LIEN ACT 497 OF 1976.
- HAZARDOUS MATERIAL - It is acknowledged by both parties that Architect's scope of services does not include any services related to the presence at the site of asbestos, pcbs, petroleum, hazardous waste or radioactive materials. Client acknowledges that Architect is performing professional services for client and Architect is not and shall not be required to become an "arranger," "operator," "generator" or "transporter" of hazardous substances, as defined in the comprehensive environmental response, compensation, and liability act of 1990 (CERCLA).
- COST ESTIMATES - When included in Architect's scope of services, opinions or estimates of probable construction cost are prepared on the basis of Architect's experience and qualifications and represent Architect's judgment as a professional generally familiar with the industry. However, since Architect has no control over the cost of labor, materials, equipment or services furnished by others, over contractor's methods of determining prices, or over competitive bidding or market conditions, Architect cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Architect's opinions or estimates of probable construction cost.
- Architect shall not be required to sign any documents that would result in Architect's having to certify, guarantee or warrant the existence of conditions whose existence Architect cannot ascertain.
- LIMITATION OF LIABILITY; Neither the Architect or the Architect's consultants shall be liable to the owner in excess of the compensation to be paid under this proposal, by reason of any act or omission, including breach of contract or negligence not amounting to a willful or intentional wrong.
- PERMITS AND APPLICATION FEES: - The client will pay for all variance, plan review, permit applications and similar fees.
- CONSTRUCTION OBSERVATION - When included in Architect's scope of services, periodic observations during construction are meant to determine, in general, if construction is proceeding in accordance with the plans and specifications. This is being done to help minimize problems, but cannot be considered as a way to assure absolutely all work is perfect.
- CONSTRUCTION METHODS; The Architect is not responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions since these are solely the Contractors responsibility.
- OWNER-AUTHORIZED CHANGES; If the Owner authorizes deviations, recorded or unrecorded, from the documents prepared by the Architect and Consultants without written agreement of the Architect, the Owner shall indemnify and hold harmless the Architect, Architect's consultants and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting in whole or in part from such deviations, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.
- CONSTRUCTION ADMINISTRATION; If this agreement provides for any construction phase services by Architect, it is understood that the contractor, not Architect, is responsible for the construction of the project, and that Architect is not responsible for the acts or omissions of any contractor, subcontractor or material supplier, for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the contractor.
- CONSTRUCTION ADMINISTRATION; It is understood and agreed that if Architect's services under this proposal do not include construction observation, or review of the contractor's performance, or any other construction phase services, then client assumes all responsibility for interpretation of the contract documents and for construction observation or review and waives any claims against Architect that may be in any way connected thereto.
- COPIES OF DOCUMENTS; - COPIES OF DOCUMENTS THAT MAY BE RELIED UPON BY CLIENT ARE LIMITED TO THE PRINTED COPIES (ALSO KNOWN AS HARD COPIES) THAT ARE SIGNED OR SEALED BY ARCHITECT. Files in electronic media format or text, data, graphic or other types that are furnished by Architect to client are only for the convenience of client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic media format, Architect makes no representations as to long-term compatibility, usability, or read-ability of documents resulting from the use of software application packages, operating systems or computer hardware differing from those in use by Architect at the beginning of this assignment.

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4787 Tartan Lane

Holt, Michigan 48842-1935

RogerAIA@comcast.net

(517) 694-0011

email

voice / fax

D E S I G N I N G A B E T T E R F U T U R E

RE: DEPARTMENTS OF PARKS & RECREATION – Authorization to Engage Parks Master Plan Consultant

RESOLUTION

WHEREAS, Parks Master Planning is a beneficial process for any community to go through to set short and long-term priorities and goals for the park system and recreation programs, particularly given the tight budget times expected for the next few years; and

WHEREAS, Michigan Department of Natural Resources and Environment (MDNRE) requires that all local communities have a current 5-Year Master Plan on file in order to be eligible for grant funding through the various state grant programs; and

WHEREAS, the Parks & Recreation Director solicited and received a proposal from Landscape Architects and Planners (LAP) of Lansing to provide professional services in completing a 5-Year Plan for the City of Adrian Parks and Recreation Department that would meet the requirements of MDNRE and cost \$9,850; and

WHEREAS, as part of the 5-Year Master Plan, MDNRE additionally requires a Parks Accessibility Assessment of all parks, park structures, and recreation facilities; and

WHEREAS, on recommendation from LAP, the Parks & Recreation Director solicited and received a proposal from Roger Donaldson, AIA P.L.C. to conduct this assessment for a fee of \$3,900; and

WHEREAS, the Parks & Recreation Director recommends that Landscape Architects and Planners of Lansing, MI be hired for the amount of \$9,850 to complete the City of Adrian Parks and Recreation Plan for the period 2011-2016 and further recommends that Roger Donaldson, AIA P.L.C., of Holt, MI be hired to complete the Parks Accessibility Assessment for the City of Adrian for the fee of \$3,900; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the General Fund – Assigned Fund Balance for Bohn Pool Analysis (101-000.00-393.015); and

WHEREAS, the City Administrator recommends approval of this resolution, appropriation of funds from the General Fund – Assigned Fund Balance for Bohn Pool Analysis (101-000.00-393.015) and authorization of the appropriate budget amendments.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes the engagement of Landscape Architects and Planners of Lansing, MI in the City's Standard Professional Services Contract for an amount not to exceed \$9,850 to complete the City of Adrian Parks and Recreation Plan for the period 2011-2016 and, further, that Roger Donaldson, AIA P.L.C., of Holt, MI be engaged in the City's Standard Professional Services Contract to complete the Parks Accessibility Assessment for the City of Adrian for cost not to exceed \$3,900.

BE IT, FURTHER, RESOLVED that \$13,750 be appropriated from the General Fund – Assigned Fund Balance for Bohn Pool Analysis (101-000.00-393.015) for this purpose and that the following amendments to the FY2009-10 Budget be authorized:

General Fund (101)

Revenue:

(101-990.00-697.000) Prior Years' Revenue

Amount

\$13,750

Expenditures:

(101-691.00-812.000)

Consultant Fees

13,750

Total

\$ -0-

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

R-5



MEMO

Date: April 29, 2010

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

From: Jeffrey C. Pardee, Finance Director

Re: FY2009-10 Third Quarter Recommended Budget Amendments

Public Act 621 of 1978, the Uniform Budgeting and Accounting act for Local Units of Government, provides for adjustments to the Adopted Budget. The Financial Forecast, prepared by the City of Adrian's Finance Department, has identified several variances between current projections and Estimated Revenues and Appropriations included in the Adopted and Amended FY2009-10 Budget, and recommends appropriate budget amendments.

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

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

**CITY OF ADRIAN
 FY 2009-10 BUDGET
 THIRD QUARTER FINANCIAL FORECAST
 RECOMMENDED BUDGET AMENDMENTS**

	<u>FY2009-10 ADOPTED BUDGET</u>	<u>FY2009-10 AMENDED BUDGET as of 3/31/10</u>	<u>FY2009-10 THIRD QUARTER FINANCIAL FORECAST</u>	<u>BUDGET AMENDMENT</u>
<u>GENERAL FUND (101)</u>				
REVENUE:				
FINANCE DEPARTMENT (201.00)				
101-201.00-664.000 INVESTMENT INCOME	\$200,000	\$150,000	\$120,000	(\$30,000) Declining Fund Balance
101-201.00-445.000 PENALTIES & INTEREST ON TAXES	60,000	60,000	52,000	(8,000) Aggressive Collections
101-201.00-685.000 SALE OF EQUIPMENT	3,000	3,000	11,000	8,000 City Auction
POLICE DEPARTMENT (301.00)				
101-301.00-624.000 LIVESCAN APPLICANT FINGERPRINTING	10,000	12,000	15,000	3,000 Increased Activity
101-301.00-659.000 ORDINANCE FINES AND COSTS	75,000	75,000	65,000	(10,000) Fewer Written Violations
INSPECTION DEPARTMENT (371.00)				
101-371.00-477.000 BUILDING PERMITS	140,000	100,000	56,000	(44,000) Economic Conditions
101-371.00-478.000 ELECTRICAL PERMITS	35,000	25,000	20,000	(5,000) Economic Conditions
101-371.00-482.000 PLUMBING PERMITS	15,000	10,000	7,000	(3,000) Economic Conditions
RECREATION DEPARTMENT (691.000)				
101-691.00-675.000 DONATIONS-PRIVATE	0	56,730	62,730	6,000 Swigert Fund-Plotter Center
ADRIAN PUBLIC LIBRARY (738.00)				
101-738.00-657.000 LIBRARY BOOK FINES	14,000	14,000	8,500	(5,500) Reduced Collections
NON-DEPARTMENTAL APPROPRIATIONS (990.00)				
101-990.00-575.000 SALES & USE TAX	2,341,174	2,131,531	1,951,531	(180,000) State Revenue Sharing
101-990.00-990.000 PRIOR YEARS' REVENUE	600,000	3,244,359	3,245,637	1,278 2009 Youth Symposium
TOTAL GENERAL FUND REVENUE	<u>\$3,493,174</u>	<u>\$5,881,620</u>	<u>\$5,614,398</u>	<u>(\$267,222)</u>

**CITY OF ADRIAN
 FY 2009-10 BUDGET
 THIRD QUARTER FINANCIAL FORECAST
 RECOMMENDED BUDGET AMENDMENTS**

	<u>FY2009-10 ADOPTED BUDGET</u>	<u>FY2009-10 AMENDED BUDGET as of 3/31/10</u>	<u>FY2009-10 THIRD QUARTER FINANCIAL FORECAST</u>	<u>BUDGET AMENDMENT</u>
EXPENDITURES:				
CITY COMMISSION (101.00)				
101-101.00-880.007 YOUTH SYMPOSIUM	\$0	\$0	\$1,278	\$1,278 2009 Youth Symposium
FINANCE DEPARTMENT (201.00)				
101-201.00-801.00 CONTRACT SERVICES	\$10,000	\$10,700	\$90,700	\$80,000 Bond Advisors
101-201.00-910.000 BOND INSURANCE	0	0	90,200	90,200 Series A, B & C Bonds
SUB-TOTAL	<u>\$10,000</u>	<u>\$10,700</u>	<u>\$180,900</u>	<u>\$170,200</u>
HUMAN RESOURCES DEPARTMENT (226.00)				
101-226.00-803.000 LEGAL FEES	\$30,000	\$51,200	\$41,200	(\$10,000) Labor Negotiations
SUB-TOTAL	<u>\$30,000</u>	<u>\$51,200</u>	<u>\$41,200</u>	<u>(\$10,000)</u>
CEMETERY (276.00)				
101-276.00-943.000 VEHICLE RENTAL	\$8,175	\$8,175	\$28,175	\$20,000 Motor Vehicle Pool Charges
SUB-TOTAL	<u>\$8,175</u>	<u>\$8,175</u>	<u>\$28,175</u>	<u>\$20,000</u>
INSPECTION DEPARTMENT (371.00)				
101-371.00-943.662 VEHICLE RENTAL	\$17,125	\$17,125	\$40,125	\$23,000 Motor Vehicle Pool Charges
SUB-TOTAL	<u>\$17,125</u>	<u>\$17,125</u>	<u>\$40,125</u>	<u>\$23,000</u>
ENGINEERING DEPARTMENT (449.00)				
101-449.00-966.000 DISTRIB.-ENGINEERING SERVICES	(\$140,000)	(\$140,000)	(\$100,000)	\$40,000 Fewer Charge-Backs
SUB-TOTAL	<u>(\$140,000)</u>	<u>(\$140,000)</u>	<u>(\$100,000)</u>	<u>\$40,000</u>
PARKS & FORESTRY DIVISION (697.00)				
101-697.00-975.000 CAPITAL IMPROVEMENTS	\$1,179,882	\$1,517,043	\$1,637,535	\$120,492 Loan Pay-Off
SUB-TOTAL	<u>\$1,179,882</u>	<u>\$1,517,043</u>	<u>\$1,637,535</u>	<u>\$120,492</u>

CITY OF ADRIAN
 FY 2009-10 BUDGET
 THIRD QUARTER FINANCIAL FORECAST
 RECOMMENDED BUDGET AMENDMENTS

	FY2009-10 ADOPTED BUDGET	FY2009-10 AMENDED BUDGET as of 3/31/10	FY2009-10 THIRD QUARTER FINANCIAL FORECAST	BUDGET AMENDMENT
PLANNING COMMISSION (801.00)				
101-801.00-812.000 CONSULTANT FEES	\$65,000	\$33,000	\$0	(\$33,000) No Contract
SUB-TOTAL	\$65,000	\$33,000	\$0	(\$33,000)
OTHER PROJECTS (836.00)				
101-836.00-801.000 CONTRACT SERVICES	\$0	\$2,418,844	\$1,203,596	(\$1,215,248) Local Match
101-836.00-971.000 LAND	0	650,000	1,250,000	600,000 Marvin Farm Payoff
SUB-TOTAL	\$0	\$3,068,844	\$2,453,596	(\$615,248) Downtown Gov't Complex -
TRANSFERS OUT (965.00)				
101-965.00969.588 CONTRIB. - DART	\$98,398	\$98,398	\$114,454	\$16,056 Dial-A-Ride Local Subsidy
SUB-TOTAL	\$98,398	\$98,398	\$114,454	\$16,056
CONTINGENCY (990.00)				
101-990.00-990.000 CONTINGENCY	\$27,556	\$465,748	\$465,748	\$0
TOTAL GENERAL FUND EXPENDITURES	\$1,296,136	\$5,130,233	\$4,863,011	(\$267,222)

R10-061

May 3, 2010

RE: DEPARTMENT OF FINANCE – FY2009-10 THIRD QUARTER BUDGET AMENDMENTS

RESOLUTION

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

WHEREAS the Financial Forecast, prepared by the City of Adrian’s Finance Department, has identified several variances between current projections and Estimated Revenues and Appropriations included in the Adopted and Amended FY2009-10 Budget, and recommends appropriate budget amendments; and

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

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

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission authorizes the Department of Finance to amend the FY2009-10 Budget in accordance with the attached schedule entitled City of Adrian FY2009-10 Third Quarter Financial Forecast and Recommended Budget Amendments.

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

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



MISCELLANEOUS

M-1

Adrian Parks and Recreation
Recreation Program Report
Winter 2009-10 (December - February)

	2005-06	2006-07	2007-08	2008-09	2009-10
AQUATICS					
Swim Lessons - 1 session (2 sessions in 05/06)	31	10	17	20	16
YOUTH PROGRAMS					
After School Programs		41	109	21	N.O.
Floor Hockey	85	75	43	66	67
Guitar Lessons (08 Instructor cancelled last minute)			4	0	(3)
Karate (2 sessions 2005/06, 06/07, 07-08)	66	59	39	21	7
Jr. Picassos	7	10	14	11	(5)
Movin' Magic				8	10
Pixie Cheerleading	47	73	46	25	N.O.
Snowmobile Safety Class	28	9	8	23	23
YOUTH SPORTS					
High School Futsal (teams)		6	0	4	5
Sports for Squirts	30	(5)	5		
Squirts Basketball (Replaced Sports for Squirts)				11	19
ADULT CLASSES					
Dance Lessons					
Ballroom (Couples)	21	16	25	12	
Swing (Couples)	9	12	18	10	
Beg. Western Square Dance*					12
Dog Obedience	57	25	37	24	25
Guitar Lessons				7	(1)
Karate - Family/Ind. (2 sessions 05/06, 06-07)	3/3	5/2	5/3	4/3	0/4
Stubnitz -					
- Evergreen Holiday WS	16	28	14	24	12
- Handmade Paper Card WS		5	5		
- Nature Journal WS		4			
- Watercolor Landscapes			15		
ADULT SPORTS (Teams)					
Adult Co-ed Volleyball 6X6	33	30	30	24	23
Men's Basketball					
Open Division	22	28	17	18	14
Masters (40 & Over)	8	6	7	7	7
Adult Co-ed Futsal	6	6	7	8	7
SPECIAL EVENTS					
Adaptive Programs					
- Bowling Bonanza	11	11		(3)	N.O.
- Holiday Crafts		8	N.O.	N.O.	N.O.
- Crazy Karaoke		15	0	0	N.O.
- Ooey Goey Art		6	16	N.O.	N.O.
Daddy-Daughter Dance	614	474	564	580	608
Holiday Break Camp*					17
MRPA Hoop Shoot	40	42	38	18	
I Hoops Challenge (replaced MRPA Hoop Shoot)					9
Noon Year's Eve*					(7)
Teen Trip - Detroit Pistons			17		
Teen Trip - Kalahari Water Park				12	0
Preschool Pajama Parties			4	(1)	
Preschool Parties*					
Pirates					(1)
Blast Off					(1)
Princess Tea Party*					23
Santa Calls	60	69	68	102	137
Santa at Stubnitz	729	805	405	785	660
Santa's Workshop	18	11	5	N.O.	N.O.
Walk Michigan				17	41

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

m-2

**Adrian Parks Recreation
Non-Resident Report
Winter 2009-10
(December-February)**

	Residents	Non-Residents	Total Participants	Percentage Non-Residents
AQUATICS				
Swim Lessons	10	6	16	38%
YOUTH PROGRAMS				
Floor Hockey	41	26	67	39%
Karate	4	3	7	43%
Movin' Magic	4	6	10	60%
Snowmobile Safety	2	21	23	91%
YOUTH SPORTS				
HS Futsal	33	24	57	42%
Squirts Basketball	11	8	19	42%
ADULT CLASSES				
Beg. Square Dance	12	12	24	50%
Dog Obedience	10	15	25	60%
Karate - Family/Individual	0	4	4	100%
SPECIAL EVENTS				
Daddy-Daughter Dance	397	211	608	35%
I Hoops Challenge	N/A Did Not Track			
Holiday Break Camp	N/A Did Not Track			
Princess Tea Party	12	11	23	48%
Santa Calls	70	67	137	49%
Santa at Stubnitz	N/A Did Not Track			
ADULT SPORTS				
Co-Ed Volleyball	79	102	181	56%
Men's Basketball	44	76	120	63%
Men's Basketball Masters	21	44	65	68%
Adult CoEd Futsal	48	29	77	38%
TOTAL PARTICIPANTS	798	665	1463	45%

**YOUTH RECREATION SCHOLARSHIPS
December - February 2009-10**

Youth Sports	9	\$171
Youth Programs	1	\$18
Special Events	7	\$123
Aquatics	4	\$100
TOTAL	21	\$412