

PRE-MEETING AGENDA

ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
NOVEMBER 2, 2009
5:30 P.M.

The City Commission will meet on Monday, November 2, 2009 at 5:30 p.m. at the Parks & Forestry facility at 381 Miles Drive for a ribbon cutting ceremony and a tour. The normal pre-meeting meal will be brought to that location.

The Commission will meet for their regular meeting at the former City Hall, 100 E. Church St., at 7:00 p.m.

COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
NOVEMBER 2, 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 OCTOBER 19, 2009 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. COMMUNICATIONS
 - 1. C-1. DDA – FY2008-09 Audited Financial Reports
 - 2. C-2. DDA – FY2009-10 First Quarter Financial Reports
- VI. CONSENT AGENDA
 - A. RESOLUTIONS
 - 1. CR09-055. Resolution to make temporary traffic control orders permanent by installing a "Caution-Limited Truck Turn Radius Ahead" sign at the entrance to the alley on Gulf Street north of Beecher.
 - 2. CR09-056. Resolution certifying the costs and directing the City Assessor to prepare a Special Assessment Roll for SAD #377 – Summit St. from Division to Winter.
 - 3. CR09-057. Resolution setting a public hearing date to hear and consider comments to the Special Assessment Roll for SAD #377 – Summit St. from Division to Winter.
- VII. PUBLIC COMMENTS
- VIII. REGULAR AGENDA
 - A. RESOLUTIONS
 - 1. R09-179. Resolution authorizing the City of Adrian Inspection Department to inspect Adrian Public Schools within the City limits and to be the permitting authority.
 - 2. R09-180. Resolution authorizing the City of Adrian Inspection Department to inspect Lenawee Christian Schools and to be the permitting authority.

3. R09-181. Resolution to award the annual bid for snow and ice removal from private walks and along railroad properties and other miscellaneous properties.
4. R09-182. Resolution to approve an increase in rental rates for use of the Piotter Center.

I X. PUBLIC COMMENTS

X. COMMISSION COMMENTS

MINUTES

**MINUTES
ADRIAN CITY COMMISSION
OCTOBER 19, 2009
7:00 P.M.**

Official proceedings of the October 19, 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, Miller, Clegg, Steele and DuMars

Mayor McDowell in the Chair.

Commissioner DuMars moved to approve the minutes of the October 5, 2009 regular meeting of the Adrian City Commission, seconded by Commissioner Clegg, motion carried by a unanimous vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher #3132 through #3138	\$ 133,065.22
General Fund Vouchers #19502 through #19523	\$ 305,077.74
Clearing Account Vouchers amounting to	<u>\$ 680,181.40</u>
TOTAL EXPENDITURES	<u>\$1,118,324.36</u>

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

COMMUNICATIONS

1. C-1. FY2009-10 First Quarter Financial Forecast
2. C-2. Communication from Comcast regarding a change in channel lineup

PUBLIC COMMENTS

No public comments

REGULAR AGENDA

PUBLIC HEARINGS

1. SO-1. Public Hearing to hear and consider comments to approval of an Industrial Facilities Exemption Certificate for Dairy Farmers of America, Inc.

2. SO-2. Public Hearing to hear and consider comments to the abandonment of a portion of Norton Street.

RESOLUTION R09-172

RE: DAIRY FARMERS OF AMERICA, INC. – INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE

WHEREAS, pursuant to 1974 PA 198, MCLA Sec. 207.551 et. Seq., after a duly noticed Public Hearing held on the 19th day of April, 1993, this Commission, by resolution, established Adrian Industrial Development District No. 30; and

WHEREAS, an application has been filed by Dairy Farmers of America, Inc. for an Industrial Facilities Exemption Certificate for the facility located in the Adrian Industrial Development District No. 30 and was received by the Adrian City Clerk on the 30th day of September, 2009; and

WHEREAS, the Adrian City Clerk, pursuant to 1974 PA 198, Section 5 (2), did notify the Adrian City Assessor and the legislative body of each taxing unit which levies ad valorem taxes on the property located within said Adrian Industrial Development District #30 that the application for an Industrial Facilities Exemption Certificate by Dairy Farmers of America, Inc. would be considered at a meeting of the Adrian City Commission on Monday, October 19, 2009 and that an opportunity to be heard would be provided to the Assessor and to a representative of each of the bodies so notified.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the Adrian City Commission finds:
 - (a) That the construction of the facility had not begun earlier than twelve (12) months before September 30, 2009, the date of acceptance of the application of the Industrial Facilities Exemption Certificate;
 - (b) That the application relates to equipment installation program which, when completed, will constitute a new facility within the meaning of 1974 PA 198 and will be situated within Adrian Industrial Development District #30, established April 19, 1993 by resolution of the Adrian City Commission.
 - (c) That completion of the equipment installation is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to create employment in the City of Adrian.
 - (d) That the aggregate SEV of real and personal property exempt from ad valorem taxes within the City of Adrian, after granting this certificate, will not exceed five (5) percent of an amount equal to the sum of SEV of the City plus the SEV of personal real property thus exempted. The Adrian City Commission specifically finds that the granting of the exemption applied for will not substantially impede the operation of or impair the financial soundness of any local government.

- (2) That the application of Dairy Farmers of America, Inc. for an Industrial Facilities Exemption Certificate with regard to the facility located in Adrian Industrial Development District No. 30 be and is hereby approved for a period of twelve (12) years.

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

RESOLUTION R09-173

RE: ENGINEERING DEPT. – Abandonment of a Portion of Norton Street

WHEREAS, a request from Ms. Barbara Bearden, 534 Norton St., to abandon a portion of Norton Street owned by her, namely Lots 6, 7, 8 and 9 on either side of the platted rights-of-way (ROW), has been received by the City of Adrian; and

WHEREAS, the City of Adrian has been unable to ascertain ownership of an additional portion of Norton Street and, therefore has no claim to said property and will Quit Claim that portion to Ms. Barbara Bearden; and

WHEREAS, the City Administrator and City Engineer have reviewed the request and have determined that it would not negatively impact the City as it is a dead-end street and said portions of Norton Street do not receive Act 51 funds and, further, recommends the request be approved; and

WHEREAS, Ms. Barbara Bearden has been notified and understands that the costs associated with this abandonment will be borne by her.

WHEREAS, the City Commission finds and determines it to be in the best interest of all parties involved to abandon the following portions of Norton Street, with legal description as follows:

Description City of Adrian, Lenawee County, Michigan Norton Street Area for Abandonment

All that part of Norton Street as delineated on the recorded plat of the Village of West Adrian (now part of the City of Adrian) as recorded in Liber F of Deeds, Page 625, Lenawee County Records, described as beginning at the Southwest Corner of Lot 7 of said plat; thence S 45° 10' 03" E 168.11 feet along the Northeasterly line of Norton Street; thence perpendicular to the said Northeasterly Line of Norton Street S 44° 49' 57" W 49.50 feet to a point on the Southwesterly Line of said Norton Street; thence N 44° 49' 49" W 29.74 feet (also known as N 44° 29' W) along the said Southwesterly Line of Norton Street as monumented; thence continuing along the said Southwesterly Line of Norton Street N 45° 10' 03" W 89.44 feet (also known as N 44° 29' W); thence N 00° 03' 30" E 69.48 feet along the westerly end of Norton Street as platted to the point of beginning.

Containing 0.16 acres.

Bearings are referenced to the easterly line of the plat of Alexander Park as recorded in Liber 12 of Plats; Page 48, Lenawee County Records.

Description
City of Adrian, Lenawee County, Michigan
Area for Quit Claim of Adrian to Barbara Bearden

All that part of Lot 6 of the recorded plat of the Village of West Adrian (now part of the City of Adrian) as recorded in Liber F of Deeds, Page 625, Lenawee County Records, described as beginning at the Northwest Corner of Lot 6 of said plat; thence S 45° 10' 03" E 89.44 feet along the Southwesterly line of Norton Street; thence N 89° 58' 17" W 63.49 feet (also known as N 89° 37' 28" W and N 89° 57' W); thence N 00° 03' 30" E 63.03 feet along the westerly line of said Lot 6 to the point of beginning.

Containing 0.05 acres.

Bearings are referenced to the easterly line of the plat of Alexander Park as recorded in Liber 12 of Plats, Page 48, Lenawee County Records.

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission does hereby approve the abandonment of portions of Norton Street as described above; the execution of a Quit Claim Deed to Ms. Barbara Bearden for the portion of Norton Street wherein ownership cannot be determined, and authorizing the City Engineer to amend the street plan map by eliminating the aforementioned portions of Norton Street from said map; and be it

FURTHER, RESOLVED, that the City of Adrian shall, and hereby does, retain all easements located on said parcels; and be it

FURTHER RESOLVED, that all costs involved with the abandonment of said portions of Norton Street shall be borne by Ms. Barbara Bearden, 534 Norton Street, Adrian, Michigan.

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

RESOLUTION R09-174

RE: REAPPOINT MEMBERS TO THE BOARD OF CANVESSERS

WHEREAS, the terms of office of Robert Freligh, Alden Smith and Julie Berryman-Adams on the Board of Canvassers have expired; and

WHEREAS, this has created vacancies on which must be filled in accordance with the Adrian City Charter; and

WHEREAS, Robert Freligh, Alden Smith and Julie Berryman-Adams have agreed to serve again, if reappointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the reappointment of Mr. Freligh, Mr. Smith and Ms. Berryman-Adams.

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission does hereby approve the reappointment of Robert Freligh, Alden Smith and Julie Berryman-Adams to the Board of Canvassers for four year terms to expire in 2013.

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

RESOLUTION R09-175

RE: UTILITIES DEPARTMENT – Lime Residual Removal at the Water Treatment Plant – Contract Renewal

WHEREAS, the Adrian City Commission, by Resolution #R09-081 dated May 4, 2009, approved the FY2009-10 Budget and General Appropriations Act, which included \$175,000 in the Water Fund Purification Pumping Contract Services account (591-536.00-801.503) for the removal of residual lime at the Water Treatment Plant; and

WHEREAS, the Adrian City Commission, by Resolution #CR08-078 dated October 6, 2008, through the competitive bid process, authorized the engagement of Pohlkat, Inc., Sidney, OH in the City's Standard Professional Services Contract for the removal of residual lime at the Water Treatment Plant at a cost not to exceed \$154,000; and

WHEREAS, based on successful execution of the contract, the Utilities Director recommends renewal of the contract for the FY2009-10 Fiscal Year; and

WHEREAS, the Finance Director indicates that sufficient funds for this purpose are available in the Water Fund Purification Pumping Contract Services account (591-536.00-801.503); and

WHEREAS, the City Administrator recommends approval of this resolution and engagement of Pohlkat, Inc., Sidney, OH in the City's Standard Professional Services Contract for the removal of residual lime at the Water Treatment Plant lagoon east of the Trestle at a cost not to exceed \$154,000.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Pohlkat, Inc., Sidney, OH in the City's Standard Professional Services Contract for the removal of residual lime at the Water Treatment Plant lagoon east of the Trestle at a cost not to exceed \$154,000.

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

RESOLUTION R09-176

RE: ADRIAN PUBLIC LIBRARY – Modification of Library Fees and Fines Schedule

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

WHEREAS, to promote increased usage of Library facilities and services, the Library Director recommends modification of the Non-Resident Card Policy to include the following exceptions:

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

WHEREAS, the Finance Director indicates that the foregoing changes are revenue neutral for FY2009-10 Budget and, therefore, no budget amendment is necessary; and

WHEREAS, the Library Director and City Administrator recommend approval of this resolution and adoption of the proposed Fee and Fine Schedule modifications for the Adrian Public Library, effective October 20, 2009.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the adoption of the following modifications to the Adrian Public Library Schedule of Fees and Fines for Non-Resident Library Cards, effective October 20, 2009:

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

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

RESOLUTION R09-177

RE: DIAL-A-RIDE – Title VI Plan Approval

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

WHEREAS, a Title VI Plan has been developed for Dial-A-Ride in its administration and management of Title VI related activities.

NOW, THEREFORE, BE IT RESOLVED that the City of Adrian approves the Title VI Plan; and

HEREBY, authorizes the Mayor, Gary E. McDowell, and the City Clerk, Pat Baker, to sign the aforementioned policy.

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

RESOLUTION R09-178

RE: DIAL-A-RIDE – Approval of DOT Controlled Substances & Alcohol Testing Program Policy with Addendum

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

WHEREAS, a policy has been developed for a controlled substances and alcohol testing program for Dial-A-Ride promoting safety, concern for the welfare of its citizens and employees, and to comply with the mandated guidelines of the Federal Transportation Administration – Department of Transportation, and was approved at the April 6, 2009 City Commission meeting; and

WHEREAS, the U.S. DOT has reissued a final rule for all transportation modes requiring direct observation of urine sample collections for all return-to-duty and follow-up tests for controlled substances, effective August 31, 2009, now, therefore, be it

RESOLVED, the City of Adrian approves the DOT Controlled Substances and Alcohol Testing Program Policy with the addendum; and

HEREBY, authorizes the Mayor, Gary E. McDowell, and the City Clerk, Pat Baker, to sign the aforementioned policy.

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

MISCELLANEOUS

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

PUBLIC COMMENTS

1. Barbara Bearden, 534 Norton St., would like to see a local chapter of Alzheimer's Awareness Group in the area. Said this disease is on the rise and local awareness is important.
2. K.Z. Bolton – 923 E. Church St., invited the Commission to the Lenawee Legislative Dinner on Monday, October 26th, at 5:30 p.m. at Adrian College.

COMMISSION COMMENTS

No Commission comments

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

Gary E. McDowell
Mayor

Pat Baker
City Clerk

CHECK
REGISTER

November 2, 2009

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



Dane C. Nelson
City Administrator

DCN:bjw

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

Utility Department Vouchers	
Vouchers #3139 through #3147	\$ 103,911.25
General Fund	
Vouchers #19524 through #19545	\$ 375,656.16
Clearing Account Vouchers	
amounting to	<u>\$ 672,466.73</u>
TOTAL EXPENDITURES	<u>\$1,152,034.14</u>

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

November 2, 2009

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
<u>Receiving</u>			
3139	City of Adrian: Payroll	Payroll for Oct 16	\$ 49,964.78
3140	Citizens Gas Fuel Co	Various Heat Bills	\$ 134.32
3141	Consumers Energy	Various Electric Bills	\$ 1,936.74
3142	City of Adrian: Utilities	Various Water Bills	\$ 197.02
3143	City of Adrian: Clearing Acct	Oct 19 CK Register	\$ 122,492.71
3144	City of Adrian: Payroll	Payroll for Oct 23	\$ 15,434.92
3145	Consumers Energy	Electric Bills	\$ 36,076.00
3146	Verizon North	Water Plant Phone	\$ 44.03
3147	Citizens Gas Fuel Co	Various Heat Bills	\$ 123.44

Total \$ **226,403.96**

Less: CK# 3143 \$ **122,492.71**

TOTAL \$ **103,911.25**

WW = \$ 69,800.42

WAT = \$ 156,603.54

2-Nov-09

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
19524	\$ 212,595.65	City of Adrian: Payroll	Payroll for Oct 16
19525	\$ 14,319.01	First Federal Bank	Soc Security for Oct 16
19526	\$ 159.29	Verizon North	Various Phone Bills
19527	\$ -	City of Adrian: Utilities	Transfer State MI Funds
19528	\$ 170.00	Adrian Head Start	Recreation Refund
19529	\$ 4,069.12	City of Adrian: Utilities	Various Water Bills
19530	\$ 261.60	City of Adrian	Petty Cash
19531	\$ 468,646.19	City of Adrian: Clearing Acct	Oct 19 Check Register
19532	\$ 369.69	Lenawee County Treasurer	Uncapping Taxable Value
19533		City of Adrian: Utilities	Transfer State MI Funds
19534	\$ 5,306.86	Quick Service Transportation	Payroll W/E Oct 17
19535	\$ 118,917.30	Blue Cross Blue Shield of MI	November Hospitalization Ins
19536	\$ 200.00	Consumers Energy	Heritage Streetlights
19537		City of Adrian: Comm Devel	Transfer State MI Funds
19538	\$ 10,869.34	City of Adrian: Payroll	Payroll for Oct 23
19539	\$ 2,301.77	First Federal Bank	Soc Security for Oct 23
19540	\$ 640.87	Consumers Energy	DPW, Heritiage Electric
19541	\$ 546.92	Verizon North	Various Phone Bills
19542	\$ 574.34	Lenawee Fuels Inc	Cemetery Gasoline
19543	\$ 77.50	Eva Martinez	Recreation Refund
19544	\$ 19.18	Citizens Gas Fuel Co	Cemetery Heat Bill
19545	\$ 4,257.72	Quick Service Transportation	Payroll W/E Oct 23

\$ 844,302.35
\$ (468,646.19) Less: CK# 19531
\$ 375,656.16

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. ADRIAN AREA CHAMBER OF COMME	200.00		
2. ADRIAN HARDWARE & SUPPLY CO	4.49		
3. ADRIAN LOCKSMITH & CYCLERY	350.00		
4. ADRIAN MECHANICAL SERVICES C	4,871.00		
5. ADRIAN-TECUMSEH FENCE CO	12,820.90		
6. AIRGAS GREAT LAKES	205.37		
7. ALL METALS INC.	197.45		
8. AMERICAN LIBRARY ASSOC	177.50		
9. APOLLO FIRE APPARATUS REPAIR	94.84		
10. ARCH WIRELESS	31.52		
11. BADER & SONS CO	89.00		
12. BAKER & TAYLOR BOOKS	971.52		
13. BARRETT'S GARDEN CENTER	218.78		
14. BATTERY WHOLESALE	15.96		
15. BELSON OUTDOORS INC	485.00		
16. BEST WAY INC	1,656.69		
17. BLACK SWAMP EQUIPMENT	446.80		
18. BRAZEE SAFETY & SECURITY INC	690.00		
19. BUCK & KNOBBY EQUIP CO INC	157.16		
20. CAMPBELL-DUROCHER GROUP LLC	39,396.88		
21. CDW-G COMPUTER SUPPLIES	719.24		
22. CHIEF SUPPLY CORPORATION	48.97		
23. CIVICPLUS	1,004.25		
24. CLIFT BUICK-PONTIAC-GMC	78.55		
25. CMP DISTRIBUTORS, INC.	116.50		
26. COAST TO COAST DELI	55.79		
27. COMFORT ENTERPRISES INC.	987.24		
28. COMPUTER CARE COMPANY, INC.	239.85		
29. CONTINENTAL SERVICE	560.40		
30. CORROSION FLUID PRODUCTS COR	1,698.00		
31. CRUISERS INC	112.50		
32. CTE SAND & GRAVEL INC	218.99		
33. CUTLER DICKERSON CO	2,267.40		
34. DAN'S FARM SUPPLY INC	249.97		
35. JOEL DAWSON	175.00		
36. DEXTER'S INC.	53.96		
37. DOAN CONSTRUCTION CO	656.25		
38. H. DOMINE ENTERPRISES INC	15,346.94		
39. ECOSTEAM OF SE MICHIGAN INC	250.00		
40. VINCENT EMRICK	114.48		
41. ESKO ROOFING & SHEET METAL,	460.00		
42. EXECUTONE COMMUNICATIONS LLC	52.00		
43. FAMILY SERVICE & CHILDREN'S	900.90		
44. FASTENAL COMPANY	167.03		
45. FEDERAL EXPRESS	252.85		
46. FLORIDA MICRO LLC	367.70		
47. GALE	588.11		
48. GE RAPID ENTRY	604.93		
49. GENPOWER PRODUCTS INC.	145.19		
50. GOODWILL INDUSTRIES	239.40		
51. GORDON FOOD SERVICE	53.40		
52. GREAT LAKES BOOK DISTRIB	18.90		
53. GREAT OAKS PLUMBING, INC	5.00		
54. HACH COMPANY	297.99		
55. HERITAGE PLUMBING & HEATING	5,429.91		
56. HIGHSMITH COMPANY INC	81.00		
57. HIKES & DOMINIQUE INC	300.00		
58. HILLS AUTO & TRUCK REPAIR IN	16.95		
59. HUBBARDS AUTO CENTER	372.55		
60. SHARON HUNT	400.00		
61. HURON LIME INC.	2,937.86		
62. I.T. RIGHT	1,012.50		
63. IAEL MICHIGAN CHAPTER	175.00		
64. ICMA RETIREMENT CORPORATION	155.76		
65. IMAGE GALLERY	275.98		
66. INDUSTRIAL MILL SUPPLY CORP	159.97		
67. INGRAM LIBRARY SERVICES	81.02		
68. J.E. JOHNSON DEVELOPMENT GRO	416,189.00		
69. LUYE JACKSON REBUILDERS	185.00		
70. JACKSON TRUCK SERVICE INC.	38.26		
71. JOHN DEERE LANDSCAPES	472.70		
72. KAPNICK INSURANCE GROUP	4,697.77		
73. KAR LABORATORIES INC	1,630.00		
74. DAVE KNAPP FORD	44.00		
75. KONICA MINOLTA- ALBIN	19.05		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. LANSING SANITARY SUPPLY INC	599.00		
77. LAWSON PRODUCTS INC.	205.15		
78. LENAWEE CHAMBER FOR	450.00		
79. LENAWEE COUNTY REGISTER OF D	17.00		
80. LENAWEE COUNTY TREASURER	80.00		
81. LENAWEE INTERMEDIATE SCHOOL	3,970.34		
82. Lenco PAINTING, INC.	4,882.00		
83. LYDEN OIL COMPANY	340.10		
84. M.P.P.O.A.	75.00		
85. MANPOWER OF LANSING MI INC.	489.60		
86. MAPLE CITY GLASS INC.	830.00		
87. MCGOWAN ELECTRIC SUPPLY INC	396.95		
88. MCMASTER- CARR SUPPLY CO.	142.77		
89. METROHM USA INC	511.22		
90. METROPOLITAN UNIFORM CO	518.50		
91. MICHIGAN DEPARTMENT OF	93.83		
92. MICHIGAN LIBRARY ASSOC	325.00		
93. MICHIGAN OFFICE SOLUTIONS	168.68		
94. STATE OF MICHIGAN	4,782.19		
95. MICHIGAN STATE UNIVERSITY	75.00		
96. MICROMARKETING LLC	125.91		
97. MIDWEST TAPE	148.92		
98. MITCHELL WELDING	36.00		
99. MORLEY'S FLOOR COVERING	2,647.14		
100. MOVIES UNLIMITED	19.49		
101. MUGS N' MORE IMAGING	538.85		
102. THOMAS W MULDAHY, PH.D.	750.00		
103. NORTHERN HYDRAULICS	3,470.96		
104. OHIO MI SUMMER SWIM LEAGUE	620.00		
105. OMNIGRAPHICS INC.	161.78		
106. PARAGON LABORATORIES INC	60.00		
107. PEERLESS SUPPLY INC	559.34		
108. PET'S SUPPLIES PLUS	31.98		
109. PLATINUM PLUS	3,893.62		
110. POSITIVE PROMOTIONS INC	250.45		
111. PREIN & NEWHOF ENGINEERS	272.00		
112. PURCHASE POWER	3,018.99		
113. PVS TECHNOLOGIES INC	8,579.36		
114. QUICK SERVICE TRANSPORTATION	6,972.71		
115. QUILL CORPORATION	1,438.14		
116. RECIPROCAL ELECTRICAL COUNCI	50.00		
117. RED PAINT PRINTING LLC	756.25		
118. RIO SUPPLY MICHIGAN METER, I	1,120.80		
119. S N S CLEANING SERVICE	525.00		
120. SAFEWAY MOVING & STORAGE	594.00		
121. SEBCO BOOKS	1,488.21		
122. SENTIMENTAL PRODUCTIONS	110.00		
123. SERVICE ELECTRIC CO OF ADRIA	8,194.00		
124. SHINE'S AUTO CLEAN	60.00		
125. SIRCHIE FINGER PRINT LABORAT	188.39		
126. SJS INVESTMENT CONSULTING IN	750.00		
127. SLUSARSKI EXCAVATING & PAVIN	3,357.00		
128. CAROL SOUCHOCK	55.37		
129. SPACE INC	45,575.59		
130. STANDARD & POOR'S CORP	8,500.00		
131. SUMMIT SIGNS INC	162.00		
132. SUPER LAUNDROMAT &	184.85		
133. T-MOBILE	29.99		
134. TDS SECURITY	430.50		
135. TETRA TECH MPS	9,805.00		
136. THOMSON WEST	349.26		
137. TIME EMERGENCY EQUIPMENT INC	137.07		
138. TOPSOILS OF CLINTON	1,520.00		
139. TRACTOR SUPPLY COMPANY	208.08		
140. TROJAN SEWER EQUIPMENT	23.95		
141. TTB CLEANING LLC	400.00		
142. UNITED PARCEL SERVICE	153.46		
143. UNUM LIFE INSURANCE COMPANY	2,354.35		
144. UTILITIES INSTRUMENTATION SE	591.52		
145. VAN BRUNT TRANSPORT INC	3,162.17		
146. VERIZON	602.41		
147. WARREN HOLDING CO LLC	1,370.00		
148. WEISKOPF INDUSTRIES CORP	246.72		

TOTAL ALL CLAIMS

672,466.73

COMMUNICATIONS

C-1



MEMO

Date: October 27, 2009

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

From: Jeffrey C. Pardee, Finance Director *Jeffrey C. Pardee*

Re: Downtown Development Authority - FY2008-09 Audited Financial Reports

Please find attached the FY2008-09 Audited Financial Reports, i.e., Comparative Balance Sheets and Comparative Statements of Revenues, Expenditures and Changes in Fund Balance, covering the period July 1, 2008 through June 30, 2009, for the following funds:

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

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

DDA Two-Mill Fund (Fund No. 280)

Expenditures exceeded by Revenues \$20,257, resulting in a net decrease in Fund Balance from \$126,195 to \$105,938. The unfavorability is actually better than the adopted financial plan, which contemplated using \$64,200 of available Fund Balance to balance current year's operations. The \$10,000 transfer to the Auto Parking Fund for operations was consummated in June; however, the \$50,000 earmarked for Church Street Parking Lot improvements was not transferred due to an alternate funding plan. Major expenditures included \$5,498 for Contract Services, including the following:

- Adrian Symphony Orchestra	\$1,500
- Slusarski Excavating & Paving, Inc.	1,138
- Lad Strayer	650
- Maple City Floral	483
- Ray Thompson	500
- Website Services	334
- URS Corporation	315
- Billy King	200
- Tommy Herman	150
- Black Swamp Equipment	<u>228</u>
Total	<u>\$5,498</u>

In addition, \$4,661 for Advertising, including Ann Arbor Radio (\$850), WLEN Radio (\$1,115), WQTE Radio (\$700), Clear Channel Broadcasting (\$600), The Daily Telegram (\$932), Legacy Printing (\$214), and Tommy Hermann (\$250). Also, \$475 of Façade Grant Funds was awarded to Smokey's Grille and an additional \$13,150 was awarded to Gurdjian & Associates, for a total \$13,625 (even though only \$6,000 was budgeted for this purpose). It should be noted that the Refuse Collection budget was inadvertently requested and budgeted in Fund 280 (DDA 2-Mill Fund) rather than the Fund 281 (DDA-TIF Fund); a budget amendment was approved correcting this situation. Finally, a separate budget amendment was approved for the Art-A-Licious Festival, reflecting related Estimated Revenue and Expenditures. Actual revenue for this event was \$9,201 compared to a budget of \$10,000. Actual expenditures amounted to \$19,116 compared to an amended budget of \$18,000, resulting in a shortfall of \$9,915.

DDA Tax Increment Finance Authority (Fund No. 281)

Revenues exceeded Expenditures by \$32,968, resulting in a net increase in Fund Balance from \$162,786 to \$195,753. Although revenue came in \$46,219 less than budgeted (primarily property tax capture), the anticipated use of Fund Balance (\$109,859) was avoided due to favorable expenditure performance, particularly for Wages and Fringe Benefits (\$10,877), Consultant Fees (\$8,970), Façade Program (\$77,903), and Transfer to Schools (\$85,000). The transfer has been made to the DDA Debt Service Fund (\$100,480) to make payment on 1992 DDA Bonds (\$1,025,000), which will be retired in 2012, leaving a balance of \$240,000.

Major expenditures included \$31,333 for Contract Services, including the following:

- Allied Waste Services	\$28,020
- Crosswell Opera House	1,900
- Lad Strayer	950
- Next Step	150
- Black Swamp Equipment	115
- Adrian Locksmith	90
- Legacy Printing	86
- Maple City Floral	22
Total	<u>\$31,333</u>

In addition, the Façade Program has expended \$22,097, the bulk (\$20,000) of which went to the Jo Ann Steele Project. Advertising reflects an expenditure of \$5,551, detailed as follows:

- The Daily Telegram	\$4,010
- WLEN Radio	796
- Legacy Printing	353
- Downtown Printing	175
- Access Shopper's Guide	160
- The Tecumseh Herald	57
Total	<u>\$5,551</u>

DDA Debt Service Fund (Fund No. 394)

Actual Debt Service is recorded in this Fund, which reflects principal payment of \$80,000 and interest of \$20,480. This obligation is on track with sums included in the FY2008-09 and FY2009-10 Budgets.

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

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

**COMPARATIVE BALANCE SHEETS
As of June 30, 2009**

	<u>June 30</u> <u>2005</u>	<u>June 30</u> <u>2006</u>	<u>June 30</u> <u>2007</u>	<u>June 30</u> <u>2008</u>	Audited June 30 2009
ASSETS					
Cash and Cash Equivalents	\$136,937	\$109,188	\$116,849	\$108,637	\$97,340
Investments	13,949	14,437	15,053	15,820	16,027
Taxes Receivable	0	0	0	0	0
Loans Receivable	0	9,500	0	2,268	2,267
Accounts Receivable	0	0	4,683	1,125	1,125
Due from the Primary Government	0	0	0	50	0
Due from DDA-TIF Fund	0	0	0	0	0
Total assets	<u>\$150,886</u>	<u>\$133,125</u>	<u>\$136,585</u>	<u>\$127,900</u>	<u>\$116,759</u>
LIABILITIES AND FUND BALANCE					
Liabilities:					
Vouchers Payable	\$4,142	\$3,733	\$1,298	\$1,511	\$38
Due to Primary Government	0	0	5,020	0	10,000
Accrued Sick & Vacation	0	0	0	0	325
Accrued Payroll	<u>0</u>	<u>310</u>	<u>406</u>	<u>194</u>	<u>458</u>
Total Liabilities	\$4,142	\$4,043	\$6,724	\$1,705	\$10,821
Fund Balance:					
Reserved for:					
Downtown Development Projects	\$80,670				
Encumbrances	<u>20,585</u>	<u>2,793</u>	<u>2,292</u>	<u>0</u>	<u>0</u>
Subtotal Reserved Fund Balance	\$101,255	\$2,793	\$2,292	\$0	\$0
Net of Revenue vs Expenditures					(\$20,257)
Unreserved/Undesignated Fund Balance	<u>45,489</u>	<u>126,289</u>	<u>127,569</u>	<u>126,195</u>	<u>126,195</u>
Total Fund Balance	\$146,744	\$129,082	\$129,861	\$126,195	\$105,938
Total Liabilities and Fund Balance	<u>\$150,886</u>	<u>\$133,125</u>	<u>\$136,585</u>	<u>\$127,900</u>	<u>\$116,759</u>

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

COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
As of June 30, 2009 - Audited

	June 30 <u>2005</u>	June 30 <u>2006</u>	June 30 <u>2007</u>	June 30 <u>2008</u>	FY2008-09		
					<u>Amended Budget</u>	<u>Actual thru June 30</u>	<u>Remaining Budget</u>
REVENUES:							
Property taxes	\$30,162	\$30,942	\$32,212	\$33,720	\$34,000	\$35,420	\$1,420
Investment Earnings	1,622	488	616	767	1,000	207	(793)
Rents	0	1,000	1,900	0	1,000	0	(1,000)
Other	0	3,695	6,482	4,288	4,000	6	(3,994)
Other - Art's Festival	0	0	0	3,505	10,000	9,201	(799)
Prior Year's Revenue	0	0	0	0	64,200	0	(64,200)
Transfer-In - DDA-TIF	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,600</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>
Total Revenues	\$31,784	\$36,125	\$41,210	\$48,880	\$114,200	\$46,834	(\$67,366)
EXPENDITURES:							
<u>Administration</u>							
Office Supplies	\$1,305	\$3,018	\$2,203	\$1,463	\$2,000	\$46	\$1,954
Printing & Binding	186	0	14	123	300	0	300
Postage	0	503	1,101	525	1,000	0	1,000
Shipping Charges	0	0	0	0	0	83	(83)
Contract Services	34,415	16,505	9,492	5,120	5,000	5,498	(498)
Audit Fees	400	0	0	0	400	400	0
Memberships & Dues	370	520	239	239	300	450	(150)
Medical Services	0	0	0	0	0	90	(90)
Telephone	503	703	721	668	700	535	165
Transportation	661	678	365	1,401	1,000	90	910
Advertising	521	1,018	4,943	5,245	5,000	4,960	40
Liability Insurance	39	77	87	94	100	94	6
Building Rental	1,000	1,000	1,000	1,000	1,000	1,000	0
Admin. & Accounting	500	500	500	500	500	500	0
In -Service Training	75	0	0	0	0	0	0
Refunds & Rebates	73	27	108	29	100	82	18
Contributions	4,198	3,607	75	5,686	0	0	0
Capital Improvements	0	0	0	0	50,000	0	50,000
Fascade Grant Program	<u>800</u>	<u>10,832</u>	<u>8,463</u>	<u>5,935</u>	<u>6,000</u>	<u>13,625</u>	<u>(7,625)</u>
Total Administration	\$45,046	\$38,988	\$29,311	\$28,028	\$73,400	\$27,453	\$45,947

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

COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
As of June 30, 2009 - Audited

	June 30 2005	June 30 2006	June 30 2007	June 30 2008	FY2008-09		
					Amended Budget	Actual thru June 30	Remaining Budget
<u>Other Projects</u>							
Wages	\$1,087	\$2,133	\$5,080	\$5,241	\$5,000	\$6,287	(\$1,287)
Fringe Benefits	99	1,732	1,899	3,228	2,600	3,021	(421)
Operating Supplies	554	927	1,559	297	500	445	55
Supplies-Maple City Fest	92	98	95	98	100	182	(82)
Supplies-Art-a-licious Fest	0	0	0	6,469	18,000	19,116	(1,116)
Contract Services	374	1,710	1,830	606	0	482	(482)
Advertising	975	1,645	0	129	800	0	800
Vehicle Rental	30	0	42	1,198	1,200	0	1,200
Wages-Solid Waste	294	4,265	584	0	1,000	48	952
Overhead-Solid Waste	141	2,047	280	0	500	23	477
Operating Supplies-Solid Waste	0	0	0	0	500	0	500
Vehicle Rental-Solid Waste	127	242	223	0	500	34	466
Total Other Projects	\$3,773	\$14,799	\$11,592	\$17,266	\$30,700	\$29,638	\$1,062
Contingency	0	0	0	0	100	0	100
Total Operating Expenses	\$48,819	\$53,787	\$40,903	\$45,294	\$104,200	\$57,091	\$47,109
Excess of Revenue over Expenditures	(\$17,035)	(\$17,662)	\$307	\$3,586	\$10,000	(\$10,257)	(\$20,257)
<u>Other Financing Sources/(Uses):</u>							
Transfer from TIF Fund	\$30,000	\$0	\$5,472	\$0	\$0	\$0	\$0
Transfer from Major Street Fund	15,000	0	0	0	0	0	0
Transfer from General Fund	0	0	0	2,748	0	0	0
Transfer to Auto Parking Fund	0	0	(5,000)	(10,000)	10,000	10,000	0
Total Transfers	\$45,000	\$0	\$472	(\$7,252)	\$10,000	\$10,000	\$0
Net Change in Fund Balance	\$27,965	(\$17,662)	\$779	(\$3,666)	\$0	(\$20,257)	(\$20,257)
Fund Balance - Beginning of Period	118,779	146,744	129,082	129,861	126,195	126,195	
Fund Balance - End of Period	\$146,744	\$129,082	\$129,861	\$126,195	\$126,195	\$105,938	

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

**COMPARATIVE BALANCE SHEETS
As of June 30, 2009**

	<u>June 30</u> <u>2005</u>	<u>June 30</u> <u>2006</u>	<u>June 30</u> <u>2007</u>	<u>June 30</u> <u>2008</u>	Audited June 30 <u>2009</u>
ASSETS					
Cash and Cash Equivalents	\$587,333	\$335,275	\$90,832	\$126,085	\$377,575
Investments	0	0	261,520	146,969	148,892
Taxes Receivable	292	0	0	0	0
Accounts Receivable	0	0	0	870	1,200
Due from General Fund	0	0	7,800	0	0
Total assets	<u>\$587,625</u>	<u>\$335,275</u>	<u>\$360,152</u>	<u>\$273,924</u>	<u>\$527,667</u>
LIABILITIES AND FUND BALANCE					
Liabilities:					
Vouchers Payable	\$155,415	\$89,315	\$108,476	\$94,900	\$6,041
TIF Payable	0	0	0	0	309,894
Due to Primary Government	11,604	258	2,000	1,853	1,391
Due to DDA Debt Fund	0	0	0	14,385	14,385
Accrued Payroll	<u>1,427</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>203</u>
Total Liabilities	\$168,446	\$89,573	\$110,476	\$111,138	\$331,914
FUND BALANCE:					
Reserved for:					
Encumbrances	<u>\$6,204</u>	<u>\$32,400</u>	<u>\$45,692</u>	<u>\$0</u>	<u>\$77,900</u>
Subtotal Reserved Fund Balance	\$6,204	\$32,400	\$45,692	\$0	\$77,900
Net of Revenue vs Expenditures			\$3,974	(\$86,890)	\$32,968
Unreserved/Undesignated Fund Balance	<u>412,975</u>	<u>213,302</u>	<u>200,010</u>	<u>249,676</u>	<u>84,885</u>
Total Fund Balance	\$419,179	\$245,702	\$249,676	\$162,786	\$195,753
Total Liabilities and Fund Balance	<u>\$587,625</u>	<u>\$335,275</u>	<u>\$360,152</u>	<u>\$273,924</u>	<u>\$527,667</u>

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

**COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
As of June 30, 2009 (Audited)**

	June 30 <u>2005</u>	June 30 <u>2006</u>	June 30 <u>2007</u>	June 30 <u>2008</u>	FY2008-09		
					Amended Budget	Actual thru June 30	Remaining Budget
REVENUES:							
Property taxes	\$321,502	\$253,430	\$367,893	\$406,748	\$260,000	\$229,274	(\$30,726)
Contract Services (Refuse Collection)	0	0	0	14,842	22,000	19,381	(2,619)
Investment Earnings	2,578	8,188	14,416	12,776	20,000	7,126	(12,874)
Contribution - General Fund	0	0	7,800	0	0	0	0
Prior Year's Revenue	0	0	0	0	109,859	0	(109,859)
Sale of Bonds/Notes	0	0	0	0	0	0	0
Contrib.-VSCI Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues	\$324,080	\$261,618	\$390,109	\$434,366	\$411,859	\$255,781	(\$156,078)
EXPENDITURES:							
Wages	\$29,985	\$43,981	\$46,859	\$43,366	\$34,768	\$25,815	\$8,953
Fringe Benefits	6,518	11,796	13,163	11,048	9,674	7,750	1,924
Office Supplies	16	3,466	0	0	500	0	500
Operating Supplies	1,500	1,201	4,007	4,458	5,000	3,625	1,375
Contract Services	0	2,500	4,550	26,916	32,000	31,333	667
Medical Services	112	0	0	0	0	0	0
Consultant Fees	18,163	0	19,667	3,425	20,000	11,030	8,970
Telephone	100	0	0	0	0	0	0
Transportation	0	717	25	161	200	0	200
Advertising	93	217	4,926	4,308	5,000	5,551	(551)
Liability Insurance	405	451	586	818	1,000	895	105
Contrib.-Major Street Fund	0	0	0	0	0	0	0
Info-Tech Services	0	12,528	13,339	10,997	10,237	10,237	0
Property Acquisition	0	60,364	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0	0
Capital Equipment	12,538	17,549	0	574	0	0	0
Façade Program	<u>0</u>	<u>52,000</u>	<u>37,264</u>	<u>24,340</u>	<u>100,000</u>	<u>22,097</u>	<u>77,903</u>
Operating Expenses	\$69,430	\$206,770	\$144,386	\$130,411	\$218,379	\$118,333	\$100,046
Excess of Revenue over Expenditures	\$254,650	\$54,848	\$245,723	\$303,955	\$193,480	\$137,448	(\$56,032)

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

**COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
As of June 30, 2009 (Audited)**

	June 30 <u>2005</u>	June 30 <u>2006</u>	June 30 <u>2007</u>	June 30 <u>2008</u>	FY2008-09		
					Amended Budget	Actual thru June 30	Remaining Budget
Other Financing Sources/(Uses):							
Transfer to Primary Government	(\$31,388)	(\$31,388)	(\$10,000)	\$0	\$0	\$0	\$0
Transfer to Community Development	0	0	(2,000)	(2,000)	(2,000)	(2,000)	0
Transfer to Auto Parking Fund	0	0	0	(50,000)	0	0	0
Transfer to DDA	(30,000)	0	(5,472)	(6,600)	(6,000)	(2,000)	4,000
Transfer to Vibrant City Grant-Local Match	0	0	0	(125,000)	0	0	0
Transfer to Schools	(170,362)	(75,137)	(107,917)	(94,900)	(85,000)	0	85,000
Transfer to DDA Debt Service	<u>(132,760)</u>	<u>(121,800)</u>	<u>(116,360)</u>	<u>(112,345)</u>	<u>(100,480)</u>	<u>(100,480)</u>	<u>0</u>
Total Transfer-Out	(364,510)	(228,325)	(241,749)	(390,845)	(193,480)	(104,480)	\$89,000
Net Change in Fund Balance	(\$109,860)	(\$173,477)	\$3,974	(\$86,890)	\$0	\$32,968	\$32,968
Fund Balance - Beginning of Period	<u>529,039</u>	<u>419,179</u>	<u>245,702</u>	<u>249,676</u>	<u>162,786</u>	<u>162,786</u>	
Fund Balance - End of Period	<u>\$419,179</u>	<u>\$245,702</u>	<u>\$249,676</u>	<u>\$162,786</u>	<u>\$162,786</u>	<u>\$195,754</u>	

NOTES -

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

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

COMPARATIVE BALANCE SHEETS
As of June 30, 2009

	June 30 <u>2005</u>	June 30 <u>2006</u>	June 30 <u>2007</u>	June 30 <u>2008</u>	Audited June 30 <u>2009</u>
ASSETS					
Cash and Cash Equivalents	\$16,599	\$16,224	\$15,950	\$2,670	\$2,268
Due from DDA-TIF Fund	0	0	0	14,385	14,385
Amount for Debt Principal	<u>665,000</u>	<u>490,000</u>	<u>405,000</u>	<u>320,000</u>	<u>240,000</u>
Total assets	<u>\$681,599</u>	<u>\$506,224</u>	<u>\$420,950</u>	<u>\$337,055</u>	<u>\$256,653</u>
LIABILITIES AND FUND BALANCE					
Liabilities:					
Accrued Interest Payable	\$13,255	\$14,157	\$15,855	\$16,762	\$7,120
Bonds Payable	<u>665,000</u>	<u>490,000</u>	<u>405,000</u>	<u>320,000</u>	<u>240,000</u>
Total Liabilities	\$678,255	\$504,157	\$420,855	\$336,762	\$247,120
FUND BALANCE:					
Net of Revenue vs Expenditures					\$89,239
Reserved For Debt Retirement	\$3,344	\$2,067	\$95	\$293	0
Unreserved/Undesignated Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(79,706)</u>
Total Fund Balance	\$3,344	\$2,067	\$95	\$293	\$9,533
Total Liabilities and Fund Balance	<u>\$681,599</u>	<u>\$506,224</u>	<u>\$420,950</u>	<u>\$337,055</u>	<u>\$256,653</u>

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

COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
As of June 30, 2009 - Audited

	June 30 2005	June 30 2006	June 30 2007	June 30 2008	FY2008-09		
					Amended Budget	Actual thru June 30	Remaining Budget
REVENUES:							
Investment Earnings	\$160	\$108	\$151	\$105	\$425	\$23	(\$402)
Total Revenues	\$160	\$108	\$151	\$105	\$425	\$23	(\$402)
EXPENDITURES:							
Principal Retirement	\$90,000	\$85,000	\$85,000	\$85,000	\$80,000	\$80,000	\$0
Bond Interest Expense	42,985	37,760	33,000	26,827	20,480	10,838	9,642
Paying Agent Fees	0	425	425	425	425	425	0
Total Expenditures	\$132,985	\$123,185	\$118,425	\$112,252	\$100,905	\$91,263	\$9,642
Deficiency of Revenues (Under) Expenditures	(\$132,825)	(\$123,077)	(\$118,274)	(\$112,147)	(\$100,480)	(\$91,240)	\$9,240
Other Financing Uses:							
Transfer from DDA - Special Revenue	132,760	121,800	116,302	112,345	100,480	100,480	0
Net Change in Fund Balance	(\$65)	(\$1,277)	(\$1,972)	\$198	\$0	\$9,240	\$9,240
Fund Balance - Beginning of Period	3,409	3,344	2,067	95	293	293	
Fund Balance - End of Period	\$3,344	\$2,067	\$95	\$293	\$293	\$9,533	

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MEMO

Date: October 27, 2009

To: Christopher Atkin, Interim Director
Downtown Development Authority

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

From: Jeffrey C. Pardee, Finance Director

Handwritten signature of Jeffrey C. Pardee in black ink.

Re: Downtown Development Authority - FY2009-10 First Quarter Financial Reports

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

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

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

DDA Two-Mill Fund (Fund No. 280)

Revenues exceeded Expenditures by \$17,213, resulting in a net increase in Fund Balance from \$105,938 to \$123,151. The favorability is primarily attributable to the fact that Property Taxes are collected at the beginning of the Fiscal Period and expenditures are incurred throughout the balance of the year.

Major expenditures included \$2,689 for the Façade Program, \$1,500 for Winter Fest, \$3,000 for Art-A-Licious, and a \$10,000 transfer to the Auto Parking Fund for operations and maintenance.

DDA Tax Increment Finance Authority (Fund No. 281)

Revenues exceeded Expenditures by \$125,576, resulting in a net increase in Fund Balance from \$117,853 to \$321,329. The favorability is primarily attributable to the fact that Property Taxes are collected at the beginning of the Fiscal Period, whereas expenditures and other commitments are incurred throughout the balance of the year.

Although the Transfer to DDA Debt Service Fund (\$95,780) has been made to ensure payment on 1992 DDA Bonds (\$1,025,000), which will be retired in 2012, a remaining commitment is the estimated \$155,032 Transfer to Schools for taxes captured in excess of debt requirements. Other significant expenses incurred include: \$8,197 for Wages & Benefits, \$13,572 for Contract Services, \$7,633 for Advertising. Contract Services is composed of the following:

- Allied Waste Services	\$ 9,335
- Red Paint Printing	1,250
- Adrian College	2,250
- Next Step	395
- Lad Strayer	300
- Margaret O'Malley	42
Total	<u>\$13,572</u>

DDA Debt Service Fund (Fund No. 394)

Actual Debt Service is recorded in this Fund, which reflects anticipated principal payment of \$80,000 and interest and fees of \$15,785. This obligation is on track with sums included in the FY2009-10 Budget.

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

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

**COMPARATIVE BALANCE SHEETS
As of September 30, 2009**

	<u>June 30</u> <u>2006</u>	<u>June 30</u> <u>2007</u>	<u>June 30</u> <u>2008</u>	<u>June 30</u> <u>2009</u>	<u>Sept 30</u> <u>2009</u>
ASSETS					
Cash and Cash Equivalents	\$109,188	\$116,849	\$108,637	\$97,340	\$116,542
Investments	14,437	15,053	15,820	16,027	16,038
Taxes Receivable	0	0	0	0	7,782
Loans Receivable	9,500	0	2,268	2,267	2,267
Accounts Receivable	0	4,683	1,125	1,125	1,025
Due from the Primary Government	0	0	50	0	0
Due from DDA-TIF Fund	0	0	0	0	0
Total assets	<u>\$133,125</u>	<u>\$136,585</u>	<u>\$127,900</u>	<u>\$116,759</u>	<u>\$143,654</u>
LIABILITIES AND FUND BALANCE					
Liabilities:					
Vouchers Payable	\$3,733	\$1,298	\$1,511	\$38	\$178
Due to Primary Government	0	5,020	0	10,000	20,000
Accrued Sick & Vacation	0	0	0	325	325
Accrued Payroll	<u>310</u>	<u>406</u>	<u>194</u>	<u>458</u>	<u>0</u>
Total Liabilities	\$4,043	\$6,724	\$1,705	\$10,821	\$20,503
Fund Balance:					
Reserved for:					
Downtown Development Projects					
Encumbrances	<u>2,793</u>	<u>2,292</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal Reserved Fund Balance	\$2,793	\$2,292	\$0	\$0	\$0
Net of Revenue vs Expenditures				(\$20,257)	\$17,213
Unreserved/Undesignated Fund Balance	<u>126,289</u>	<u>127,569</u>	<u>126,195</u>	<u>126,195</u>	<u>105,938</u>
Total Fund Balance	\$129,082	\$129,861	\$126,195	\$105,938	\$123,151
Total Liabilities and Fund Balance	<u>\$133,125</u>	<u>\$136,585</u>	<u>\$127,900</u>	<u>\$116,759</u>	<u>\$143,654</u>

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

COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
As of September 30, 2009

	June 30 <u>2006</u>	June 30 <u>2007</u>	June 30 <u>2008</u>	June 30 <u>2009</u>	FY2009-10		
					Amended <u>Budget</u>	Actual thru <u>Sept 30</u>	Remaining <u>Budget</u>
REVENUES:							
Property taxes	\$30,942	\$32,212	\$33,720	\$35,420	\$31,757	\$32,400	\$643
Investment Earnings	488	616	767	207	300	11	(289)
Rents	1,000	1,900	0	0	0	0	0
Other	3,695	6,482	4,288	6	100	0	(100)
Other - Art's Festival	0	0	3,505	9,201	0	0	0
Winter Fest	0	0	0	0	0	1,610	1,610
Prior Year's Revenue	0	0	0	0	8,243	0	(8,243)
Transfer-In - DDA-TIF	<u>0</u>	<u>0</u>	<u>6,600</u>	<u>2,000</u>	<u>2,000</u>	<u>6,000</u>	4,000
Total Revenues	\$36,125	\$41,210	\$48,880	\$46,834	\$42,400	\$40,021	(\$2,379)
EXPENDITURES:							
<u>Administration</u>							
Office Supplies	\$3,018	\$2,203	\$1,463	\$46	\$500	\$0	\$500
Printing & Binding	0	14	123	0	0	0	0
Postage	503	1,101	525	0	500	0	500
Shipping Charges	0	0	0	83	0	0	0
Contract Services	16,505	9,492	5,120	5,498	0	345	(345)
Audit Fees	0	0	0	400	400	0	400
Memberships & Dues	520	239	239	450	500	0	500
Medical Services	0	0	0	90	0	0	0
Telephone	703	721	668	535	700	109	591
Transportation	678	365	1,401	90	500	0	500
Advertising	1,018	4,943	5,245	4,960	5,000	910	4,090
Liability Insurance	77	87	94	94	100	107	(7)
Building Rental	1,000	1,000	1,000	1,000	1,000	250	750
Admin. & Accounting	500	500	500	500	500	125	375
In -Service Trraining	0	0	0	0	0	0	0
Refunds & Rebates	27	108	29	82	100	29	71
Contributions	3,607	75	5,686	0	0	0	0
Fascade Grant Program	<u>10,832</u>	<u>8,463</u>	<u>5,935</u>	<u>13,625</u>	<u>5,000</u>	<u>2,689</u>	<u>2,311</u>
Total Administration	\$38,988	\$29,311	\$28,028	\$27,453	\$14,800	\$4,564	\$10,236

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

COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
As of September 30, 2009

	June 30 <u>2006</u>	June 30 <u>2007</u>	June 30 <u>2008</u>	June 30 <u>2009</u>	FY2009-10		
					Amended <u>Budget</u>	Actual thru <u>Sept 30</u>	Remaining <u>Budget</u>
REVENUES:							
<u>Other Projects</u>							
Wages	\$2,133	\$5,080	\$5,241	\$6,287	\$5,000	\$2,205	\$2,795
Fringe Benefits	1,732	1,899	3,228	3,021	2,600	1,522	1,078
Operating Supplies	927	1,559	297	445	500	0	500
Supplies-Maple City Fest	98	95	98	182	0	17	(17)
Supplies-Art-a-licious Fest	0	0	6,469	19,116	6,000	0	6,000
Contract Services	1,710	1,830	606	482	0	0	0
Winter Fest	0	0	0	0	0	1,500	0
Art-A-Licious	0	0	0	0	0	3,000	0
Advertising	1,645	0	129	0	0	0	0
Vehicle Rental	0	42	1,198	0	1,000	0	1,000
Wages-Solid Waste	4,265	584	0	48	1,000	0	1,000
Overhead-Solid Waste	2,047	280	0	23	500	0	500
Operating Supplies-Solid Waste	0	0	0	0	500	0	500
Vehicle Rental-Solid Waste	<u>242</u>	<u>223</u>	<u>0</u>	<u>34</u>	<u>500</u>	<u>0</u>	<u>500</u>
Total Other Projects	<u>\$14,799</u>	<u>\$11,592</u>	<u>\$17,266</u>	<u>\$29,638</u>	<u>\$17,600</u>	<u>\$8,244</u>	<u>\$13,856</u>
Total Operating Expenses	<u>\$53,787</u>	<u>\$40,903</u>	<u>\$45,294</u>	<u>\$57,091</u>	<u>\$32,400</u>	<u>\$12,808</u>	<u>\$24,092</u>
Excess of Revenue over Expenditures	<u>(\$17,662)</u>	<u>\$307</u>	<u>\$3,586</u>	<u>(\$10,257)</u>	<u>\$10,000</u>	<u>\$27,213</u>	<u>\$21,713</u>
Other Financing Sources/(Uses):							
Transfer from TIF Fund	\$0	\$5,472	\$0	\$0	\$0	\$0	\$0
Transfer from Major Street Fund	0	0	0	0	0	0	0
Transfer from General Fund	0	0	2,748	0	0	0	0
Transfer to Auto Parking Fund	0	(5,000)	(10,000)	10,000	10,000	10,000	0
Total Transfers	\$0	\$472	(\$7,252)	\$10,000	\$10,000	\$10,000	\$0
Net Change in Fund Balance	(\$17,662)	\$779	(\$3,666)	(\$20,257)	\$0	\$17,213	\$21,713
Fund Balance - Beginning of Period	<u>146,744</u>	<u>129,082</u>	<u>129,861</u>	<u>126,195</u>	<u>105,938</u>	<u>105,938</u>	
Fund Balance - End of Period	<u>\$129,082</u>	<u>\$129,861</u>	<u>\$126,195</u>	<u>\$105,938</u>	<u>\$105,938</u>	<u>\$123,151</u>	

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

**COMPARATIVE BALANCE SHEETS
As of September 30, 2009**

	<u>June 30</u> <u>2006</u>	<u>June 30</u> <u>2007</u>	<u>June 30</u> <u>2008</u>	<u>June 30</u> <u>2009</u>	<u>Sept 30</u> <u>2009</u>
ASSETS					
Cash and Cash Equivalents	\$335,275	\$90,832	\$126,085	\$377,575	\$471,310
Investments	0	261,520	146,969	148,892	148,996
Taxes Receivable	0	0	0	0	23,773
Taxes Receivable-dda Trash	0	0	0	0	900
Accounts Receivable	0	0	870	1,200	4,350
Due from General Fund	0	7,800	0	0	0
Total assets	<u>\$335,275</u>	<u>\$360,152</u>	<u>\$273,924</u>	<u>\$527,667</u>	<u>\$649,329</u>
LIABILITIES AND FUND BALANCE					
Liabilities:					
Vouchers Payable	\$89,315	\$108,476	\$94,900	\$6,041	\$2,489
TIF Payable	0	0	0	309,894	309,894
Due to Primary Government	258	2,000	1,853	1,391	1,232
Due to DDA Debt Fund	0	0	14,385	14,385	14,385
Accrued Payroll	<u>0</u>	<u>0</u>	<u>0</u>	<u>203</u>	<u>0</u>
Total Liabilities	\$89,573	\$110,476	\$111,138	\$331,914	\$328,000
FUND BALANCE:					
Reserved for:					
Encumbrances	<u>\$32,400</u>	<u>\$45,692</u>	<u>\$0</u>	<u>\$77,900</u>	<u>\$77,900</u>
Subtotal Reserved Fund Balance	<u>\$32,400</u>	<u>\$45,692</u>	<u>\$0</u>	<u>\$77,900</u>	<u>\$77,900</u>
Net of Revenue vs Expenditures		\$3,974	(\$86,890)	\$32,968	\$125,576
Unreserved/Undesignated Fund Balance	<u>213,302</u>	<u>200,010</u>	<u>249,676</u>	<u>84,885</u>	<u>117,853</u>
Total Fund Balance	\$245,702	\$249,676	\$162,786	\$195,753	\$321,329
Total Liabilities and Fund Balance	<u>\$335,275</u>	<u>\$360,152</u>	<u>\$273,924</u>	<u>\$527,667</u>	<u>\$649,329</u>

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

**COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
As of September 30, 2009**

	June 30 <u>2006</u>	June 30 <u>2007</u>	June 30 <u>2008</u>	June 30 <u>2009</u>	FY2009-10		
					Amended <u>Budget</u>	Actual thru <u>Sept 30</u>	Remaining <u>Budget</u>
REVENUES:							
Property taxes	\$253,430	\$367,893	\$406,748	\$229,274	\$409,618	\$253,208	(\$156,410)
Contract Services (Refuse Collection)	0	0	14,842	19,381	15,000	8,700	(6,300)
Investment Earnings	8,188	14,416	12,776	7,126	8,000	1,062	(6,938)
Contribution - General Fund	0	7,800	0	0	0	0	0
Prior Year's Revenue	0	0	0	0	77,900	0	(77,900)
Sale of Bonds/Notes	0	0	0	0	250,000	0	(250,000)
Contrib.-Brownfield Redev. Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,781</u>	<u>0</u>	<u>(10,781)</u>
Total Revenues	\$261,618	\$390,109	\$434,366	\$255,781	\$771,299	\$262,970	(\$508,329)
EXPENDITURES:							
Wages	\$43,981	\$46,859	\$43,366	\$25,815	\$27,726	\$6,407	\$21,319
Fringe Benefits	11,796	13,163	11,048	7,750	8,741	1,790	6,951
Office Supplies	3,466	0	0	0	1,500	0	1,500
Operating Supplies	1,201	4,007	4,458	3,625	5,000	0	5,000
Contract Services	2,500	4,550	26,916	31,333	35,178	13,572	21,606
Medical Services	0	0	0	0	0	0	0
Consultant Fees	0	19,667	3,425	11,030	5,000	1,295	3,705
Telephone	0	0	0	0	0	0	0
Transportation	717	25	161	0	200	0	200
Advertising	217	4,926	4,308	5,551	15,000	7,633	7,367
Liability Insurance	451	586	818	895	1,000	352	648
Contrib.-Major Street Fund	0	0	0	0	0	0	0
Info-Tech Services	12,528	13,339	10,997	10,237	10,237	2,560	7,677
Property Acquisition	60,364	0	0	0	0	0	0
Capital Improvements	0	0	0	0	295,000	0	295,000
Capital Equipment	17,549	0	574	0	0	0	0
Façade Program	52,000	37,264	24,340	22,097	97,900	0	97,900
Operating Expenses	\$206,770	\$144,386	\$130,411	\$118,333	\$502,482	\$33,609	\$468,873
Excess of Revenue over Expenditures	\$54,848	\$245,723	\$303,955	\$137,448	\$268,817	\$229,361	(\$39,456)

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

**COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
As of September 30, 2009**

	<u>June 30 2006</u>	<u>June 30 2007</u>	<u>June 30 2008</u>	<u>June 30 2009</u>	<u>FY2009-10</u>		
					<u>Amended Budget</u>	<u>Actual thru Sept 30</u>	<u>Remaining Budget</u>
Other Financing Sources/(Uses):							
Transfer to Primary Government	(\$31,388)	(\$10,000)	\$0	\$0	\$0	\$0	\$0
Transfer to Community Development	0	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	0
Transfer to Auto Parking Fund	0	0	(50,000)	0	0	0	0
Transfer to DDA	0	(5,472)	(6,600)	(2,000)	(6,000)	(6,000)	0
Transfer to Vibrant City Grant-Local Match	0	0	(125,000)	0	0	0	0
Transfer to Schools	(75,137)	(107,917)	(94,900)	0	(155,032)	0	155,032
Transfer to DDA Debt Service	<u>(121,800)</u>	<u>(116,360)</u>	<u>(112,345)</u>	<u>(100,480)</u>	<u>(95,785)</u>	<u>(95,785)</u>	<u>0</u>
Total Transfer-Out	(228,325)	(241,749)	(390,845)	(104,480)	(258,817)	(103,785)	\$155,032
Contingency	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>(10,000)</u>
Net Change in Fund Balance	(\$173,477)	\$3,974	(\$86,890)	\$32,968	\$0	\$125,576	\$115,576
 Fund Balance - Beginning of Period	 <u>419,179</u>	 <u>245,702</u>	 <u>249,676</u>	 <u>162,786</u>	 <u>117,854</u>	 <u>117,854</u>	
 Fund Balance - End of Period	 <u>\$245,702</u>	 <u>\$249,676</u>	 <u>\$162,786</u>	 <u>\$195,754</u>	 <u>\$117,854</u>	 <u>\$243,430</u>	

NOTES -

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

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

COMPARATIVE BALANCE SHEETS
As of September 30, 2009

	<u>June 30</u> <u>2006</u>	<u>June 30</u> <u>2007</u>	<u>June 30</u> <u>2008</u>	<u>June 30</u> <u>2009</u>	<u>Sept 30</u> <u>2009</u>
ASSETS					
Cash and Cash Equivalents	\$16,224	\$15,950	\$2,670	\$2,268	\$90,401
Due from DDA-TIF Fund	0	0	14,385	14,385	14,385
Amount for Debt Principal	<u>490,000</u>	<u>405,000</u>	<u>320,000</u>	<u>240,000</u>	<u>240,000</u>
Total assets	<u>\$506,224</u>	<u>\$420,950</u>	<u>\$337,055</u>	<u>\$256,653</u>	<u>\$344,786</u>
LIABILITIES AND FUND BALANCE					
Liabilities:					
Accrued Interest Payable	\$14,157	\$15,855	\$16,762	\$7,120	(\$560)
Bonds Payable	<u>490,000</u>	<u>405,000</u>	<u>320,000</u>	<u>240,000</u>	<u>240,000</u>
Total Liabilities	\$504,157	\$420,855	\$336,762	\$247,120	\$239,440
FUND BALANCE:					
Net of Revenue vs Expenditures				\$89,239	\$95,813
Reserved For Debt Retirement	\$2,067	\$95	\$293	0	0
Unreserved/Undesignated Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>(79,706)</u>	<u>9,533</u>
Total Fund Balance	\$2,067	\$95	\$293	\$9,533	\$105,346
Total Liabilities and Fund Balance	<u>\$506,224</u>	<u>\$420,950</u>	<u>\$337,055</u>	<u>\$256,653</u>	<u>\$344,786</u>

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

COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
As of September 30, 2009

	June 30 <u>2006</u>	June 30 <u>2007</u>	June 30 <u>2008</u>	June 30 <u>2009</u>	FY2009-10		
					Amended <u>Budget</u>	Actual thru <u>Sept 30</u>	Remaining <u>Budget</u>
REVENUES:							
Investment Earnings	\$108	\$151	\$105	\$23	\$0	\$28	\$28
Total Revenues	\$108	\$151	\$105	\$23	\$0	\$28	\$28
EXPENDITURES:							
Principal Retirement	\$85,000	\$85,000	\$85,000	\$80,000	\$80,000	\$0	\$80,000
Bond Interest Expense	37,760	33,000	26,827	10,838	15,360	0	15,360
Paying Agent Fees	425	425	425	425	425	0	425
Total Expenditures	\$123,185	\$118,425	\$112,252	\$91,263	\$95,785	\$0	\$95,785
Deficiency of Revenues (Under) Expenditures	(\$123,077)	(\$118,274)	(\$112,147)	(\$91,240)	(\$95,785)	\$28	\$95,813
Other Financing Uses:							
Transfer from DDA - Special Revenue	121,800	116,302	112,345	100,480	95,785	95,785	0
Net Change in Fund Balance	(\$1,277)	(\$1,972)	\$198	\$9,240	\$0	\$95,813	\$95,813
Fund Balance - Beginning of Period	3,344	2,067	95	293	9,533	9,533	
Fund Balance - End of Period	<u>\$2,067</u>	<u>\$95</u>	<u>\$293</u>	<u>\$9,533</u>	<u>\$9,533</u>	<u>\$105,346</u>	

CONSENT AGENDA

CR-1

CR09-055

November 2, 2009

RESOLUTION

09-3

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

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

Install "Caution-Limited Truck Turn Radius Ahead" signs at the entrance of the alley on Gulf Street just north of Beecher.

Respectfully,



TERRENCE B. COLLINS,
Chief of Police

TBC/skj

DATED: 10-19-09

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

SPECIAL ASSESSMENT DISTRICT										
Improvement: W. Church St.		Location: Winter St. to Maumee St.			Unit Prices:	\$12.10	\$4.10	\$4.60		\$4.60
Tax ID No.	Owner	Description		Front Footage	Curb & Gutter	4" Sidewalk	6" Sidewalk	Corner Lot Deduction	Drive Approach	
XAO-395-4005-00	802 Division		Amount	\$2,315.83	\$1,610.15	\$0.00	\$0.00		\$705.68	
			Units		133.07				153.41	
XAO-395-4004-00	222 E. Summit		Amount	\$1,404.46	\$713.90	\$0.00	\$0.00		\$690.56	
			Units		59.00				150.12	
XAO-395-4003-00	218 E. Summit		Amount	\$1,433.15	\$758.67	\$0.00	\$0.00		\$674.48	
			Units		62.70				146.63	
XAO-395-4001-00	803 State		Amount	\$1,541.42	\$1,541.42	\$0.00	\$0.00		\$0.00	
			Units		127.39				0.00	
XAO-395-5009-00	806 State		Amount	\$2,482.19	\$1,291.07	\$0.00	\$0.00		\$1,191.12	
			Units		106.70				258.94	
XAO-395-5010-00	126 E. Summit		Amount	\$1,878.61	\$1,021.00	\$0.00	\$0.00		\$857.61	
			Units		84.38				186.44	
XAO-395-5011-07	124 E. Summit		Amount	\$1,913.73	\$992.32	\$0.00	\$0.00		\$921.41	
			Units		82.01				200.31	
XAO-395-5011-04	Habitat		Amount	\$217.80	\$217.80	\$0.00	\$0.00		\$0.00	
			Units		18.00				0.00	
XAO-395-5011-06	120 E. Summit		Amount	\$1,818.07	\$1,319.75	\$0.00	\$0.00		\$498.32	
			Units		109.07				108.33	
XAO-395-6021-00	103 W. Summit		Amount	\$580.80	\$580.80	\$0.00	\$0.00		\$0.00	
			Units		48.00				0.00	
XAO-395-6022-00	107 W. Summit		Amount	\$1,595.69	\$532.40	\$0.00	\$331.20		\$732.09	
			Units		44.00		72.00		159.15	
XAO-395-6023-00	113 W. Summit		Amount	\$2,223.63	\$1,118.77	\$0.00	\$331.20		\$773.66	
			Units		92.46		72.00		168.19	
XAO-395-6001-00	121 W. Summit		Amount	\$1,734.06	\$629.20	\$0.00	\$331.20		\$773.66	
			Units		52.00		72.00		168.19	

KRISTEN WETZEL. WILL FINISH DESCRIPTIONS

Handwritten mark

SPECIAL ASSESSMENT DISTRICT										
Improvement: W. Church St.		Location: Winter St. to Maumee St.			Unit Prices:		\$12.10	\$4.10	\$4.60	\$4.60
Tax ID No.	Owner	Description		Front Footage	Curb & Gutter	4" Sidewalk	6" Sidewalk	Corner Lot Deduction	Drive Approach	
XAO-395-6002-00	801 S. Winter		Amount	\$1,602.77	\$1,602.77	\$0.00	\$0.00		\$0.00	
			Units		132.46				0.00	
XAO-395-1013-01	749 S. Winter		Amount	\$3,365.80	\$1,730.30	\$0.00	\$0.00		\$1,635.50	
			Units		143.00				355.54	
XAO-395-1011-00	118 W. Summit		Amount	\$1,366.82	\$1,366.82	\$0.00	\$0.00		\$0.00	
			Units		112.96				0.00	
XAO-395-1010-00	750 Dennis		Amount	\$2,026.00	\$1,366.82	\$0.00	\$0.00		\$659.18	
			Units		112.96				143.30	
XAO-575-0015-00	751 Dennis		Amount	\$2,689.95	\$1,707.07	\$0.00	\$0.00		\$982.88	
			Units		141.08				213.67	
XAO-575-0016-00	119 E. Summit		Amount	\$605.00	\$605.00	\$0.00	\$0.00		\$0.00	
			Units		50.00				0.00	
XAO-575-0017-00	125 E. Summit		Amount	\$1,582.50	\$605.00	\$0.00	\$0.00		\$977.50	
			Units		50.00				212.50	
XAO-575-0018-00	750 State		Amount	\$2,512.37	\$1,707.07	\$0.00	\$0.00		\$805.30	
			Units		141.08				175.07	
XAO-850-0207-00	792 Division		Amount	\$4,624.14	\$4,624.14	\$0.00	\$0.00		\$0.00	
			Units		382.16				0.00	
	Total Assessables Total Units		Amount	\$41,514.79					\$12,878.95	
			Units		2,284.48		216.00		2,799.77	

CITY OF ADRIAN, MICHIGAN
SAD#377 - SUMMIT STREET-DIVISION TO WINTER

	FISCAL YR 2008-09	FISCAL YR 2009-10	
203-451.05-702.202	\$1,103.89	\$0.00	
203-451.05-702.203	\$9,441.05	\$4,787.12	
203-451.05-702.209	\$5,893.50	\$1,341.08	
203-451.05-708.202	\$529.87	\$0.00	
203-451.05-708.203	\$4,189.95	\$2,639.56	
203-451.05-776.203	\$41,503.51	\$1,536.49	
203-451.05-801.203	\$4,846.50	\$124,190.18	
203-451.05-943.202	\$1,061.96	\$0.00	
203-451.05-943.203	\$9,413.20	\$3,175.42	
	\$77,983.43	\$137,669.85	\$215,653.28

CR09-056

November 2, 2009

RE: ENGINEERING DEPT. – Certifying Costs for SAD #377 – Summit St. from Division to Winter

RESOLUTION

WHEREAS, the City Clerk has certified to the City Administrator the total cost of improvements on Summit Street, from Division to Winter Streets, said project being known and designated as Special Assessment District #377; and

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the total cost of said improvements in the amount of Two Hundred Fifteen Thousand Six Hundred Fifty Three Dollars and Twenty-Eight Cents (\$215,653.28), as certified by the City Clerk, is approved.
2. That the City Assessor is directed to apportion the said total cost as follows:
 - a. Forty One Thousand Five Hundred Fourteen Dollars and Seventy Nine Cents (\$41,514.79) shall be spread upon the Special Assessment Roll according to the frontage against the portion of land especially benefitted which lies within the corporate limits of the City of Adrian, which shall be known and designated as Special Assessment Roll #377 and which is described as follows:

Summit Street from Division to Winter Streets
 - b. One Hundred Seventy Four Thousand One Hundred Thirty Eight Dollars and Forty Nine Cents (\$174,138.49) shall be the city's portion of said project.

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

CR-3

CR09-057

November 2, 2009

RE: **ENGINEERING DEPT. – Set Public Hearing Date for SAD #377 – Summit Street from Division to Winter Streets**

RESOLUTION

WHEREAS, the City Assessor has completed the Special Assessment Roll for improvements on Summit Street from Division to Winter Streets, together with a certificate that the Special Assessment Roll conforms to the direction of the City Commission and the provisions of the Adrian City Code.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Special Assessment Roll for SAD #377 for improvements on Summit Street from Division to Winter Streets be filed forthwith in the office of the City Clerk for public examination.
2. That the City Commission will meet in the Commission Chambers at the former City Hall, 100 E. Church St., Adrian, MI, at 7:00 p.m. on Monday, November 16, 2009 for the purpose of reviewing said roll and hearing and considering any objections thereto.
3. That the City Clerk is hereby directed to give notice that said Special Assessment Roll is on file for public examination and to give notice of said meeting and hearing set forth above pursuant to the provisions of Title I, Chapter 8, Section 1.213 of the Adrian City Code.

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

REGULAR

AGENDA

R-1

R09-179

November 2, 2009

RESOLUTION

WHEREAS, the Adrian Public School District has requested that the City of Adrian allow their Building Inspection Department to inspect school buildings within the Adrian city limits and to be the permitting authority, in accordance with Public Act 628 of 2002; and

WHEREAS, Dave Pate, Building Official for the City of Adrian, has received verbal authorization from Chris Timmis, Superintendent of Adrian Public Schools, for said inspections by City of Adrian Inspectors, as well as the City of Adrian's designation as the permitting authority.

WHEREAS, the City of Adrian's Building Official and City Administrator have reviewed said proposal and recommend its approval.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby approves the delegation of the Building Inspection staff to inspect Adrian Public Schools within the city limits, and to also be the permitting authority, subject to written approval by Adrian Public Schools.

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

**Request for Delegation of School Inspection Authority
to a Local Unit of Government Enforcing Agency**
Michigan Department of Energy, Labor & Economic Growth
Bureau of Construction Codes
P.O. Box 30254, Lansing, MI 48909
517-241-9302
www.michigan.gov/bcc

Section 1b(5) of 1937 PA 306 provides:

“The department shall delegate the responsibility for the administration and enforcement of this act to the applicable agency if both the school board and the governing body of the governmental subdivision have annually certified to the department, in a manner prescribed by the department, that full-time code officials, inspectors and plan reviewers registered under the building officials and inspectors registration act, 1986 PA 54, MCL 338.2301 to 338.2313, will conduct plan reviews and inspections of school buildings.”

In order to facilitate the approval of local delegation this form is provided for use **BY BOTH THE LOCAL SCHOOL BOARD AND THE GOVERNING BODY OF THE GOVERNMENTAL SUBDIVISION.**

To complete this form, **EACH PARTY MUST CERTIFY THE INFORMATION CONTAINED ON THIS FORM IS TRUE AND ACCURATE.** Failure to complete all required information will result in this form being returned without action.

School District Information - A school official representing the school district/school board must provide the school contact information and the list of school facilities by completing the sections below. The school facility information must include a listing of all instructional and non-instructional buildings located in each local unit of government in the school district. Attach additional pages, if necessary. Be sure to include the name of the school district and contact person on the additional pages. (It should be noted that non-public schools should not provide public school district information but should provide contact information regarding the superintending authority, if applicable, for the non-public schools as well as the instructional and non-instructional non-public school buildings located in each local unit of government.)

SCHOOL DISTRICT				
NAME OF SCHOOL DISTRICT SCHOOL DISTRICT FOR THE CITY OF ADRIAN				
ADDRESS 785 RIVERSIDE AVE.			COUNTY LENAWEE	
CITY ADRIAN	STATE MI	ZIP CODE 49221	TELEPHONE NUMBER (Include Area Code) 517-263-2114	FAX NUMBER (Include Area Code) 517-265-5381
PRIMARY CONTACT PERSON CHRIS TIMMIS			TITLE SUPERINTENDENT	

LISTING OF SCHOOL FACILITIES - List all local units of government and each school within the local unit of government		
Local Unit of Government	Local Unit of Government	Local Unit of Government
CITY OF ADRIAN	CITY OF ADRIAN	*MADISON TOWNSHIP
Facility Name	Facility Name	Facility Name
ALEXANDER ELEM. SCHOOL	ADULT EDUCATION	PRAIRIE ELEM. SCHOOL
GARFIELD ELEM. SCHOOL	COMSTOCK HEAD START	
LINCOLN ELEM. SCHOOL		*MADISON TWP. DOES NOT
McKINLEY ELEM. SCHOOL		HAVE A FULL-TIME INSPECTOR
MICHENER ELEM. SCHOOL		
ADRIAN MIDDLE SCHOOL 5-6		
ADRIAN MIDDLE SCHOOL 7-8		
ADRIAN HIGH SCHOOL		
ADMINISTRATIVE OFFICES		
BUILDINGS & GROUNDS		

Certification by School District and Local Units of Government - In the sections below, provide the original signature of the school board president and the chief elected official of each local unit of government (authorized to enforce construction codes) in which school facilities are located. **Note:** Local units of government, not authorized to enforce the state construction codes do not qualify for delegation of school construction authority. In addition, both officials must jointly attest to the certifications at the top of this page.

WE HEREBY CERTIFY:

- Full-time code officials, inspectors and plan reviewers, registered under the Building Official and Inspectors Registration Act, 1986 PA 54, will conduct plan review and inspections of school buildings.
- Plan reviews will be completed within 60 days of receipt of the application.
- Permits will be issued in accordance with the requirements of the Stille-DeRossett-Hale Single State Construction Code Act of 1972, 1972 PA 230.
- Permits will not be issued until approval has been granted by the Bureau of Construction Codes, Department of Energy, Labor & Economic Growth.
- Inspections will be conducted in accordance with the Stille-DeRossett-Hale Single State Construction Code Act of 1972, 1972 PA 230, within 5 business days of receipt of a request for inspection.
- Violation notices will be issued, where applicable as provided by the Act and Code.
- Certificates of Occupancy will be issued only after receiving all required inspection and plan review approvals.

SIGNATURE AND CERTIFICATION OF SCHOOL BOARD PRESIDENT	
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application.	
NAME OF SCHOOL BOARD PRESIDENT Edward J. Engle, III	NAME OF LOCAL SCHOOL DISTRICT
ORIGINAL SIGNATURE OF SCHOOL BOARD PRESIDENT	DATE

SIGNATURE AND CERTIFICATION OF LOCAL UNIT OF GOVERNMENT (Attach additional sheets if necessary)	
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application.	
NAME OF CHIEF ELECTED OFFICIAL* Gary E. McDowell	NAME OF LOCAL UNIT OF GOVERNMENT City of Adrian
ORIGINAL SIGNATURE OF CHIEF ELECTED OFFICIAL	DATE

I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application.	
NAME OF CHIEF ELECTED OFFICIAL*	NAME OF LOCAL UNIT OF GOVERNMENT
ORIGINAL SIGNATURE OF CHIEF ELECTED OFFICIAL	DATE

I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application.	
NAME OF CHIEF ELECTED OFFICIAL*	NAME OF LOCAL UNIT OF GOVERNMENT
ORIGINAL SIGNATURE OF CHIEF ELECTED OFFICIAL	DATE

*The State Construction Code Act defines the chief elected official as listed below:

County: Chair of the Board of Commissioners City: Mayor
 Village: President Township: Supervisor

DELEG is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

RESOLUTION

WHEREAS, Lenawee Christian School has requested that the City of Adrian allow their Building Inspection Department to inspect their school buildings and to be the permitting authority, in accordance with Public Act 628 of 2002; and

WHEREAS, Dave Pate, Building Official for the City of Adrian, has received verbal authorization from Robert Bragg, Director of Facilities Management, for said inspections by City of Adrian Inspectors, as well as the City of Adrian's designation as the permitting authority.

WHEREAS, the City of Adrian's Building Official and City Administrator have reviewed said proposal and recommend its approval.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby approves the delegation of the Building Inspection staff to inspect Lenawee Christian Schools, and to also be the permitting authority.

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

Certification by School District and Local Units of Government - In the sections below, provide the original signature of the school board president and the chief elected official of each local unit of government (authorized to enforce construction codes) in which school facilities are located. **Note:** Local units of government, not authorized to enforce the state construction codes do not qualify for delegation of school construction authority. In addition, both officials must jointly attest to the certifications at the top of this page.

WE HEREBY CERTIFY:

- Full-time code officials, inspectors and plan reviewers, registered under the Building Official and Inspectors Registration Act, 1986 PA 54, will conduct plan review and inspections of school buildings.
- Plan reviews will be completed within 60 days of receipt of the application.
- Permits will be issued in accordance with the requirements of the Stille-DeRossett-Hale Single State Construction Code Act of 1972, 1972 PA 230.
- Permits will not be issued until approval has been granted by the Bureau of Construction Codes, Department of Energy, Labor & Economic Growth.
- Inspections will be conducted in accordance with the Stille-DeRossett-Hale Single State Construction Code Act of 1972, 1972 PA 230, within 5 business days of receipt of a request for inspection.
- Violation notices will be issued, where applicable as provided by the Act and Code.
- Certificates of Occupancy will be issued only after receiving all required inspection and plan review approvals.

SIGNATURE AND CERTIFICATION OF SCHOOL BOARD PRESIDENT	
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application.	
NAME OF SCHOOL BOARD PRESIDENT RONALD L. EVANS	NAME OF LOCAL SCHOOL DISTRICT LENAWEE CHRISTIAN SCHOOL
ORIGINAL SIGNATURE OF SCHOOL BOARD PRESIDENT	DATE

SIGNATURE AND CERTIFICATION OF LOCAL UNIT OF GOVERNMENT (Attach additional sheets if necessary)	
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application.	
NAME OF CHIEF ELECTED OFFICIAL* GARY E. McDOWELL	NAME OF LOCAL UNIT OF GOVERNMENT CITY OF ADRIAN, MI
ORIGINAL SIGNATURE OF CHIEF ELECTED OFFICIAL	DATE

I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application.	
NAME OF CHIEF ELECTED OFFICIAL*	NAME OF LOCAL UNIT OF GOVERNMENT
ORIGINAL SIGNATURE OF CHIEF ELECTED OFFICIAL	DATE

I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application.	
NAME OF CHIEF ELECTED OFFICIAL*	NAME OF LOCAL UNIT OF GOVERNMENT
ORIGINAL SIGNATURE OF CHIEF ELECTED OFFICIAL	DATE

*The State Construction Code Act defines the chief elected official as listed below:

County: Chair of the Board of Commissioners City: Mayor
 Village: President Township: Supervisor

DELEG is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

R.3
DATE: October 29, 2009
TO: Honorable Mayor and City Commissioners
FROM: Dane C. Nelson, City Administrator
SUBJECT: Annual Snow and Ice Removal

The City Engineer has recommended that the bid for snow and ice removal from private sidewalks, as well as removal along 13 railroad properties and other miscellaneous properties, be awarded to Slusarski Excavating of Adrian, MI. Slusarki's bid is as follows:

ITEM	SLUSARSKI EXCAVATING
13 Railroad Crossing & Misc.	\$375.00 per event
Private Walks	\$0.35 per SF
Photos	\$5.00 Ea.

I urge your favorable consideration to award the annual bid for snow and ice removal to Slusarski Excavating of Adrian, MI for the prices listed above.

Respectfully submitted,


Dane C. Nelson
City Administrator

DCN:bjw

R.3

October 28, 2009



MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Sidewalk Snow & Ice Removal

We received bids for sidewalk snow removal for the 2009-10 winter within the City. This contract includes two parts; part one is for the cleaning of properties along the railroad properties during most winter storm events and part two is for private walk cleaning on an as needed basis throughout the winter.

The bid tabulations are as follows:

ITEM	Slusarski Excavating Adrian, MI	Van Ert's Lawn Service Adrian, MI
13 Railroad Crossings & Misc	\$375.00 per event	\$500.00
Private Walks – per SF	\$.35	\$.45
Photos - each	\$ 5.00	\$ 5.00

I recommend award of this bid to Slusarski Excavating & Paving, Inc. as they are low bidder on this project.

Funds for this snow removal of the railroad crossings and miscellaneous properties will be drawn from the Major Street Fund Winter Maintenance account (202-478.000-801.111) and are available. Any work on the personal property snow removal will be assessed directly to the property owners where the work was completed.

R09-181

November 2, 2009

RE: ENGINEERING/PUBLIC WORKS – Annual Snow & Ice Removal from Private Walks, Railroad Properties and Other Miscellaneous Properties

RESOLUTION

WHEREAS, the Adrian City Commission, by Resolution #09-081 dated May 4, 2009, adopted the FY2009-10 Budget and General Appropriations Act, which included funding in the Major Street Fund (202) Winter Maintenance account for the city's sidewalk snow & ice removal program; and

WHEREAS, bids were solicited by the Purchasing Office and three (3) bid proposals were submitted on October 27, 2009, as follows:

ITEM	SLUSARSKI EXCAVATING	VAN ERT'S LAWN SERVICE
13 Railroad Crossing & Misc.	\$375.00 per event	\$500.00 per event
Private Walks	\$0.35 per SF	\$0.45 per SF
Photos	\$5.00 Ea.	\$5.00 Ea.

WHEREAS, snow removal from railroad crossings and miscellaneous city properties is the responsibility of the city; any snow removal on private property will be assessed directly to the property owners where the work is done; and

WHEREAS, the Finance Director indicates that sufficient funds are available in the FY2009-10 Major Street Fund – Winter Maintenance Budget (Account #202-478.00-801.111 Contract Services) for the railroad crossings; and.

WHEREAS, the City Engineer and City Administrator recommend acceptance of the low bid for snow and ice removal from Slusarski Excavating, Adrian, MI at a price of \$0.35 per square foot, \$5.00 for photos and \$375.00 per event for railroad crossings and miscellaneous city properties; and

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the low bid from Slusarski Excavating, Adrian, MI for snow and ice removal at the aforementioned prices for the FY2009-10 city's sidewalk snow & ice removal program.

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

R-4

DATE: October 29, 2009

TO: Honorable Mayor and City Commission

FROM: Dane C. Nelson, City Administrator

SUBJECT: Piotter Center Rental Rates

As you are aware, I have requested all Department Heads to review all revenue areas involving their respective departments. One of the areas reviewed by the Parks and Recreation Department has been in regard to rental rates at the Piotter Center. I have attached a report prepared by Mark Gasche, which is comprehensive in its review of other areas in Adrian, which has resulted in a recommendation to increase rates at the Piotter Center, effective January 1, 2010. I urge your favorable response to the recommendation that has been made.

Respectfully submitted,


Dane C. Nelson
City Administrator

DCN:bjw

R-4

Memo

To: Dane C. Nelson, City Administrator
From: Mark K. Gasche, Parks and Recreation Director
Date: 10/29/2009
Re: Piotter Center Rental Rates recommendation

In reviewing our rental rates for Piotter Center we realized that we hadn't changed the rates in a long time. Our records aren't totally complete regarding the rental rates but we are sure we haven't changed them since 2002 and there is an indication that the rates are substantially the same as they were in 1990. We don't have a large number of rentals over the course of a year because after our own recreation programs, the Senior Center programs, and the Boys & Girls Club there just isn't much time available to rent space. However we do generate between \$3,000 and \$5,500 in room rentals annually at Piotter Center from outside groups, which does not count the revenue from the Department on Aging and the Boys & Girls Club. The rental revenue comes primarily from several large group rentals of the gym and/or the cafeteria, or ongoing rentals from groups who use the cafeteria or a classroom.

We looked at rental rates from a variety of facilities in and around town that have similar space for rent; those comparisons are attached. We also listed the rental revenue for the past seven years with details of the types of rentals for 2009. Our recommended rates are on an attached sheet along with the current rental rates.

We are recommending rental increases across the board with a two tier rental rate for weekdays and weekends. That is because we have a supervisor on duty during the weekday hours, where we would need to bring a supervisor in to cover the weekend rentals in most instances. The cost of the supervisor is included in the rental rate. We are also proposing a discounted rate for groups who regularly rent space at Piotter Center. Those discounted rates are proposed in two tiers as well, for groups who rent 10-24 times per year (25% discount) and for groups who rent 25 or more times per year (33% discount). The current discount for groups renting 10 or more times per year is 50%.

These proposed changes will dramatically affect the cost for a couple of the groups currently renting space in Piotter Center but we think the proposed rates more accurately reflect the local market for this type of facility, albeit on the low end. Plus we are obviously long overdue for a rate increase. The bottom line is that we need to cover direct costs for a group rental at a minimum and we want to help offset the operating costs at Piotter Center. We recommend that the new rates go into effect on January 1, 2010 for current renters and immediately for any new renters.

RENTAL RATE COMPARISONS - OCTOBER 2009

Gymnasium Use

Location	Deposit \$	Room Capacity	Room \$	Supervisor \$	Restrictions	Notes
Piotter Gym	\$50	350	\$25/hr	\$15/hr Actual	No Smoking, No Alcohol	
APS High School Gym			\$75/hr	Yes; According to pay Schedule	No Smoking, No Alcohol	
APS Middle School Gyms			\$50/hr	Yes; According to pay Schedule	No Smoking, No Alcohol	
APS Elementary Gyms			\$25/hr	Yes; According to pay Schedule	No Smoking, No Alcohol	
Siena Heights Court	10%		\$30/hr	No Fee	Smoking in designated areas	
Hope Center	\$100	275	\$35/hr Weekday \$200/4hrs Weekend \$350/Day Weekend	None	No Smoking, No Alcohol	
Adrian College - Gym	50%		\$150/hr	Included in rate	No Smoking	
Adrian College - Blue	50%		\$125/hr	Included in rate	No Smoking	
Nat'l Guard Armory	\$500	350	\$60/Hr		No Smoking	
Centre-Gymnasium	No	200	\$125/hr	None. Can only rent during normal hours	No Smoking, No Alcohol, No Outside Food	Day = 8:00am - 9:00pm. All non-members must pay \$50 booking fee
YMCA Main Gym	Depends on Activity	200	Was \$50/Hour is now Case by Case	Charge slightly over hourly		Some times does a per person Fee

Banquet Hall Use

Location	Deposit \$	Room Capacity	Room \$	Supervisor \$	Restrictions	Notes
Piotter Gym w/ Cafe	\$50	350	\$40/hr	\$15/hr Actual	No Smoking, No Alcohol	
Hope Center (Gym/Kitchen/Patio)	\$100	275	\$200/4hrs (no tables or chairs) \$350/Day (no tables or chairs) Tables and Chairs = \$10/hr	None. You are given a key	No Smoking, No Alcohol	Renter is required to have insurance.
Fair Grounds - Activity Center	\$250	425	\$825/Day - Sat/Hol \$650/Day Fri/Sun \$375/Day - Mon-Thur	None. You are given a key	No Smoking, Yes Alcohol - must show proof of insurance	Has Bathroom and Kitchen Day = 8:00am - 1:00am
UAW Hall	None	350	\$600/Day - Sat/Hol \$400/Day Fri/Sun \$300/Day - Mon-Thur	None. You are given a key	At least 1/2 Room should be Non Smoking	Day = 7:00am - 1:00am
Nat'l Guard Armory	\$500	350	\$60/Hr		No Smoking	
The Landing	\$600	300	\$950/Day - Saturday \$800/Day - Friday & Sunday \$1295 - Saturday	*See "Notes"	No Smoking	Must use their Catering & Bar Service at Additional \$
The Pines	\$300	385	\$1100 - Friday \$900 - Sunday \$700 Weekday	None. You are given a key	No Smoking, Yes Alcohol	*Must rent linens from them and there is a \$300 Clean-up Fee
Centre-Merrillat Room	No	300	First Hour \$200 Additional \$100 Day Cap \$600	None. Can only rent during normal hours	No Smoking, No Alcohol, No Outside Food	Day = 8:00am - 9:00pm. All non-members must pay \$50 booking fee

Mid-size Room Use

Location	Deposit \$	Room Capacity	Room \$	Supervisor \$	Restrictions	Notes
Piotter Cafeteria		65	\$15/hr	\$15/hr Actual	No Smoking, No Alcohol	
APS High & Middle Cafeterias			\$35/hr	Yes; According to pay Schedule		
Siena Heights	10%	60	\$185/use	No Fee	Smoking in designated areas	
Centerview Golf Course		60	\$125-\$175		4-6 hours	
Centre-Room A	No	70	First Hour \$75 Additional \$50 Day Cap \$250	None. Can only rent during normal hours	No Smoking, No Alcohol, No Outside Food	Day = 8:00am - 9:00pm. All non-members must pay \$50 booking fee
Centre-Room AB	No	105	First Hour \$125 Additional \$75 Day Cap \$375	None. Can only rent during normal hours	No Smoking, No Alcohol, No Outside Food	Day = 8:00am - 9:00pm. All non-members must pay \$50 booking fee
Centre-1/2 Gym	No		\$75/hr	None. Can only rent during normal hours	No Smoking, No Alcohol, No Outside Food	Day = 8:00am - 9:00pm. All non-members must pay \$50 booking fee
Carleton Lodge		60	\$150/4 hours \$200/8-Hours			
Palmyra School Plaza Banquet Hall	\$100	150	\$250/day	None. You are given a key	No Smoking	Day = 9:00am - 2:00am
JoAnne Steele - Carriage House	\$50	75	\$50/Hour	None. You are given a key	No Smoking, No Alcohol	Tables & Chairs Included
Adrian Library		80	\$50/< 4 hours \$100/4-8 hours	During normal Hours only	No Smoking, No Alcohol	Free to Non-Profits
Adrian College	50%	80	\$200/use	Included	No Smoking	Has complete IT Setup

RENTAL RATE COMPARISONS - OCTOBER 2009

Classroom Use

Location	Deposit \$	Room Capacity	Room \$	Supervisor \$	Restrictions	Notes
Classroom	None	35	\$10/hr	\$15/hr Actual	No Smoking, No Alcohol	
APS Classroom			\$20/hr	Yes; According to pay Schedule		
Siena Heights	10%		\$80/use	No Fee	Smoking in designated areas	
Centerview Golf Course		Under 40	\$75-\$125		4-6 hours	
UAW-Meeting Room	None	40	\$100/Day	None. You are given a key	At least 1/2 Room Should be Non Smoking	Day = 7:00am - 1:00am
Centre-Room B	No	35	First Hour \$50 Additional Day Cap \$125	None. Can only rent during normal hours	No Smoking, No Alcohol, No Outside Food	Day = 8:00am - 9:00pm. All non-members must pay \$50 booking fee
Centre-Fitness Room	No		\$50/hr	None. Can only rent during normal hours	No Smoking, No Alcohol, No Outside Food	Day = 8:00am - 9:00pm. All non-members must pay \$50 booking fee
Tec. Inn-Meeting Room	1/2 down	30	\$100/day	None	No Smoking, No Alcohol	
Somerset Motel -Meeting Room	No	30	\$55 up to 4 hours	None	No Smoking	No Bathroom Must eat there; Deposit applied to bill
Big Boy-Small Room	\$50	20	None	Charge slightly over hourly	No Smoking, No Alcohol	Some times does a per person Fee
YMCA-Meeting Room	No	40	Was \$45/Hour is now Case by Case			
APS Classroom			\$75/4-Hours \$125/8-hours			
Carleton Lodge-Small		30	\$75/Use	Included in \$	No Smoking	
Adrian College Class	50%					

2009 Event Rentals

Room(s)	Hours	Total \$	Person/Organization
Gym & Cafeteria	5 & 4	\$260	Christina Cooper
Gym & Cafeteria	11.5 & 2	\$490	Corina Silva
Gym & Cafeteria	7 & 5	\$375	Maria Gamez
Gym & Cafeteria	7.5 & 7.5	\$420	Tomas Maldonado
Gym Only	7	\$280	Frank Resendez
Gym Only	5.5	\$220	St. Mary's Church
Cafeteria Only	8	\$240	Guadalupe Galnares
Cafeteria (No Super)	3	\$45	Karen Cox

2009 Frequent Rentals

Room(s)	Hours	Total \$	Person/Organization	Actual 2009	Day
Classroom	1.5/night	\$7.50/Night	Narcotics Anonymous	\$5/hr	Held on Wednesdays
Cafeteria	2/night	\$30/Night	Line Dancing Class	\$15/hr	Held on Thursdays
Cafeteria	3/night	\$22/Night	Maple City Swingers	\$7.50/hr	Held on Fridays

RENTAL REVENUE HISTORY

Location	Gym	Café	Classrooms	Supervisor	YEAR TOTAL
(Jan-Oct 27) 2009	\$1,268.00	\$1,019.75	\$1,215.00	\$895.00	\$4,397.75
2008	\$1,312.50	\$1,638.75	\$1,600.00	\$959.00	\$5,510.25
2007	\$1,402.00	\$1,053.75	\$1,556.00	\$1,502.00	\$5,513.75
2006	\$630.50	\$990.00	\$1,330.00	\$331.50	\$3,282.00
2005	\$480.50	\$945.00	\$1,340.00	\$400.00	\$3,165.50
2004	\$2,625.60	\$1,322.50	\$1,380.00	\$1,007.00	\$6,335.10
2003	\$2,650.68	\$1,096.86	\$954.38	\$462.00	\$5,163.92
(Sept-Nov) 2002	\$653.00	\$420.00	\$35.00	\$336.00	\$1,444.00

PIOTTER CENTER RENTAL RATES - OCTOBER 2009

CURRENT RATES

Location	Deposit \$	Regular Rate	Restrictions	Notes	Frequent Rental Rates 10+ rentals/year \$/hr (50% off)
Piotter Gym - Weekday		\$25	No Smoking, No Alcohol		\$12.50
Piotter Gym - Weekend	\$50	\$40	No Smoking, No Alcohol		\$20.00
Cafeteria - Weekday		\$15	No Smoking, No Alcohol		\$7.50
Cafeteria - Weekend		\$30	No Smoking, No Alcohol		\$15.00
Gym & Café - Weekday		N/A	No Smoking, No Alcohol		N/A
Gym & Café - Weekend	\$50	\$55	No Smoking, No Alcohol		\$27.50
Classroom - Weekday		\$10	No Smoking, No Alcohol		\$5.00
Classroom - Weekend		\$25	No Smoking, No Alcohol		\$12.50

PROPOSED RATES

Location	Deposit	Regular Rate	Restrictions	Notes	Frequent Rental Rates 10 - 24 rentals/year \$/hr (25% off)	Frequent Rental Rates 25+ rentals/year \$/hr (33% off)
Piotter Gym - Weekday		\$35	No Smoking, No Alcohol		\$26.25	\$23.45
Piotter Gym - Weekend	\$80	\$50	No Smoking, No Alcohol		\$37.50	\$33.50
Cafeteria - Weekday		\$20	No Smoking, No Alcohol		\$15.00	\$13.40
Cafeteria - Weekend	\$40	\$35	No Smoking, No Alcohol		\$26.25	\$23.45
Gym & Café - Weekday		N/A	No Smoking, No Alcohol		N/A	N/A
Gym & Café - Weekend	\$100	\$65	No Smoking, No Alcohol	Cap at \$600/10 hrs	\$48.75	\$43.55
Classroom - Weekday		\$15	No Smoking, No Alcohol		\$11.25	\$10.00
Classroom - Weekend		\$30	No Smoking, No Alcohol		\$22.50	\$20.00

R09-182

November 2, 2009

RE: PARKS & RECREATION – PIOTTER CENTER RENTAL RATES

RESOLUTION

WHEREAS, rental rates have not been adjusted for use of the Piotter Center for at least seven (7) years; and

WHEREAS, the Recreation staff has reviewed rental rates at other similar facilities throughout the community; and

WHEREAS, the Parks and Recreation Director has proposed new rental rates as set forth on the attached informational sheet.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the proposed rates set forth on the attached document for the Piotter Center gym, cafeteria, classrooms and other proposed rental areas at the Piotter Center are hereby approved to take effect on January 1, 2010 by the Adrian City Commission.

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