

PRE-MEETING AGENDA

ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
AUGUST 18, 2008
5:30 P.M.

The City Commission will meet for a pre-meeting study session on Monday, August 18, 2008, at 5:30 p.m. in the 2nd floor Conference Room at City Hall to discuss the following:

- I. Swigert Estate Investment Policy
- II. Other Items as Time Permits

COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
AUGUST 18, 2008
7:00 P.M.**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE AUGUST 4, 2008 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. COMMUNICATION
 - 1. City of Adrian's 2007-08 Unaudited Financial Report
 - 2. Federal Housing & Economic Recovery Act
- VI. PUBLIC COMMENT
- VII. REGULAR AGENDA
 - A. RESOLUTIONS
 - 1. R08-118. Resolution to approve a Lease-Purchase Agreement with Central Michigan Developers for the library improvements.
 - 2. R08-119. Resolution to approve Change Order #1 to the contract with Michigan Paving & Materials Co. and that the bid process be waived.
 - 3. R08-120. Resolution to appoint Margaret O'Malley to the DDA Board for a 4-year term.
 - 4. R08-121. Resolution to declare May 1 as Silver Star Banner Day as a permanent and official day in the City of Adrian in recognition of Adrian's wounded and ill soldiers.
- VIII. MISCELLANEOUS
 - 1. D.A.R.T. Passenger Ridership Report
 - 2. Departmental Report
 - 3. Community Development Work Program Report
- IX. PUBLIC COMMENT
- X. COMMISSION COMMENTS

MINUTES

**MINUTES
ADRIAN CITY COMMISSION
AUGUST 4, 2008
7:00 P.M.**

Official proceedings of the August 4, 2008 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, Mitzel, Steele, Clegg, and DuMars.

ABSENT: Commissioner Valentine

Commissioner DuMars moved to excuse Commissioner Valentine; seconded by Commissioner Mitzel, motion carried by unanimous vote.

Commissioner Steele moved to approve the minutes of the July 21, 2008, 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 #2867 through #2874	\$ 128,852.12
General Fund Vouchers #18777 through #18800	\$ 394,029.18
Clearing Account Vouchers amounting to	<u>\$ 309,399.70</u>
TOTAL EXPENDITURES	<u>\$ 832,281.00</u>

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

COMMUNICATION

1. Communication from Finance Director regarding amendments to the Brownfield Redevelopment Financing Act

CONSENT AGENDA

RESOLUTIONS

RE: POLICE DEPT. – Traffic Control Order 08-18

RESOLUTION CR08-062

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:

TCO 08-18: Post "Two Hour Parking" signs in Lot #3 behind El Chapulin

RE: CITY COMMISSION – Change in Meeting Date Due to Labor Day Holiday

RESOLUTION CR05-063

WHEREAS, the Charter of the City of Adrian requires that regular meeting times be established by City Commission resolution; and

WHEREAS, the regular meeting scheduled for Monday, September 1, 2008, occurs on the Labor Day holiday.

NOW, THEREFORE BE IT RESOLVED that said regular meeting will be held on Tuesday, September 2, 2008 at 7:00 p.m. in the Commission Chambers on the 2nd floor of Adrian City Hall.

RE: DEPARTMENT OF PUBLIC WORKS – Authorization to Purchase One (1) 4X4 One-Ton Dump Truck w/Snow Plow Package

RESOLUTION CR08-064

WHEREAS, the Adrian City Commission, by Resolution #08-066 dated May 5, 2008, adopted the FY2008-09 Budget and General Appropriations Act, which included funding to purchase a 4X4 one-ton dump truck w/snow plow package; and

WHEREAS, bids were solicited by the Purchasing Office and four (4) bid proposals were submitted on July 24, 2008, as follows:

<u>Dealer</u>	<u>Location</u>	<u>Vehicle</u>	<u>Amount</u>
Varsity Ford	Ann Arbor, MI	2008 Ford F-350 4X4	\$32,740.00
Ed Schmidt Auto	Maumee, OH	2008 Chevrolet TK31003	\$34,859.00
Adrian Dodge	Adrian, MI	2008 Dodge 3500ST	\$36,182.00
Red Holman Pontiac	Westland, MI	2008 GMC TK31003	\$36,939.00

WHEREAS, the City Engineer recommends acceptance of the low bid to purchase one (1) 4X4 one-ton dump truck w/ snow plow package from Varsity Ford, Ann Arbor, MI at a cost not to exceed \$32,740.00; and

WHEREAS, the Finance Director indicates that sufficient funds are available in the FY2008-09 General Fund Motor Pool Budget (Account #101-443.00-977.000 - Capital Equipment) for this purpose; and

WHEREAS, the City Engineer and City Administrator recommend acceptance of the low bid from Varsity Ford, Ann Arbor, MI and acquisition of one (1) 4X4 2008 Ford F-350 Dump Truck w/snow plow package at a cost not to exceed \$32,740.00.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the low bid from Varsity Ford, Ann

Arbor, MI, and acquisition of one (1) 4X4 2008 Ford F-350 Dump Truck w/snow plow package at a cost not to exceed \$32,740.00.

RE: DEPARTMENT OF PUBLIC WORKS– Salt Dome Roof Replacement

RESOLUTION CR08-065

WHEREAS, the Adrian City Commission, by Resolution #08-066 dated May 5, 2008, adopted the FY2008-09 Budget and General Appropriations Act, which included funding to replace the Salt Dome roof; and

WHEREAS, the Purchasing Office solicited and obtained price quotes from the following ten (10) vendors to replace the Salt Dome roof:

<u>Company</u>	<u>Location</u>	<u>Amount</u>
Enders Construction Company	Adrian, MI	\$ 8,960.00
The House Fixers	Adrian, MI	9,820.00
Rasmussen, LLC	Grandville, MI	15,769.00
Sheriff-Goslin (Recover Only)	Adrian, MI	21,899.00
Superior Services RSH	Lansing, MI	23,155.00
Temp Guard Construction	Onsted, MI	23,800.00
Sheriff-Goslin	Adrian, MI	28,299.00
TSC, Inc.	Toledo, OH	38,500.00
Tichenor, Inc.	Battle Creek, MI	42,635.00
Baseline Constructors	Chelsea, MI	44,849.00

WHEREAS, the Finance Director indicates that funding for purpose is available in the FY2008-09 Budget - Department of Public Works Capital Facilities Account (101-441.00-975.000); and

WHEREAS, the City Engineer and City Administrator recommend selection and engagement of the low bidder, Enders Construction Company, Adrian, MI in the City's Standard Professional Services Contract for purposes of replacing the Salt Dome roof at a cost not to exceed \$8,960.00.

RE: PUBLIC WORKS – Annual Rock Salt Bid

RESOLUTION CR08-066

WHEREAS, sealed bids were received May 20, 2008, for the annual purchase of rock salt; and

WHEREAS, said bids have been tabulated and recommendations made by the Assistant Finance Director; and

WHEREAS, said bids have been considered by the Adrian City Commission.

NOW, THEREFORE, BE IT RESOLVED, that the annual bid for rock salt be awarded to North American Salt of Overland Park, KS in the amount of \$49.88 per ton under the terms and conditions as submitted and as proposed in their sealed bid dated May 20, 2008.

On motion by Commissioner Clegg, seconded by Commissioner DuMars, Consent Resolutions CR08-062 through CR08-066 were adopted by a unanimous vote.

PUBLIC COMMENT

There was no public comment

REGULAR AGENDA

ORDINANCE

1. Ord. 08-13. Second reading and adoption of an Ordinance to amend Section 3.1 of Article III of the Zoning Development Regulations, and the Zoning Map, by deleting 440 E. Church St. from the R-4 Single Family Residential District and the B-1 Local Business District and including the same in the R-O Residential Office District. Eff. Date: 08-19-08

On motion by Commissioner Mitzel, seconded by Commissioner DuMars, this ordinance was adopted by a 5-1-0 vote.

AYES: Mayor McDowell, Commissioners Osborne, Mitzel, Clegg, and DuMars

NAYS: Commissioner Steele

ABSTAINED: None

RESOLUTIONS

RE: COMMUNITY DEVELOPMENT DEPARTMENT – Combine Community Development Director and GIS Coordinator Positions and Appoint New Community Development Director

RESOLUTION R08-110

WHEREAS, in an environment of difficult economic times, when taxpayers are experiencing harsh realities of adjustments to the global marketplace, the City of Adrian is endeavoring to be a good steward of the financial resources provided by its citizens; and

WHEREAS, due to the voluntary resignation of the current Community Development Director, James Tischler, effective August 15, 2008, a cost saving opportunity can be achieved, as well as a promotional opportunity for a currently qualified City employee, Chris Atkin, GIS Coordinator, who has a Masters Degree in Urban Planning; and

WHEREAS, an \$85,348 annual savings can be achieved through the following recommended actions:

- 1) Combine duties of GIS Coordinator with Community Development Director, eliminating GIS Coordinator position and increasing GIS Consulting Services by \$15,000.

- 2) Promote Chris Atkin from GIS Coordinator (Grade 10/Step 5) to Community Development Director (Grade 14/Step 2).
- 3) Eliminate Car Allowance in favor of Mileage Reimbursement; and

WHEREAS, the City Administrator recommends that appointment of Chris Atkin as Community Development Director, elimination of the GIS Coordinator position in favor of increasing GIS Consulting Services by \$15,000 annually, and elimination of the Auto Allowance for the Community Development Director, as well as amending the current year budget to reflect the net annual savings of \$85,348 (\$68,647 for the balance of FY2008-09).

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the appointment of Chris Atkin as Community Development Director, elimination of the GIS Coordinator position in favor of increasing GIS Consulting Services by \$15,000 annually, and elimination of the Auto Allowance for the Community Development Director.

BE IT, FURTHER, RESOLVED that the FY2008-09 Budget be amended as follows, reflecting \$71,123 net savings for the balance of the fiscal year:

Economic Development Fund (276)

Economic Development Dept:

(276-895.00-702.000)	Salaries & Wages	\$(5,776)
(276-895.00-715.000)	Social Security	(537)
(276-895.00-716.000)	Hospitalization	(4,957)
(276-895.00-717.000)	Life Ins/AD&D	(17)
(276-895.00-718.000)	Retirement Contribution	(598)
(276-895.00-719.000)	Unemployment	(40)
	Compensation	
(276-895.00-914.000)	Workers' Compensation	(141)
(276-895.00-702.000)	Car Allowance	(1,250)
(276-990.00-990.000)	Contingency	<u>\$ 13,316</u>
	Total	<u>\$ -0-</u>

Local Development Finance

Authority Fund (282)

Administration:

(282-290.00-702.000)	Salaries & Wages	\$(5,776)
(282-290.00-715.000)	Social Security	(537)
(282-290.00-716.000)	Hospitalization	(4,957)
(282-290.00-717.000)	Life Ins/AD&D	(17)
(282-290.00-718.000)	Retirement Contribution	(598)
(282-290.00-719.000)	Unemployment	(40)
	Compensation	
(282-290.00-914.000)	Workers' Compensation	(141)
(282-290.00-702.000)	Car Allowance	(1,250)
(282-990.00-990.000)	Contingency	<u>13,316</u>
	Total	<u>\$ -0-</u>

**Information Technology Fund
(661)
GIS Services:**

(661-220.00-702.000)	Salaries & Wages	\$(46,641)
(661-220.00-715.000)	Social Security	(3,568)
(661-220.00-716.000)	Hospitalization	(1,526)
(661-220.00-717.000)	Life Ins/AD&D	(124)
(661-220.00-718.000)	Retirement Contribution	(4,655)
(661-220.00-719.000)	Unemployment	(218)
	Compensation	
(661-220.00-914.000)	Workers' Compensation	(283)
(661-220.00-812.000)	Consulting Fees	15,000
(661-990.00-990.000)	Contingency	42,005
	Total	\$ -0-
	Total Net Savings FY2008-09	<u>\$(68,647)</u>

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

All Commissioner comments were favorable in Mr. Atkin's appointment.

**RE: INFORMATION TECHNOLOGY DEPARTMENT –Telephone
Recommendation for Ancillary City Buildings**

RESOLUTION R08-111

WHEREAS, the Adrian City Commission, on November 6, 2006, approved Resolution No.R06-164, authorizing acquisition and installation of a new VOIP telephone network with digital phone capabilities from Executone of Troy, MI for City Hall, Police Department, Fire Department and Cemetery at a cost of \$70,789; and

WHEREAS, Director of Information Technology recommends waiving the competitive bid process and engaging Executone of Troy, MI to expand the IP/Digital Inter-Tel telephone system to all ancillary City buildings, including the Adrian Public Library, Wastewater Treatment Plant, Water Treatment Plant, Utilities Operations & Maintenance, as well as the Parks & Forestry building at a cost not to exceed \$22,151.64; and

WHEREAS, the change-over will allow the remaining voice lines still on Verizon's system to be ported to Deerfield and Petersburg Telephone service, routing the phone lines through the fiber optic connection at City Hall; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Information Technology Capital Equipment account (661-290.00-977.000); and

WHEREAS, the City Administrator recommends approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the engaging Executone of Troy, MI to expand the IP/Digital Inter-Tel telephone system to all ancillary City buildings, including the Adrian Public Library, Wastewater Treatment Plant, Water Treatment Plant, Utilities

Operations & Maintenance, as well as the Parks & Forestry building, at a cost not to exceed \$22,151.64.

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

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

RE: DEPARTMENT OF FINANCE – Authorization to Revise the Thelma H. Swigert Estate Endowment Trust Policy and Transfer Funds to the Lenawee Community Foundation

RESOLUTION R08-112

WHEREAS, the City of Adrian is the beneficiary of a bequest in excess of \$500,000 (\$556,587.42 as of July 3, 2008) from the Thelma H. Swigert Estate (Probate Case #11-0149-010); and

WHEREAS, pursuant to Mrs. Swigert's Last Will and Testament, the aforementioned funds were bequeathed to the City of Adrian to be used for "an adult community center...for the improvement or refurbishing of said center, or...in an endowment so that the income may be used for operating expenses"; and

WHEREAS, consistent with the intent of Mrs. Swigert's wishes as expressed in her Last Will and Testament, the City of Adrian has established the Thelma H. Swigert Endowment Trust (Account # 702-000.00-329.000); and

WHEREAS, to ensure sustainability of the newly established endowment trust and appropriate investment, distribution and use of funds consistent with the benefactor's wishes as expressed in her Last Will and Testament, the City Administration recommended and the City Commission, by Resolution #07-154 dated September 17, 2007, adopted the Thelma H. Swigert Estate Endowment Trust Policy Statement; and

WHEREAS, execution of the aforementioned policy is encumbered by Opinion No. 6395 of the Office of the Attorney General of the State of Michigan, wherein municipalities are prohibited from investing funds received from private donation in common stocks, consistent with general investment provisions of Public Act 20 of 1943, as amended by Public Act 196 of 1997 – Investment of Public Funds Act [MCL 129.91; MSA 3.843(1)]; and

WHEREAS, the intended policy of attaining full potential growth of this valuable resource can be fully achieved by transferring the Swigert bequest to the Lenawee Community Foundation, as provided for in Public Act 380 of 1913, as amended (MCL 123.874; MSA 5.3421(3)); and

WHEREAS, pertinent sections of the Act follow:

123.874 Transfer of gift to community foundation. [M.S.A. 5.3421(3)]

Sec. 4. (1) A city, village, township, or county may transfer any gift of intangible personal property received pursuant to section 1 or the proceeds of any gift received pursuant to section 1 to a community foundation. If a gift received by a city, village, township, or county pursuant to section 1 was subject to conditions, limitations, or requirements, the transfer must be to a component fund within the community foundation that incorporates conditions, limitations, or requirements that are substantially similar to those the gift was subject to.

(4) Except as otherwise provided in subsection (5), a community foundation shall establish a donor advisory board before a gift is transferred to that community foundation under this section. The donor advisory board shall include not less than 1 representative of the city, village, township, or county transferring the gift. The donor advisory board shall do all of the following:

- (a) Determine that any condition, limitation, or requirement on the use of the transferred gift is complied with.*
- (b) Make recommendations for the use of the transferred gif*

WHEREAS, the Finance Director and City Administrator recommend that the Thelma H. Swigert Estate Endowment Trust Policy be revised to reflect the above noted legal constraints; that the City of Adrian transfer the Swigert bequest to the Lenawee Community Foundation and that, consistent with Public Act 380, a donor advisory board be established, composed of the City Administrator, Finance Director and Director of Parks & Recreation, to ensure satisfactory execution of the aforementioned revised Policy.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, approves the Thelma H. Swigert Estate Endowment Trust Policy Statement Revision (copy attached) and authorizes the City Administrator to sign the agreement to establish a designated fund within the Lenawee (copy attached) Community Foundation transferring the Swigert bequest to the Lenawee Community Foundation, consistent with the provisions of Public Act 380 of 1913 – Gifts of Property to Local Units of Government Act.

BE IT, FURTHER, RESOLVED that incumbents in the following positions be appointed to the City of Adrian - Thelma H. Swigert Estate Endowment Trust Donor Advisory Board: City Administrator, Finance Director and Director of Parks & Recreation.

This resolution was PULLED from the agenda for further discussion.

RE: DEPARTMENT OF PARKS & RECREATION – Authorization to Engage Contractor for Island Park Entry Bridge Replacement and Slope Restoration

RESOLUTION R08-113

WHEREAS, the Adrian City Commission, by Resolution #R08-075 dated May 5, 2008, authorized the City Parks & Recreation Department proceed with the basic design option proposed by the design engineers, Rowe, Inc. for the replacement of the Island Park entry bridge, at a total cost of \$170,000, including the removal of the gabion baskets around the retention area west of the bridge, and regrading of the banks in that area; and

WHEREAS, based on the specifications developed by Rowe, Inc. sixteen (16) bid proposals were solicited by the Purchasing Office, with two (2) bids submitted on July 24, 2008, as shown below:

Cross Lake Construction Company, Horton, MI	\$158,500
Slusarski Excavating & Paving, Inc. Adrian, MI	\$163,940

WHEREAS, after reviewing the bids in regards to the City's Local Preference Purchasing Policy (the differential of 3.4% is greater than the required 1.5%) and checking references, the Parks & Recreation Director recommends selection of the low bid and awarding the contract to Cross Lake Construction Company, Horton, MI at a cost not to exceed \$158,500; and

WHEREAS, the Finance Director indicates that \$170,000 funding for construction of this project is included in the FY2008-09 Budget (\$75,000 in the General Fund – Parks & Forestry Capital Account #101-697.00-975.000 and \$95,000 in the Fee Estate Fund – Capital Facilities Account #205-699.00-975.000); and

WHEREAS, the City Administrator recommends approval of this resolution and engagement of Cross Lake Construction Company, Horton, MI in the City's Standard Professional Services Contract.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Cross Lake Construction Company, Horton, MI in the City's Standard Professional Services Contract for the replacement of the Island Park entry bridge, at a cost not to exceed \$158,500, including the removal of the gabion baskets around the retention area west of the bridge and re-grading of the banks in that area.

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

RE: ADRIAN PUBLIC LIBRARY –Electrical Upgrade – Phase Two – Change Order #1

RESOLUTION R08-114

WHEREAS, the Adrian City Commission, by Resolution # R08-047 dated March 17, 2008, authorized the engagement of Service Electric Company, Adrian, MI in the City's Standard Professional Services Contract for the purpose of designing electrical upgrades at the Adrian Public Library at a cost not to exceed \$5,960 (subsequently amended for Change Order #1, increasing the authorized expenditure level to \$7,460); and

WHEREAS, based on the aforementioned design specifications, the City of Adrian Purchasing Office solicited and received the following bids on June 10, 2008, and the City Commission approved Resolution #R08-094 selecting the low bidder, Clegg Electric, Adrian, MI to perform the Phase Two electrical work at the Library at a cost of \$110,575; and

WHEREAS, the Library Director is requesting approval of Change Order #1 to the Clegg Electrical contract, amounting to \$1,666, to perform the following services not contemplated in the original contract:

1) Installation of fiber conduit to the new Police Department facility	\$ 375.00
2) Increase connections on Library lighting panes from 12 to 14	425.00
3) Tie the rear lobby lights into the upgraded electrical panel	<u>866.00</u>
Total	<u>\$1,666.00;</u>

WHEREAS, the City Finance Director indicates that sufficient funds are available for this purpose in the Library Capital Improvement Account (101-738.00-975.000); and

WHEREAS, the Library Director and City Administrator recommend approval of this resolution authorizing acceptance of the proposed Change Order #1 to the Clegg Electrical contract.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves Change Order #1 to the Clegg Electrical contract to perform Adrian Public Library Electrical Upgrade – Phase Two at an additional cost not to exceed \$1,666.00 for services described above.

On motion by Commissioner DuMars, seconded by Commissioner Mitzel, this resolution was adopted by a 5-0-1 vote.

AYES: Mayor McDowell, Commissioners Osborne, Mitzel, Steele, and DuMars

NAYS: None

ABSTAINED: Commissioner Clegg

RE: DEPARTMENT OF PUBLIC WORKS – Annual Sidewalk Rehabilitation Program

RESOLUTION R08-115

WHEREAS, the Adrian City Commission, by Resolution #08-066 dated May 5, 2008, adopted the FY2008-09 Budget and General Appropriations Act, which included funding to continue the City’s annual Sidewalk Rehabilitation Program; and

WHEREAS, the City Engineer developed bid specifications for approximately 11,000 SF of sidewalk within the area bounded by Main to Madison and Beecher to Michigan Avenue, including South Main; and

WHEREAS, bids were solicited by the Purchasing Office and five (5) bid proposals were submitted on July 24, 2008, as follows:

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
Frank’s American Concrete	Adrian, MI	\$55,331.60
Schug Construction	Adrian, MI	59,364.65
Andrews Construction	Manchester, MI	63,325.75
Zemlo, Inc.	Adrian, MI	67,548.22
Doan Construction Company	Ypsilanti, MI	94,369.90

WHEREAS, the City is responsible for one-third of the contract cost (\$18,443.87) and the balance (\$36,887.73) will be assessed to the homeowners of the condemned sidewalks; and

WHEREAS, the Finance Director indicates that sufficient funds are available in the FY2008-09 Local Street Fund - Sidewalk Budget (Account #203-444.00-801.000 Contract Services) for this purpose; and.

WHEREAS, the City Engineer and City Administrator recommend acceptance of the low bid from Frank's American Concrete, Inc., Adrian, MI at a cost not to exceed \$55,361.60.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the low bid from Frank's American Concrete, Inc., Adrian, MI at a cost not to exceed \$55,361.60 to implement the City's Annual Sidewalk Rehabilitation Program for FY2008-09.

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

RE: DEPARTMENT OF COMMUNITY DEVELOPMENT: Dial-A-Ride/Lenawee Transportation Facility – Site Soils Management Change Order #2

RESOLUTION R08-116

WHEREAS, the Adrian City Commission and Lenawee Transportation Corporation have approved a contract for construction of a bus dispatch/garage facility; and

WHEREAS, the City of Adrian received a Clean Michigan Initiative Grant from the Michigan Department of Environmental Quality in the amount of \$250,000 for demolition of the former Adrian Silos; and

WHEREAS, the City of Adrian was requested by Lenawee Transportation Corporation to provide assistance with engineering oversight and testing of additional fill placement and compaction; and

WHEREAS, MDEQ-Jackson District Office has authorized the use of unencumbered grant funds to pay for on-site soils management; and

WHEREAS, the Adrian City Commission, by Resolution #R08-190 dated April 4, 2008, authorized the engagement of Soils and Materials Engineers, Inc., Plymouth, MI to provide soil management monitoring services at a cost of \$11,500.00, including Change Order #1; and

WHEREAS, additional soils evaluation work has been determined as necessary for the project and, thus, Change Order #2 has been prepared by SME, Inc. for an amount of \$2,200.00, bringing the total contract amount to \$13,700.00; and

WHEREAS, the Finance Director confirms that the MDEQ CMI grant awarded to the City of Adrian retains an undesignated fund balance of \$13,700.00; and

WHEREAS, the City Engineer and City Administrator recommend that Eastlund Concrete Company, Holt, MI, be retained to perform the concrete work in College Park Subdivision and portions of Vine and Sherman Streets at the following unit prices and, further, that implementation is contingent upon successful negotiation of the City's Standard Professional Services Contract:

Concrete Curb & Gutter, Detail F4 or C4 (w/o existing curb removal)	\$11.81/Lft
Concrete Curb & Gutter, Detail F4 or C4 (with existing curb removal)	\$15.81/Lft
6" Concrete Driveways and Sidewalk (with concrete removal)	\$ 4.08/Sft
4" Concrete Sidewalks (with concrete removal)	\$ 3.55/Sft
Concrete Sidewalk Ramps with Armor Tile detectable warning surface	\$ 9.50/Sft

NOW, THEREFORE, BE IT RESOLVED that Eastlund Concrete Company, Holt, MI, be retained to perform the concrete work in College Park Subdivision and portions of Vine and Sherman Streets at the following unit prices:

Concrete Curb & Gutter, Detail F4 or C4 (w/o existing curb removal)	\$11.81/Lft
Concrete Curb & Gutter, Detail F4 or C4 (with existing curb removal)	\$15.81/Lft
6" Concrete Driveways and Sidewalk (with concrete removal)	\$ 4.08/Sft
4" Concrete Sidewalks (with concrete removal)	\$ 3.55/Sft
Concrete Sidewalk Ramps with Armor Tile detectable warning surface	\$ 9.50/Sft

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

BE IT, FURTHER, RESOLVED that that implementation of this resolution is contingent upon successful negotiation of the City's Standard Professional Services Contract with Eastlund Concrete Company..

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

PUBLIC COMMENT

Joe Wagley, III, 595 Meadowbrook Dr., thanked the Commission for adopting Ordinance 08-13.

COMMISSION COMMENTS

Commissioner Osborne mentioned that the construction projects at the old Spielman's store on North M-52 and the new McDonald's on South M-52 and US-223 have begun.

Mayor McDowell adjourned the meeting and the Commission went into the conference room to continue a discussion, which began in the pre-meeting study session, regarding the library renovations.

The next regular meeting of the Adrian City Commission will be held on Monday, August 18, 2008, at 7:00 p.m. in the Commission Chambers on the 2nd floor of Adrian City Hall, 100 E. Church St., Adrian, MI 49221.

Gary E. McDowell
Mayor

Pat Baker
City Clerk

C H E C K
R E G I S T E R

August 18, 2008

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 #2875 through #2880.....	\$ 84,659.96
General Fund	
Vouchers #18801 through #18823	378,266.21
Clearing Account Vouchers	
amounting to.....	<u>1,137,351.28</u>
TOTAL EXPENDITURES	<u>\$1,600,277.45</u>

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

August 18, 2008

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
<u>Receiving</u>			
2875	City of Adrian: Payroll	Payroll for Aug 1	\$ 17,524.34
2876	City of Adrian: Clearing Acct	Aug 4 Check Register	\$ 86,190.80
2877	Verizon North	Various Phone Bills	\$ 230.89
2878	City of Adrian: Payroll	Payroll for Aug 8	\$ 49,508.98
2879	City of Adrian: General Fund	Aug Office Rent	\$ 650.00
2880	City of Adrian: Payroll	Payroll for Aug 15	\$ 16,745.75
Total			\$ 170,850.76
Less CK# 2876			\$ 86,190.80
TOTAL			\$ 84,659.96

18-Aug-08

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
18801	\$ 3,964.06	Quick Service Transportation	Payroll W/E July 27
18802	\$ 13,758.91	City of Adrian: Payroll	Payroll for Aug 1
18803	\$ 5,238.42	City of Adrian: Payroll	Payroll for Aug 1
18804	\$ 2,994.10	First Federal Bank	Soc Security for Aug 1
18805	\$ 200.64	City of Adrian: Petty Cash	Petty Cash
18806	\$ 48.00	Diane Dils	Recreation Refund
18807	\$ 37.00	Patricia Baier-Hay	Recreation Refund
18808	\$ 200.00	U.A.W. Local 2363	Recreation Refund
18809	\$ 9,723.84	Consumers Energy	Various Billings
18810	\$ 5,416.88	Citizens Gas Fuel Co	Various Heat Bills
18811	\$ 160,585.15	City of Adrian: Clearing Acct	Aug 4 Check Register
18812	\$ 5,115.54	Quick Service Transportation	Hospitalization Insurance
18813	\$ 878.26	Verizon North	Various Phone Bills
18814	\$ 4,261.96	Quick Service Transportation	Payroll W/E Aug 2
18815	\$ 5,031.24	City of Adrian: Utilities	Various Water Bills
18816	\$ 15.00	Len Cty Register of Deeds	Jeopardy assessment
18817	\$ 153.54	Verizon North	Various Phone Bills
18818	\$ 242,199.89	City of Adrian: Payroll	Payroll for Aug 8
18819	\$ 16,259.65	First Federal Bank	Soc Security for Aug 8
18820	\$ 40,345.00	Lenawee Fuels Inc	DPW Gas & Diesel Fuel
18821	\$ 4,236.95	Quick Service Transportation	Payroll W/E Aug 9
18822	\$ 15,405.78	City of Adrian: Payroll	Payroll for Aug 15
18823	\$ 2,781.55	First Federal Bank	Soc Security for Aug 15

\$ 538,851.36

\$ (160,585.15) Less: CK# 18811

\$ 378,266.21

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. 3-S CONSTRUCTION, INC.	119,888.66		
2. ACORN FARMS	4,005.00		
3. ACP OF LENAWEE	61,000.00		
4. ADDISON VETERINARY CLINIC	60.00		
5. ADRIAN AREA CHAMBER OF COMME	40.00		
6. CITY OF ADRIAN	33,365.48		
7. ADRIAN PAINTERS SUPPLY & EQU	561.54		
8. ADRIAN WATER CONDITIONING IN	117.29		
9. AIRGAS GREAT LAKES	97.20		
10. ALL METALS INC.	574.12		
11. ALLIED WASTE SERVICES	48,169.70		
12. ALLIED WASTE SERVICES #259	7,318.71		
13. AMAZON CREDIT PLAN	435.72		
14. AMERICAN OFFICE SOLUTIONS	77.16		
15. SHARLENE ARMSTRONG	150.00		
16. AUTO ZONE COMMERCIAL	21.98		
17. BAKER & TAYLOR BOOKS	920.39		
18. BANK OF NEW YORK	10,240.00		
19. VIRGINIA BARRETT	110.00		
20. BASELINE CONSTRUCTORS, INC	31,628.88		
21. ROBERT BISHOP	225.87		
22. BLACK SWAMP EQUIPMENT	219.14		
23. JOANNE BOLDT	110.00		
24. BOOK OF THE MONTH CLUB	39.44		
25. BRAKES-N-MORE	81.11		
26. BRAZEE SAFETY & SECURITY INC	1,276.80		
27. MARJORY BRIGHTON	125.00		
28. BS&A SOFTWARE	4,490.00		
29. BUCK & KNOBBY EQUIP CO INC	99.12		
30. CALIFORNIA CONTRACTORS SUPPL	158.60		
31. JEANNE CARIS	165.00		
32. CENTURY EQUIPMENT	422.17		
33. COAST TO COAST DELI	65.52		
34. COIN-OP SPECIALISTS INC.	102.13		
35. COMPUTER WORKS OF TOLEDO	1,000.00		
36. CONCORD EXCAVATING	107,980.20		
37. CONTINENTAL SERVICE	275.63		
38. CUTLER DICKERSON CO	2,325.79		
39. CUTTING EDGE ENGRAVING	57.00		
40. D&P COMMUNICATIONS, INC.	1,583.52		
41. D-P EQUIPMENT CO	520.91		
42. DAILEY ENGINEERING, INC.	4,136.00		
43. THE DAILY TELEGRAM	1,497.02		
44. DAN'S FARM SUPPLY INC	137.36		
45. DE ROECK, LOUIS	84.30		
46. DETROIT ELEVATOR COMPANY	155.00		
47. DOAN CONSTRUCTION CO	901.00		
48. E & B SALVAGE LLC	10.60		
49. EAST JORDAN IRON WORKS INC	13,233.03		
50. EASTLUND CONCRETE CONSTRUCTI	20,400.31		
51. STEVE EBERLE	20.00		
52. ARLENE ECKLUND	100.00		
53. ENGLEWOOD ELECTRICAL SUPPLY	990.49		
54. ENVIRONMENTAL RESOURCE ASSOC	243.73		
55. MARJORIE EVANS	125.00		
56. EXECUTONE COMMUNICATIONS LLC	2,382.91		
57. FASTENAL COMPANY	201.64		
58. CAROL FISHER	165.00		
59. FISHER SCIENTIFIC COMPANY LL	116.24		
60. GALLANT & SON	14.39		
61. MARK GIGAX	20.00		
62. ANN GOODACRE	110.00		
63. GORDON FOOD SERVICE	327.10		
64. GOVERNMENTAL BUSINESS SYSTEM	711.55		
65. W W GRAINGER	107.33		
66. GRAPHICS UNLIMITED	590.00		
67. DENISE GRITZMAKER	20.00		
68. HABITEC SECURITY INC	266.25		
69. HADDEN TIRE COMPANY	1,960.00		
70. HARRIS INFOSOURCE	329.50		
71. HASSELBRING CLARK CO.	1,102.00		
72. HD SUPPLY	797.65		
73. JOAN HENNING	125.00		
74. SUSAN HENRY	125.00		
75. BARB HERD	125.00		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. HERITAGE MICROFILM, INC.	1,690.20		
77. MICHAEL C HILL	125.00		
78. SHANE HORN	20.00		
79. HUBBARDS AUTO CENTER	666.13		
80. HURON LIME INC.	3,303.44		
81. I C M A VANTAGE POINT	6,001.89		
82. ICMA RETIREMENT CORPORATION	217.51		
83. IDEARC MEDIA CORP.	22.75		
84. INDUSTRIAL MILL SUPPLY CORP	361.00		
85. INGRAM LIBRARY SERVICES	193.66		
86. JACKSON TRUCK SERVICE INC.	109.48		
87. JGM VALVE CORP	1,853.02		
88. JOHNSTON, MARK	25.00		
89. JONES & HENRY, ENGINEERS	286.92		
90. JONES CHEMICAL INC.	3,799.90		
91. KELLER THOMA, P.C.	2,422.50		
92. KIMBALL MIDWEST	114.23		
93. BILLY KING	200.00		
94. DAVE KNAPP FORD	276.01		
95. RUTH KNAUSS	110.00		
96. KY PIPE LLC	1,376.90		
97. THELMA LABERDEE	125.00		
98. LANSING SANITARY SUPPLY INC	272.46		
99. LEGACY PRINTING	491.61		
100. LENAWEE COUNTY PRINTER	51.65		
101. LENAWEE COUNTY REGISTER OF D	62.00		
102. LENAWEE INTERMEDIATE SCHOOL	2,580.99		
103. LENAWEE TIRE & SUPPLY CO	3,468.37		
104. DUSTIN LENT	5,396.00		
105. LEXIS NEXIS RM INC	150.00		
106. LIVE SAFE ACADEMY, LLC	350.00		
107. LOWE'S CREDIT SERVICES	2,422.01		
108. MAC PRODUCTIONS	1,100.00		
109. E.T. MACKENZIE CO	164,081.14		
110. JEAN MACNAUGHTON	110.00		
111. MANPOWER OF LANSING MI INC.	979.20		
112. MAPLE CITY GLASS INC.	497.72		
113. ELEANOR MCCARY	100.00		
114. GARY MCDOWELL	20.00		
115. SUSAN MCELFRISH	110.00		
116. MARLENE MCKIMMY	110.00		
117. RONALD MCKIMMY	110.00		
118. MEIJER, INC	253.55		
119. METROPOLITAN UNIFORM CO	1,029.83		
120. MICH MUNICIPAL LIABILITY	218,957.00		
121. MICHIGAN ASSESSOR'S ASSN	75.00		
122. MICHIGAN CAT CORP	89,500.00		
123. MICHIGAN FIRE INSPECTOR'S SO	325.00		
124. MICHIGAN GOVT FINANCE	70.00		
125. MICHIGAN LIBRARY ASSOC	134.00		
126. MICHIGAN MUNICIPAL WORKER'S	41,187.00		
127. MICHIGAN PAVING & MATERIALS	2,560.00		
128. MICHIGAN POLICE EQUIP. CO	42.50		
129. MICHIGAN SECTION-AWWA	620.00		
130. STATE OF MICHIGAN	904.79		
131. MICHIGAN TBA DISTRIBUTORS IN	111.75		
132. MICROMARKETING LLC	1,268.13		
133. MID MICH ASSOC OF ASSESSING	15.00		
134. MIDWEST TAPE	190.70		
135. MONROE PLUMBING & HEATING	26,933.28		
136. MARCIE MORTON	110.00		
137. MUGS N' MORE IMAGING	90.00		
138. JOHN MULREADY	95.29		
139. NAPA AUTO & TRUCK PARTS	529.58		
140. NETWORK SERVICES GROUP LLC	450.00		
141. NEXTEL COMMUNICATIONS	1,141.02		
142. NORTH EASTERN UNIFORMS & EQU	142.00		
143. SUE NORTH	125.00		
144. NORTHWEST POOLS, INC.	266.79		
145. BARB NOWLAND	165.00		
146. LYDIA OPRSAI	110.00		
147. MARY ANN OPRSAI	110.00		
148. PALMER ENVELOPE CO.	1,192.50		
149. PARAGON LABORATORIES INC	1,355.00		
150. PEERLESS SUPPLY INC	326.09		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. PET'S SUPPLIES PLUS	51.98		
152. PITNEY BOWES INC	191.22		
153. POLARIS INC	5,735.14		
154. GLENN PRESTON	20.00		
155. PROMEDICA PHYSICIANS	90.00		
156. PROTECH ENVIRONMENTAL SERVIC	2,200.00		
157. PURCHASE POWER	3,018.99		
158. QUICK SERVICE TRANSPORTATION	1,592.46		
159. QUILL CORPORATION	454.33		
160. C.S. RAYMER CO INC	9,995.00		
161. RED PAINT PRINTING LLC	183.52		
162. TIM RITCHIE	20.00		
163. ROSE, ELIZABETH	31.96		
164. S.L.C. METER SERVICE INC	11,276.00		
165. SENTIMENTAL PRODUCTIONS	110.00		
166. SERVICE ELECTRIC CO OF ADRIA	1,214.55		
167. SHERWIN-WILLIAMS CO	465.80		
168. SIRCHIE FINGER PRINT LABORAT	407.57		
169. JANE SMITH	165.00		
170. SOIL & MATERIALS ENGINEERS I	2,181.79		
171. STAPLES	86.43		
172. STEVENSON LUMBER, INC.	434.86		
173. JEFFREY A. STICKNEY, DO,PC	41.00		
174. SUPER LAUNDROMAT &	18.00		
175. CLAUDETTE J SWIFT	1,716.00		
176. T & L RENTALS	90.00		
177. TAX MANAGEMENT ASSOCIATES IN	1,306.50		
178. TETRA TECH MPS	1,345.04		
179. THOMAS SCIENTIFIC	182.55		
180. THOMSON WEST	469.13		
181. TOLEDO SPRING SERVICE, INC.	126.00		
182. CARLOS TORRES	150.00		
183. IRMA TORRES	110.00		
184. TRACTOR SUPPLY COMPANY	79.70		
185. TTB CLEANING LLC	100.00		
186. UNIQUE MANAGEMENT SERVICES I	71.60		
187. URS CORPORATION	629.97		
188. VAN BRUNT TRANSPORT INC	2,494.42		
189. VERIZON	150.00		
190. VWR INTERNATIONAL INC	395.10		
191. WEED MAN	65.00		
TOTAL ALL CLAIMS	1,137,351.28		

COMMUNICATIONS



MEMO

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

DATE: August 11, 2008

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

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

SUBJECT: City of Adrian FY2007-08 Unaudited Financial Report

Please find attached the FY2007-08 Unaudited Financial Report for the City of Adrian. Actual General Fund expenditures (\$13,931,648) exceeded revenues (\$13,631,777) by (\$299,871), decreasing General Fund Equity from \$6,123,518 to \$5,823,647.

The Unfavorability is primarily due to the following anticipated transactions:

- Establishment of the Fire Department Motor Vehicle Fund and transfer of funds equivalent to the accumulated depreciation of existing Fire Department rolling stock \$ (400,583)
- Appropriation of funds for Adrian Public Library Renovation (231,533)
- Appropriation of funds for MERS Window for Pension Benefits (204,999)
- Total Anticipated Draws on Fund Balance \$ (837,115)

Other Significant Operating Variances, both favorable and unfavorable, combined to partially offset the foregoing anticipated draws on Fund Balance:

- Reduced personnel costs due to downward reclassification of City Clerk, City Engineer, Utilities Director and City Assessor, in addition to deletion of Parks & Forestry Foreman, Recreation Manager, and Police Department clerical position, as well as replacement of Manpower contract position with Part-Time Non-Eligible position in the Assessing Office \$ 304,744
- Church Street Parking Lot – Delay Renovation 160,458
- General Fund-Motor Vehicle Rental Charges to Other Funds 175,664
- Blue Cross/Blue Shield Health Benefit – 50% Reimbursement of Reserve Based on favorable Experience Factor 87,741
- Fire Dept. Motor Vehicle Rent withheld in lieu of Working Capital Transfer 99,921
- Delinquent Personal Property Taxes associated with ailing economy (128,993)
- Increased Employer Retirement Contributions associated with improved Pension for T-POAM and Non-Represented Employees (B-2 to B-3 Plan) (127,000)
- Reduced Electrical, Heating and Plumbing Permits, also economy related (32,189)
- Total Significant Operating Variances \$ 540,346
- Net Unfavorability Explained \$ (296,769)

Other significant transactions that had a negligible affect on Fund Balance, because Note Proceeds totally offset Capital Outlay, included the purchase of the Parks & Forestry Facility (\$550,000) and 153-155 E. Maumee (\$542,000) for the new City Hall Complex.

In accordance with the Uniform Budgeting Act (Public Act 621 of 1978) for Local Units of Government, variances from budget are identified and explained in this Financial Report. A reconciliation of all budget amendments, including General Fund Contingency, is presented on Page 10 of the Financial Forecast. The amended budget has increased \$2,663,477, reflecting the following authorized Budget Amendments:

- Purchase of Parks & Forestry Facility	\$ 550,000
- Prior Year Encumbrances and Carry-Forward Items	647,201
- Private Donations – Fee Estate – Burr Ponds	453,362
- Transfer Working Capital – Fire Department Motor Vehicle Pool	400,000
- Library Renovation	231,533
- MERS Window Period Retirements	204,999
- Library – Private Donations	43,809
- Interest Earnings estimate based on Quarterly Forecasts	40,000
- Contribution to Community Development	(36,000)
- Firefighters’ Assistance Grant Acceptance – Radios	35,280
- Burr Ponds Fishing Pier	24,395
- Emerald Ash Borer Grant	18,000
- City Attorney Contract Services	15,000
- Police JAG Grant Award Acceptance	12,543
- Weed Mowing	11,000
- Non-Drug Forfeiture Appropriations – Tahoe/Software	7,305
- Auction – Sale of Confiscated and Surplus Property	6,000
- Consumer Energy Collection Fee	(5,000)
- Office of Highway Safety (OHSP) Grant	3,000
- Additional Assessing Revenue	<u>1,050</u>
Total Budget Amendments	<u>\$2,663,477</u>

General Fund Contingency, with a beginning balance of \$52,181, had a net increase of \$465,202, resulting in a balance of \$517,383. Individual transactions are provided as follows:

- Aforementioned Staffing changes – City Clerk /Engineer/Assessor/etc.	\$ 304,744
- Church Street Parking Lot – Delay Renovation	<u>160,458</u>
Total	<u>\$ 465,202</u>

In addition to the General Fund, all other Governmental (Special Revenue, Debt Service, and Capital Projects Funds) and Proprietary (Enterprise Funds, e.g., Water and Sewer Funds) have been included in this Financial Report. Generally, these funds concluded the fiscal year with a favorable variance. However, it should be noted that the following funds are expected to experience a draw down on Fund Equity, depending on final audit adjustments:

Major Street Fund (202)	\$(1,164,627)
OMNI – Fund (267)	(45,114)
Community Development Fund (275)	(129,197)
Economic Development Fund (276)	(99,886)
Downtown Development Authority Fund (280)	(3,666)
Sewer Fund	(141,680)
Perpetual Care Fund	<u>(3,570)</u>
Total	<u>\$ (1,587,740)</u>

All of the foregoing draw-downs on fund balance were either planned, with sufficient funding available, or a result of previously authorized appropriations which were encumbered or carried forward into the ensuing budget. It should be noted, however, that the Community Development Fund is experiencing revenue shortfalls that cannot be sustained and must be addressed in the FY2008-09 Fiscal Year.

Future Considerations:

Previous interim financial reports have highlighted General Fund Subsidies to the Transportation Fund, budgeted at \$103,000 for FY2007-08. The City of Adrian, in conjunction with the Lenawee County Chamber for Economic Development, has been accorded grant funding to perform an operational and financial analysis of both the City's Dial-A-Ride and Lenawee Transportation Systems. Updates will be provided. In the meantime, the City Commission recently ratified the negotiated Quick Service Union Agreement, which should result in an estimated \$8,500 annual savings, primarily due to changing health care providers from Blue Cross/Blue Shield to Humana II. However, other operating costs, including fuel and vehicle maintenance, are more than contemplated in the budget, causing the anticipated General Fund subsidy to increase to \$115,403.

PA345 of 2006, the Omnibus Appropriations Act, repealed the Single Business Tax, effective December 31, 2007, eliminating almost \$1.9 billion annually from the state treasury. On July 12, 2007, Governor Granholm signed into law (PA36 of 2007) a package of bills creating the new Michigan Business Tax (MBT). The new tax took effect on January 1, 2008 for all business activity in the state occurring after December 31, 2007. Although the MBT is intended to be revenue neutral compared to the SBT, actual collections, based on business activity, may have an effect on future Revenue Sharing payments to local units of government. (In fact, the recently adopted State Budget for FGY2008-09 reduced the Governor's recommended increase from 4.5% to 2.5%.)

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

CITY OF ADRIAN
 FY2007-08 YEAR-END UNAUDITED FINANCIAL REPORT
 June 30, 2008

FUND/DEPARTMENT	ADOPTED BUDGET	AMENDED BUDGET	AMENDED over/(under) ADOPTED	ACTUAL	VARIANCE ACTUAL TO BUDGET		EXPLANATION
					AMOUNT	PERCENT	
MAJOR STREET FUND REVENUE (202):							
GAS & WEIGHT TAX	\$1,000,000	\$1,000,000	\$0	\$957,591	(\$42,409)	-4.2%	
CMAQ GRANT-KIWANIS TRAIL EXT.	25,000	25,000	0	25,000	0	0.0%	
CMAQ GRANT-TRAFFIC SIGNALS	157,818	157,818	0	0	(157,818)	-100.0%	
BEECHER STREET PAVING GRANT	375,000	0	(375,000)	0	0		Rec'd last April, 2007
STATE TRUNKLINE MAINTENANCE	46,000	46,000	0	63,940	17,940	39.0%	
INTERGOVERNMENTAL REVENUE	\$1,603,818	\$1,228,818	(\$375,000)	\$1,046,531	(\$182,287)	-14.8%	
INVESTMENT INCOME	20,000	20,000	0	57,991	37,991	190.0%	
CONTRB.-CAPITAL PROJ REVOLVING FUND	94,920	122,920	28,000	0	(122,920)	-100.0%	
OTHER	0	0	0	23,748	23,748		
PRIOR YEARS' REVENUE	508,910	1,879,631	1,370,721	0	(1,879,631)	-100.0%	
TOTAL MAJOR STREET FUND REVENUE	\$2,227,648	\$3,251,369	\$1,023,721	\$1,128,270	(\$2,123,099)	-65.3%	

MAJOR STREET FUND EXPENDITURES (202):

STREET CONSTRUCTION

SALARIES & FRINGES	\$0	\$0	\$0	\$0	\$0	
OPERATING	1,146,389	2,166,236	1,019,847	1,589,963	576,273	26.6%
SUBTOTAL	\$1,146,389	\$2,166,236	\$1,019,847	\$1,589,963	\$576,273	26.6%

ROUTINE ROAD MAINTENANCE

SALARIES & FRINGES	\$45,200	\$45,200	\$0	\$36,495	\$8,705	19.3%
OPERATING	138,900	138,900	0	86,383	52,517	37.8%
CAPITAL EQUIPMENT	0	0	0	0	0	
SUBTOTAL	\$184,100	\$184,100	\$0	\$122,878	\$61,222	33.3%

ROUTINE BRIDGE MAINTENANCE

SALARIES & FRINGES	\$3,000	\$3,000	\$0	\$0	\$3,000	
OPERATING	18,000	18,000	0	5,400	12,600	70.0%
SUBTOTAL	\$21,000	\$21,000	\$0	\$5,400	\$15,600	74.3%

TRAFFIC SERVICE MAINTENANCE

SALARIES & FRINGES	\$46,000	\$46,000	\$0	\$17,167	\$28,833	62.7%
OPERATING	77,800	79,896	2,096	43,150	36,746	46.0%
CAPITAL EQUIPMENT	0	0	0	0	0	
SUBTOTAL	\$123,800	\$125,896	\$2,096	\$60,317	\$65,579	52.1%

CITY OF ADRIAN
FY2007-08 YEAR-END UNAUDITED FINANCIAL REPORT
June 30, 2008

<u>FUND/DEPARTMENT</u>	<u>ADOPTED BUDGET</u>	<u>AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>ACTUAL</u>	<u>VARIANCE ACTUAL TO BUDGET</u>		<u>EXPLANATION</u>
					<u>AMOUNT</u>	<u>PERCENT</u>	
WINTER MAINTENANCE							
SALARIES & FRINGES	\$18,000	\$18,000	\$0	\$27,837	(\$9,837)	-54.7%	
OPERATING	<u>46,000</u>	<u>46,000</u>	<u>0</u>	<u>97,856</u>	<u>(51,856)</u>	-112.7%	Snow Removal
SUBTOTAL	\$64,000	\$64,000	\$0	\$125,693	(\$61,693)	-96.4%	
NON-MOTORIZED TRANSPORTATION							
SALARIES & FRINGES	\$10,500	\$10,500	\$0	\$2,101	\$8,399	80.0%	
OPERATING	90,200	91,978	1,778	13,221	78,757	85.6%	
CAPITAL IMPROVEMENTS	<u>235,000</u>	<u>235,000</u>	<u>0</u>	<u>4,412</u>	<u>230,588</u>	98.1%	
SUBTOTAL	\$335,700	\$337,478	\$1,778	\$19,734	\$87,156	25.8%	
STATE TRUNKLINE MAINTENANCE (US223)							
SALARIES & FRINGES	\$2,400	\$2,400	\$0	\$3,556	(\$1,156)	-48.2%	
OPERATING	<u>12,800</u>	<u>12,800</u>	<u>0</u>	<u>19,207</u>	<u>(6,407)</u>	-50.1%	
SUBTOTAL	\$15,200	\$15,200	\$0	\$22,763	(\$7,563)	-49.8%	
STATE TRUNKLINE MAINTENANCE (M-52)							
SALARIES & FRINGES	\$7,500	\$7,500	\$0	\$9,161	(\$1,661)	-22.1%	
OPERATING	<u>26,500</u>	<u>26,500</u>	<u>0</u>	<u>36,441</u>	<u>(9,941)</u>	-37.5%	
SUBTOTAL	\$34,000	\$34,000	\$0	\$45,602	(\$11,602)	-34.1%	
STATE TRUNKLINE MAINTENANCE (M-34)							
SALARIES & FRINGES	\$1,500	\$1,500	\$0	\$2,042	(\$542)	-36.1%	
OPERATING	<u>10,700</u>	<u>10,700</u>	<u>0</u>	<u>11,608</u>	<u>(908)</u>	-8.5%	
SUBTOTAL	12,200	12,200	\$0	13,650	(1,450)	-11.9%	
ADMIN & RECORD KEEPING	41,259	41,259	0	36,897	\$4,362	10.6%	
CONTRIBUTION - LOCAL STREET FUND	250,000	250,000	0	250,000	0	0.0%	
TOTAL MAJOR STREET FUND EXP. (202)	\$2,227,648	\$3,251,369	\$1,023,721	\$2,292,897	\$727,884	22.4%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$1,164,627)	(\$1,395,215)		

CITY OF ADRIAN
FY2007-08 YEAR-END UNAUDITED FINANCIAL REPORT
June 30, 2008

FUND/DEPARTMENT	ADOPTED BUDGET	AMENDED BUDGET	AMENDED over/(under) ADOPTED	ACTUAL	VARIANCE ACTUAL TO BUDGET		EXPLANATION
					AMOUNT	PERCENT	
LOCAL STREET FUND REVENUE (203):							
GAS & WEIGHT TAX	\$330,000	\$330,000	\$0	\$321,377	(\$8,623)	-2.6%	
CONTRIBUTION - MAJOR STREET FUND	250,000	250,000	0	250,000	0	0.0%	
CONTRIBUTION - CAPITAL PROJ. REV. FUND	63,067	63,067	0	0	(63,067)	-100.0%	
METRO ACT	60,000	60,000	0	60,102	102	0.2%	
INVESTMENT EARNINGS	500	500	0	3,438	2,938	587.6%	
TRANSFER IN - MUNICIPAL STREET FUND	463,875	463,875	0	463,875	0	0.0%	
PRIOR YEARS' REVENUE	0	297,181	297,181	0	(297,181)	-100.0%	
TOTAL LOCAL STREET FUND REVENUE	\$1,167,442	\$1,464,623	\$297,181	\$1,098,792	(\$365,831)	-25.0%	
LOCAL STREET FUND EXPENDITURES (203):							
SIDEWALKS							
SALARIES & FRINGES	\$5,100	\$5,100	\$0	\$3,684	\$0		
OPERATING	<u>54,900</u>	<u>57,954</u>	<u>3,054</u>	<u>23,274</u>	<u>34,680</u>	59.8%	
SUBTOTAL	\$60,000	\$63,054	\$3,054	\$26,958	\$34,680	55.0%	
STREET CONSTRUCTION							
SALARIES & FRINGES	\$0	\$0	\$0	\$32,234	(\$32,234)		
OPERATING	<u>592,729</u>	<u>886,856</u>	<u>294,127</u>	<u>485,152</u>	<u>401,704</u>	45.3%	
SUBTOTAL	\$592,729	\$886,856	\$294,127	\$517,386	\$369,470	41.7%	
ROUTINE ROAD MAINTENANCE							
SALARIES & FRINGES	\$78,300	\$78,300	\$0	\$57,658	\$20,642	26.4%	
OPERATING	<u>273,300</u>	<u>273,300</u>	<u>0</u>	<u>126,870</u>	<u>146,430</u>	53.6%	
SUBTOTAL	\$351,600	\$351,600	\$0	\$184,528	\$167,072	47.5%	
ROUTINE BRIDGE MAINTENANCE							
SALARIES & FRINGES	\$100	\$100	\$0	\$0	\$100	100.0%	
OPERATING	<u>900</u>	<u>900</u>	<u>0</u>	<u>0</u>	<u>900</u>	100.0%	
SUBTOTAL	\$1,000	\$1,000	\$0	\$0	\$1,000	100.0%	
TRAFFIC SERVICE MAINTENANCE							
SALARIES & FRINGES	\$17,200	\$17,200	\$0	\$16,447	\$753	4.4%	
OPERATING	<u>24,000</u>	<u>24,000</u>	<u>0</u>	<u>16,274</u>	<u>7,726</u>	32.2%	
SUBTOTAL	\$41,200	\$41,200	\$0	\$32,721	\$8,479	20.6%	
WINTER MAINTENANCE							
SALARIES & FRINGES	\$14,000	\$14,000	\$0	\$23,181	(\$9,181)	-65.6%	
OPERATING	<u>36,500</u>	<u>36,500</u>	<u>0</u>	<u>75,528</u>	<u>(39,028)</u>	-106.9%	Snow Removal
SUBTOTAL	\$50,500	\$50,500	\$0	\$98,709	(\$48,209)	-95.5%	
ADMIN & RECORD KEEPING	\$35,000	\$35,000	\$0	\$30,015	\$4,985	14.2%	
DISTRB. - IT SERVICES	7,259	7,259	0	7,259	0	0.0%	
NON-DEPT - CONTINGENCY	28,154	28,154	0	0	28,154		
TOTAL LOCAL STREET FUND EXP (203)	\$1,167,442	\$1,464,623	\$297,181	\$897,576	\$565,631	38.6%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$201,216	\$199,800		

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<u>FUND/DEPARTMENT</u>	<u>ADOPTED BUDGET</u>	<u>AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>ACTUAL</u>	<u>VARIANCE ACTUAL TO BUDGET</u>		<u>EXPLANATION</u>
					<u>AMOUNT</u>	<u>PERCENT</u>	
MUNICIPAL STREET FUND REVENUE:							
PROPERTY TAXES - SPECIAL VOTED	\$456,875	\$456,875	\$0	\$453,210	(\$3,665)	-0.8%	
INVESTMENT INCOME	7,000	7,000	0	11,100	4,100	58.6%	
OTHER	0	0	0	18	18		
TOTAL MUNICIPAL STREET FUND REVENUE	\$463,875	\$463,875	\$0	\$464,328	\$453	0.1%	
MUNICIPAL STREET FUND EXPENDITURES:							
CONTRIBUTION - LOCAL STREETS	\$463,875	\$463,875	\$0	\$463,875	\$0	0.0%	
TOTAL MUNICIPAL ST. FUND EXP.(204)	\$463,875	\$463,875	\$0	\$463,875	\$0	0.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$453	\$453		

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<u>FUND/DEPARTMENT</u>	<u>ADOPTED BUDGET</u>	<u>AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>ACTUAL</u>	<u>VARIANCE ACTUAL TO BUDGET</u>		<u>EXPLANATION</u>
					<u>AMOUNT</u>	<u>PERCENT</u>	
OMNI FUND REVENUE (267):							
OMNI FORFEITURES	\$72,000	\$72,000	\$0	\$26,807	(\$45,193)		
INVESTMENT INCOME	3,000	3,000	0	4,109	1,109		
RENTS	2,000	2,000	0	3,900	1,900		
DONATIONS - PRIVATE	400	400	0	0	(400)		
OTHER	0	0	0	0	0		
TOTAL OMNI FUND REVENUE	\$77,400	\$77,400	\$0	\$34,816	(\$42,584)		
OMNI FUND EXPENDITURES (267):							
SALARIES & FRINGE BENEFITS	\$18,000	\$18,000	\$0	\$25,965	(\$7,965)		
OPERATING	59,400	59,400	0	53,965	5,435		
CAPITAL OUTLAY	0	0	0	0	0		
TOTAL OMNI FUND EXPENDITURES (267)	\$77,400	\$77,400	\$0	\$79,930	(\$2,530)		
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$45,114)	(\$45,114)		

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<u>FUND/DEPARTMENT</u>	<u>ADOPTED BUDGET</u>	<u>AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>ACTUAL</u>	<u>VARIANCE ACTUAL TO BUDGET</u>		<u>EXPLANATION</u>
					<u>AMOUNT</u>	<u>PERCENT</u>	
COMMUNITY DEVELOPMNT FUND REV (275):							
CDBG GRANT	\$79,000	\$79,000	\$0	\$0	(\$79,000)	-100.0%	
REVOLVING LOAN INCOME	25,000	25,000	0	0	(25,000)	-100.0%	
NEIGHBORHOOD PRESERVATION	51,826	51,826	0	0	(51,826)	-100.0%	
COMMUNITY DEVELOPMENT GRANT	447,000	447,000	0	0	(447,000)	-100.0%	
DOWNTOWN RENTAL REHAB	215,000	215,000	0	0	(215,000)	-100.0%	
PROPERTY IMPROVEMENT PROGRAM	20,000	20,000	0	0	(20,000)	-100.0%	
HUD RECOVERY PROGRAM	0	0	0	419	419		
ADMINISTRATIVE FEES	77,000	77,000	0	60,129	(16,871)	-21.9%	
APPLICATION FEE	1,000	1,000	0	55	(945)	-94.5%	
INVESTMENT INCOME	10,000	10,000	0	5,627	(4,373)	-43.7%	
CONTRIBUTION - DDA-TIF FUND	0	0	0	2,000	2,000		
PRIOR YEARS' REVENUE	59,276	0	(59,276)	0	0		
TOTAL COMMUNITY DEVELOPMNT FUND REV	\$985,102	\$925,826	(\$59,276)	\$68,230	(\$857,596)	-92.6%	
COMMUNITY DEVELOPMNT FUND EXP (275):							
ADM CD BLOCK GRANT							
SALARIES & FRINGE BENEFITS	\$163,397	\$92,442	(\$70,955)	\$161,538	(\$69,096)	-74.7%	
OPERATING	71,139	71,139	0	33,395	37,744	53.1%	
CAPITAL OUTLAY	0	0	0	0	0		
TOTAL CDBG GRANT	\$234,536	\$163,581	(\$70,955)	\$194,933	(\$31,352)	-19.2%	
COMMUNITY DEVELOPMENT GRANT	\$170,000	\$170,000	\$0	\$0	\$170,000	100.0%	
CDBG PROGRAM INCOME	70,000	70,000	0	0	70,000	100.0%	
NEIGHBORHOOD PRESERVATION PRG	0	0	0	0	0		
DOWNTOWN RENTAL REHAB	150,000	150,000	0	0	150,000	100.0%	
HOUSING REHAB	85,266	85,266	0	0	85,266	100.0%	
TAXES	5,000	5,000	0	1,494	3,506	70.1%	
LAND	20,000	20,000	0	1,000	19,000	95.0%	
OTHER PROJECTS	300	300	0	0	300		
CONTRIBUTION - MAJOR STREET FUND	150,000	150,000	0	0	150,000	100.0%	
CONTRIBUTION - AUTO PARKING FUND	100,000	100,000	0	0	100,000	100.0%	
CONTINGENCY	0	11,679	11,679	0	11,679		
TOTAL COMM DEVL P FUND EXP (275)	\$985,102	\$925,826	(\$59,276)	\$197,427	\$728,399	78.7%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$129,197)	(\$129,197)		

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<u>FUND/DEPARTMENT</u>	<u>ADOPTED BUDGET</u>	<u>AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>ACTUAL</u>	<u>VARIANCE ACTUAL TO BUDGET</u>		<u>EXPLANATION</u>
					<u>AMOUNT</u>	<u>PERCENT</u>	
ECONOMIC DEVELOPMENT FUND REV (276)							
MDEQ SILO DEMOLITION GRANT	\$0	\$81,500	\$81,500	\$42,908	(\$38,592)	-47.4%	
INVESTMENT INCOME	2,000	2,000	0	4,514	2,514	125.7%	
BROWNFIELD REDEVELOPMENT GRANT	100,000	108,053	8,053	58,527	(49,526)	-45.8%	
MDEQ SITE ASSESSMENT GRANT	20,000	20,000	0	0	(20,000)	-100.0%	
PRIOR YEAR'S REVENUE	0	151,262	151,262	0	(151,262)	-100.0%	
DONATIONS - PRIVATE - CITIZENS GAS	150,000	150,000	0	162,500	12,500	8.3%	
OTHER	0	23,570	23,570	23,570	0		City Share of GAIDC
TOTAL ECONOMIC DEVELOPMENT FUND REV	\$272,000	\$536,385	\$264,385	\$292,019	(\$244,366)	-45.6%	Property Sale
ECONOMIC DEVELOPMENT FUND EXP (276):							
PROGRAM ADMINISTRATION	\$81,350	\$85,106	\$3,756	\$22,315	\$62,791	73.8%	
ECONOMIC DEVELOPMENT	51,157	163,233	112,076	104,630	58,603	35.9%	
PETROLEUM SITE ASSESSMENT	100,000	108,053	8,053	105,548	2,505	2.3%	
WATERFRONT SITE ASSESSMENT	0	59,000	59,000	13,929	45,071	76.4%	
MDEQ SILO DEMOLITION GRANT	0	81,500	81,500	105,989	(24,489)	-30.0%	
CONTRIBUTION - GENERAL FUND	39,493	39,493	0	39,493	0	0.0%	
TOTAL ECONOMIC DEVELOPMENT FUND EXP (276)	\$272,000	\$536,385	\$264,385	\$391,904	\$144,481	26.9%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$99,885)	(\$99,885)		
BROWNFIELD REDEVELOPMENT AUTHORITY (279):							
CURRENT PROPERTY TAX	\$6,000	\$6,000	\$0	\$3,079	(\$2,921)	-48.7%	
TOTAL REVENUE	\$6,000	\$6,000	\$0	\$3,079	(\$2,921)	-48.7%	
BROWNFIELD REDEVELOPMENT AUTHORITY (279):							
CONTRACT SERVICES	\$0	\$0	\$0	\$1,440	(\$1,440)		
NON-DEPT - CONTINGENCY	6,000	6,000	0	0	6,000	100.0%	
TOTAL EXPENDITURES	\$6,000	\$6,000	\$0	\$1,440	\$4,560	76.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$1,639	\$1,639		

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FUND/DEPARTMENT	ADOPTED BUDGET	AMENDED BUDGET	AMENDED over/(under) ADOPTED	ACTUAL	VARIANCE ACTUAL TO BUDGET		EXPLANATION
					AMOUNT	PERCENT	
DOWNTOWN DEVLPMNT AUTH REV (280):							
CURRENT REAL PROPERTY TAX	\$33,000	\$33,000	\$0	\$33,720	\$720	2.2%	
REFUSE COLLECTION	0	0	0	0	0		
RENTS	1,500	1,500	0	0	(1,500)	-100.0%	
CONTRIB - GENERAL FUND	0	2,748	2,748	2,748	0	0.0%	
INVESTMENT EARNINGS	1,000	1,000	0	767	(233)	-23.3%	
TRANSFER IN - TIF	6,600	6,600	0	6,600	0	0.0%	
OTHER	6,000	6,000	0	4,288	(1,712)	-28.5%	
OTHER-ARTS FESTIVAL	0	4,905	4,905	3,505	(1,400)	-28.5%	
PRIOR YEAR'S REVENUE	0	10,039	10,039	0	(10,039)	-100.0%	
TOTAL DOWNTOWN DEV AUTH. REV.	\$48,100	\$65,792	\$17,692	\$51,628	(\$14,164)	-21.5%	
DOWNTOWN DEVLPMNT AUTH. EXP. (280):							
SALARIES & FRINGE BENEFITS	\$6,400	\$6,400	\$0	\$5,759	\$641	10.0%	
OPERATING	37,700	39,392	1,692	33,600	5,792	14.7%	
CONTRIBUTION - AUTO PARKING	10,000	10,000	0	10,000	0	0.0%	
CAPITAL OUTLAY	14,000	10,000	(4,000)	5,935	4,065	40.7%	
TOTAL DOWNTOWN DEVLPMNT AUTH EXP	\$48,100	\$65,792	\$17,692	\$55,294	\$10,498	16.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$3,666)	(\$3,666)		

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FUND/DEPARTMENT	ADOPTED BUDGET	AMENDED BUDGET	AMENDED over/(under) ADOPTED	ACTUAL	VARIANCE ACTUAL TO BUDGET		EXPLANATION
					AMOUNT	PERCENT	
DDA - TIF FUND REVENUE (281):							
CURRENT REAL PROPERTY TAX	\$355,000	\$355,000	\$0	\$406,748	\$51,748	14.6%	
CONTRACT SERVICES REVENUE	0	24,000	24,000	14,842	(9,158)	-38.2%	
PRIOR YEAR'S REVENUE	44,292	94,984	50,692	0	(94,984)	-100.0%	
INVESTMENT EARNINGS	6,000	16,000	10,000	20,217	4,217	26.4%	
TOTAL DOWNTOWN DEV AUTH. REV.	\$405,292	\$489,984	\$84,692	\$441,807	(\$48,177)	-9.8%	
DDA-TIF FUND EXP. (281):							
SALARIES & FRINGE BENEFITS	\$61,400	\$61,400	\$0	\$54,415	\$6,985	11.4%	
OPERATING	173,947	96,839	(77,308)	51,083	45,556	47.1%	
CAPITAL OUTLAY	50,000	77,000	27,000	24,914	52,086	67.6%	
CONTRIBUTION-DDA	6,600	6,600	0	6,600	0	0.0%	
CONTRIBUTION-AUTO PARKING FUND	50,000	50,000	0	50,000	0		
CONTRIBUTION-COMMUNITY DEVELOP	2,000	2,000	0	2,000	0	0.0%	
TRANSFER OUT - DEBT	111,345	111,345	0	97,960	13,385	12.0%	
TRANSFER OUT - SCHOOLS	85,000	85,000	0	94,900	(9,900)	-11.6%	
TOTAL DDA-TIF FUND EXP	\$405,292	\$489,984	\$84,692	\$381,872	\$118,012	24.1%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$59,935	\$69,835		
LOCAL DEVELOPMENT FINANCE AUTHORITY FUND REVENUE (282)							
CONTRIBUTION - PRIVATE - (GAIDC)	\$0	\$0	\$0	\$300,000	\$300,000		
INVESTMENT INCOME	0	0	0	0	0		
TOTAL LDFA FUND REVENUE	\$0	\$0	\$0	\$300,000	\$300,000		
LOCAL DEVELOPMENT FINANCE AUTHORITY FUND EXPENDITURES (282)							
TRANSFER OUT- DEBT	\$0	\$0	\$0	\$0	\$0		
TOTAL LDFA FUND EXP (310)	\$0	\$0	\$0	\$0	\$0		
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$300,000	\$300,000		
LDFA DEBT FUND REVENUE (310):							
CURRENT REAL PROPERTY TAX	\$123,000	\$123,000	\$0	\$123,436	\$436	0.4%	
INVESTMENT INCOME	500	500	0	1,967	1,467	293.4%	
TOTAL LDFA FUND REVENUE	\$123,500	\$123,500	\$0	\$125,403	\$1,903	1.5%	
LDFA DEBT FUND EXPENDITURES (310):							
TRANSFER OUT- DEBT	\$123,500	\$123,500	\$0	\$112,299	\$11,201	9.1%	
TOTAL LDFA FUND EXP (310)	\$123,500	\$123,500	\$0	\$112,299	\$11,201	9.1%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$13,104	\$13,104		

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FUND/DEPARTMENT	ADOPTED BUDGET	AMENDED BUDGET	AMENDED over/(under) ADOPTED	ACTUAL	VARIANCE ACTUAL TO BUDGET		EXPLANATION
					AMOUNT	PERCENT	
BUILDING AUTHORITY DEBT FUND (369):							
INVESTMENT INCOME	\$100	\$100	\$0	\$0	(\$100)	-100.0%	
RENTS	0	0	0	0	0		
TOTAL BLDG AUTHORITY DEBT FUND REV.	\$100	\$100	\$0	\$0	(\$100)	-100.0%	
BLDG AUTH. FUND EXPENDITURES (369):							
BOND INTEREST EXPENSE	\$0	\$0	\$0	\$0	\$0		
PAYING AGENT FEES	0	0	0	0	0		
CONTINGENCY	100	100	0	0	100	100.0%	
TOTAL BLDG AUTH FUND EXP (369)	\$100	\$100	\$0	\$0	\$100	100.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$0	\$0		
DDA DEBT FUND REVENUE (394):							
INVESTMENT INCOME	\$100	\$100	\$0	\$105	\$5	5.0%	
TRANSFER IN - APPROPRIATION	111,345	111,345	0	97,960	(13,385)	-12.0%	
TOTAL DDA DEBT FUND REVENUE	\$111,445	\$111,445	\$0	\$98,065	(\$13,380)	-12.0%	
DDA DEBT FUND EXPENDITURES (394):							
BOND INTEREST EXPENSE	\$25,920	\$25,920	\$0	\$26,827	(\$907)	-3.5%	
PAYING AGENT FEES	425	425	0	425	0	0.0%	
CONTINGENCY	85,100	85,100	0	0	85,100	100.0%	
TOTAL DDA DEBT FUND EXP (394)	\$111,445	\$111,445	\$0	\$27,252	\$84,193	75.5%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$70,813	\$70,813		

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					AMOUNT	PERCENT	
WATER-CAPITAL PROJECTS FUND REVENUE (496)							
INVESTMENT INCOME	\$0	\$0	\$0	\$0	\$0		
CONTRIBUTION- WATER FUND	449,000	449,000	0	188,962	(260,038)	-57.9%	
PRIOR YEAR'S REVENUE	0	11,691	11,691	0	(11,691)	-100.0%	
TOTAL DDA DEBT FUND REVENUE	\$449,000	\$460,691	\$11,691	\$188,962	(\$271,729)	-59.0%	
WATER-CAPITAL PROJECTS FUND EXPENDITURES (496)							
ADMINISTRATION	\$3,000	\$3,000	\$0	\$0	\$3,000	100.0%	
METER READING & MAINT.	75,000	75,000	0	63,037	11,963	16.0%	
WATER PLANT CAPITAL EQUIP	86,000	87,975	1,975	56,334	31,641	36.0%	
WATER PLANT CAPITAL IMPRVMT	120,000	125,855	5,855	60,845	65,010	51.7%	
WATER DISTRB CAPITAL EQUIP	60,000	63,861	3,861	21,454	42,407	66.4%	
WATER DISTRB CAPITAL IMPRVMT	105,000	105,000	0	37,468	67,532	64.3%	
TOTAL EXPENDITURES	\$449,000	\$460,691	\$11,691	\$239,138	\$221,553	48.1%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$50,176)	(\$50,176)		
SEWER-CAPITAL PROJECTS FUND REVENUE (497)							
CONTRIBUTION- WASTEWATER FUND	\$1,500,000	\$635,000	(\$865,000)	\$252,611	(\$382,389)	-60.2%	
PRIOR YEAR'S REVENUE	0	87,521	87,521	0	(87,521)	-100.0%	
TOTAL DDA DEBT FUND REVENUE	\$1,500,000	\$722,521	(\$777,479)	\$252,611	(\$469,910)	-65.0%	
SEWER-CAPITAL PROJECTS FUND EXPENDITURES (497)							
WWTP CAPITAL IMPROVEMENTS	\$1,061,000	\$196,000	(\$865,000)	\$47,570	\$148,430	75.7%	
WWTP CAPITAL EQUIPMENT	145,000	206,564	61,564	146,553	60,011	29.1%	
SEWER COLLECTION SYSTEM	294,000	319,957	25,957	50,375	269,582	84.3%	
TOTAL EXPENDITURES	\$1,500,000	\$722,521	(\$777,479)	\$244,498	\$478,023	66.2%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$8,113	\$8,113		

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<u>FUND/DEPARTMENT</u>	<u>ADOPTED BUDGET</u>	<u>AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>ACTUAL</u>	<u>VARIANCE ACTUAL TO BUDGET</u>		<u>EXPLANATION</u>
					<u>AMOUNT</u>	<u>PERCENT</u>	
AUTO PARKING FUND REVENUE (585):							
SPECIAL ASSESSMENT	\$30,000	\$30,000	\$0	\$26,985	(\$3,015)	-10.1%	
PARKING FEES	60,000	59,075	(925)	41,085	(17,990)	-30.5%	
PARKING FINES	24,221	23,296	(925)	26,833	3,537	15.2%	
CONTRIBUTION - GENERAL FUND	6,000	6,000	0	6,000	0	0.0%	
CONTRIBUTION - FEE ESTATE	50,000	0	(50,000)	0	0		
TRANSFER IN - DDA	10,000	10,000	0	10,000	0	0.0%	
TRANSFER IN - DDA-TIF	50,000	50,000	0	50,000	0	0.0%	
TRANSFER IN - COMMUNITY DEVELOPMENT	100,000	0	(100,000)	0	0		
OTHER	45,000	0	(45,000)	0	0		
INVESTMENT INCOME	100	100	0	58	(42)	-42.0%	
TOTAL AUTO PARKING FUND REVENUE	\$375,321	\$178,471	(\$196,850)	\$160,961	(\$17,510)	-9.8%	
AUTO PARKING FUND EXPENDITURES (585):							
SALARIES & FRINGE BENEFITS	\$33,668	\$33,668	\$0	\$43,349	(\$9,681)	-28.8%	
OPERATING	41,653	41,653	0	53,402	(11,749)	-28.2%	
CAPITAL OUTLAY	300,000	103,150	(196,850)	0	\$103,150		
TOTAL AUTO PARKING FUND EXP (585)	\$375,321	\$178,471	(\$196,850)	\$96,751	81,720	45.8%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$64,210	\$64,210		
TRANSPORTATION SYSTEM FUND REV (588):							
FEDERAL GRANTS	\$62,005	\$62,005	\$0	\$44,606	(\$17,399)	-28.1%	
TRANSPORTATION FACILITY GRANT	159,643	1,383,643	1,224,000	0	(1,383,643)	-100.0%	
STATE GRANTS	0	110,000	110,000	136,896	26,896		
DART GRANT - BUSES	0	49,817	49,817	49,817	0	0.0%	
DART FARES	90,703	90,703	0	93,999	3,296	3.6%	
OTHER	305	305	0	14,883	14,578	4779.7%	
PRIOR YEARS' REVENUE	0	20,690	20,690	0	(20,690)	-100.0%	
CONTRIBUTION - GENERAL FUND	103,000	103,000	0	115,403	12,403	12.0%	
TOTAL TRANSPRTN SYSTEM FUND REV	\$415,656	\$1,820,163	\$1,404,507	\$455,604	(\$1,364,559)	-75.0%	
TRANSPORTATION FUND EXPENDITURES:							
SALARIES & FRINGE BENEFITS	\$289,375	\$289,375	\$0	\$309,891	(\$20,516)	-7.1%	
OPERATING	126,281	146,971	20,690	145,713	1,258	0.9%	
CAPITAL OUTLAY	0	1,383,817	1,383,817	0	\$1,383,817	100.0%	
TOTAL TRANSPORTATION FUND EXP (588)	\$415,656	\$1,820,163	\$1,404,507	\$455,604	\$1,364,559	75.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$0	\$0		

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FUND/DEPARTMENT	ADOPTED BUDGET	AMENDED BUDGET	AMENDED over/(under) ADOPTED	ACTUAL	VARIANCE ACTUAL TO BUDGET		EXPLANATION
					AMOUNT	PERCENT	
SEWER FUND REVENUE (590):							
CHARGES FOR SERVICES	\$3,668,070	\$3,668,070	\$0	\$3,656,582	(\$11,488)	-0.3%	
INVESTMENT INCOME	60,000	60,000	0	83,385	23,385	39.0%	
PENALTIES	1,000	1,000	0	51,000	50,000	5000.0%	
INSTALLMENT PURCHASE LOAN PROCEEDS	875,000	0	(875,000)	0	0		
TAPS & SERVICE	75,000	75,000	0	7,260	(67,740)	-90.3%	
PRIOR YEARS' REVENUE	1,165,018	1,073,668	(91,350)	0	(1,073,668)	-100.0%	
OTHER	13,000	13,000	0	32,549	19,549	150.4%	
TOTAL SEWER FUND REVENUE	\$5,857,088	\$4,890,738	(\$966,350)	\$3,779,776	(\$1,059,962)	-21.7%	
SEWER FUND EXPENDITURES (590):							
WASTE WATER TREATMENT PLANT							
SALARIES & FRINGE BENEFITS	\$716,500	\$716,500	\$0	\$688,931	\$27,569	3.8%	
OPERATING	937,000	939,301	2,301	778,208	161,093	17.2%	
CAPITAL OUTLAY	0	0	0	0	0		
SUBTOTAL	\$1,653,500	\$1,655,801	\$2,301	\$1,467,139	\$188,662	11.4%	
ADMINISTRATION & OVERHEAD							
SALARIES & FRINGE BENEFITS	\$386,274	\$386,274	\$0	\$472,142	(\$85,868)	-22.2%	
OPERATING	361,089	361,096	7	383,156	(22,060)	-6.1%	
CAPITAL OUTLAY	0	0	0	0	0		
SUBTOTAL	\$747,363	\$747,370	\$7	\$855,298	(\$107,928)	-14.4%	
SANITARY SEWERS							
SALARIES & FRINGE BENEFITS	\$202,000	\$202,000	\$0	\$141,625	\$60,375	29.9%	
OPERATING	184,800	196,300	11,500	107,157	89,143	45.4%	
CAPITAL OUTLAY	5,000	5,000	0	5,115	(\$115)	-2.3%	
SUBTOTAL	\$391,800	\$403,300	\$11,500	\$253,897	\$149,403	37.0%	
BROAD STREET LIFT STATION							
SALARIES & FRINGE BENEFITS	\$7,000	\$7,000	\$0	\$11,960	(\$4,960)	-70.9%	
OPERATING	31,200	31,200	0	32,785	(1,585)	-5.1%	
CAPITAL OUTLAY	0	0	0	0	0		
SUBTOTAL	\$38,200	\$38,200	\$0	\$44,745	(\$6,545)	-17.1%	
LIFT STATIONS							
SALARIES & FRINGE BENEFITS	\$12,000	\$12,000	\$0	\$10,849	\$1,151	9.6%	
OPERATING	26,500	26,500	0	15,733	10,767	40.6%	
CAPITAL OUTLAY	0	0	0	0	0		
SUBTOTAL	\$38,500	\$38,500	\$0	\$26,582	\$11,918	31.0%	

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<u>FUND/DEPARTMENT</u>	<u>ADOPTED BUDGET</u>	<u>AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>ACTUAL</u>	<u>VARIANCE ACTUAL TO BUDGET</u>		<u>EXPLANATION</u>
					<u>AMOUNT</u>	<u>PERCENT</u>	
RETENTION BASIN							
SALARIES & FRINGE BENEFITS	\$2,500	\$2,500	\$0	\$843	\$1,657	66.3%	
OPERATING	<u>13,000</u>	<u>13,000</u>	<u>0</u>	<u>10,518</u>	<u>2,482</u>	19.1%	
SUBTOTAL	\$15,500	\$15,500	\$0	\$11,361	\$4,139	26.7%	
DEPRECIATION EXPENSE							
DEPRECIATION EXPENSE	\$1,009,821	\$1,009,821	\$0	\$1,009,821	\$0	0.0%	
BOND INTEREST EXPENSE							
BOND INTEREST EXPENSE	339,300	339,300	0	0	339,300	100.0%	
LEASE PURCHASE CONTRACT							
LEASE PURCHASE CONTRACT	0	7,946	0	0	7,946	100.0%	
INSTALLMENT PURCHASE DEBT SVC							
INSTALLMENT PURCHASE DEBT SVC	123,104	0	(123,104)	0	0		
CONTRIBUTION - CAPITAL PROJECTS							
CONTRIBUTION - CAPITAL PROJECTS	<u>1,500,000</u>	<u>635,000</u>	<u>(865,000)</u>	<u>252,611</u>	<u>\$382,389</u>	60.2%	
FIXED EXPENSES							
FIXED EXPENSES	\$2,972,225	\$1,992,067	(\$980,158)	\$1,262,432	\$729,635	36.6%	
TOTAL SEWER FUND EXPENDITURES (590)	<u>\$5,857,088</u>	<u>\$4,890,738</u>	<u>(\$966,350)</u>	<u>\$3,921,454</u>	<u>\$969,284</u>	19.8%	
REVENUE OVER/(UNDER) EXP.							
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>(\$141,678)</u>	<u>(\$90,678)</u>		

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FUND/DEPARTMENT	ADOPTED BUDGET	AMENDED BUDGET	AMENDED over/(under) ADOPTED	ACTUAL	VARIANCE ACTUAL TO BUDGET		EXPLANATION
					AMOUNT	PERCENT	
WATER FUND REVENUE (591):							
NEW ACCOUNT CHARGES	\$15,000	\$15,000	\$0	\$12,800	(\$2,200)	-14.7%	
CHARGES FOR SERVICES - SALES	2,899,860	2,899,860	0	2,985,398	85,538	2.9%	
PENALTIES	100,000	100,000	0	59,493	(40,507)	-40.5%	
I.P.P. FINES & FEES	100	100	0	0	(100)	-100.0%	
INVESTMENT INCOME	18,000	18,000	0	15,446	(2,554)	-14.2%	
HYDRANT RENTAL	35,000	35,000	0	40,812	5,812	16.6%	
GENERAL FUND SHORT TERM ADVANCE	500,000	500,000	0	0	(500,000)	-100.0%	
MERCHANDISE	2,000	2,000	0	104	(1,896)	-94.8%	
TAPS & SERVICE	100,000	100,000	0	10,745	(89,255)	-89.3%	
DWRP REIMB.-UP FRONT COSTS	445,000	445,000	0	0	(445,000)	-100.0%	
PRIOR YEARS' REVENUE	0	4,211	4,211	0	(4,211)	-100.0%	
OTHER	13,000	13,000	0	41,918	28,918	222.4%	
TOTAL WATER FUND REVENUE	\$4,127,960	\$4,132,171	\$4,211	\$3,166,716	(\$965,455)	-23.4%	
WATER FUND EXPENDITURES (591):							
MERCHANDISE	\$25,000	\$25,000	\$0	\$53,366	(\$28,366)	-113.5%	
TAPS & SERVICE							
SALARIES & FRINGE BENEFITS	\$9,000	\$9,000	\$0	\$0	\$9,000	100.0%	
OPERATING	7,000	7,000	0	0	7,000	100.0%	
CAPITAL OUTLAY	0	0	0	0	0		
SUBTOTAL	\$16,000	\$16,000	\$0	\$0	\$16,000	100.0%	
PURIFICATION & PUMPING							
SALARIES & FRINGE BENEFITS	\$434,500	\$434,500	\$0	\$398,794	\$35,706	8.2%	
OPERATING	701,000	704,918	3,918	591,092	113,826	16.1%	
CAPITAL OUTLAY	0	0	0	0	0		
SUBTOTAL	\$1,135,500	\$1,139,418	\$3,918	\$989,886	\$149,532	13.1%	
TRANSMISSION & DISTRIBUTION							
SALARIES & FRINGE BENEFITS	\$326,000	\$326,000	\$0	\$338,696	(\$12,696)	-3.9%	
OPERATING	227,200	227,433	233	181,183	46,250	20.3%	
CAPITAL OUTLAY	5,000	5,000	0	6,010	(1,010)		
SUBTOTAL	\$558,200	\$558,433	\$233	\$525,889	\$32,544	5.8%	
CUSTOMER SERVICE & OVERHEAD							
SALARIES & FRINGE BENEFITS	\$670,140	\$632,844	(\$37,296)	\$622,207	\$10,637	1.7%	
OPERATING	(20,011)	23,630	43,641	(38,012)	61,642	260.9%	
CAPITAL OUTLAY	0	0	0	0	0		
SUBTOTAL	\$650,129	\$656,474	\$6,345	\$584,195	\$72,279	11.0%	

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<u>FUND/DEPARTMENT</u>	<u>ADOPTED BUDGET</u>	<u>AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>ACTUAL</u>	<u>VARIANCE ACTUAL TO BUDGET</u>		<u>EXPLANATION</u>
					<u>AMOUNT</u>	<u>PERCENT</u>	
DEPRECIATION EXPENSE	\$762,192	\$762,192	\$0	\$762,192	\$0	0.0%	
BOND INTEREST EXPENSE	128,000	128,000	0	0	128,000	100.0%	
CONTRIBUTION - CAPITAL PROJECTS	449,000	449,000	0	188,962	260,038		
CONTINGENCY	403,939	397,654	(6,285)	0	397,654		
TOTAL WATER FUND EXPENSES (591)	\$4,127,960	\$4,132,171	\$4,211	\$3,104,490	\$1,027,681	24.9%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$62,226	\$62,226		

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<u>FUND/DEPARTMENT</u>	<u>ADOPTED BUDGET</u>	<u>AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>ACTUAL</u>	<u>VARIANCE ACTUAL TO BUDGET</u>		<u>EXPLANATION</u>
					<u>AMOUNT</u>	<u>PERCENT</u>	
STORM WATER UTILITY FUND REV (598):							
CHARGES FOR SERVICES	\$264,000	\$264,000	\$0	\$265,899	\$1,699	0.6%	
INVESTMENT INCOME	100	100	0	53	(47)	-47.0%	
ILLCIT CONNECTION GRANT	20,000	20,000	0	26,880	6,880		
TOTAL STORM WATER UTILITY FUND REV.	\$284,100	\$284,100	\$0	\$292,632	\$8,532	3.0%	
STORM WATER UTLTY FUND EXP. (598):							
DRAINS - PUBLIC BENEFIT							
SALARIES & FRINGE BENEFITS	\$68,600	\$68,600	\$0	\$62,363	\$6,237	9.1%	
OPERATING	114,300	114,300	0	122,006	(7,706)	-6.7%	
CAPITAL OUTLAY	0	0	0	0	0		
SUBTOTAL	\$182,900	\$182,900	\$0	\$184,369	(\$1,469)	-0.8%	
DRAINS - ILLICIT CONNECTION							
SALARIES & FRINGE BENEFITS	\$13,500	\$13,500	\$0	\$9,050	\$4,450	33.0%	
OPERATING	20,600	20,600	0	31,613	(11,013)	-53.5%	
CAPITAL OUTLAY	0	0	0	0	0		
SUBTOTAL	\$34,100	\$34,100	\$0	\$40,663	(\$6,563)	-19.2%	
ENGINEERING							
SALARIES & FRINGE BENEFITS	\$4,000	\$4,000	\$0	\$3,333	\$667	16.7%	
OPERATING	7,000	7,000	0	143	6,857	98.0%	
CAPITAL OUTLAY	0	0	0	0	0		
SUBTOTAL	\$11,000	\$11,000	\$0	\$3,476	\$7,524	68.4%	
CONTINGENCY	\$38,000	\$38,000	\$0	\$0	\$38,000	100.0%	
ENGINEERING - INFILTRATION GRANT	100	100	0	0	100	100.0%	
ADMIN. & RECORD KEEPING	18,000	18,000	0	18,022	(22)	-0.1%	
TOTAL STORM WATER UTILITY FUND EXP	\$284,100	\$284,100	\$0	\$246,530	\$37,470	13.2%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$46,102	\$46,002		

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FUND/DEPARTMENT	ADOPTED BUDGET	AMENDED BUDGET	AMENDED over/(under) ADOPTED	ACTUAL	VARIANCE ACTUAL TO BUDGET		EXPLANATION
					AMOUNT	PERCENT	
CAPITAL PROJECTS REVOLVING FUND REVENUE (599)							
SPECIAL ASSESSMENTS	\$50,299	\$78,299	\$28,000	\$0	(\$78,299)	-100.0%	
INVESTMENT INCOME	23,000	23,000	0	29,698	6,698	29.1%	
TOTAL REVENUE	\$73,299	\$101,299	\$28,000	\$29,698	(\$71,601)	-70.7%	
CAPITAL PROJECTS REVOLVING FUND EXPENDITURES (599)							
TRANSFERS OUT							
CONTRIB - MAJOR STREET	\$27,004	\$55,004	\$28,000	\$0	\$55,004	100.0%	
CONTRIB - LOCAL STREET	23,295	23,295	0	0	23,295	100.0%	
SUBTOTAL	\$50,299	\$78,299	\$28,000	\$0	\$78,299	100.0%	
NON-DEPARTMENTAL							
CONTINGENCY	\$23,000	\$23,000	\$0	\$0	\$23,000	100.0%	
TOTAL EXPENDITURES	\$73,299	\$101,299	\$28,000	\$0	\$101,299	100.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$29,698	\$29,698		

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<u>FUND/DEPARTMENT</u>	<u>ADOPTED BUDGET</u>	<u>AMENDED BUDGET</u>	<u>AMENDED over/(under) ADOPTED</u>	<u>ACTUAL</u>	<u>VARIANCE ACTUAL TO BUDGET</u>		<u>EXPLANATION</u>
					<u>AMOUNT</u>	<u>PERCENT</u>	
INFORMATION TECHNOLOGY FUND REVENUE (661)							
CHARGES FOR SERVICES	\$486,000	\$486,000	\$0	\$454,437	(\$31,563)	-6.5%	
CONTRIB - WATER FUND	0	0	0	2,929	2,929		
CONTRIB - GENERAL FUND	0	3,809	3,809	0	3,809	100.0%	
PRIOR YEARS' REVENUE	0	153,792	153,792	0	(153,792)	-100.0%	
OTHER	50	50	0	1,699	1,649	3298.0%	
TOTAL REVENUE	\$486,050	\$643,651	\$157,601	\$459,065	(\$176,968)	-27.5%	
INFORMATION TECHNOLOGY FUND EXPENDITURES (661)							
GIS SERVICES							
SALARIES & FRINGE BENEFITS	\$66,088	\$66,088	\$0	\$66,455	(\$367)	-0.6%	
OPERATING	44,100	91,143	47,043	18,575	72,568	79.6%	
CAPITAL OUTLAY	<u>35,000</u>	<u>41,710</u>	<u>6,710</u>	<u>0</u>	<u>41,710</u>	100.0%	
SUBTOTAL	\$145,188	\$198,941	\$53,753	\$85,030	\$113,911	57.3%	
TELECOMMUNICATIONS							
SALARIES & FRINGE BENEFITS	\$0	\$0	\$0	\$0	\$0		
OPERATING	71,800	71,800	0	3,777	68,023	94.7%	
CAPITAL OUTLAY	0	<u>7,079</u>	<u>7,079</u>	<u>7,109</u>	<u>(30)</u>	-0.4%	
SUBTOTAL	\$71,800	\$78,879	\$7,079	\$10,886	\$67,993	86.2%	
ADMINISTRATION							
SALARIES & FRINGE BENEFITS	\$63,341	\$63,341	\$0	\$62,125	\$1,216	1.9%	
OPERATING	81,282	166,993	85,711	114,427	52,566	31.5%	
CAPITAL OUTLAY	<u>63,400</u>	<u>74,458</u>	<u>11,058</u>	<u>51,863</u>	<u>22,595</u>	30.3%	
SUBTOTAL	\$208,023	\$304,792	\$96,769	\$228,415	\$76,377	25.1%	
CONTINGENCY	61,039	61,039	0	0	61,039	100.0%	
TOTAL EXPENDITURES	\$486,050	\$643,651	\$157,601	\$324,331	\$319,320	49.6%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$134,734	\$142,352		

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FUND/DEPARTMENT	ADOPTED BUDGET	AMENDED BUDGET	AMENDED over/(under) ADOPTED	ACTUAL	VARIANCE ACTUAL TO BUDGET		EXPLANATION
					AMOUNT	PERCENT	
FIRE DEPARTMENT - MOTOR POOL FUND REVENUE (662)							
CONTRIBUTION - GENERAL FUND	\$99,921	\$500,504	\$400,583	\$400,583	(\$99,921)	-20.0%	
PRIOR YEARS' REVENUE	0	70,000	70,000	0	(70,000)	-100.0%	
TOTAL FIRE DEPARTMENT - MOTOR POOL FUND	\$99,921	\$570,504	\$470,583	\$400,583	(\$169,921)	-29.8%	
FIRE DEPARTMENT - MOTOR POOL FUND EXPENES (662)							
SALARIES & FRINGE BENEFITS	\$600	\$600	\$0	\$0	\$600	100.0%	
OPERATING	99,321	99,321	0	24,015	75,306	75.8%	
CAPITAL OUTLAY	0	70,000	70,000	37,337	32,663		
SUBTOTAL	\$99,921	\$169,921	\$70,000	\$61,352	\$108,569	63.9%	
CONTINGENCY	0	400,583	400,583	0	400,583	100.0%	
TOTAL EXPENDITURES	\$99,921	\$570,504	\$470,583	\$61,352	\$509,152	89.2%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	\$339,231	(\$679,073)		
PERPETUAL CARE FUND REVENUE (711)							
INVESTMENT INCOME	\$30,000	\$30,000	\$0	\$26,899	(\$3,101)	-10.3%	
TOTAL REVENUE	\$30,000	\$30,000	\$0	\$26,899	(\$3,101)	-10.3%	
PERPETUAL CARE FUND EXPENDITURES (711)							
CONTRIBUTION - GENERAL FUND	\$30,000	\$30,000	\$0	\$30,000	\$0	0.0%	
TOTAL EXPENDITURES	\$30,000	\$30,000	\$0	\$30,000	\$0	0.0%	
REVENUE OVER/(UNDER) EXP.	\$0	\$0	\$0	(\$3,101)	(\$3,101)		
TOTAL REVENUES - ALL FUNDS	\$31,862,029	\$36,289,815	\$4,427,786	\$26,951,721	(\$9,338,094)	-25.7%	
TOTAL EXPENDITURES - ALL FUNDS	31,862,029	36,289,815	4,027,203	27,557,562	8,732,253	24.1%	
NET OF REVENUE AND EXPENDITURES	0	0	\$0	(605,841)	(605,841)		



MEMO

Date: August 15, 2008

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

From: Jeffrey C. Pardee, Finance Director

Re: **Federal Housing and Economic Recovery Act**

The President signed the Federal Housing and Economic Recovery Act (P.L.110-289) on July 30, 2008. The law is intended to bring relief to homeowners and local communities in response to the mortgage foreclosure crisis and to bolster the nation's faltering economy. Key provisions include:

- Making \$3.92 billion in Community Development Block Grant funds available to cities and states to help stabilize communities that have been significantly impacted by rising rates of vacant properties due to foreclosures. The block grant funds could be used to purchase, rehabilitate or demolish these abandoned properties to stabilize neighborhoods and stem the losses in property values of neighboring homes.
- Giving state housing finance agencies the ability to issue an additional \$11 billion in mortgage revenue bonds, outside of the private activity volume cap and not subject to the alternative minimum tax.
- Providing a new credit enhancement for bond issuers by allowing Federal Home Loan Banks to support their member banks' letters of credit for tax exempt bonds.
- Offering first-time homebuyers with incomes of less than \$75,000 a \$7,500 tax credit that would have to be repaid to the government over fifteen years in equal installments.
- Allowing non-itemizers to use a standard deduction of up to \$1,000 for property taxes.

- Authorizing the Federal Housing Administration (FHA) to insure up to \$300 billion in new 30-year fixed-rate mortgages for subprime borrowers, if lenders write down principal loan balances to 90 percent of current appraisal value.
- Updating the FGHA loan program to increase the FHA loan limit from 95 percent to 110 percent of the median home price in the area, up to \$625,000.
- Strengthening the regulation of Fannie Mae and Freddie Mac and increasing their conforming loan limit to a maximum of \$625,000 to assist buyers in high-cost areas. The government will also expand its existing line of credit to Fannie and Freddie and permit the Treasury to buy stock in the companies to boost private investor confidence.

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

REGULAR
AGENDA

R-1

R08-118

August 4, 2008

RE: ADRIAN PUBLIC LIBRARY – Lease-Purchase Agreement with Central Michigan Developers, LLC

RESOLUTION

WHEREAS, the creation of a public-private business relationship for the renovations to be completed at the Adrian Public Library appear to be in the best interest of the city and is necessary to allow the city to obtain the advantages of available State historic tax credits that may be available for this project; and

WHEREAS, the City Administrator and a representative of J.E. Johnson, through its subsidiary, Central Michigan Developers, LLC, have negotiated regarding the terms of a Lease-Purchase Agreement to provide for the ownership of the library improvements, to be controlled by Central Michigan Developers, LLC for sixty-one (61) months, with said improvements to be leased to the city during said timeframe in order to be able to obtain the financial benefits of the available historic tax credits; and

WHEREAS, the proposed Lease-Purchase Agreement will provide the city with the minimum cost reduction of 25 percent from the total cost of the subcontractor bids, incidental costs, and the construction management fee of 8 percent; and

WHEREAS, the city will be responsible to pay said lease costs in the first year during construction and one-dollar (\$1.00) for years two through five thereafter, with the city to have the option to purchase the improvements for one-dollar (\$1.00) at the conclusion of said lease term; and

WHEREAS, the proposed Lease-Purchase Agreement provides for the city to obtain construction management services from Central Michigan Developers, LLC for said library renovation; and

WHEREAS, a construction manager's fee of eight (8%) percent of the final contract sum of all separate construction contracts administered by the construction manager has been negotiated; and

WHEREAS, the city does not have qualified available personnel to oversee the daily activities of this renovation work and the services of a construction manager are, therefore, necessary.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City Administrator is hereby authorized as follows:

1. To execute a Lease-Purchase Agreement with Central Michigan Developers, LLC for real property improvements to the Adrian Public Library; and
2. To execute a Construction Management Agreement with Central Michigan Developers, LLC to manage the library construction project for the sum of eight (8%) percent of the final sum of all separate construction contracts administered by the construction manager.

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

R-2

DATE: August 14, 2008
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: College Park Asphalt Paving

The City's contract with Michigan Paving for the College Park Project expires in September, 2008. Due to unforeseen delays, the project will not be completed by September. Michigan Paving has requested a change order to reflect the increase in asphalt prices, which amounts to \$15.00/ton.

I recommend that Change Order #1 to the contract with Michigan Paving be approved at an additional cost of \$15.00/ton and that the bid process be waived.



Dane C. Nelson
City Administrator

DCN:bjw

R-2

August 14, 2008



MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: College Park Asphalt Paving

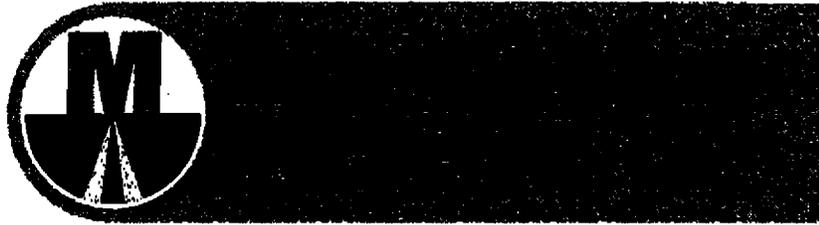
In February 2008, we bid our paving projects for 2008. At that time the College Park area was to be a mill and resurface project with the Paving 2008 contract to be substantially complete by September 2008.

With the changes to the College Park area and the continuing increase in petroleum prices, Michigan Paving can only guarantee their current contract prices until the original contract date of September 15, 2008. I have received a quote indicating an increase of \$15.00 a ton for asphalt paving after September 15, 2008, shown in the table below. This increase will only be in effect for anything paved after this date; however, our current schedule will not allow pavement to be placed prior to September 15, 2008. The increases are as shown below:

	<u>Bid Price</u>	<u>Price after 8/15/2008</u>
HMA, 13A Leveling	\$46.13/Ton	\$61.13/Ton
HMA, 36A Wearing	\$45.39/Ton	\$60.39/Ton

I had a conversation with Walt Slusarski of Slusarski Excavating and Paving, our local paving contractor. He confirmed that asphalt costs have increased markedly over the summer months. He stated that he can only purchase material at \$60.00/ton and this does not include the installation of the asphalt. He also stated that if this project were bid at this time the prices for paving this project would be around \$70 to \$75 per ton. Mr. Slusarski stated that he is not concerned if our current contract was modified with Michigan Paving and not re-bid, as he is aware of the changes that have occurred in that College Park area. Slusarski Excavating is currently working for the City under their yearly contract for dozer and grading work on this project.

I recommend that we accept this increase on the current contract with Michigan Paving and waive rebidding this project.



P.O. Box 1134 • 1600 North Elm Street • Jackson, MI 49204
Phone (517) 787-4200 • Fax (517) 787-5690

TO: Kris Bauer, City Engineer
City of Adrian

FROM: Mike Jackson, Area Manager 

RE: **Asphalt Unit Prices for College Park Sub-Division Paving**

DATE: August 9, 2008

To confirm our prior conversation, Michigan Paving and Materials Co. will hold our contract unit prices for asphalt paving until September 15, 2008, the original completion date for the project. However, due to a marked increase in liquid asphalt cement prices since the time the project was bid, we ask to be compensated for the increased cost in liquid asphalt cement for any work that goes beyond the original stated completion date. When we bid the project, we received protected pricing on liquid asphalt cement product for this project to be held until the original completion date. Our supplier will not hold pricing beyond that date due to the market volatility and the extreme increase in product cost since the time project was bid. This would amount to an additional \$ 15.00 per ton over-and-above our contract unit prices that would be charged for any asphalt materials placed after September 15.

We apologize for any inconvenience that this may cause you, and assure you that this increase is purely to cover our increased costs. If you have any questions, please give me a call.

R08-119

August 18, 2008

**RE: DEPARTMENT OF PUBLIC WORKS – ASPHALT PAVING PROGRAM –
Michigan Paving & Materials Company Contract Change Order #1**

RESOLUTION

WHEREAS, the Adrian City Commission, by Resolution #R08-055 dated April 7, 2008, authorized the acceptance of the low bid and engagement of Michigan Paving, Jackson, MI in the City's Standard Professional Services Contract to provide asphalt paving for certain specified streets, including College Park Subdivision, at a cost not to exceed \$991,041.38.

WHEREAS, the original contract period and price of materials is due to expire September 15, 2008, allowing insufficient time to complete the College Park Subdivision portion of the Asphalt Paving Program, which was delayed for purposes of resolving special assessment issues related to curb and gutter replacement; and

WHEREAS, the cost of asphalt has experienced a price increase of \$15.00 per ton and the vendor has indicated a willingness to hold price on all other costs, e.g., labor, constant with the original contract and extend the contract to December 31, 2008; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Local Street Fund (203), derived from the road improvement millage renewal; and

WHEREAS, the City Engineer and City Administrator recommend acceptance of Michigan Paving & Materials Company – Contract Change Order #1, increasing the asphalt paving material portion of the contract by \$15.00 per ton and extending the contract to December 31, 2008, and that, in the best interests of the City, the competitive bid process be waived.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of Michigan Paving & Materials Company – Contract Change Order #1, increasing the asphalt paving material portion of the contract by \$15.00 per ton and extending the contract to December 31, 2008.

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

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

R-3



downtown adrian

MEMORANDUM

TO: HONORABLE MAYOR MCDOWELL

CC: CHRIS ATKIN, COMMUNITY DEVELOPMENT DIRECTOR; BRENDA WILLIAMS, ADMINISTRATIVE ASST.

FROM: JENNIFER B. COMPTON, DOWNTOWN DEVELOPMENT COORDINATOR

SUBJECT: DDA BOARD APPOINTMENT

DATE: August 14, 2008

The City of Adrian, Downtown Development Authority approved the appointment of Margaret O'Malley (Guided by Grace) at their meeting held on July 30, 2008 and recommends to the City Commission that Margaret O'Malley be appointed to the DDA Board to fill the current vacancy for a term of 4 years.

Ms. O'Malley is the current owner of Guided by Grace at 137 North Main St in downtown Adrian. Celebrating 5 years in business, she offers a variety of books and gifts for any denomination. A member of the Downtown Merchants Association, Ms. O'Malley has actively supported the DDA and its initiatives for several years.

R08-120

August 18, 2008

RE: DOWNTOWN DEVELOPMENT AUTHORITY – Appointment to Board

RESOLUTION

WHEREAS, the resignation of Dr. Rick Artman has created a vacancy on the Downtown Development Authority (DDA); and

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

WHEREAS, Margaret O'Malley, owner of Guided by Grace, 137 N. Main St., has expressed a willingness to serve on the DDA Board if appointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the appointment of Ms. O'Malley.

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission does hereby approve the appointment of Margaret O'Malley to the Downtown Development Authority for a four (4) year term to expire in 2012.

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

R-4

R08-121

August 18, 2008

RE: CITY COMMISSION – Declare May 1 as Silver Star Banner Day, a Permanent and Official Day in Recognition of Wounded and Ill Soldiers of the City of Adrian

RESOLUTION

WHEREAS, the City of Adrian has always honored the sacrifices of the men and women in the Armed Forces; and

WHEREAS, The Silver Star Families of America was formed to make sure we remember the blood sacrifice of our wounded and ill by designing and manufacturing a Silver Star Banner and Flag; and

WHEREAS, to date, The Silver Star Families of America has freely given thousands of Silver Star Banners to the wounded and their families; and

WHEREAS, the members of The Silver Star Families of America have worked tirelessly to provide the wounded of this city and country with Silver Star banners, flags and care packages; and

WHEREAS, The Silver Star Families of America’s sole mission is that every time someone sees a Silver Star Banner in a window or a Silver Star Flag flying, that people remember the sacrifices made for this city, state and nation; and

WHEREAS, the people and the City Commission of the City of Adrian wish that the sacrifice of so many in our Armed Forces never be forgotten.

NOW, THEREFORE, I, Gary E. McDowell, Mayor of the City of Adrian, along with the Adrian City Commission, do hereby proclaim our appreciation of The Silver Star Families of America and honor their commitment to our wounded Armed Forces members; and be it

FURTHER RESOLVED, that May 1 be declared as Silver Star Banner Day, the permanent and official day to honor the wounded and ill soldiers of the City of Adrian.

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

MISCELLANEOUS

M-1

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

ADRIAN D.A.R.T. PASSENGER RIDERSHIP REPORT FOR JULY 2008

WEEK END:	JUL 4	JUL 11	JUL 18	JUL 25	JUL 31	TOTAL
MONDAY	0	341	358	319	301	1319
TUESDAY	269	333	301	300	291	1494
WEDNESDAY	292	279	330	269	285	1455
THURSDAY	339	343	267	322	243	1514
FRIDAY	0	306	373	256	0	935
		1602	1629	1466	1120	6717

SERVICE DAYS	JULY 2008 (22)	JUL 2007 (21)	+/-	MAY 2008 (21)
SENIORS	978	907	71	961
HDPC SENIORS	1161	901	260	1091
HANDICAPPED	3031	2901	130	3210
WHEELCHAIRS **	324	179	145	255
GENERAL	1547	1066	481	1695
	6717	5775	942	6957

AUGUST	2006	6918	2007	6378	-8%
SEPTEMBER	2006	6328	2007	6071	-4%
OCTOBER	2006	7117	2007	7357	3%
NOVEMBER	2006	6597	2007	6718	2%
DECEMBER	2006	6610	2007	6171	-7%
JANUARY	2007	7633	2008	7616	0%
FEBRUARY	2007	6833	2008	7452	9%
MARCH	2007	7656	2008	7027	-8%
APRIL	2007	6705	2008	7135	6%
MAY	2007	6778	2008	6957	3%
JUNE	2007	6023	2008	6707	11%
JULY	2007	5775	2008	6717	16%
		80973		82306	2%

** WHEELCHAIR TOTALS ARE INCLUDED IN HANDICAPPED PASSENGER TOTALS

m 2

DEPARTMENTAL REPORT

AUGUST 18, 2008

	JULY 2008	JUNE 2008	JULY 2007	YEAR-TO-DATE 2008	YEAR-TO-DATE 2007
POLICE DEPARTMENT					
Complaints Answered	975	1,024	1,066	5,369	6,861
VIOLATIONS					
Moving Citations	84	127	166	767	1,143
3-6 am Parking Tickets	76	87	109	665	925
Non-Moving Citations	10	17	27	88	126
Downtown Parking Tickets	467	430	692	2,713	3,869
TOTAL VIOLATIONS	637	661	994	4,233	6,063
ARRESTS	103	150	145	901	991
FIRE DEPARTMENT (See M-4)					
INSPECTION DEPARTMENT					
Building Permits	62	51	49	280	279
Electrical Permits	33	17	41	139	227
Mechanical Permits	22	24	27	147	188
Plumbing Permits	10	6	13	44	69
Sidewalk Permits	8	4	15	13	27
Sign Permits	6	7	4	41	73
TOTAL PERMITS	141	109	149	664	863
Estimated Bldg. Costs	\$1,258,533	\$538,872	\$938,750	\$4,780,508	\$6,310,976
PARKING SYSTEM					
Meters in Operation	232	232	232	232	232
Parking Assessment		\$133	\$4,592	\$22,393	\$26,147
Lot Revenue	figures not available	\$0	\$1,607	\$3,634	\$12,161
Street Revenue		\$0	\$0	\$0	\$0
Misc. Revenue		\$9	\$2	\$39	\$21
Permits		\$5,758	\$475	\$27,363	\$37,377
Fines		\$1,725	\$3,435	\$11,458	\$25,416
Token Sales		\$0	\$0	\$0	\$0
Contribut-GenFund		\$0	\$0	\$66,000	\$6,000
TOTAL REVENUE		\$2,442	\$10,111	\$130,887	\$107,122
WASTE WATER DEPARTMENT					
M. G. Pumped	185.717	158.895	130.219	1,354.425	1,041.843
Cost of Plant Operation	*	*	\$161,713	\$1,347,347	\$1,876,951
WATER DEPARTMENT					
M. G. Pumped	95	93	111	561	538
Number of Customers	6,310	6,321	6,408		
	Industrial	Commercial	Residential	Other	TOTAL
M. G. Sold Revenue	\$26,322	\$70,748	\$107,472	\$55,256	69,424
					\$259,798

*Figure not available

m-3

CITY OF ADRIAN
COMMUNITY DEVELOPMENT WORK PROGRAM REPORT
August 13, 2008

I. Land Use

A. Planning Commission (A-CPC)

i. Casework

- a. August Mtg – Approved zoning exception for 440 E. Church Street
- b. August Mtg – Approved site plan for 440 E. Church Street
- c. August Mtg – Approve site plan for Parks & Forestry - 381 Miles Drive
- d. August Mtg – Approve site plan for McDonald's, 1080 E. US-223
- e. August Mtg – Set public hearing to rezone 300 Block of E. Michigan and Erie Streets – between Division and Locust Street to be consistent with Comprehensive Plan
- f. August Mtg – Set public hearing to correct Sections 8.2 and 9.2 concerning Student Group Housing – was omitted by Ordinance 08-10
- g. Discussions to resolve on-site drainage with Adrian College & City Engineer -- ongoing
- h. September Mtg – Land Division – 715 Lakeshire Trail
- i. September Mtg – Land Division – 342 North McKenzie Street
- j. September Mtg – Zoning Exception Application – 921 W. Beecher St.
- k. September Mtg – Adaptive Reuse of 1357 Division Street for Goodwill
- l. Received Zoning Exception Application for 944 E. Beecher Street
- m. Pre-meetings with Planning Commission chair & vice chair re agenda

ii. Special Projects/Tasks

- a. Form-Based Code Project, ongoing
- b. Prepared and distributed Planning Commission Packets
- c. Attended weekly staff meetings
- d. Attended Planning Commission monthly meetings – took minutes and other follow-up work
- e. Answered questions from various realtors & appraisors on zoning and rebuild information for various sites
- f. Sent information for day care at 568 Northwestern Drive
- g. Discussed zoning exception application for 919-933 W. Beecher St.
- h. Discussed adaptive reuse for 1357 Division Street for Goodwill
- i. Discussed fencing requirements with various interested parties
- j. Discussed land division requirements with interested party
- k. Discussed possibility of having hot dog cart in downtown
- l. Discussed apartment at 301 South Tecumseh Street
- m. Informed realtor that 663 State was a 1-family
- n. Discussed home occupation and second residence for 610 Chestnut
- o. Discussed lot coverage and setbacks for possible new home on College
- p. Discussed zoning exception & site plan for new automotive business at 944 East Beecher Street
- q. Discussed 353 E Michigan w/party re: buildable lot. City will need to initiate rezoning from industrial to residential

- B. Board of Zoning Appeals (A-BZA)
 - i. Casework
 - a. August Mtg – Variance request for 506 French Street
 - b. August Mtg – Sign variance for Lenawee Medical Care Facility, 200 Sand Creek Highway
 - c. Attend ZBA Meeting
 - d. Pre-Meeting with ZBA Chair & Vice Chair regarding agenda
 - ii. Special Projects
 - a. Rewrite Zoning Ordinance
 - b. Attend weekly staff meetings

II. Downtown/Economic Development

A. Downtown Development Authority (A-DDA)

Design

- a. DDA Façade Rehabilitation Program Administration
 - i. 132 North Main Street – Awaiting Project Completion
 - Relocation of Public Dumpster – Working with City Engineering to develop bid specifications
 - ii. 113 E. Maumee Street – Received Façade Application
 - VSCI Grant Participant
 - DDA Façade
 - iii. Toledo Street South Municipal Parking Lot Dumpster Reconstruction Project – Receipt of Project Bids From Slusarski and Rock Hard Concrete
 - iv. Church Street Parking Lot Reconstruction Design
Working with the City Engineer’s Department on Development of Prints and Supporting Bid Package
- b. Redevelopment Incentive Programs – Property Owner Assistance and Review
 - i. 132 N. Main Street – see above (ongoing)
 - ii. 113 E. Maumee Street – see above (ongoing)
 - iii. 101-111 E. Maumee Street – OPRA Exemption Request, Brownfield Redevelopment Plan Authorization/Development, Negotiation with Developer over Eligible TIF Activities, Local Historic District Establishment (ongoing) – awaiting developer submittals to allow for staff completion of a Brownfield Plan
- Currently on hold?
- c. Two-Way Traffic Discussion with MDOT/URS, Inc. (ongoing) –
 - MDOT gave prelim. Approval for project
 - URS has provided tentative cost estimate
 Signed agreement pending final grant approval (VSCI)
- e. **Economic Restructuring**
 - i. Site Assistance for Business
 - ii. Continue to develop Façade Program – coordinate development of promotional materials highlighting the program

- iii. Downtown Liquor Licensing Proposal Submittal to City Commission and Subsequent Transmittal to State
- iv. Re-develop Economic Incentives Material
- f. **Promotions**
 - i. Downtown Adrian Website Re-development/Management (www.downtownadrian.org) – Development and submission of RFP for new design and management of website initiatives
 - ii. Downtown Advertising (cooperative) – Coordinating initiatives with downtown business owners for regional/local campaigns
 - iii. Coordinating of Downtown Newsletter – Develop online application for monthly/bi-monthly distribution
 - iv. Develop Media Plan – Quarterly allocation of DDA Advertising Dollars
 - Promote events and activities downtown
 - v. Art-A-Licious Festival Committee – Fund Solicitation, Promotions, Press Releases, “Chair-ity” Event Coordination
 - vi. Downtown Business Guide – 2008 Development – Working with Momentum Advertising on Completion of an updated print downtown business directory/guide – **Currently on hold (New distributor?)**
 - vii. Redevelopment of SHOPPERS’ GUIDE, Coordinate Calendar (replace Business Guide?)
 - viii. Coordinated Music in the Park (08.08.08) – Continue to develop as a summer series in 2009 (Corporate sponsorship?)
- g. **Organization**
 - VSCI Grant Application – Waiting on Final Approval
 - i. - Revised RFGs and Budget (Consolidated project list to include: Infrastructure, Façade, Blight)
 - ii. Establish Downtown Inventory – Master List of Business, Available Property, Code Enforcement
 - iii. Restructuring of Parking System – Reviewing feasibility with City Administration

B. Economic Development/Redevelopment

- 1. Brownfield Redevelopment Authority (A-BRA)
 - i. 136 North Main Street (Proposed Site #3) –Project has been finalized
 - ii. 1130 North Main Street (Proposed Site #3) – Under Construction
 - iii. Senate Downtown Revitalization Package / Senate Bill 973 -- CD staff is involved in development and support of this legislative effort. Senate Bill 973 (Lead Sponsor is Senator Brown) will separate federal and state historic preservation credits to add additional incentive for downtown rehabilitation projects.
 - iv. Adrian Silos – Project is nearing completion.
 - v. Buckeye Products – Proposal currently being developed.
 - iv. 1080 S. Main – Proposal currently being developed.

2. GAIDC/Local Development Finance Authority (A-LDFA)
Land and portion of cash asset's transferred to the City of Adrian
3. Commercial/Industrial Development Assistance
 - i. GAIDC – Adrian Industrial Park
No new developments at this time.

III. Housing/Historic Preservation

- A. Neighborhood Enterprise Zones (NEZ)
 - i. No applications at this time
- B. HUD Good Neighbor Program
 - i. 353 Merrick is only property acquired to date
- C. MSHDA Programs
 - i. Property Improvement Program (PIP)
 - a. No applications at this time
 - ii. Downtown Rental Rehab (DRRH)
 - a. Four (4) projects were completed (5 MSHDA units created)
 - b. Four (4) of the (5) MSHDA units are occupied
 - c. MSHDA requiring all units (FMR & MSHDA) occupied before closing grant
 - iii. Submitted 2008-2009 Rental Rehabilitation Grant application – denied -- will submit another rental grant
- D. County CDBG
 - i. Lenawee County 2008-2009 CDBG
 - ii. Four rehabilitation projects out for bid
 - iii. Two rehabilitation projects – waiting for lead report
 - iv. Three emergency projects completed
 - v. Two emergency projects in progress
 - vi. Four rehabilitation projects in verification stage