

PRE-MEETING AGENDA

ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
MAY 4, 2009
5:30 P.M.

The City Commission will meet for a pre-meeting study session on Monday, May 4, 2009 at 5:30 p.m. in the 2nd Floor Conference Room at City Hall to discuss the following:

- I. Discussion on Employee Handbook
- II. Other Items as Time Permits

COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
MAY 4, 2009
7:00 P.M.**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF MINUTES OF THE APRIL 20, 2009 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. PRESENTATIONS
 - 1. ***Rose to Mom Presentation*** - 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.
- VI. COMMUNICATIONS
 - 1. C-1. Communication from Comcast on additions and changes to their channel lineup.
 - 2. C-2. Identity Theft Prevention Program
 - 3. C-3. Communication regarding a benefit concert for the Salvation Army on May 17th at 7 p.m. at the Christian Family Centre
- VII. PUBLIC COMMENT
- VIII. REGULAR AGENDA
 - A. SPECIAL ORDERS
 - 1. Public Hearing to hear and consider comments to adoption of the FY 2009-10 Budget & General Appropriations Act.
 - B. RESOLUTIONS
 - 1. R09-081. Resolution to adopt the FY 2009-10 Budget and General Appropriations Act.
 - 2. R09-082. Resolution to approve the purchase of book drops and carts for the Adrian Public Library and that the bid process be waived.
 - 3. R09-083. Resolution to award bid for new outdoor lighting for the Fire Station.

4. R09-084. Resolution setting a Public Hearing date of June 1, 2009 to hear and consider comments to expanding the boundaries of the Local Development Finance Authority and designating said boundaries.
5. R09-085. Resolution authorizing submittal of an application to MDOT for a Congestion Mitigation Air Quality Grant and approval of matching funds for construction of a bridge connecting a portion of the Kiwanis Trail to Riverside Park.

MINUTES

**MINUTES
ADRIAN CITY COMMISSION
APRIL 20, 2009
7:00 P.M.**

Official proceedings of the April 20, 2009 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, Valentine, Steele, DuMars, Clegg and Miller

Mayor McDowell in the Chair.

Commissioner Valentine moved to approve the minutes of the April 6, 2009 regular meeting of the Adrian City Commission, seconded by Commissioner DuMars, motion carried by a unanimous vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher #3019 through #3026	\$181,841.01
General Fund Vouchers #19172 through #19192	\$270,043.32
Clearing Account Vouchers amounting to	<u>\$519,737.91</u>
TOTAL EXPENDITURES	<u>\$971,622.24</u>

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

COMMUNICATIONS

1. 2008-09 Third Quarter Financial Forecast
2. Communication from Finance Director regarding Identity Theft

The following Adrian College faculty, as well as a student from Adrian College, addressed the Commission in favor of abandoning a portion of Williams Street for the safety of the students: Kristi Maxwell, Dean of Students; Mindy Hummell, student; Jeremy Wolf, Director of Security & Safety; Steve Sheehan, Professor; Danielle Ward, Disability Specialist; Richard Cook, Professor; Monique Savage, Director of Counseling and Chris Momeny, Chaplain.

Discussion continued between the Commission and Kristi Maxwell regarding the college's Strategic Plan for Williams Street. The Commission concluded that the City

Engineer and the Police Chief should assess the situation for a suitable solution prior to addressing the issue of abandoning Williams Street.

PUBLIC COMMENT

1. The following people addressed the Commission in favor of approving a PILOT for the Village of Lexington: Tom Edmundston, Great Lakes Capital Fund; James White, Asset Manager for the Village of Lexington Project.

There was extensive discussion between the Commission and Mr. White regarding the PILOT for the Village of Lexington and the role that Great Lakes Capital Fund plays in the project.

REGULAR AGENDA

ORDINANCES

1. Ord. 09-04. Second reading and adoption of an Ordinance to amend Article XXIII B, Section 23B.19 of Chapter 23B-ADH Adrian Historic District, of the Zoning/Development Regulations by adding District 2 (Lenawee County Savings Bank Historic District). Eff. Date: May 5, 2009

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

2. Ord. 09-05. Second reading and adoption of an Ordinance to amend the Adrian City Code by adding Section 82.36 to Chapter 82 – PILOT for the Village of Lexington. Effective Date: May 5, 2009

The Commissioners continued their discussion on the project and expressed their concern for the residents should this project collapse. Sister Norma Dell, Charter Member of LHCD, assured the Commission that any money made will go directly into housing and all that LHDC services.

On motion by Commissioner Steele, seconded by Commissioner Valentine, this Ordinance was adopted by a 6-0-1 vote.

AYES: Mayor McDowell, Commissioners Osborne, Valentine, Steele, Clegg & DuMars

NAYS: None

ABSTAINED: Commissioner Miller

3. Ord. 09-06. Second reading and adoption of an Ordinance to amend the Adrian City Code by adding Section 82.35 to Chapter 82 – PILOT for the Chronic Homeless Project at 223 Broad Street. Eff. Date: May 5, 2009

The Commissioners questioned the zoning of 223 N. Broad St. and if it was zoned for such a project and also discussed the grant that the LDHC would receive if the grant is approved. The property is zoned R-O, so it is zoned for the project.

On motion by Commissioner Steele, seconded by Commissioner DuMars, this Ordinance was adopted by a 6-0-1 vote.

AYES: Mayor McDowell, Commissioners Osborne, Valentine, Steele, Clegg & DuMars

NAYS: None

ABSTAINED: Commissioner Miller

SPECIAL ORDER

1. Public Hearing to hear and consider comments to approval of a Special Assessment Roll for delinquent charges for storm water utilities, rental registration/inspection fees, parking assessments and improvements or abatements of public hazards on single lots in the City of Adrian

The following people addressed the Commission to protest special assessments on the following properties: Caroline Doerfler, 105 W. Maumee; Int'l Diamond Exchange, 995 S. Main; Cheryl LaVigne, 1123 Petoskey Ct; Marvin Murphy, 511 E. Maumee St; Norman Hyman, Atty. For BioFuel Industries, 1571 W. Beecher; Nancy Smith, 419 E. Michigan St. and Tom Moore, 144 S. Main St.

RESOLUTIONS

RESOLUTION R09-074

RE: TREASURER DEPT. – 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 Valentine, seconded by Commissioner Miller, this resolution was adopted by a unanimous vote.

RESOLUTION R09-075

RE: AMENDMENT TO ARTICLE XXIII B, SECTION 23B.19 OF CHAPTER 23B-ADH ADRIAN HISTORIC DISTRICT FOR THE PURPOSE OF ESTABLISHING THE CITY OF ADRIAN HISTORIC DISTRICT 2 AND ADRIAN HISTORIC DISTRICT 3

WHEREAS, the State of Michigan has adopted Public Act 169 of 1970, the Local Historic Districts Act with the purpose of providing for the establishment of historic districts; to provide for the acquisition of certain resources for historic preservation purposes; to provide for preservation of historic and non-historic resources within historic districts; to provide for the establishment of historic district commissions; to provide for the maintenance of publicly owned resources by local units; to provide for certain assessments under certain circumstances; to provide for procedures; and to provide for remedies and penalties; and

WHEREAS, the City of Adrian has one established local historic district, the Dennis-State Street Historic District; and

WHEREAS, by Statute, the Adrian City Commission may establish, by ordinance, one (1) or more historic districts which shall be administered by a commission established pursuant to the provisions of Public Act 169 of 1970; and

WHEREAS, On February 03, 2009, the City of Adrian Planning Commission reviewed and approved, by resolution, preliminary reports for the establishment of two (2) additional Historic Districts, they are as follows:

- **District 2 – Lenawee County Savings Bank Historic District at 135 E. Maumee St., XA0-000-0030-01**, More particularly described as Lot 32 in the plat of the village (now city) of Adrian, further described as follows: N 87 ft. of S 93 ft. of E 72.17 ft. & N 144 ft. of S 237 ft. of E 75ft. of N 10 ½ ft
- **District 3 – U.S. Post Office Historic District at 159 E. Maumee St., XA0-000-0032-00**, More particularly described as BEGINNING AT THE INTERSECTION OF THE WEST RIGHT OF WAY LINE OF BROAD STREET WITH THE NORTH RIGHT OF WAY LINE OF MAUMEE STREET, THENCE 126.0 FEET NORTHEASTERLY ALONG THE WEST RIGHT OF WAY LINE OF BROAD STREET TO A POINT, THENCE 122.5 FEET NORTHWESTERLY TO A POINT ON A LINE WHICH FORMS AN INTERIOR ANGLE OF 89 DEGREES 49' WITH THE PREVIOUSLY DESCRIBED LINE, THENCE 126.0 FEET SOUTHWESTERNLY TO A POINT ON A LINE WHICH FORMS AN INTERIOR ANGLE OF 90 DEGREES 11' WITH THE PREVIOUSLY DESCRIBED LINE INTERSECTING THE NORTH RIGHT OF WAY LINE AT MAUMEE STREET, THENCE 122.5 FEET SOUTHEASTERLY ALONG THE RIGHT OF WAY LINE AT MAUMEE STREET TO THE POINT OF BEGINNING

WHEREAS, On March 24, 2009, the Historic District Study Committee (HDSC) held a public hearing to consider the establishment of two (2) new Historic Districts and approved, by a 3-0 vote, the establishment of District 2 and District 3 as submitted; and

WHEREAS, the City of Adrian Department of Community Development recommends the establishment of Historic District 2 and Historic District 3.

NOW THEREFORE BE IT RESOLVED, that the Adrian City Commission by resolution hereby approves the establishment of Historic District 2 (Lenawee County Savings Bank Historic District at 135 E. Maumee St., XA0-000-0030-01) and Historic District 3 (U.S. Post Office Historic District at 159 E. Maumee St., XA0-000-0032-00), consistent with the provisions of Public Act 169 of 1970 of the State of Michigan; and

BE IT, FURTHER, RESOLVED, that the Adrian City Commission, by resolution, hereby approves the amendment to Article XXIIIB, Section 23B.19 of Chapter 23B – ADH Adrian Historic District to allow for Historic District 2 and Historic District 3.

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

RESOLUTION R09-076

RE: UTILITIES DEPARTMENT –Water and Sewer Rates and Charges

WHEREAS, the Adrian City Commission, by Resolution R09-018 dated January 20, 2009, authorized the engagement of Utility Financial Solutions, LLC, at a cost of \$7,800 to update the City of Adrian’s Utility Rate Study, including recommendations and financial forecasts for a five-year period; and

WHEREAS, Utility Financial Solutions, LLC has submitted an update to the Utility Rate Study, including water and wastewater financial projections and wholesale costs for FY2009-10, as well as a five-year projection of recommended utility rates through FY2014-15, including the following:

- Executive Summary for Management
- Detailed Report for Management
- Financial Plan for Water and Wastewater Department
- Rate Design for Water and Wastewater Department; and

WHEREAS, the Utility Director, Finance Director and City Administrator recommend adoption of the recommended rate adjustments, detailed below, to be effective beginning May 1, 2009 to ensure the City’s ability to meet current debt obligations, with the next payment due in October; and

WHEREAS, for a typical customer using eight units, which is approximately 6,000 gallons per month, the water bill will increase \$2.69 per month and the sewer bill will increase \$4.79 per month, for a total increase of \$7.48 per month.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the implementation of the proposed Utility Rate Adjustments recommended by Utility Financial Solutions, LLC., based on the results of an in-depth study of the current and projected financial condition of the Water and Sewer Funds and their respective ability to meet current and future debt obligations.

BE IT, FURTHER, RESOLVED that the following Water and Sewer Rate Charges begin in effect on May 1, 2009:

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

<u>Meter Size</u>	<u>Current</u> (Service Charge Per Month)	<u>Proposed</u>
5/8"	\$ 7.07	\$ 7.92
3/4"	\$ 8.44	\$ 9.45
1"	\$ 10.69	\$ 11.97

1 1/2"	\$ 16.09	\$ 18.02
2"	\$ 22.89	\$ 25.64
3"	\$ 36.95	\$ 41.38
4"	\$ 59.88	\$ 67.07
6"	\$112.59	\$126.10
8"	\$231.85	\$259.67
10"	\$349.64	\$391.60

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

Current commodity charge: \$1.89 per unit
Proposed commodity charge: \$2.12 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	\$ 7.06	\$ 7.91
3	\$ 9.86	\$11.04
4	\$13.22	\$14.81
6	\$26.25	\$29.40
8	\$46.92	\$52.55
10	\$79.59	\$89.14

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

Current rate per month \$26.25
Proposed rate per month \$29.40

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

Sewer Rates:

(2) Commodity Charge.

Current commodity charge: \$2.34 per 100 cubic feet
Proposed commodity charge: \$2.74 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</u>
5/8"	\$ 9.34	\$ 10.93
3/4"	\$ 12.69	\$ 14.85
1"	\$ 15.69	\$ 18.36
1 1/2"	\$ 21.66	\$ 25.34
2"	\$ 35.85	\$ 41.94
3"	\$ 47.81	\$ 55.94
4"	\$ 71.71	\$ 83.90

6"	\$135.94	\$159.05
8"	\$224.08	\$262.17
10"	\$336.12	\$393.26

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

Current flat rate:	\$33.77
Proposed flat rate:	\$39.51

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

Adrian Township	Current	\$34.60
Madison Township	Proposed	\$40.48

Outside City (master meter rate per unit)

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

(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:	\$40.00 per 1,000 gallons
Proposed:	\$50.00 per 1,000 gallons or \$0.06 per gallon

Current 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	\$ 850.00	\$ 1,030.00
3/4"	3/4"	1.5	\$ 1,300.00	\$ 1,300.00	\$ 1,545.00
1"	1"	2.5	\$ 1,800.00	\$ 2,125.00	\$ 2,575.00
1.5"	1.5"	5	\$ 2,400.00	\$ 4,250.00	\$ 5,150.00
2"	2"	8		\$ 6,800.00	\$ 8,240.00
3"	3"	16		\$13,600.00	\$ 16,480.00
4"	4"	25		\$21,250.00	\$ 25,750.00
6"	6"	50		\$42,500.00	\$ 51,500.00
8"	8"	140		\$119,000.00	\$144,200.00
10	10	220		\$187,000.00	\$226,600.00

Proposed Water and Sewer Connection Fees:

WATER TAP UNIT	WATER METER CHARGE	RESIDENTIAL EQUIVALENT CHARGE	WATER TAP INSTALLATION	WATER CAPACITY SIZE	SEWER IMPACT SIZE
3/4"	5/8"	1	\$ 1,325.00	\$ 950.00	\$ 1,150.00
3/4"	3/4"	1.5	\$ 1,450.00	\$ 1,250.00	\$ 1,700.00
1"	1"	2.5	\$ 1,975.00	\$ 2,350.00	\$ 2,850.00
1.5"	1.5"	5	\$ 2,650.00	\$ 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		\$187,000.00	\$226,600.00

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

RESOLUTION R09-077

RE: ADRIAN PUBLIC LIBRARY – Security Gates – South Entrance

WHEREAS, the City Commission, by Resolution #08-118 dated August 4, 2008, adopted a construction management agreement with Central Michigan Developers, LLC, Midland, MI for renovation of the Adrian Public Library; and

WHEREAS, certain related project components, such as security gates for the south entrance, furnishings and book drops, are beyond the scope of the aforementioned agreement, falling to the responsibility of the City of Adrian; and

WHEREAS, the Library Director has solicited a quote from the Michigan Library Consortium, which provides discounted member pricing for various products including 3M security gates; and

WHEREAS, the cost of the subject security gates, including installation, is \$25,866, excluding the electrical work, which is included in the electrical package awarded to Service Electric, Adrian, MI as part of the larger renovation project; and

WHEREAS, the City Finance Director indicates that sufficient funds are available for this project component in the Library Endowment Account (702-000.00-355.000); and

WHEREAS, the Library Director and City Administrator recommend acceptance of the proposed bid, acquisition and installation of the subject security gates through the Michigan Library Consortium, and waiver of the competitive bid process.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acquisition and installation of security gates for the Adrian Public Library south entrance through the Michigan Library Consortium at a cost not to exceed \$25,866.00.

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

BE IT, FURTHER, RESOLVED that \$25,866 be appropriated from the Adrian Public Library Endowment Account (702-000.00-355.000) and that the FY2008-09 Budget be amended as follows:

Revenue		
(101-990.00-675.073) Library-Private Donations		\$25,866
Expenditure		
(101-738.00-969.000) Library Contributions		<u>25,866</u>
Total		<u>\$ -0-</u>

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

RESOLUTION R09-078

WHEREAS, the City of Adrian currently owns property located at 309 College Ave., Adrian, Michigan, and

WHEREAS, C & S White, LLC. desires to continue to possess a portion of the property for retail services, and

WHEREAS, the parties have agreed to a lease on the subject property for \$350.00 per month, on a month to month basis which may be terminated by either party with sixty days written notice, and

NOW THEREFORE, IT IS HEREBY RESOLVED that the City of Adrian is authorized to enter into a lease with C & S White, LLC and that the Mayor and City Clerk are authorized to execute the lease.

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

RESOLUTION R09-079

RE: DEPARTMENT OF PARKS & RECREATION – Bid Recommendation – Security Services for Parks

WHEREAS, the City Purchasing Office solicited five(5) bids and on Tuesday, April 14, 2009, received four (4) bids on behalf of the Department of Parks & Recreation to provide security services at Trestle Park and other various locations, with the following results:

<u>Company</u>		<u>2009 Rates</u>	<u>2010 Rates</u>	<u>2011 Rates</u>
Braze Safety & Security	In-town	\$11.50	\$11.95	\$11.95
Adrian, MI	Heritage	\$11.50	\$11.95	\$11.95
TDS Security	In-town	\$12.80	\$13.05	\$13.30
Adrian, MI	Heritage	\$11.00	\$11.25	\$11.50

<u>Company</u>		<u>2009 Rates</u>	<u>2010 Rates</u>	<u>2011 Rates</u>
ADA Security	In-town	\$13.00	\$13.20	\$13.40
Adrian, MI	Heritage	\$13.00	\$13.20	\$13.40
Armor Knight Security	In-town	\$14.50	\$14.79	\$15.08
Adrian Twp., MI	Heritage	\$14.50	\$14.79	\$15.08

WHEREAS, the Parks & Recreation Director recommends engagement of the low bidder for in-town and Heritage Park locations, respectively; i.e., Brazee Safety & Security, Adrian, MI for in-town locations and TDS Security, Adrian, MI for Heritage Park security services; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Parks & Recreation (101-691.00-801.000) Fee Estate (205-699.00-801.000)and Heritage Park (101-698.00-801.000) operating accounts, respectively; and

WHEREAS, the Parks & Recreation Director and City Administrator recommend selection of the lowest qualified bidder and negotiation of the City's Standard Professional Services Contract for the period 2009 through 2011.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of the low bidder, Brazee Safety & Security, Adrian, MI, for in-town locations and TDS Security, Adrian, MI, for Heritage Park security services, in the City's Standard Professional Services Contract to provide necessary security services at the rates quoted above for the period 2009 through 2011, based on maintenance of acceptable performance standards.

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

RESOLUTION R09-080

RE: DEPARTMENT OF FINANCE –FY2008-09 THIRD QUARTER BUDGET AMENDMENTS

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

WHEREAS, the Financial Forecast, prepared by the City of Adrian's Finance Department, has identified several variances between current projections and Estimated Revenues and Appropriations included in the Adopted and Amended FY2008-09 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 FY2008-09 Budget in accordance with the attached

schedule entitled City of Adrian FY2008-09 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 Miller, seconded by Commissioner DuMars, this resolution was adopted by a unanimous vote.

MISCELLANEOUS

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

PUBLIC COMMENT

None

COMMISSION COMMENTS

None

The next regular meeting of the Adrian City Commission will be held on Monday, May 4, 2009, at 7:00 p.m. in the Commission Chambers on the 2nd floor of Adrian City Hall, 100 E. Church St., Adrian, MI 49221.

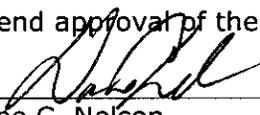
Gary E. McDowell
Mayor

Pat Baker
City Clerk

PRESENTATION OF
ACCOUNTS

May 4, 2009

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



Darle 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 #3027 through #3035.....	\$ 84,840.31
General Fund	
Vouchers #19193 through #19219	\$ 411,882.63
Clearing Account Vouchers	
amounting to.....	<u>\$ 420,791.13</u>
TOTAL EXPENDITURES	<u>\$ 917,514.07</u>

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

May 4, 2009

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
<u>Receiving</u>			
3027	City of Adrian: Payroll	Payroll for Apr 17	\$ 51,640.92
3028	City of Adrian: Utilities	Various Water Bills	\$ 203.85
3029	Citizens Gas uel Co	O&M Heat Bill	\$ 18.36
3030	Consumers Energy	Electric Bills	\$ 247.72
3031	City of Adrian: Clearing Acct	Apr 20 Check Register	\$ 90,091.82
3032	Verizon North	Water Plant Phone	\$ 41.02
3033	Consumers Energy	Various Electric Bills	\$ 4,767.98
3034	City of Adrian: Payroll	Payroll for Apr 24	\$ 17,471.57
3035	Citizens Gas Fuel Co	Various Heat Bills	\$ 10,448.89
		Total	\$ 174,932.13
		Less: CK# 3031	\$ 90,091.82
		TOTAL	\$ 84,840.31

WW = \$ 89,645.47

WAT = \$ 85,286.66

4-May-09

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
19193	\$ 213,476.88	City of Adrian: Payroll	Payroll for Apr 17
19194	\$ 14,469.44	First Federal Bank	Soc Security for Apr 17
19195	\$ 17,860.46	Lenawee Fuels Inc	DPW Diesel & No lead Gas
19196	\$ 1,131.20	City of Adrian: Utilities	Various Water Bills
19197	\$ 2,433.84	Citizens Gas Fuel Co	Various Heat Bills
19198	\$ 11,927.79	Consumers Energy	Various Electric Bills
19199	\$ 25.00	Amee Hudson-Grayer	Recreation Refund
19200	\$ 52.00	Gina Grant	Recreation Refund
19201	\$ 35.00	Joanne Normand	Recreation Refund
19202	\$ 18.00	Jen Drogowski	Recreation Refund
19203	\$ 18.00	Mike Olsaver	Recreation Refund
19204	\$ 18.00	Rachel Raglow	Recreation Refund
19205		City of Adrian: Utilities	Transfer State MI Funds
19206	\$ 428,112.36	City of Adrian: Clearing Acct	Apr 20 Check Register
19207	\$ 119.10	Verizon North	Various Phone Bills
19208	\$ 4,738.64	Quick Service Transportation	Payroll W/E Apr 18
19209	\$ 8,314.84	Consumers Energy	Various Electric Bills
19210	\$ 11,527.56	City of Adrian: Payroll	Payroll for Apr 24
19211	\$ 2,353.34	First Federal Bank	Soc Security for Apr 24
19212	\$ 976.37	Citizens Gas Fuel Co	Cemetery, Heritage Heat Bills
19213	\$ 117,944.67	Blue Cross Blue Shield of MI	May Hospitalization Ins
19214	\$ 209.86	Verizon North	Various Phone Bills
19215	\$ 62.00	Rex Lewis	Recreation Refund
19216	\$ 20.00	Cary Carrico	Recreation Refund
19217	\$ 10.00	Elowise Uroda	Recreation Refund
19218	\$ 17.00	Robert Trevino	Recreation Refund
19219	\$ 4,123.64	Quick Service Transportation	Payroll W/E Apr 25
	\$ 839,994.99		
	\$ (428,112.36)	Less: CK# 19206	
	\$ 411,882.63		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. ACZ LABORATORIES, INC.	233.00		
2. ADRIAN COMMUNICATIONS	108.87		
3. ADRIAN LOCKSMITH & CYCLERY	44.75		
4. ADRIAN MECHANICAL SERVICES C	841.27		
5. ADRIAN-TECUMSEH FENCE CO	144.50		
6. ADVANCE AUTO PARTS COMMERCIA	28.49		
7. AIRGAS GREAT LAKES	71.40		
8. AMERICAN OFFICE SOLUTIONS	85.49		
9. AMVETS	86.00		
10. APOLLO FIRE APPARATUS REPAIR	1,656.12		
11. ARCH WIRELESS	31.48		
12. ELIZABETH ARNOLD	73.12		
13. ASTI ENVIRONMENTAL SERVICES	7,710.19		
14. CHRIS ATKIN	83.60		
15. AUTO ZONE COMMERCIAL	5.94		
16. BAKER & TAYLOR BOOKS	629.43		
17. BATTERY WHOLESALE	308.85		
18. BILL'S SERVICE, INC.	126.43		
19. BIOLOGICAL RESEARCH	325.00		
20. BLACK SWAMP EQUIPMENT	404.86		
21. BOOK OF THE MONTH CLUB	38.82		
22. BRADY SAND & GRAVEL INC	200.15		
23. BUCK & KNOBBY EQUIP CO INC	92.14		
24. CHAMBERS CONTROL COMPANY	480.00		
25. CHEMICAL CONTAINMENT SYSTEMS	2,634.00		
26. CHRISTIAN FAMILY FOUNDATION	155.53		
27. CIVICPLUS	1,004.25		
28. CLIFT BUICK-PONTIAC-GMC	543.82		
29. COAST TO COAST DELI	61.73		
30. COMPUTER CARE COMPANY, INC.	239.85		
31. CONTINENTAL SERVICE	2,631.83		
32. COYNE TEXTILE SERVICES	99.08		
33. THE DAILY TELEGRAM	176.00		
34. DEMCO INC	66.25		
35. DETROIT PUMP & MFG COMPANY	133.63		
36. DICK'S AMOCO INC	176.00		
37. JAMES DUNCAN	45.00		
38. E & B SALVAGE LLC	88.00		
39. EDWARD SUROVELL	13.79		
40. FASTENAL COMPANY	161.16		
41. FEDERAL EXPRESS	397.32		
42. FISHER SCIENTIFIC COMPANY LL	954.01		
43. GALE	67.51		
44. GALL'S INC	248.96		
45. GALLANT & SON	14.37		
46. GERKEN MATERIALS INC.	2,161.48		
47. GORDON FOOD SERVICE	1,385.03		
48. GRICE INDUSTRIES, INC.	1,398.50		
49. HAZEN & SAWYER	5,589.00		
50. HEWLETT GRAPHICS	506.00		
51. HIGHWAY INTERDICTION TRAININ	650.00		
52. HOBBY LOBBY	55.38		
53. HUBBARDS AUTO CENTER	370.57		
54. SHARON HUNT	875.00		
55. HURON LIME INC.	6,011.77		
56. ICMA RETIREMENT CORPORATION	217.51		
57. IDEXX LABORATORIES, INC.	3,562.55		
58. INDUSTRIAL MILL SUPPLY CORP	227.82		
59. INGRAM LIBRARY SERVICES	276.08		
60. J.E. JOHNSON DEVELOPMENT GRO	113,530.00		
61. JACKSON TRUCK SERVICE INC.	108.54		
62. JAMES DELIVERY SERVICE	190.00		
63. JANWAY COMPANY USA INC	302.64		
64. JOHNSON CONTROLS INC	377.16		
65. JONES & HENRY, ENGINEERS	11,408.33		
66. JONES CHEMICALS, INC.	3,857.06		
67. KAPNICK INSURANCE GROUP	296.00		
68. KAR LABORATORIES INC	220.00		
69. KONICA MINOLTA- ALBIN	20.32		
70. BRENT KUBALEK	71.91		
71. WALTER GREG LANFORD	223.45		
72. LANSING SANITARY SUPPLY INC	556.04		
73. LENAWEЕ COUNTY PROSECUTORS	5,727.57		
74. LENAWEЕ COUNTY REGISTER OF D	48.00		
75. LENAWEЕ INTERMEDIATE SCHOOL	350.45		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. LEXIS NEXIS RM INC	150.00		
77. LYDEN OIL COMPANY	954.98		
78. M B ELECTRIC LLC	19,217.97		
79. MACOMB COMMUNITY COLLEGE	500.00		
80. MANPOWER OF LANSING MI INC.	1,468.80		
81. MAYO CLINIC HEALTH LETTER	27.00		
82. MCGOWAN ELECTRIC SUPPLY INC	26.81		
83. BEN MEADOWS COMPANY	60.84		
84. MEIJER, INC	96.32		
85. MICH-SHIGA SISTER STATE PRO	2,400.00		
86. MICHIGAN ASSOCIATION OF	100.00		
87. MICHIGAN ASSOCIATION OF PLAN	625.00		
88. MICHIGAN BUILDING SPECIALTIE	22,050.00		
89. MICHIGAN OFFICE SOLUTIONS	427.44		
90. MICHIGAN PIPE & VALVE INC	321.54		
91. MICHIGAN POLICE EQUIP. CO	1,115.00		
92. MICHIGAN RESCUE CONCEPTS	1,125.00		
93. STATE OF MICHIGAN	692.05		
94. MICHIGAN STATE POLICE	125.00		
95. MICROMARKETING LLC	654.44		
96. MIDWEST GAS INSTRUMENT SERVI	754.00		
97. MIDWEST TAPE	141.93		
98. CHRISTOPHER MILLER	263.45		
99. MOTION INDUSTRIES, INC.	98.37		
100. MUGS N' MORE IMAGING	592.00		
101. MUNICIPAL EMPLOYEES' RETIRE	63,149.31		
102. N.A.D.A. APPRAISAL GUIDES	132.00		
103. NASCAR SCENE	62.50		
104. NATIONAL FEDERATION OF	148.55		
105. NORON INC	56,596.50		
106. PAAM	280.00		
107. PARACLETE PRESS INC	121.41		
108. JEFFREY PARDEE	66.00		
109. PIONEER MANUFACTURING CO.	959.95		
110. PITTSBURGH PAINTS	2,580.00		
111. PLATINUM PLUS	2,798.33		
112. POLK CITY DIRECTORIES	2,268.00		
113. PREIN & NEWHOF ENGINEERS	272.00		
114. PROTECH ENVIRONMENTAL SERVIC	265.00		
115. PURCHASE POWER	3,018.99		
116. QUALIFIED ABATEMENT SERVICES	2,850.00		
117. QUICK SERVICE TRANSPORTATION	2,052.70		
118. QUILL CORPORATION	1,132.01		
119. RAISIN TOWNSHIP	120.00		
120. RED PAINT PRINTING LLC	496.25		
121. REG II PLANNING COMMISSION	125.00		
122. RIO SUPPLY MICHIGAN METER, I	14,762.82		
123. ROYCE ROLLS RINGER CO	187.41		
124. S N S CLEANING SERVICE	1,623.00		
125. SCHUG CONCRETE CONSTRUCTION	2,587.50		
126. SELECTIVE DATA SYSTEMS	28.00		
127. SERVICE ELECTRIC CO OF ADRIA	665.50		
128. SERVICE ELECTRIC SUPPLY INC	1,554.40		
129. SERVICE MASTER OF LENAWEE	450.50		
130. SETON IDENTIFICATION PRODUCT	134.55		
131. SIRCHIE FINGER PRINT LABORAT	144.00		
132. SJS INVESTMENT CONSULTING IN	750.00		
133. SPARTAN DISTRIBUTOR INC	136.39		
134. SPENCER MANUFACTURING INC.	53.75		
135. STAPLES	542.03		
136. DONNA STEWART	35.00		
137. SUPER LAUNDROMAT &	112.15		
138. T-MOBILE	29.99		
139. TDS SECURITY	1,246.88		
140. THOMAS SCIENTIFIC	816.68		
141. TIME EMERGENCY EQUIPMENT INC	373.75		
142. TRACY TIME SYSTEMS	55.00		
143. U S POSTMASTER	1,800.00		
144. UNUM LIFE INSURANCE COMPANY	2,399.74		
145. UTILITY FINANCIAL SOLUTIONS	12,394.50		
146. ERIC WALTER	100.00		
147. ROBERT WATSON	29.00		

TOTAL ALL CLAIMS 420,791.13

COMMUNICATIONS



RECEIVED APR 23 2009

April 24, 2009

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

Dear Mr. Nelson:

As part of Comcast's commitment to keep you informed about important developments that affect our customers in your community, I am writing to notify you of additions and changes to the channel lineup beginning, May 27, 2009. Please see the enclosed customer notifications for details on these changes. Customers will be notified of these changes by newspaper notice.

Please direct any customer calls about Comcast products, services and prices to 1-888-COMCAST. Our Customer Account Executives are available 24 hours a day, 7 days a week. As always, feel free to contact me directly at 734-254-1888 with any questions you may have.

Sincerely,

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

Enclosures

Adrian Daily Telegram

Notice of Channel Changes

In order to provide additional channels and services that our customers have been requesting, we need to adjust our current channel line-up. There will be no change to the channel's current service level. Beginning May 27, 2009, the following channels will be relocated on our channel line-up in the following communities:

Addison, Adrian, Britton, Dover, Fairfield, Hudson, Rollin, Palmyra, Raisin, Ridgeway, Tecumseh, and Woodstock.

<u>Channel Name</u>	<u>Current Channel</u>	<u>New Channel</u>
Encore Mystery	154	153
Encore Love Stories	156	154
Encore Drama	158	155
Encore Westerns	160	156
History	177	136
truTV	184	171
MGTV/COMADS	187	389
Jewelry TV	188	157
Gospel Music Channel	189	158
WGTE Create	242	288
WGTE Family	243	287
WTOL Weather	247	293
Big Ten Network	255	715
Fox College Sports Atlantic	262	722
Fox College Sports Central	263	723
Fox College Sports Pacific	264	724
ESPN Classic	265	725
Fox Soccer Channel	267	727
Gol TV (SAP in English)	268	728
Outdoor Channel	270	730
Speed Channel	271	731
NBA TV	273	733
CBS College Sports	274	734
NFL Network	275	736
NHL Network	276	737
Tennis Channel	277	738
The Sportsman Channel	278	739
MLB Network	279	740
Shop NBC	280	385
Exercise TV On Demand	282	745
Local On Demand	286	388
Daystar	288	396
TBN	290	392
EWTN	291	393
I-Life	292	394
The Word Network	294	395
Disney XD HD	238	190
Lifetime HD	239	188

HD On Demand direct tune channel will no longer be available. This programming will still be accessible through On Demand.

Not all channels available in all areas. Call 1-888-COMCAST for more details.

ATTENTION COMCAST CUSTOMERS: IMPORTANT INFORMATION ABOUT YOUR CHANNEL LINEUP

Effective June 2, 2009, the following channel (Ch) changes will be made in the communities of:

Addison, Adrian, Britton, Dover, Fairfield, Hudson, Rollin, Palmyra, Raisin, Ridgeway, Tecumseh, Woodstock

Leased Access will be added to Limited Basic Ch 90.*

Hallmark Movie Channel will be added to Digital Starter Ch 177.

Hallmark Channel will be added to Digital Economy Ch 54.

Jewelry TV will be added to Digital Economy Ch 157.

Nickelodeon will be added to Family Tier Ch 23.

Nick 2 Ch 132 will no longer be available on the Family Tier.

Travel Channel Ch 159 and Travel Channel HD Ch 183** will be added to Digital Classic.

The following channels will move from Digital Classic to Digital Starter: BIO Ch 115, BIO HD Ch 186,** Bloomberg Ch 178, C-SPAN3 Ch 105, G4 Ch 162, History International Ch 116, Jewelry TV Ch 157, Lifetime Movie Network HD Ch 221** and Sprout Ch 128.

The following channel will move from Digital Starter to Expanded Basic: C-SPAN2 Ch 104.*

The following channels will move from Digital Classic to Expanded Basic: EWTN Ch 393, Lifetime Movie Network Ch 119* and TBN Ch 392.*

A free preview limited to HBO and Cinemax channels will begin June 12 and end June 15, 2009. Digital cable box or cable card required. Preview may contain G, PG, PG-13, R and TV-MA programming, to block viewing please call 1-888-COMCAST.

*A digital receiver, a digital TV (that can see unencrypted QAM Digital signals) or CableCARD-equipped device is required to view this channel.

**To receive HD channels, an HD television (not provided) and HDTV equipment are required.

If you have any questions or would like to know more about Comcast products and services, please contact us at **1-888-COMCAST**. Thank you for being our customer.



C-2



MEMO

Date: April 24, 2009

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

From: Jeffrey C. Pardee, Finance Director

Re: **Identity Theft Prevention Program**

The City Commission, by Resolution #R08-138 dated October 30, 2008, adopted the City of Adrian's Identity Theft Policy, in compliance with the Fair and Accurate Credit Transactions Act (FACT Act) of 2003, which takes effect May 1, 2009.

Please find attached the resultant Identity Theft Red Flags and Address Discrepancy Procedures that will be implemented beginning May 1, 2009. In the interests of preventing identity theft, the Program contains reasonable procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
4. Ensure the Program is updated periodically, to reflect changes in risks to customers or to the safety and soundness of the creditor from Identity Theft.

As provided for in the adopting resolution, responsibility for developing, implementing and updating this Program lies with an administrative Identity Theft Prevention Committee for the City of Adrian. The Committee Chairman is the City Administrator, with the Finance Director, Utilities Director, and Information Technology Director comprising the remainder of the Committee membership. The City Finance Director shall be responsible for Program administration, for ensuring appropriate training of City staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

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

CITY OF ADRIAN



IDENTITY THEFT PREVENTION PROGRAM

Identity Theft Red Flags And Address Discrepancy Procedures

[Effective May 1, 2009]

**Prepared by:
Finance Department
Jeffrey C. Pardee, C.P.F.O., Finance Director
Cindy L. Prue, Assistant Finance Director**

**Utilities Department
Shane A. Horn, Utilities Director
Nancy K. Dart, Office Manager**

CITY OF ADRIAN

IDENTITY THEFT PREVENTION PROGRAM

PURPOSE

In conformance with the Fair and Accurate Credit Transaction Act (“FACT Act”) of 2003 (15 U.S.C. §1681, Sections 114 and 315), the Adrian City Commission adopted Resolution R08-138, dated October 20, 2008, Identity Theft Prevention Policy. The purpose of this policy is to establish an Identity Theft Prevention Program designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account and to provide for continued administration of the Policy in compliance with the Federal Trade Commission’s Red Flag Rule (Part 681 of Title 16 of the Code of Federal Regulations).

Under the Red Flag Rule, every financial institution and creditor, including government operated utilities, is required to establish an “Identity Theft Prevention Program” tailored to its size, complexity and the nature of its operation. Each program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
4. Ensure the Program is updated periodically, to reflect changes in risks to customers or to the safety and soundness of the creditor from Identity Theft.

PROGRAM ADMINISTRATION

Oversight

Responsibility for developing, implementing and updating this Program lies with an administrative Identity Theft Prevention Committee for the City of Adrian. The Committee Chairman is the City Administrator, with the Finance Director, Utilities Director, and Information Technology Director comprising the remainder of the Committee membership.

The City Finance Director shall be responsible for Program administration, for ensuring appropriate training of City staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

Staff Training and Reports

City staff responsible for implementing the Program shall be trained either by or under the direction of the City Finance Director in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected. City staff is required to provide reports to the Program Administrator on incidents of Identity Theft, the City’s compliance with the Program and the effectiveness of the Program.

DEFINITIONS

Identifying information means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, unique electronic identification number, computer's Internet Protocol address, or routing code, credit card number, personal identification number (PIN), bank account number or utility account number.

Identity theft means fraud committed or attempted using the identifying information of another person without authority.

A **covered account** means:

1. An account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or transactions. Covered accounts include credit card accounts, mortgage loans, automobile loans, margin accounts, cell phone accounts, **utility accounts**, checking accounts and savings accounts; and
2. Any other account that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation or litigation risks.

A **red flag** means a pattern, practice or specific activity that indicates the possible existence of identity theft.

PROCEDURES FOR OPENING A NEW ACCOUNT

Careful validation of identity in the process of opening an account is an effective tool in deterring identity theft. It is important to be vigilant whenever executing transactions on existing accounts. To assist in validating Personal Identification Information, the City of Adrian will use the services of a **Consumer Reporting Agency (CRA)**, such as Equifax, Experian or TransUnion.

In Person:

1. Obtain sufficient Personal Identification Information to allow you to form a reasonable belief that the customer is who they claim to be, including, but not limited to:
 - a. Name
 - b. Address
 - c. Phone Number
 - d. Social Security Number (SSN)
 - e. Date of Birth
 - f. Copy of Mortgage, Purchase Agreement or Lease Agreement
 - g. United States Government or State Government issued photo ID, driver's license, military ID or passport [**NOTE:** Driver's License or other photo IDs (except passports) issued by a foreign government are not acceptable].

2. If you take a SSN, then it may be validated with a CRA before accepting it as proof. **SSNs are a preferred form of identification but are not required.** If the customer prefers not to give their SSN, then they **must** present acceptable photo ID in person.
3. Obtain Personal Identification Information in writing from the customer, input the information and immediately shred the paper or give it back to the customer. Ensure that there is no written Personal Identification Information left in view of other customers.
4. Ensure that the Customer Service Representative's monitor is not visible to others.
5. Avoid taking Personal Identification Information verbally when other customers can overhear the conversation.
6. **CHECK FOR RED FLAGS** (See Appendix A: Examples of Red Flags) – If a red flag is detected, follow the prescribed Next Step in the Red Flag check list. If you are unsure of the Next Step, consult with your supervisor before processing the request for a new account. Red Flags must be resolved before a new account can be established. If necessary, you should contact the CRA to verify the customer's identity.
7. **Employees should not confront any individual suspected of committing identity theft.** It is our duty to report to the police any suspected identity theft. It is the duty of the police to conduct the investigations.

By Telephone, FAX or On-Line:

1. Whenever possible, customers should be encouraged to appear in person to submit new service requests. However, if not possible or personal appearance represents a significant inconvenience, then the Customer Service Representative should seek to obtain sufficient Personal Identification Information to allow formation of a reasonable belief that the person is who they claim to be, including, but not limited to:
 - a. SSN
 - b. United States Government or State Government issued photo ID may be FAXed, as well as other photo, such as driver's license, military ID or passport. The information on the photo ID should be matched against the CRA data when the SSN is validated.
 - c. Previous address that matched the CRA data.
2. **New service requests not made in person must include a SSN.** Before you accept the SSN as proof of identity, you must validate that information by contacting a CRA.
3. **CHECK FOR RED FLAGS** (See Appendix A: Examples of Red Flags) – If a red flag is detected, follow the prescribed Next Step in the Red Flag check list. If you are unsure of the Next Step, consult with your supervisor before processing the request for a new account. Red Flags must be resolved before a new account can be established. If necessary, you should contact the CRA to verify the customer's identity.

4. FAX machines that receive Personal Identification Information from customers must be located in a secure area and the transmissions must be collected several times an hour. The documents must be safeguarded until they can be properly destroyed pursuant to the City of Adrian's Record Retention and Disposal Schedule.

PROCEDURES FOR EXISTING ACCOUNTS

1. Watch for Red Flags whenever executing transactions on customer accounts.
2. Verify the identification of customers, if they request information. Do not share account information with anyone other than the account holder without the account holder's permission and never provide a caller with any Personal Identification Information.
3. A change of mailing address initiated by the customer requires the same level of authentication as opening a new account. Customers must provide personal identification to establish a billing address different than the customer account address.
4. Safeguard all credit card information, checks, ACH information, bankruptcy statements or other Personal Identification Information at all times. These documents should be stored in a secure location until they can be properly destroyed pursuant to the City of Adrian's Record Retention and Disposal Schedule.

GENERAL SECURITY GUIDELINES

1. All employees with access to customer Personal Identification Information are required to complete the Identity Theft Prevention Program training , as well as complete an annual update.
2. Ensure that its website is secure or provide clear notice that the website is not secure.
3. Ensure complete and secure destruction of paper documents and computer files containing customer information.
4. Avoid including SSNs in e-mails or written communications. If a SSN is included in an electronic or paper document, that document becomes confidential and must be handled accordingly.
5. Ensure that office computers are password protected and that the computer screens lock after a set period of time.
6. Follow proper user ID and password protocol when leaving workstations.
7. Ensure that customers Personal Identification Information is not left on computer screens longer than necessary to execute transactions.
8. Ensure that desks and workstations are clear of papers containing customer's Personal Identification Information.
9. Request only the last four (4) digits of social security numbers.
10. Ensure that all computers that have access to customer account information are behind a firewall.
11. Ensure computer virus and spyware protection is up to date.
12. Require and keep only the kinds of customer information that are necessary for utility purposes.
13. City of Adrian employees' Personal Identification Information shall be held to the same security standards as our customer's information.

RESPONSE TO DETECTING AND IDENTIFYING RED FLAGS

In the event personnel detect any identified Red Flags, personnel should not confront any individual suspected of committing identity theft. It is only their duty to report any suspected patterns of identity theft. Depending on the degree of risk posed by the Red Flag, personnel shall take one or more of the following steps:

1. Continue to monitor an account for evidence of Identity Theft.
2. Contact the customer.
3. Change any passwords or other security devices that permit access to accounts.
4. Not open a new account or close an existing account.
5. Notify management for determination of the appropriate step(s) to take.
6. Management may notify law enforcement, if situation warrants.

ADMINISTRATIVE PROCEDURES

The Identity Theft Program Administrator (Finance Director), with the assistance of the Identity Theft Prevention Committee shall:

1. Develop and implement reasonable policies and procedures for an Identity Theft Prevention Program that complies with federal guidelines implementing the FACT Act.
2. Ensure all supervisors and employees receive the necessary training to effectively implement the Program.
3. Establish a contact at the City of Adrian Police Department to report suspected cases of identity theft.
4. Receive reports of Red Flags that require mitigation.
5. Conduct periodic risk assessments of the Program.
6. Periodically review and update the Program procedures and Appendix A – Examples of Red Flags.
7. Ensure continued compliance with the Fact Act.
8. Call meetings of the Identity Theft Prevention Committee as needed or directed by the City Administrator to review related policies and procedures.
9. Prepare annual reports for the City Administrator to present to the Mayor and City Commission.

SPECIFIC PROGRAM ELEMENTS AND CONFIDENTIALITY

For the effectiveness of the Identity Theft Prevention Program, the Red Flag Rule envisions a degree of confidentiality regarding the City of Adrian’s specific practices relating to Identity Theft detection, prevention and mitigation. Therefore, under this Program, knowledge of such specific practices shall be limited to the Identity Theft Prevention Committee and those employees who need to know them for purposes of preventing Identity Theft. Because this Program has been adopted by the City Commission and thus publicly available, it would be counterproductive to list these specific practices here. Therefore, only the Program’s general Red Flag detection, implementation and prevention practices are listed in this document.

AUTHORITY AND REVISIONS

The Identity Theft Program Procedures are promulgated under the authority of the City of Adrian’s Identity Theft Prevention Policy (Resolution #R08-138) adopted by the City Commission on October 20, 2008, in compliance with the Fair and Accurate Credit Transactions Act (FACT Act) of 2003 (Effective May 1, 2009). Revisions to these procedures shall only be implemented when approved by the Identity Theft Prevention Committee and reflected in the applicable meeting minutes. These procedures shall be reviewed at least biennially by the Committee and updated as appropriate.

_____	_____	_____	_____
Finance Director	Date	Customer Service Rep.	Date

APPENDIX A – EXAMPLES OF RED FLAGS

I. CRA ALERTS, NOTIFICATIONS & WARNINGS FROM A CONSUMER REPORTING AGENCY (CRA)

- CRA notice of a fraud or active duty alert, credit freeze or address discrepancy.

Next Step:

1. For a fraud or active duty alert request, the customer must come in with photo ID. Review the circumstances with the customer to determine the cause of the alert, notification or warning and verify the customer's identity.
2. If the CRA reports a credit freeze, review the circumstances with the customer and request that they bring in photo ID. A credit freeze should not affect our ability to verify their identity.
3. For an address discrepancy, notify the customer we need to verify proof of residency with a lease or mortgage. This will be a common occurrence since many customers requesting new service will be in the process of changing addresses.

Mitigation:

1. If a red flag is detected while opening a new account, contact the customer and do not open a new account until the customer's identity and address have been validated.
2. If the Red Flag is detected on an existing account, contact the customer and consider closing the account if the customer's identity and address cannot be validated.

II. SUSPICIOUS DOCUMENTS

- Identification document or card that appears to be forged, altered or inauthentic.
- Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document.
- Other document with information that is not consistent with existing customer information (example: person's signature on a check appears to be forged).
- Application for service that appears to have been altered or forged.

Next Step:

1. In all cases, advise the customer that there appears to be a discrepancy with their documentation and they will need to provide verification of their identity before the transaction can be completed.
2. In some cases, they may need to contact Social Security Administration or the Secretary of State's Office to obtain a new document.
3. In some cases, it may be necessary to contact the landlord or property owner to verify who the tenant is.

Mitigation:

1. In all cases, do not open a new account until you are satisfied that the customer is who they claim to be. If necessary, request further documentation (check stub or W-2). Where appropriate, attempt to contact the person named on the documents and advise them that they may be the victim of an attempted identity theft. If the matter is not reasonably resolved, advise management. In some instances, management may need to close an existing account and/or contact the Adrian Police Department.

III. SUSPICIOUS PERSONAL IDENTIFICATION INFORMATION

- Identifying information presented that is inconsistent with other information the customer provides (example: inconsistent birth dates).
- Identifying information presented that is inconsistent with other sources of information (example: an address not matching an address on a credit report).
- Identifying information presented that is the same as information shown on other applications that were found to be fraudulent.
- Identifying information presented that is consistent with fraudulent activity (example: invalid phone number or fictitious billing address).

Next Step:

1. Advise the customer there appears to be a discrepancy with their documentation and they will have to provide validation of their identity before the transaction can be completed. In some cases, they may need to contact Social Security Administration or the Secretary of State's Office to obtain a new document.
2. In the case of an address discrepancy compared with information obtained from a CRA, require the customer to bring in proper documentation, such as a picture ID, pay stub or W-2. You must be satisfied the address is correct before proceeding with the transaction.

Mitigation:

1. Contact the customer, do not open a new account or close an existing account until you have validated the customer's identity.

- Social Security Number presented that is the same as one given by another customer.

Next Step:

1. Review the CRA report and compare it to the customer's description/information. If there is not a good match, then advise the CRA and the customer that there is a discrepancy. The customer may need to bring in a photo ID to validate their identity or contact the Social Security Administration, if the matter cannot be resolved.

Mitigation:

1. Advise the customer and the CRA of the discrepancy and attempt to contact the person the CRA indicates is the holder of that SSN.
2. Do not proceed with the transaction until you can validate the customer's identity. Do not open a new account or possibly close an existing account, if the customer's identity cannot be validated.

- An address or phone number presented that is the same as that of another person.

Next Step:

1. Ask the customer to verify address/phone number and/or bring in photo ID.

Mitigation:

1. Do not proceed with any transaction, if there is doubt about a customer's identity.

- A person fails to provide complete personal identifying information on an application or in response to notification that an application is incomplete.

Next Step:

1. Check the billing system for any other customers that may have made a similar attempt to obtain service at that address and ask customer to bring in photo ID.

Mitigation:

1. Do not proceed with any transaction, if there is doubt about a customer's identity.

- A person's identifying information is not consistent with the information that is on file for the customer or on file with the CRA.

Next Step:

1. Verify all documents to see if the information on file is inaccurate. Ask the customer to bring in photo ID and SSN to correct our records.

Mitigation:

1. Do not proceed with any transaction, if there is doubt about a customer's identity.

- In cases where the City of Adrian uses challenge questions and the person cannot provide authenticating information beyond that which generally be available from a wallet or consumer report.

Next Step:

1. Advise the customer that they have failed to provide authenticating information and that they must bring in photo ID and SSN to proceed with the transaction.

Mitigation:

1. Do not proceed with any transaction, if there is doubt about a customer's identity.

IV. SUSPICIOUS ACCOUNT ACTIVITY OR UNUSUAL USE OF ACCOUNT

- Change of address for an account followed by a request to change the account holder's name.
- Payments stop on an otherwise consistently up-to-date account.
- Account used in a way that is not consistent with prior use (example: very high activity).
- Mail sent to the account holder is repeatedly returned as undeliverable.
- Notice that a customer is not receiving mail sent by the City of Adrian.
- Notice that an account has unauthorized activity.

Next Step:

1. Review the account, check for notes and check to see if the customer has been in contact with us.

Mitigation:

1. Contact the customer and advise them of the unusual activity.

V. NOTICE FROM CUSTOMERS, VICTIMS OF IDENTITY THEFT, LAW ENFORCEMENT AUTHORITIES OR ANY PERSONS REGARDING POSSIBLE IDENTITY THEFT

- The City of Adrian is notified by a customer, victim of identity theft, law enforcement authority or any other person that the City of Adrian opened a fraudulent account for a person engaged in identity theft.

Next Step:

1. Get a copy of the police report and check with the customer to validate their ID and check for accuracy and errors.
2. Review to determine if account should be closed.

Mitigation:

1. Possibly close the account. Contact the customer; change any passwords, security codes or other devices that permit access to the account. Do not attempt to collect on an account or sell it to a debt collector until the matter is resolved.

C-3

SEE BENEFIT

04/29/09

Gary McDowell,

My name is Joshua Keene and I am a local singer/songwriter. I am putting on a benefit concert for the Salvation Army of Lenawee County on May 17th. The Salvation Army is a vital part of our community and they help many people. I believe it is important to support one another, especially in these economic times, for we might find that we are in need of their help one day. The information for the event is stated below. I appreciate your support and help in getting the word out

Event: **SEE Benefit** (Benefit Concert to support our local Salvation Army)

Date: **May 17th**

Time: **7pm**

Location: **Christian Family Centre US 223**

Cost: **Donation**

Find out more at www.joshuakeene.com and www.seebenefit.wordpress.com

I hope to see you there.

Sincerely,

Joshua Keene

www.joshuakeene.com

jhkeene@verizon.net

517-902-5733

REGULAR
AGENDA

50-1, R-1

May 4, 2009

SPECIAL ORDER

The Mayor called for the hearing and consideration of comments to approve the adoption of the FY2009-10 Budget and General Appropriations Act.

Discussion

When the Mayor called for final objections _____

and he declared the hearing closed.

**CITY OF ADRIAN, MICHIGAN
FISCAL YEAR 2009-2010 BUDGET
AND
GENERAL APPROPRIATIONS ACT**

**RESOLUTION
May 4, 2009**

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 2009-2010 Budget Recommendation; and

WHEREAS, the City Commission, after due deliberation, has formulated a Proposed General Appropriations Act balancing total appropriations with available resources at \$38,627,039 for Fiscal Year 2009-2010, 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 27 2009 and a Public Hearing was held on May 4, 2009 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 or 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 \$2.69 per month and the sewer bill will increase \$4.79 per month for a total increase of \$7.48 per month; the proposed FY2009-10 utility rates of \$57.73 per month compare favorably with a range of \$42.34 per month to \$102.45 per month for other Southeastern Michigan communities.

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 2009-2010 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 \$38,627,039 for Fiscal Year 2009-2010.

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 (\$453,523,868) so as to generate \$7,139,409, including additions for Industrial Facilities Tax (IFT) Revenue and excluding captured tax revenue for various economic development authorities, to support 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 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 \$324,577 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, 2009:

Water Rates:

(1) The service charges shall continue as follows each month:

<u>Meter Size</u>	<u>Current</u> (Service Charge Per Month)	<u>Proposed</u>
5/8"	\$ 7.07	\$ 7.92
3/4"	\$ 8.44	\$ 9.45
1"	\$ 10.69	\$ 11.97
1 1/2"	\$ 16.09	\$ 18.02
2"	\$ 22.89	\$ 25.64
3"	\$ 36.95	\$ 41.38
4"	\$ 59.88	\$ 67.07
6"	\$112.59	\$126.10
8"	\$231.85	\$259.67
10"	\$349.64	\$391.60

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

Current commodity charge:	\$1.89 per unit
Proposed commodity charge:	\$2.12 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 ½ and under	\$ 7.06	\$ 7.91
3	\$ 9.86	\$11.04
4	\$13.22	\$14.81
6	\$26.25	\$29.40
8	\$46.92	\$52.55
10	\$79.59	\$89.14

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

Current rate per month	\$26.25
Proposed rate per month	\$29.40
Bulk water at water treatment plant per 100 gallons	\$ 0.88

Sewer Rates:

(2) Commodity Charge.

Current commodity charge:	\$2.34 per 100 cubic feet
Proposed commodity charge:	\$2.74 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</u>	<u>Proposed</u>
	<u>Service Charge Per Month</u>	
5/8"	\$ 9.34	\$ 10.93
3/4"	\$ 12.69	\$ 14.85
1"	\$ 15.69	\$ 18.36
1 1/2"	\$ 21.66	\$ 25.34
2"	\$ 35.85	\$ 41.94
3"	\$ 47.81	\$ 55.94
4"	\$ 71.71	\$ 83.90
6"	\$135.94	\$159.05
8"	\$224.08	\$262.17
10"	\$336.12	\$393.26

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

Current flat rate:	\$33.77
Proposed flat rate:	\$39.51

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

Adrian Township	Current	\$34.60
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Madison Township Proposed \$40.48

Outside City (master meter rate per unit)

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

- (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: \$40.00 per 1,000 gallons
 Proposed: \$50.00 per 1,000 gallons or \$0.06 per gallon

Current 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	\$ 850.00	\$ 1,030.00
3/4"	3/4"	1.5	\$ 1,300.00	\$ 1,300.00	\$ 1,545.00
1"	1"	2.5	\$ 1,800.00	\$ 2,125.00	\$ 2,575.00
1.5"	1.5"	5	\$ 2,400.00	\$ 4,250.00	\$ 5,150.00
2"	2"	8		\$ 6,800.00	\$ 8,240.00
3"	3"	16		\$13,600.00	\$ 16,480.00
4"	4"	25		\$21,250.00	\$ 25,750.00
6"	6"	50		\$42,500.00	\$ 51,500.00
8"	8"	140		\$119,000.00	\$144,200.00
10	10	220		\$187,000.00	\$226,600.00

Proposed Water and Sewer Connection Fees:

WATER TAP UNIT	WATER METER CHARGE	RESIDENTIAL EQUIVALENT CHARGE	WATER TAP INSTALLATION	WATER CAPACITY SIZE	SEWER IMPACT SIZE
3/4"	5/8"	1	\$ 1,325.00	\$ 950.00	\$ 1,150.00
3/4"	3/4"	1.5	\$ 1,450.00	\$ 1,250.00	\$ 1,700.00
1"	1"	2.5	\$ 1,975.00	\$ 2,350.00	\$ 2,850.00

1.5"	1.5"	5	\$ 2,650.00	\$ 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		\$187,000.00	\$226,600.00

BE IT, FURTHER, RESOLVED that \$700,000 be transferred from General Fund Designated Fund Balance (101-000.00-393.001) to the newly expanded-Motor Vehicle Pool (Fund 662), based on estimated accumulated depreciation of existing rolling-stock for the Department of Public Works, Police Department, Inspection Department, and Parks & Recreation Department, including Divisions of Recreation, Parks & Forestry and Cemetery, as of June 30, 2009, for purposes of providing working capital; 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 ninety (90) 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 \$5,000;
 - (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 principals) 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 adopted by a
_____ vote.

R-2
DATE: April 29, 2009
TO: Honorable Mayor and City Commissioners
FROM: Dane C. Nelson, City Administrator
SUBJECT: Library Book Returns & Carts

The Library Director has solicited and received quotes for in-wall and stand along book returns and book carts from Library Design of Plymouth, MI in the amount of \$7,120.00. Library Design is the only Michigan distributor of the Kingsley book returns.

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. I, therefore, urge your favorable consideration authorizing the purchase of the book returns and carts at a cost of \$7,120.00 and that the bid process be waived.



Dane C. Nelson
City Administrator

R-2



143 E. Maumee St. • Adrian, Michigan 49221-2773

Adrian Public Library

(517) 265-2265 • Fax (517) 265-8847
www.adrian.lib.mi.us

April 27, 2009

To: Honorable Mayor Gary McDowell and City Commission

From: Carol Souchock, Adrian Public Library Director

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

Re: Adrian Public Library Book Returns

As I have previously communicated, due to our ongoing renovation we are ready to move forward with the purchase of several items, such as security gates for the south entrance, furnishings and book returns. These items are not included in the J. E. Johnson proposal but have been planned for during the renovation budget process. I am proposing purchasing the in-wall book returns for the south side of the library from the library's private donation funds and the purchase of a drive up unit for the north side with library capital funds.

The in-wall book returns will be located in the area currently under renovation and will be stationed in the book return room which is located near the south main floor entrance. The stand alone book return for the north side of the library will allow for drive up service. Library Design is the exclusive Michigan distributor for Kingsley book returns. I have verified that the attached proposals provide an economic means to purchase these units. The proposals cover the purchase of the book returns and the carts. The actual installation of the in-wall book returns will be provided by Hikes & Dominique as part of the masonry package awarded to their firm during the larger renovation project.

I request permission from the City Commission to authorize The City of Adrian to purchase the in-wall book return units and carts, at a cost of \$7,120.00, and the stand alone unit, at a cost of \$5,013.00 plus shipping, from Library Design and waive the competitive bid process in the best interests of the city. Funds are available in the Library's Expenditure Funds 101-738.00-969-000 and 101-738.00-975-000 for these purchases. The attached resolution has been prepared for consideration by the City Commission at their meeting of May 4, 2009.

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

PROPOSAL

**LIBRARY
DESIGN
ASSOCIATES,
INC.**

1149 South Main Street
Post Office Box 700080
Plymouth, Michigan 48170-0942

Telephone (734) 459-5000
Telefax (734) 459-6971

Date 02/12/09
Proposal No. P-7221
Page 1

To
Adrian Public Library
Attn: Carol Souchock, Director
143 East Maumee Street
Adrian MI 49221

Item	Qty.	Catalog No.	Description	Unit Price	Total
			In accord with our conversations yesterday, I am pleased to submit the following proposal for in-wall returns and carts. Shipping charges to be prepaid and added. Installation by your general contractor. Based on 2009 current pricing.		
1	1	Kingsley	AV Kwik Drop in-wall return with straight chute. Texted with Audiovisual Return. Includes Braille face plate.	2,010.00	2,010.00
2	1	Kingsley	Book Return Kwik Drop in-wall return with straight chute. Texted with Book Return. Includes Braille face plate.	2,010.00	2,010.00
3	2	Kingsley	Dura-lite aluminum open top cart for use with above returns, 26" square x 30" high. Black finish.	1,550.00	3,100.00

We propose to furnish the material specified above at the prices quoted under the conditions stated here and on the reverse side. Subject to our credit department approval, this quotation is made for immediate acceptance and is subject to change without notice. Deliveries are subject to delays from fire, strikes, other causes beyond our control.

Shipping Point (Freight Additional)

Christopher J. de Bear

Delivery F.O.B.

By Library Design Associates, Inc.

This quotation is being submitted in duplicate for your convenience. To order the items listed, merely sign and return one copy signifying your acceptance. For payment terms, see item 6 on the reverse side.

Accepted by/Title/Date

PROPOSAL

**LIBRARY
DESIGN
ASSOCIATES,
INC.**

1149 South Main Street
Post Office Box 700080
Plymouth, Michigan 48170-0942

Telephone (734) 459-5000
Telefax (734) 459-6971

Date 04/24/09
Proposal No. P-7675
Page 1

To Adrian Public Library
Attn: Carol Souchock, Director
143 East Maumee Street
Adrian MI 49221

Item	Qty.	Catalog No.	Description	Unit Price	Total
			In accord with our discussion earlier this week, I am pleased to propose the following. Shipping charges to be prepaid and added. Shipping charges for (1) return and (1) cart from any of the options below should be approximately \$475.00		
1	1	Kingsley	Contempra 40 Series return, (260) Book or (663) DVD/CD high capacity. Extreme durable powder coat finish available in Sandstone or Granite. Cart options shown below.	2,928.00	2,928.00
1.1	1	Kingsley	Optima 40 Series return, (260) Book or (663) DVD/CD high capacity. Extreme durable powder coat finish available in Sandstone or Granite. Cart options shown below.	2,783.04	2,783.04
2	1	Kingsley	40 Series cushion drop cart, light weight aluminum construction, equipped with cushion drop feature and durable canvas bag on inside of cart to protect materials.	1,823.04	1,823.04
2.1	1	Kingsley	40 Series aluminum cart, aluminum construction, spring loaded float tray system with soft felt bottom pad on the tray to protect materials.	1,488.00	1,488.00

We propose to furnish the material specified above at the prices quoted under the conditions stated here and on the reverse side. Subject to our credit department approval, this quotation is made for immediate acceptance and is subject to change without notice. Deliveries are subject to delays from fire, strikes, other causes beyond our control.

Delivery F.O.B.

By Library Design Associates, Inc.

This quotation is being submitted in duplicate for your convenience. To order the items listed, merely sign and return one copy signifying your acceptance. For payment terms, see item 6 on the reverse side.

Accepted by/Title/Date

PROPOSAL

**LIBRARY
DESIGN
ASSOCIATES,
INC.**

1149 South Main Street
Post Office Box 700080
Plymouth, Michigan 48170-0942

Telephone (734) 459-5000
Telefax (734) 459-6971

Date 04/24/09
Proposal No. P-7675
Page 2

To **Adrian Public Library**
Attn: Carol Souchock, Director
143 East Maumee Street
Adrian MI 49221

Item	Qty.	Catalog No.	Description	Unit Price	Total
3	1	Kingsley	Contempra 50 Series return, (330) Book or (825) DVD/CD high capacity. Extreme durable powder coat finish available in Sandstone or Granite. Cart options shown below.	3,024.00	3,024.00
3.1	1	Kingsley	Optima 50 Series return, (330) Book or (825) DVD/CD high capacity. Extreme durable powder coat finish available in Sandstone or Granite. Cart options shown below.	2,879.04	2,879.04
4	1	Kingsley	50 Series cushion drop cart, light weight aluminum construction, equipped with cushion drop feature and durable canvas bag on inside of cart to protect materials.	1,919.04	1,919.04
4.1	1	Kingsley	50 Series aluminum cart, aluminum construction, spring loaded float tray system with soft felt bottom pad on the tray to protect materials.	1,727.04	1,727.04
5	1	LDA	Installation by Library Design Associates personnel.	267.00	267.00

We propose to furnish the material specified above at the prices quoted under the conditions stated here and on the reverse side. Subject to our credit department approval, this quotation is made for immediate acceptance and is subject to change without notice. Deliveries are subject to delays from fire, strikes, other causes beyond our control.

Shipping Point (Freight Additional)

Christopher J. de Bear

Delivery F.O.B.

By Library Design Associates, Inc.

This quotation is being submitted in duplicate for your convenience. To order the items listed, merely sign and return one copy signifying your acceptance. For payment terms, see item 6 on the reverse side.

Accepted by/Title/Date

RE: ADRIAN PUBLIC LIBRARY – Acquisition of New Book Return Units and Carts

RESOLUTION

WHEREAS, the City Commission, by Resolution #08-118 dated August 4, 2008, adopted a construction management agreement with Central Michigan Developers, LLC, Midland, MI for renovation of the Adrian Public Library; and

WHEREAS, certain related project components, such as security gates for the south entrance, furnishings and book drops, are beyond the scope of the aforementioned agreement, falling to the responsibility of the City of Adrian; and

WHEREAS, the Library Director has solicited a quote from the Library Design Associates, Inc., Plymouth, MI, the exclusive Michigan distributor for Kingsley book returns; and

WHEREAS, the cost of the subject book returns and carts, including installation, is \$12,133, including an in-wall book return (\$7,120) to be installed by Hikes & Dominique near the south main-floor entrance as part of the masonry package awarded to their firm as a component of the larger renovation project, and a stand-alone unit (\$5,013) to be located on the north side of the library as a drive-up service; and

WHEREAS, the City Finance Director indicates that sufficient funds are available for the in-wall south-side book drop (\$7,120), with \$4,757 in the Library Endowment Account (702-000.00-355.000) and the balance of \$2,363 in the Library-Special Book Fund Account (701-000.00-332.000); and the funds for the stand-alone north-side drive-up book drop (\$5,013) are available in the Library-Capital Facilities Account (101-738.00-975.000); and

WHEREAS, the Library Director and City Administrator recommend acceptance of the proposed bid from Library Design Associates, Inc., Plymouth, MI, acquisition and installation of the subject book drops and carts, and waiver of the competitive bid process.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acquisition and installation of book drops and carts for the Adrian Public Library from Library Design Associates, Inc., Plymouth, MI at a cost not to exceed \$12,133.00.

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

BE IT, FURTHER, RESOLVED that \$4,757 be appropriated from the Adrian Public Library Endowment Account (702-000.00-355.000) and that \$2,363 be appropriated from the Library- Special Book Fund Account (701-000.00-332.000); and that the FY2008-09 Budget be amended as follows:

Revenue

(101-990.00-675.073) Library-Private Donations \$7,120

Expenditure

(101-738.00-969.000) Library Contributions 7,120
Total \$ -0-

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

R-3
DATE: April 30, 2009
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Outdoor Lights & Sconces – Fire Department

The outdoor lighting at the Fire Station is weathered and has become inefficient. As such, bids were solicited and received for replacement lights. The Fire Chief has recommended that the bid be awarded to M.B. Electric of Adrian, MI (Madison Twp.) at a cost of \$6,655.00.

Eight vendors responded to the offer to bid. I urge your favorable consideration authorizing the purchase and installation of these lights by M.B. Electric at a cost of \$6,655.00. Funds are available in the Fire Department Building Maintenance Account.



Dane C. Nelson
City Administrator

DCN:bw

R-3



Memorandum

To: Mayor Gary McDowell, Adrian City Commission, City Administrator Dane Nelson
From: Paul G. Trinka
CC: Finance Director Jeff Pardee, Assistant Finance Director Cindy Prue
Date: April 21, 2009
Re: Outdoor lights and wall sconces at the Fire Station

The outdoor lighting at the department has become weathered and isn't as efficient as new forms of lighting. We have looked at some options and came up with a new light for the top of the 10 poles outside the station and a fluorescent fixture for the 12 wall sconces (nine outside, three inside).

Bids have been received from eight electrical contractors. M.B. Electric of Madison Township was the low bid at \$6655.00. I would recommend the purchase and installation of the lights be awarded to M.B. Electric with the funds coming from account 101.336.00-931.000.

CITY OF ADRIAN, MICHIGAN
 FIRE STATION LIGHTING
 DUE DATE: APRIL 21, 2009

BIDDER	AMOUNT	DELIVERY
M.B. Electric Adrian, MI	\$ 6,655.00	Begin: 14 days Complete: 7 days
Saunders & Son Adrian MI	\$ 7,482.00	Begin: 4-5 weeks Complete: 15 days
Witt Electric Adrian, MI	\$ 8,765.30	Begin: 10 days Complete: 10 days
Masson's Electric Adrian, MI	\$ 8,885.00	Begin: 42 days Complete: 10 days
Clegg Electric Adrian, MI	\$ 9,350.00	Begin: 30 days Complete: 14 days
Service Electric Adrian, MI 49221	\$ 9,852.00	Begin: 60 days Complete: 90 days
Kolar Electric Temperance, MI	\$ 10,930.00	Begin: 45 days Complete: 45 days
Brint Electric Toledo OH	\$ 11,500.00	Begin: 60 days Complete: 20 days

COOPER LIGHTING - LUMARK®



DESCRIPTION

The Lumark Tribute is the most versatile, functionally designed, universally adaptable outdoor luminaire available. The Tribute brings outstanding performance to walkways, parking lots, roadways, loading docks, building areas, and any security lighting application. U.L. listed and CSA certified for wet locations.

Catalog #		Type	
Project		Date	
Comments			
Prepared by			

SPECIFICATION FEATURES

Construction

Rugged one-piece die-cast aluminum housing and door frame. One-piece silicone gasket protects the optical chamber from performance degrading contaminants. One (1) stainless spring latch and two (2) stainless hinges allow toolless opening and removal of door frame.

Reflector

Choice of nine (9) high efficiency optical distributions, including five (5) segmented optical systems constructed of premium 95% reflective anodized aluminum sheet. Optical segments are rigidly mounted inside a thick gauge aluminum housing for superior protection. All segment faces are clean of rivet heads, tabs or other means of attachment which may cause streaking in the light distribution. Optical modules are

field rotatable in 90° increments and offered standard with mogul-base lampholders for 150-400W assemblies or medium-base lampholders for 100W and below.

Electrical

Ballast and related electrical componentry are hard mounted to die-cast housing for optimal heat transfer and operating efficiency. Optional swing-down galvanized steel power tray with integral handle and quick disconnects allows tray to be completely removed from housing providing ample room for fixture installation and maintenance.

Mounting

Extruded 8" aluminum arm features internal bolt guides for easy positioning of fixture during installation to pole or wall surface.

Standard single carton packaging of housing, square pole arm and round pole adapter allow for consolidated product arrival to site. Optional internal mast arm mount accepts a 1 1/4" to 2 3/8" O.D. horizontal tenon, while a 4-bolt clamping mechanism secures fixture. Cast-in leveling guides provide +/-5° vertical leveling adjustment.

Finish

Housing and arm finished in a 5 stage premium TGIC bronze polyester powder coat paint. Optional colors include black, grey, white, dark platinum and graphite metallic. RAL and custom color matches available.



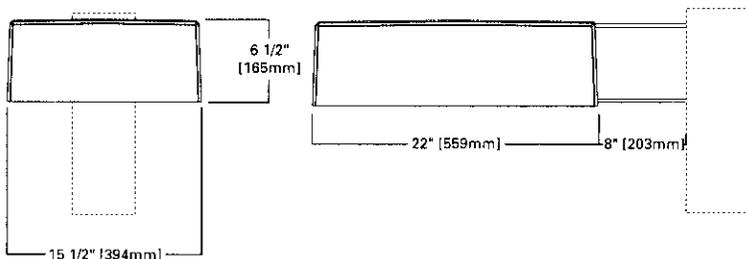
TR TRIBUTE

70 - 400W
High Pressure Sodium
Pulse Start Metal Halide
Metal Halide

AREA LUMINAIRE

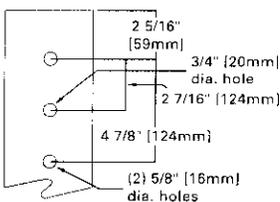


DIMENSIONS

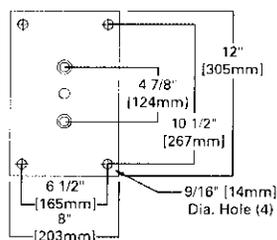


DRILLING PATTERNS

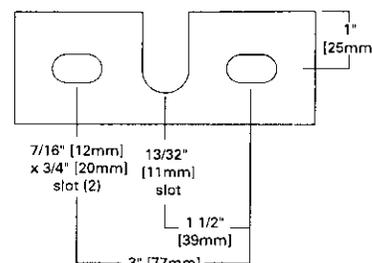
TYPE "M"



WALL MOUNT



TRUNNION MOUNT



TECHNICAL DATA

UL Wet Locations Listed
CSA Certified
EISA Compliant Ⓢ

ENERGY DATA

Hi-Reactance Ballast Input Watts

70W HPS HPF (95 Watts)
100W HPS HPF (130 Watts)
150W HPS HPF (190 Watts)
150W MP HPF (185 Watts)

CWI Ballast Input Watts

250W HPS HPF (300 Watts)

CWA Ballast Input Watts

175W MH HPF (210 Watts)
200W MP HPF (227 Watts) Ⓢ
200W HPS HPF (250 Watts)
250W MH HPF (295 Watts)
250W MP HPF (283 Watts) Ⓢ
320W MP HPF (365 Watts) Ⓢ
350W MP HPF (397 Watts) Ⓢ
400W MP HPF (452 Watts) Ⓢ
400W MH HPF (455 Watts)
400W HPS HPF (465 Watts)

EPA

Effective Projected Area: (Sq. Ft.)
Without Arm: 1.19

SHIPPING DATA

Approximate Net Weight:
39 lbs. (17.73 kgs.)



ORDERING INFORMATION

Sample Number: MHTR-SL-400-MT-LL

<p>Lamp Type MP: Pulse Start Metal Halide MH: Metal Halide HP: High Pressure Sodium</p> <p>Series 1 TR: Tribute (Arm Included)</p>	<p>Distribution 2F: Type II Formed 2S: Type II Segmented 3F: Type III Formed 3S: Type III Segmented 4F: Type IV Formed 4S: Type IV Segmented 5F: Type V Formed 5S: Type V Segmented SL: Spill Light Eliminator</p>	<p>Lamp Wattage 2 MP 70: 70W 100: 100W 150: 150W 200: 200W 250: 250W 320: 320W 350: 350W 400: 400W³ MH 175: 175W⁴ 250: 250W⁴ 400: 400W^{3,4} HPS 70: 70W 100: 100W 150: 150W 250: 250W 400: 400W³ Voltage 5 120V: 120V 208V: 208V 240V: 240V 277V: 277V 347V: 347V⁶ 480V: 480V DT: Dual-Tap MT: Multi-Tap, wired 277V TT: Triple-Tap,⁶ wired 347V 5T: 5 Tap Wired⁶ 480V</p>	<p>Options 7,8 F1: Single Fuse (120, 277 or 347V⁹ only) F2: Double Fuse (208, 240 or 480V⁹ only) Q: Quartz Restrike (Hot Strike¹⁰ Only) EM: Quartz Restrike with "Delay¹⁰ Relay" (Quartz lamp strikes at both hot and cold starts) EM/SC: Emergency Separate¹⁰ Circuit LL: Lamp Included S: 1 1/4" - 2 3/8" Internal Mast Arm Mount TM: Trunnion Mount PT: Electrical Power Tray HS: House Side Cutoff¹¹ LA: Less Arm (Order Mounting Separately) PER: NEMA Twistlock Photocontrol Receptacle PC: Button Type Photocontrol WH: White BK: Black AP: AP Grey DP: Dark Platinum GM: Graphite Metallic</p>	<p>Accessories 12 MA1201-XX: Direct Wall Mount Kit¹ MA1218-XX: Direct Mount for Pole¹ MA1219-XX: Wall Mounting Plate CA1090-XX: Adjustable slipfitter Arm for Tenon Mount 2 3/8" O.D.¹ MA1221-XX: External House Side Shield Kit (EPA= 0.38) MA1222: Internal House Side Shield Kit for 2S/3S MA1223: Internal House Side Shield Kit 4S MA1224: Internal House Side Shield Kit for 2F/3F MA1225: Internal House Side Shield Kit for 4F MA1010-XX: Single Tenon Adapter for 3 1/2" O.D. Tenon MA1011-XX: 2 @ 180 degrees Tenon Adapter for 3 1/2" O.D. Tenon MA1012-XX: 3 @ 120 degrees Tenon Adapter for 3 1/2" O.D. Tenon MA1013-XX: 4 @ 90 degrees Tenon Adapter for 3 1/2" O.D. Tenon MA1014-XX: 2 @ 90 degrees Tenon Adapter for 3 1/2" O.D. Tenon MA1015-XX: 2 @ 120 degrees Tenon Adapter for 3 1/2" O.D. Tenon MA1016-XX: 3 @ 90 degrees Tenon Adapter for 3 1/2" O.D. Tenon MA1017-XX: Single Tenon Adapter for 2 3/8" O.D. Tenon MA1018-XX: 2 @ 180 degrees Tenon Adapter for 2 3/8" O.D. Tenon MA1019-XX: 3 @ 120 degrees Tenon Adapter for 2 3/8" O.D. Tenon MA1045-XX: 4 @ 90 degrees Tenon Adapter for 2 3/8" O.D. Tenon MA1048-XX: 2 @ 90 degrees Tenon Adapter for 2 3/8" O.D. Tenon MA1049-XX: 3 @ 90 degrees Tenon Adapter for 2 3/8" O.D. Tenon OARA1018: Photoelectric Control 105-285V NEMA Type OARA1027: Photoelectric Control 480V NEMA Type OA/RA1021: Photoelectric Control 347V NEMA Type OARA1013: Shorting Cap TR/VS: Field Installed Vandal Shield¹³</p>
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Notes: 1 8 Inch Arm and pole adapter included with fixture. Specify Less Arm "LA" option when mounting accessory is ordered separately. 2 Standard with mogul-base socket for 150-400W and medium-base socket 100W and below. 3 Requires reduced envelope lamp. 4 175W, 250W, and 400W MH available in non-U.S. markets only. 5 Products also available in non-US voltages and 50HZ for international markets. Consult your Cooper Representative for availability and ordering information. 5T only available in 400W MH. 6 88% efficient EISA Compliant MP fixtures not available in 347V or TT Voltages. 7 Custom and RAL color matching available upon request. Consult Cooper Lighting Representative for further information. 8 Add as a suffix. 9 Must specify voltage. 10 Quartz options not available with SL optics. 11 House side shield not available on 5S, 5F, or SL optics. 12 Order separately/replace XX with color specification. 13 Not available with SLE or House Side Shield

STOCK SAMPLE NUMBER (Lamp Included)

SAMPLE NUMBER: MPTR2340

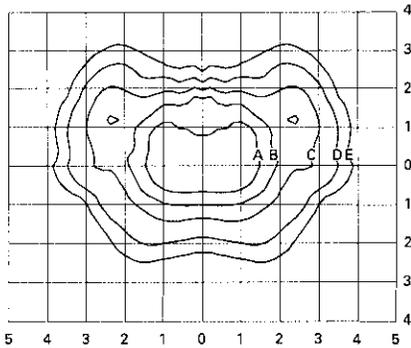
MP	TR	23	
Lamp Type MP=Pulse Start Metal Halide HP=High Pressure Sodium 2	Series 1 TR=Tribute	Distribution 23=Type II/III Formed	Lamp Wattage 15=150W 25=250W 32=320W 40=400W

NOTES:

¹ Short logic fixtures are finished bronze include multi-tap ballast, lamp, arm and round pole adapter. Other options not available. Refer to standard ordering logic. ² Available in 150, 250 and 400 Watt. Refer to In Stock Guide for availability.

VOLTAGE CHART	
DT=Dual-Tap	120/277 (wired 277V)
MT=Multi-Tap	120/208/240/277 (wired 277V)
TT=Triple-Tap	120/277/347 (wired 347V)
5T=5-Tap	120/208/240/277/480 (wired 480V)

LAMP TYPE	WATTAGE
Pulse Start Metal Halide	70, 100, 150, 250, 320, 360, 400W
Metal Halide	175, 250, 400W
High Pressure Sodium	70, 100, 150, 250, 400W

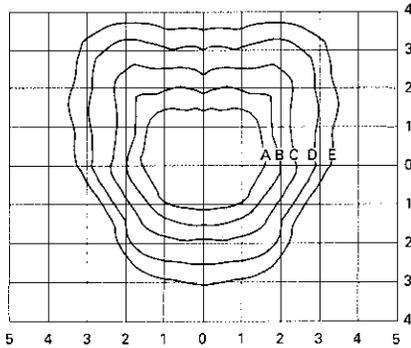


MPTR-3S-320
320—Watt MP
30,000—Lumen Clear Lamp
Type III Segmented

Footcandle Table

Select mounting height and read across for footcandle values of each isofootcandle line. Distance in units of mounting height.

Mounting Height	Footcandle Values for Isofootcandle Lines				
	A	B	C	D	E
20'	3.00	1.50	0.75	0.30	0.15
25'	2.00	1.00	0.50	0.20	0.10
30'	1.38	0.69	0.34	0.13	0.06

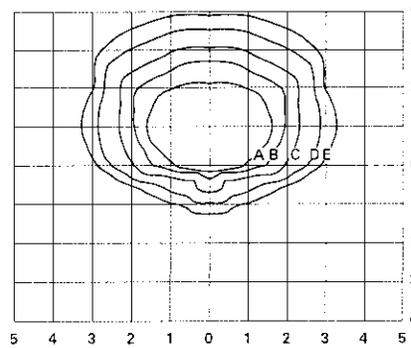


MPTR-4S-400
400—Watt MP
40,000—Lumen Clear Lamp
Type IV Segmented

Footcandle Table

Select mounting height and read across for footcandle values of each isofootcandle line. Distance in units of mounting height.

Mounting Height	Footcandle Values for Isofootcandle Lines				
	A	B	C	D	E
20'	3.00	1.50	0.75	0.30	0.15
25'	2.00	1.00	0.50	0.20	0.10
30'	1.38	0.69	0.34	0.13	0.06



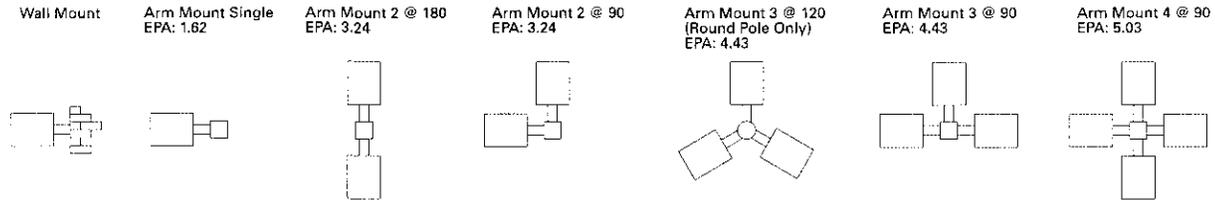
MPTR-SL-400
400—Watt MP
40,000—Lumen Clear Lamp
Spill Light Eliminator

Footcandle Table

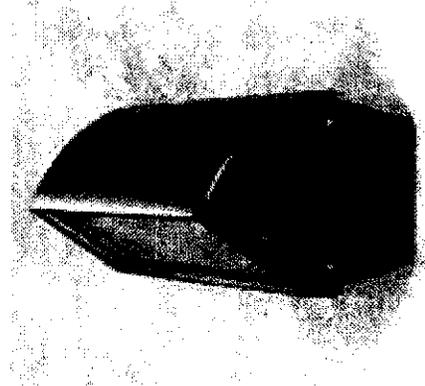
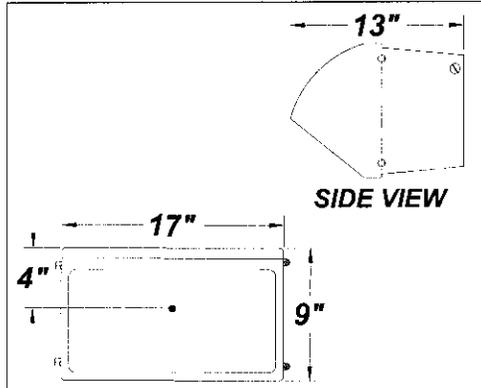
Select mounting height and read across for footcandle values of each isofootcandle line. Distance in units of mounting height.

Mounting Height	Footcandle Values for Isofootcandle Lines				
	A	B	C	D	E
20'	3.00	1.50	0.75	0.30	0.15
25'	2.00	1.00	0.50	0.20	0.10
30'	1.38	0.69	0.34	0.13	0.06

MOUNTING CONFIGURATIONS



BRONZE CUP LG



Specifications:

- * Bronze Aluminum Housing
- * Tempered Glass Diffuser
- * ETL Listed Wet Location
- * Lamp(s) Included

<u>Product</u>	<u>Lamping</u>	<u>Product</u>	<u>Lamping</u>
BPL250-MTH	(1) 250w HPS ¹	BPL232XE	(2) 32w TBX
BPL400-MTH	(1) 400w HPS ¹	BPL142XE	(1) 42w TBX
BPL250MH-MTH	(1) 250w MH ¹	BPL242XE	(2) 42w TBX
BPL400MH-MTH	(1) 400w MH ¹	BPL257XE	(2) 57w TBX
BPL118LPS	(1) 18w LPS ⁴	BPL270XE	(2) 70w TBX

Factory Installed Options:

PCL	Photocell
F	Fused
QRS	Quartz Restrike - Less QZ Lamp
QZS	Quartz Socket Only
EB	Integral Emergency Battery ⁸ (See Notes Below)

Finishes:

All Painted Finishes

Field Installed Accessories

Dark Sky Visor
(Please Specify Color When Ordering)
(Must order separately)

Part No:

5302099

Please Note: EB for Electronic Ballasts only

* (Max Wattage for EB 2x42W)

Replacement Parts

Bronze Cup Large Clear Glass Diffuser 37034

Part No:

Note: Photometrics available upon request.

Teron Lighting, Inc.
33 Donald Drive
Fairfield, OH 45014

PH (513) 858-6004
FAX (513) 858-6038

E-mail sales@teronlight.com
Website www.teronlight.com

¹ Magnetic Ballast

⁴ 120V Magnetic Ballast Only

⁸ Wet Location, Designed for Indoor/Outdoor Use

- EBC - Bodine's B4CF1 - Temperature Rating (Ambient) -20°C to 55°C (-4°F to 131°F)
- EBW - Bodine's B94C - Temperature Rating (Ambient) 0°C to 55°C (32°F to 131°F)
- Lumen Output Varies, and Depends upon Lamping Selection

Please Note: TLI is not responsible for any Battery misapplications regarding Temperature or Placement



TLI
Teron Lighting, Inc.

R09-083

May 4, 2009

RE: FIRE DEPARTMENT – Authorization to Replace Outdoor Lights and Wall Sconces

RESOLUTION

WHEREAS, the City of Adrian Purchasing Office, in conjunction with the Fire Department, solicited bids to replace ten (10) outdoor lights and twelve (12) wall sconces for the Fire Station; and

WHEREAS, on Tuesday April 21, 2009, eight (8) sealed bids were received and opened, with the following results:

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
M.B. Electric	Adrian, MI	\$ 6,655.00
Saunders & Sun	Adrian, MI	\$ 7,482.00
Witt Electric	Adrian, MI	\$ 8,765.30
Masson’s Electric	Adrian, MI	\$ 8,885.00
Clegg Electric	Adrian, MI	\$ 9,350.00
Service Electric	Adrian, MI	\$ 9,852.00
Kolar Electric	Temperance, MI	\$10,930.00
Brint Electric	Toledo, OH	\$11,500.00

WHEREAS, the Fire Chief and City Administrator recommend selection of the low-bidder, M.B.Electric, Adrian, MI, to acquire and install the aforementioned lighting fixtures at a cost not to exceed \$6,655.00; and

WHEREAS, the Finance Director indicates that there are sufficient funds available in the Fire Department Building Maintenance account (101-336.00-931.000) for this purpose.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes acquisition of ten (10) outdoor lights and twelve (12) wall sconces for the Fire Station from the low-bidder, M.B.Electric, Adrian, MI at a cost not to exceed \$6,655.00.

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

R-4



MEMORANDUM

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

FROM: Chris Atkin
Director of Community Development

DATE: April 29, 2009

SUBJECT: Resolution of Intent for Expanding the LDFA

Pursuant to the provisions outlined in Public Act 281 of 1986, I propose the expansion of the Local Development Finance Act (LDFA) district boundary to include property once existing in the now dissolved Greater Adrian Area Industrial Development Corporation and city owned property referred to as the Marvin Farm. In the attached Resolution of Intent, I have requested that a public hearing be set for June 1, 2009 to allow for no less than twenty (20) days, nor more than forty (40) days, notification to the public and property owners within the proposed district.

A favorable decision of this proposal should encourage local development to prevent conditions of unemployment and promote economic growth in our Industrial Park area.

Please feel free to contact me with any questions.

Chris Atkin
Director of Community Development

R09-084

May 4, 2009

RE: RESOLUTION OF INTENT TO AMEND AND EXPAND THE BOUNDARIES OF THE CITY OF ADRIAN LOCAL DEVELOPMENT FINANCE AUTHORITY (LDFA)

RESOLUTION

WHEREAS, the State of Michigan has adopted Public Act 281 of 1986, an Act to encourage local development to prevent conditions of unemployment and promote economic growth; to provide for the establishment of Local Development Finance Authorities and to prescribe their powers and duties; to provide for the creation of a board to govern an authority and to prescribe its powers and duties; to provide for the creation and implementation of development plans; to authorize the acquisition and disposal of interests in real and personal property; to permit the issuance of bonds and other evidences of indebtedness by an authority; to prescribe powers and duties of certain public entities and state officers and agencies; to reimburse authorities for certain losses of tax increment revenues; and to authorize and permit the use of tax increment financing; and

WHEREAS, under the authority of Public Act 281 of 1986, as amended, the Adrian City Commission, by resolution dated September 17, 1990, created a Local Development Finance Act (LDFA) District, certified by the State Office of the Great Seal on January 29, 1991, with the LDFA Development and Tax Increment Financing Plan adopted by resolution of the City Commission on August 19, 1991 and which is set to expire July 31, 2031; and

WHEREAS, by Statute, the Adrian City Commission may alter or amend the boundaries of the established LDFA pursuant to the provisions of Public Act 281 of 1986; and

WHEREAS, the governing body proposing to create or expand the authority shall set a date for holding a public hearing on the adoption of a proposed resolution creating the Authority and designating the boundaries of the Authority.

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission, by Resolution of Intent, hereby approves the date of **June 1, 2009** for holding a public hearing on the adoption of a proposed resolution creating the Authority and designating the boundaries of the Authority.

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

R-5

Memo

To: Dane C. Nelson, City Administrator
From: Mark K. Gasche, Parks and Recreation Director
Date: April 29, 2009
Re: CMAQ grant application and matching funds authorization

The Congestion Mitigation Air Quality (CMAQ) Program is a federally funded grant program that is administered through the Michigan Department of Transportation (MDOT). The City of Adrian has submitted a proposed project to the Region 2 group, who recommends projects to MDOT. Our project is a bridge crossing the River Raisin into Riverside Park and then connecting a section of trail from the bridge to the roadway in the park. The bridge would start at the end of a spur south of Merrick Street that comes off the most recently completed section of the Kiwanis Trail. That section of trail, running from Michigan Avenue to Main Street, was also funded largely through a CMAQ grant. Our project is being recommended for funding to MDOT by the Region 2 group.

The grant program requires the local unit of government to provide all costs for project engineering plus 20% of the project cost. Based on our estimates, the project engineering will be \$30,000 and the 20% match will be \$57,780, making a total City contribution of \$87,780. The grant amount will be \$231,120 of the total allowable project cost of \$288,900. That makes the grand total projected project cost \$318,900.

This is an excellent opportunity to leverage a significant amount of grant money to complete a key portion of the trail system. We have had a goal of connecting Riverside Park to the trail system for over twenty-five years, which this project will accomplish. We have matching funds and funds for the project engineering budgeted in the non-motorized transportation account and the Fee Estate Capital Improvement account. In order to proceed with this grant program, we need to submit a letter from the City Commission authorizing the project application and verifying the matching funds to MDOT.

RE: DEPARTMENT OF PARKS & RECREATION – Congestion Mitigation Air Quality (CMAQ) Grant Application to Fund Non-Motorized/Pedestrian Bridge Construction Extending Kiwanis Trail into Riverside Park

RESOLUTION

WHEREAS, the Congestion Mitigation Air Quality (CMAQ) Program is a federally funded grant program administered by the Michigan Department of Transportation (MDOT); and

WHEREAS, the Department of Parks & Recreation has submitted a grant application to fund non-motorized/pedestrian bridge construction extending Kiwanis Trail into Riverside Park; and

WHEREAS, the Region 2 Group, who recommends CMAQ projects to MDOT, has earmarked \$231,120 of CMAQ funds for this project for FY2009-10, with a local funding obligation amounting to \$87,780, including a twenty (20%) percent local match (\$57,780) and estimated project engineering costs (\$30,000), for a total project cost of \$318,900; and

WHEREAS, financing for this project will be administered by the Michigan Department of Transportation (MDOT), with local funds derived from the Major Street Fund (202-990.00-969.999) - \$80,000, and \$7,780 from Fee Estate-Capital Improvement Account (205-699.00-975.000); and

WHEREAS, the Parks & Recreation Director and City Administrator recommend approval of this resolution authorizing submission of a formal grant proposal to MDOT and commitment of local funds.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes the submission of a formal Congestion Mitigation Air Quality (CMAQ) grant application to the Michigan Department of Transportation (MDOT) for purposes of funding non-motorized/pedestrian bridge construction extending Kiwanis Trail into Riverside Park, at a total project cost amounting to \$318,900.

BE IT, FURTHER, RESOLVED that the local matching funds requirement, amounting to \$87,780, be committed to this project as designated in the FY2009-10 Budget and General Appropriations Act.

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