

AGENDA

Regular Meeting of the Parchment City Commission

Monday - January 18, 2010 - 7:00 P.M.

Robert B. Heasley, Mayor

Robert Britigan III, Vice-Mayor
Wendy Fleckenstein, Commissioner
Terry Hageman, Commissioner
Dennis G. Durham, City Manager
Curtis Flowers, Clerk

Thomas Balmer, Commissioner
Donald Banner, Commissioner
Brian Sell, Commissioner
John Frakes, Treasurer
Robert Soltis, Attorney

During citizen comment periods, each person wishing to address the Commission will be allowed five minutes. Please state your name and address for the record.

1. Call to Order
2. Roll Call
3. Approval of Minutes: 01-04-2010 regular meeting
4. Additions or Changes to the Agenda
5. Citizens Comments not related to the Agenda
(comments on agenda items will be received at the time of discussion)
6. Consent Agenda - Motion to Receive and/or Approve as Indicated:
 - A. Warrant No. 1145 - receive
 - B. Police Report for December - receive
 - C.
 - D.

7. Unfinished Business

A.

B.

C.

D.

8. New Business

A. Proposed Ordinance No.193 - 2nd reading
State Construction Code/Floodplain Management

B. Proposed Ordinance No.193 - adoption
State Construction Code/Floodplain Management

C. Mid-Year Budget Adjustments

D.

9. Mayor and Commissioner Comments

10. City Manager's Comments

11. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION
HELD ON MONDAY JANUARY 4, 2010 AT 7:00 P.M.

1. **Call to Order**

The meeting was called to order by Mayor Heasley at 7:00 p.m. He led those present in the "Pledge of Allegiance".

2. **Roll Call**

Present: Commissioners Balmer, Banner, Britigan, Fleckenstein, Hageman, Heasley, and Sell. Dennis Durham, City Manager; Curt Flowers, City Clerk; Robert Soltis, City Attorney; Stanley Bowers, 501 Sturgis; Dave Person, Kalamazoo Gazette.

3. **Minutes**

Moved by Fleckenstein and supported by Hageman to approve as presented the minutes of the December 21, 2009 regular meeting. Carried

4. **Additions or Changes to the Agenda**

None

5. **Citizen Comments**

None

6. **Consent Agenda**

Moved by Sell and supported by Balmer to receive and/or approve as indicated the following consent agenda item:

A. Warrant No. 1144 - receive

Motion Carried

7. **Unfinished Business**

None

8. **New Business**

A. Moved by Hageman and supported by Britigan to approve the first reading of proposed Ordinance No. 193:

AN ORDINANCE TO AMEND THE CITY OF PARCHMENT CODE OF ORDINANCES BY READOPTING ORDINANCE 139, AS AMENDED HEREINAFTER, BY ADDING NEW SECTIONS 14.1 THROUGH 14.6 OF THIS CODE; TO RATIFY AND CONTINUE THE ASSUMPTION OF LIABILITY FOR ADMINISTRATION AND ENFORCEMENT OF THE STATE CONSTRUCTION CODE ACT OF 1972 (1972 PA 230), AS AMENDED, AND THE STATE CONSTRUCTION CODE PROMULGATED THEREUNDER, WITHIN THE POLITICAL BOUNDARIES OF THE CITY OF PARCHMENT AND TO

CONTINUE TO PROVIDE FOR THE DESIGNATION OF THE ENFORCING AGENCY TO DISCHARGE THE RESPONSIBILITIES OF THE CITY HEREUNDER, AND TO RESERVE THE RIGHT TO PROVIDE THAT AGREEMENT OR CONTRACT WITH ANY OTHER TOWNSHIP, VILLAGE, CITY OR COUNTY FOR JOINT ADMINISTRATION AND ENFORCEMENT HEREUNDER; TO PROVIDE FOR A CONSTRUCTION BOARD OF APPEALS; AND TO CONTINUE TO PROVIDE FOR THE ESTABLISHMENT OF A FEE SCHEDULE BY THE CITY COMMISSION; AND TO CONTINUE TO PROVIDE FOR CRIMINAL PENALTIES AND CIVIL REMEDIES FOR THE VIOLATION OF THIS ORDINANCE OR THE ACT OR STATE CONSTRUCTION CODE PROMULGATED THEREUNDER; TO ADD FLOODPLAIN MANAGEMENT REGULATIONS; TO DESIGNATE THE CITY'S BUILDING OFFICIAL TO ADMINISTER, APPLY AND ENFORCE FLOODPLAIN MANAGEMENT REGULATIONS; TO ADD NEW SECTIONS 14.51 THROUGH 14.56 AND TO REPEAL ALL EXISTING CITY ORDINANCES IN CONFLICT HEREWITH.

Motion Carried

9. **Mayor and Commissioner Comments**

Commissioner Balmer asked if there were any changes to the City's sidewalk snow removal policy. Manager Durham stated it is the property owner's responsibility to make sure the sidewalk in front of their property is clear of snow.

Commissioner Banner stated volunteers were still needed for the Kindleberger Arts Organization's Texas Holdum January 9,10,11, 2010.

Mayor Heasley stated he had received a call from a resident regarding sledding at Kindleberger Park.

A Happy New Year was wished to all.

10. **City Manager Comments**

Manager Durham updated the Commission on three sledding accidents in the park, one arrest at Mill Park Townhomes, and the progress of River Reach Partners at the abandoned mill site.

11. **Adjournment**

There being no more business to come before the Commission, it was moved by Commissioner Balmer and supported by all to adjourn the meeting at 7:28 p.m.

Curtis E. Flowers, CMC
City Clerk



Warrant # 1145
January 19, 2010

City of Parchment

Attachment 1 - Check Register Report
Attachment 2 - Purchasing Card Usage - Direct Debit

Check Register Report

January 19, 2010

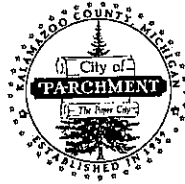
Warrant 1145

City of Parchment

Check Number	Check Date	Vendor Name	Check Description	Amount
28429	01/11/201	PRIORITY HEALTH	February Health Ins.	8,735.91
28430	01/12/201	SHWIN POKER	Texas Holdem Fund Raiser	596.40
28431	01/19/201	5 ALARM FIRE & SAFETY EQUIP.	SCBA Repair	171.07
28432	01/19/201	A & L JANITORIAL INC.	Janitorial Service - December	400.00
28433	01/19/201	AFLAC	Monthly Payment	119.38
28434	01/19/201	BORGESS MEDICAL CENTER	Lab Charges-OUIL	22.00
28435	01/19/201	CARRIAGE CLEANERS	Police Dry-Cleaning-December	39.00
28436	01/19/201	CINTAS CORPORATION #723	Uniform Rental	59.26
28438	01/19/201	CONSUMERS ENERGY	City Hall & Fire Barn	896.64
			Public Works	1633.18
			Municipal Pumping - Water	5428.04
			Municipal Pumping - Sewer	125.85
			Decorative Street Lights	299.81
			Street & Traffic Lights	3526.54
28439	01/19/201	ENGINEERED PROTECTION SYSTEMS	Water Alarms - Tower & Plant	206.85
28440	01/19/201	FIRETOOLS SOFTWARE	Annual Update and Support 2010	300.00
28441	01/19/201	FIRST AMERICAN TITLE INS. CO.	Refund Double Payment of Taxes	182.54
28442	01/19/201	FORD, KRIEKARD, SOLTIS & WISE	Police Matters-December	280.00
			General Matters-December	1,622.00
28443	01/19/201	GALLS, AN ARAMARK CO., LLC	Apparel Purchase - Mihalek - Reimb.	114.77
28444	01/19/201	KALAMAZOO COUNTY TREASURER	Winter Tax Disbursement	4,151.62
28445	01/19/201	KALAMAZOO OIL CO.	Fuel Charges 12/16 thru 12/31-Police	188.88
			Fuel Charges 12/16 thru 12/31-Fire	50.43
			Fuel Charges 12/16 thru 12/31-Pub. Wks.	470.99
28446	01/19/201	THE CITY OF KALAMAZOO	License Fees for Police Radios	314.00
28447	01/19/201	KELLY WHITE DESIGN	Web hosting, Software, Domain	252.00
28448	01/19/201	LINDE GAS NORTH AMERICA LLC	Quarterly Cylinder Rental	32.51
28449	01/19/201	MAINTENANCE MASTERS, INC.	Carpet Cleaning-Commission Room	175.00
28450	01/19/201	PARCHMENT COMMUNITY LIBRARY	Winter Tax Disbursement	5,058.20
28451	01/19/201	CITY OF PARCHMENT	Winter Tax Disbursement	155.36
			Utility Bills	160.66
28452	01/19/201	PREIN & NEWHOF	Gen. Eng.-Tanis Meeting on-site	292.90
			Storm Water MS4	129.50
			River Reach Development	264.00
			High School Addition - Eastment follow-up	120.00
28453	01/19/201	PURITY CYLINDER GASES, INC.	Quarterly Cylinder Rental	72.96
28454	01/19/201	REPUBLIC WASTE SERVICES	City Wide Pickup-January + Public Wks	6,135.74
28455	01/19/201	SEBER TANS, PLC	Final Bill 08/09 Audit	13,525.00
28456	01/19/201	STATE OF MICHIGAN	2010 MIDeal - State Purchasing Plan	180.00
28457	01/19/201	TITLE PARTNERS, LLC	Double payment of Winter Taxes	166.20
			Grand Total	56,655.19

City of Parchment
Warrant 1145
Purchasing Card Usage
Fifth Third Bank
Direct Debit - Paid 01/22/10

<i>Purchasing Card Usage</i>		
EdwardsIndustrial	Hose for plow-New Dump Truck	28.32
Lake Mich. Mailers	Mail Winter Tax Bills	203.14
Advance Auto Parts	Wiper Blades for Plow Trucks	23.96
Advance Auto Parts	Gear Lube	18.87
AT&T	Water Alann Line	141.00
Charter	DPW- Cable	5.74
Charter	Fire Dept. — Cable	5.74
Charter	DPW-Internet	50.00
Edwards Industrial	Hose for Loader	32.54
Etna	Meter Valve & Lockwing	75.75
Extreme Power	Pulley Idler	22.95
Harding's	Supplies for Holiday Potluck	45.31
Harding's	Supplies for Holiday Potluck	15.86
ICMA	Dues - 2010	673.92
Lowe's	Christmas Trees & Dees.	185.62
Lowe's	Socket Sets	17.43
Lowe's	Spot Light for Patrol Car	29.97
Martin Spring & Drive	Oil for Plows	36.00
Metropolitan Uniform	Everything Belt Holder - Chief	194.94
Metropolitan Uniform	Trousers-Anson	99.99
Mich. Assoc. of Chiefs of Police	2010 Dues — Bongers	100.00
Michigan International	Belt, Water Fi	53.02
Miss Dig	2010 Membership Fee	195.60
Moore Medical	Latex Gloves & Disinfectant	81.54
Nextel/Sprint	Cell Phone Charges	392.39
Precision Automotive	Check Alt. on Backhoe	35.00
Quill	Paper, Photo Paper, P. Towels	200.87
Rathco Safety Supply	24-6V Batteries	46.80
Ridge Napa	Extractor Tool	8.93
Steensma Lawn	Gasket & Oil Filter	53.56
Steensma Lawn	Gear Cases, Pinion, Misc.	965.81
TDS	Phone Charges	766.61
Tractor Supply	Paint	8.98
Verizon	Water — Internet	60.07
Verizon	Internet — Water	65.07
WW Grainger	Thermostat for Heater @ Water Plant	77.85
	Total Fifth Third	<u>5,019.15</u>



CITY OF PARCHMENT POLICE DEPARTMENT
Monthly Report: December 2009

	TOTAL 2008	DECEMBER 2009	TOTAL 2009
Serious Crimes	14	0	16
Assaultive Crimes	60	4	46
Property Crimes	83	10	90
Juvenile Crimes	74	2	42
Traffic Violations	668	39	566
Traffic Crashes	35	6	32
Arrests	170	6	89
Violation of Controlled Substances Act	7	1	6
Alcohol Related Offenses	28	3	23
Assist to other Depts.	83	15	43
Assist by other Depts.	35	3	45
Ordinance Violations	50	15	177
Miscellaneous Crimes	19	3	83

Targeted Traffic Enforcement	TOTAL 2008	DECEMBER 2009	TOTAL 2009
Radar Hours	87.25 hr	71 hrs 56 mins	1064hrs 22mins
OWI Hours	6 hours	0 hrs 0 mins	12 hrs 38 mins
Code Enforcement Hours		1 hrs 12 mins	37 hrs 11 mins

Offense Category Key:

Serious Crimes: Murder, Rape, Arson, Carry Concealed Weapon
 Assaultive Crimes: Felonious Assault, A&B, Threats, Harassment, Animal Cruelty
 Property Crimes: Larceny, Embezzlement, Property: stolen, damaged
 Juveniles Crimes: Runaway, Possession, Curfew Violation

CITY OF PARCHMENT
KALAMAZOO COUNTY, MICHIGAN
ORDINANCE NO. 193

AN ORDINANCE TO AMEND THE CITY OF PARCHMENT CODE OF ORDINANCES BY READOPTING ORDINANCE 139, AS AMENDED HEREINAFTER, BY ADDING NEW SECTIONS 14.1 THROUGH 14.6 OF THIS CODE; TO RATIFY AND CONTINUE THE ASSUMPTION OF LIABILITY FOR ADMINISTRATION AND ENFORCEMENT OF THE STATE CONSTRUCTION CODE ACT OF 1972 (1972 PA 230), AS AMENDED, AND THE STATE CONSTRUCTION CODE PROMULGATED THEREUNDER, WITHIN THE POLITICAL BOUNDARIES OF THE CITY OF PARCHMENT AND TO CONTINUE TO PROVIDE FOR THE DESIGNATION OF THE ENFORCING AGENCY TO DISCHARGE THE RESPONSIBILITIES OF THE CITY HEREUNDER, AND TO RESERVE THE RIGHT TO PROVIDE THAT AGREEMENT OR CONTRACT WITH ANY OTHER TOWNSHIP, VILLAGE, CITY OR COUNTY FOR JOINT ADMINISTRATION AND ENFORCEMENT HEREUNDER; TO PROVIDE FOR A CONSTRUCTION BOARD OF APPEALS; AND TO CONTINUE TO PROVIDE FOR THE ESTABLISHMENT OF A FEE SCHEDULE BY THE CITY COMMISSION; AND TO CONTINUE TO PROVIDE FOR CRIMINAL PENALTIES AND CIVIL REMEDIES FOR THE VIOLATION OF THIS ORDINANCE OR THE ACT OR STATE CONSTRUCTION CODE PROMULGATED THEREUNDER; TO ADD FLOODPLAIN MANAGEMENT REGULATIONS; TO DESIGNATE THE CITY'S BUILDING OFFICIAL TO ADMINISTER, APPLY AND ENFORCE FLOODPLAIN MANAGEMENT REGULATIONS; TO ADD NEW SECTIONS 14.51 THROUGH 14.56 AND TO REPEAL ALL EXISTING CITY ORDINANCES IN CONFLICT HEREWITH.

THE CITY OF PARCHMENT ORDAINS:

ARTICLE 1

CONSTRUCTION CODE

14.1. Title.

This Ordinance shall be known and may be cited as the City of Parchment State Construction Code Ordinance.

14.2. Continued Assumption of Responsibility for Enforcement of State Construction Code.

In accordance with and pursuant to Section 8 and Section 9 of the State Construction Code Act of 1972 (1972 PA 230; MCLA 125.1501 at seq.), as amended, the City of Parchment hereby continues to assume responsibility for the administration and enforcement of said Act within its political boundaries. Such Act adopts the Single State Construction Code, which includes, but is not limited to, the Michigan Building, Electrical, Mechanical and Plumbing Codes and any subsequent amendments..

14.3. Construction Board of Appeals.

Pursuant to 1972 PA 230, a Construction Board of Appeals is hereby created consisting of not more than seven nor less than three members. Members are determined by the City Commission. The members of the Construction Board of Appeals shall be appointed by the Mayor, subject to the approval and majority vote of the City Commission. The Construction Board of Appeals members shall have a term of two years.

14.4. Designation of Enforcing Agency/Reservation of Right to Provide for Joint Enforcement.

In accordance with the aforereferenced Act, and pursuant to the provisions of the State Construction Code, the Parchment City Commission is hereby authorized to designate by Resolution an enforcing agency that shall discharge the responsibilities of the City under said Act and Code promulgated

thereunder and adopted therein, which shall be any person or persons qualified by experience or training to perform the duties associated with Construction Code administration and enforcement, and otherwise in accordance with the Building Officials and Inspectors Registration Act (1986 PA 54; MCLA 33.2301 et seq.). The Commission is further authorized to remove by Resolution any such person(s) from said position, in the sole discretion of said Commission. The City specifically reserves the right to provide by agreement or contract with any other Township, Village, City or County in the State of Michigan for joint enforcement and administration of this Ordinance and the Act and State Construction Code promulgated.

14.5. Establishment of Fee Schedule.

The Parchment City Commission is hereby given the authority to establish, by Resolution, at any regular or special meeting, a schedule of fees, rates and charges for the administration and enforcement of this Ordinance and the Act and State Construction Code promulgated thereunder and adopted herein, and for the conducting of various activities authorized by said Act/Code and this Ordinance; provided that the same shall be reasonable and bear a reasonable relationship to the cost and expense of such administration, enforcement and activity. The City Commission shall further have the right to amend by Resolution the aforementioned schedule from time-to-time.

14.6. Violations/Penalties.

Any violation of this Ordinance or the Act or State Construction Code promulgated thereunder and adopted herein shall be a misdemeanor punishable upon conviction by a fine not to exceed \$500.00 plus costs, imprisonment in the County Jail for a term not to exceed 90 days or both. Each day that a violation continues to exist shall constitute a separate offense. In addition, the City specifically reserves the right and shall have the authority, without waiving any of its rights set forth herein or permitted by law, to proceed in any Court of competent jurisdiction for the purpose of obtaining injunctive relief or other appropriate remedy to compel compliance with this Ordinance and said Act and Code.

ARTICLE II

Section 14.42 to 14.50 are hereby reserved.

ARTICLE III

FLOODPLAIN MANAGEMENT

Section 14.51. Title.

This Article shall be known and cited as the Parchment Floodplain Management Ordinance.

Section 14.52. Definitions.

Unless specifically defined below, words or phrases used in this Ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this Ordinance its most reasonable application.

1. **FLOOD or FLOODING** means:
 - a. A general and temporary condition of partial or complete inundation of normally dry

land areas from: (1) the overflow of inland or tidal water; (2) the unusual and rapid accumulation or runoff of surface waters from any source; (3) mudflows; and

- b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as a flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding, as defined in paragraph 1(a) of this definition.
2. **FLOOD INSURANCE RATE MAP ("FIRM")** means the official map on which FEMA has delineated both the area of special flood hazards and the risk premium zones applicable to the community.
 3. **FLOOD INSURANCE STUDY** means the official report provided by FEMA that includes flood profiles, FIRMs, and the water surface elevation of the base flood.
 4. **FLOODPLAIN** means any land area susceptible to being inundated by water from any source (see definition of flooding).
 5. **FLOODPLAIN MANAGEMENT** means the operation of an overall program of corrective and preventive measures for reducing flood damage, including, but not limited to, emergency preparedness plans, flood control works, and floodplain management regulations.
 6. **FLOODPLAIN MANAGEMENT REGULATIONS** means Zoning Ordinances, subdivision regulations, building codes, health regulations, Special Purpose Ordinances (such as a Floodplain Ordinance, Grading Ordinance and Erosion Control Ordinance), and other applications of police power that provide standards for the purpose of flood damage prevention and reduction.
 7. **STRUCTURE** means a walled and roofed building that is principally above ground, gas or liquid storage facility, as well as a mobile home or manufactured unit.

Section 14.53. Agency Designated.

1. Pursuant to the provisions of the State Construction Code, in accordance with Section 8b(6) of the State Construction Code Act, Act 230 of the Public Acts of 1972, as amended (the "Construction Code Act"), the Building Official of the City is hereby designated as the enforcing agency to discharge the responsibility for the administration and enforcement of the Construction Code Act throughout the corporate limits of the City.
2. The Building Official is directed to administer, apply, and enforce the floodplain management regulations as contained in the State Construction Code, including Appendix G, and to be consistent with those regulations by:
 - a. Obtaining, reviewing and reasonably utilizing flood elevation data available from federal, state or other sources pending receipt of data from the FEMA to identify the flood hazard area and area's potential flooding.
 - b. Ensuring that all permits necessary for development in floodplain areas have been

issued, including a floodplain permit, approval, or letter of no authority from the Michigan Department of Environmental Quality under the floodplain regulatory provisions of Part 31, "Water Resource Protection", of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

- c. Reviewing all permit applications to determine whether the proposed building sites will be reasonably safe from flooding. Where it is determined that a proposed building will be located in a flood hazard area, the Building Official shall implement the following applicable codes according to their terms:
 - i. Floodplain management regulation portions and referenced codes and standards of the current Michigan Residential Code.
 - ii. Floodplain management regulation portions and referenced codes and standards of the current Michigan Building Code.
 - iii. Appendix G of the current Michigan Building Code.
- d. Reviewing all proposed subdivisions to determine whether such proposals are reasonably safe from flooding and to ensure compliance with all applicable floodplain management regulations.
- e. Assisting in the delineation of flood hazard areas; providing information concerning uses and occupancy of the floodplain or flood-related erosion areas, maintaining flood proofing and lowest floor construction records, cooperating with other officials, agencies and persons for floodplain management.
- f. Advising FEMA of any changes in community boundaries, including appropriate maps.
- g. Maintaining records of new structures and substantially improved structures concerning any certificates of flood proofing, lowest floor elevation, basements, flood proofing and elevations to which structures have been flood proofed.

Section 14.54. Code Appendix Enforced.

Pursuant to the provisions of the State Construct Code, in accordance with Section 8b(6) of the Construction Code Act, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the City.

Section 14.55. Review of Flood Insurance Rate Maps (FIRMs).

The City assures the Federal Insurance Administrator ("Administrator") that it intends to review, on an ongoing basis, all amended and revised FIRMs and related supporting data and revisions thereof and revisions of 44 CFR, Part 60, Criteria for Land Management and Use, and to make such revisions in its floodplain management regulations as may be necessary to continue to participate in the program.

Section 14.56. Designation of Regulated Flood Prone Hazard Areas.

The FEMA Flood Insurance Study entitled "Kalamazoo County, Michigan (All Jurisdictions)," dated February 17, 2010, and the FIRMs panel numbers of 26077CINDOA, 26077C0075D, 26077C0175D, 2607700179D, 26077C0180D and 26077C0185D, dated February 17, 2010, are adopted by reference for the purposes of administration of the Michigan Construction Code, and declared to be a part of

Section 1612.3 of the Michigan Building Code, and to provide content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.

ARTICLE IV

Section 1. Severability.

Should any portion of this Ordinance or 1972 PA 230, as amended, or the State Construction Code promulgated thereunder and adopted herein be declared unconstitutional, illegal or otherwise of no force or effect by a Court of competent jurisdiction, such portion thereof shall not be deemed to affect the validity of any other part or portion thereof.

Section 2. Repeal of Conflicting Ordinances/Savings Clause.

All other Ordinances or parts thereof in conflict herewith, including any Construction Codes or Construction Code Ordinances previously adopted by the City, are hereby repealed and shall be of no further force or effect upon the effective date of this Ordinance; provided, however, construction permits validly issued before the effective date of this Ordinance shall not be invalidated by this Ordinance and the construction may be completed in compliance with any such permits, or renewals thereof, and in compliance with any previous Construction Codes of the City under which the permits were issued. Further, any pending proceedings, including prosecutions for violations, or rights and liabilities acquired or incurred under any previous Ordinance or City Construction Code being repealed hereby shall not be affected by this Ordinance and may be continued pursuant to said previous Ordinances and Codes.

Section 3. Effective Date.

This Ordinance shall take force and effect on February 1, 2010.

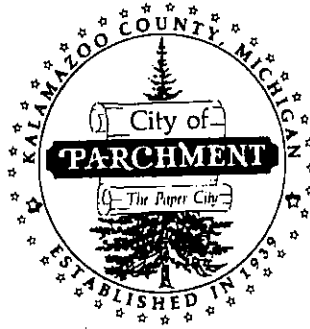
CERTIFICATE

I, Curtis E. Flowers, City Clerk for the City of Parchment, do hereby certify that the foregoing Parchment Ordinance No. 193 was adopted by the City Commission at a regular meeting held on January 18, 2010, and that the following is a record of the vote of the members of said City Commission on said Ordinance.

AYES:
NAYS:
ABSENT:
ABSTAIN:

Curtis E. Flowers, CMC
City Clerk

1st reading	01/04/2010
2nd reading	01/18/2010
adoption	01/18/2010
publication	01/30/2010
effective	02/01/2010



MEMORANDUM

To: Dennis Durham, City Manager
From: John Frakes, City Treasurer
Date: January 15, 2010
Subject: Budget Adjustments

As the year progresses I find it necessary to make adjustments in the budget based on actual experience. After review of our first-half fiscal year experience, I recommend the following adjustments be made.

Adjustment 1

In the police budget we will experience a savings in full-time salaries of \$21,356 and an overage in part-time salaries of \$14,362 due to Officer Fall being unable to work due to injury. It is recommended that \$14,362 be reallocated from full-time to part-time salaries.

Adjustment 2

The City received \$39,065 from Crown Paper Liquidating Trust in settlement of our claim. It is recommended that \$39,065 be received as additional General Fund revenue.

Adjustment 3

To accommodate expected funding requirements for the River Reach Redevelopment through June 30, 2010, it is recommended that \$100,000 be allocated from the following sources:

Police Savings	\$ 6,000
Crown Paper	\$ 39,065
Fund Balance	<u>\$ 54,935</u>
	\$100,000

Adjustment 4

Per the direction of the City's auditors, Seber Tans, the City should appropriate \$917,090 of Brownfield Grant Revenue for the River Reach Project in order to properly reflect expenditures against that grant for FY2009-10 – even though this is simply a pass-through activity. It is recommended that the budget be amended to reflect receipt of this revenue and corresponding expenditures in the General Fund Legislative budget.

Adjustment 5

At the end of Fiscal Year 2008/2009 the City had a balance left in the Escrow Account for River Reach (\$140,852.48) that was added back to cash and subtracted from expenses – as required by the City's auditors, Seber Tans. This needs to be reflected in the FY 2009/10 budget. This money has since been paid out of escrow 100 percent.

Adjustment 6

Due to the timing of installation of the City Hall phone system, the purchase of the phone system (\$2,431) was expensed in FY2009-10. It is recommended that the budget be amended to re-appropriate those funds from FY2008-09 to properly reflect the related expenditures in this fiscal year budget.