

AGENDA
CITY COUNCIL REGULAR BUSINESS MEETING
CITY OF BRIGHTON
MAY 5, 2016 - 7:30 P.M.
CITY HALL COUNCIL CHAMBERS
200 NORTH FIRST STREET
BRIGHTON, MICHIGAN
TELEPHONE: 810-227-1911 WEBSITE: www.brightoncity.org

Business Meeting - 7:30 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Consider Approval of the Agenda

Consent Agenda Items

5. Approval of Minutes: [Regular Meeting of April 21, 2016](#)

Correspondence

6. Call to the Public
7. Information for City Customers
8. Receive Updates from Council Member Liaisons to other Boards and Commissions

Public Hearing

9. Conduct Public Hearing and Consider Approval of a [Resolution](#) to [Adopt the City Council's Fiscal Year 16-17 City Budget](#)

New Business

10. Consider [Resolution Adopting 16-17 Millage Rates](#)
11. Consider [Resolution Adopting 16-17 Fee Schedule](#)

Other Business

12. Call to the Public
13. Adjournment

MINUTES OF THE MEETING OF THE CITY COUNCIL OF BRIGHTON
HELD ON APRIL 21, 2016 AT THE BRIGHTON CITY HALL
200 N. 1ST STREET, BRIGHTON, MICHIGAN

REGULAR SESSION

Mayor Muzzin called the regular meeting to order at 7:30 p.m. Following the Pledge of Allegiance, the roll was called. Present were Mayor Muzzin, Mayor Pro-Tem Pipoly, Councilmembers Bohn, Tobbe, Pettengill and Gardner. Also in attendance were Attorney Paul Burns, Engineer Gary Markstrom and Staff members: City Manager Nate Geinzer, Deputy Police Chief Bradford, Pamela Stewart, Dave Blackmar, Tim Krugh and an audience of 12. Press and media included Noe Hernandez from the Press & Argus and Tom Tolen from WHMI.

AGENDA APPROVAL

It was moved by Gardner, seconded by Mayor Pro-Tem Pipoly to approve the agenda as amended. Add item 10a Michigan Tax Tribunal case concerning Real Property vs City of Brighton. Motion passed 6-0.

MINUTE APPROVAL

Approve the Regular Meeting minutes of Regular Meeting of April 7, 2016 as presented.

Approve the Council Retreat Minutes of April 9, 2016 as presented.

Approve the Council Budget Work Session of April 12, 2016 as presented.

Approve the Council Budget Work Session of April 13, 2016 as presented.

CONSENT AGENDA

Approve the Resolution 16-03 changing the Blue Sky Meeting to a Study Session.

Approve May 5th, 2016 Hearing Date for the Proposed 16-17 City Budget.

Add and approve Tax Tribunal case concerning Real Property vs the City.

It was moved by Councilmember Gardner, seconded by Bohn to approve the consent agenda and minutes as presented. Motion passed 6-0

HISTORICAL SOCIETY PRESENTATION

Jim Vichich gave a presentation concerning the Historic Brighton Village Cemetery asking for volunteers for their May 7, 2016 clean up and spotlighting repairs necessary to the gravestones.

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CALL TO THE PUBLIC

Mayor Muzzin opened the Call to the Public at 7:50 p.m. Hearing none, the Call to the Public was closed at 7:50 p.m.

CITY CUSTOMER INFORMATION AND BOARD UPDATES

Manager Geinzer stated gravel lot is opened for spare parking and recognized Tom Wightman for his work implementing a Sexual Assault Response Protocol.

Mayor Pro-Tem Pipoly gave a DDA update and mentioned that a new member is needed.

Councilmember Bohn reported that the Planning Commission had discussions concerning a potential new Holiday Inn Express.

Councilmember Gardner reported that SELCA's Derek Smith resigned.

Councilmember Pettengill reported that the ZBA approved a sign variance Grand Professional Center, the Imagination Station Volunteer Day will be scheduled for April 23, and sent condolence to the family of Joyce Schuelke, longtime owner of the Wilderest store.

Mayor Muzzin gave a Brighton Area Fire Board update and talked about employee benefits.

CLOSED SESSION

It was moved by Mayor Pro-Tem Pipoly, seconded by Councilmember Gardner to go into Closed Session at 7:59 p.m. to receive written attorney-client privileged communication pursuant to MCL15.268(h). A roll call vote was taken. Yes: Pipoly, Muzzin, Gardner, Bohn, Tobbe, Pettengill. No: none. Motion passed 6-0.

The Council convened into Closed Session at 7:59 p.m.

The Council reconvened the Regular Session at 8:20 p.m.

NORTHRIDGE WOODS AMENDED SITE PLAN

Developer Steve Davis discussed the slope in Northridge Woods and mentioned how it mimics the slope on Northern Ridge Drive which was installed over 12 years ago.

It was moved by Mayor Pro-Tem Pipoly, seconded by Councilmember Gardner to approve the Northridge Woods amended site plan with the stipulations that the site be inspected after landscaping is added and inspected again after a two year period. Additionally, a letter of credit is to remain in place for the next two years until 2018. Councilmember Bohn added the friendly amendments that no more soil should be added to the slope but planting would be allowed, and a repair to the drain at 6209 Butternut Circle would be complete. Also he mentioned that the slope would be inspected by the City's engineer. Mayor Pro-Tem Pipoly agreed to the amendments and Councilmember Gardner seconded again. Motion passed 6-0.

CLEARZONING PURCHASE

City Manager Nate Geinzer discussed the need for an updated Zoning Code. It was moved by Mayor Pro-Tem Pipoly and seconded by Councilmember Pettengill to approve. Motion passed 6-0.

CALL TO THE PUBLIC

Mayor Muzzin gave a Call to the Public at 8:30 p.m. Hearing no comment, the Call to the Public was closed.

ADJOURNMENT

It was moved by Mayor-Pro Tem Pipoly, seconded by Councilmember Pettengill to adjourn the meeting at 8:33 p.m. Motion passed 6-0.

Pamela Stewart, Acting City Clerk

James Muzzin, Mayor



CITY OF BRIGHTON
REPORT FROM THE CITY MANAGER TO CITY COUNCIL
MAY 5, 2016

SUBJECT: PUBLIC HEARING AND CONSIDERATION OF ADOPTING THE FY 2016-17 BUDGET

ADMINISTRATIVE SUMMARY

- The City Manager's Proposed FY 2016-17 Budget was presented to the City Council on Thursday, April 7, 2016.
- The City Council held Budget Work Sessions on Tuesday, April 12, 2016 and Wednesday, April 13, 2016.
- On April 21, 2016, the City Council approved a motion directing staff to publish a budget public hearing notice for the Council's proposed FY 2016-17 budget.
- A public hearing for the purpose of receiving citizen input regarding the Proposed Budget is being held during the May 5, 2016 City Council meeting.
- The budget provides for a tax levy and utility fees, which comprise the majority of City determined revenue, to support the expenditures/expenses. The City Council will consider the millage rates and fee schedule, including utility fees in separate resolutions.
- The annual budget provides the authority to appropriate the funds for the operations of the City of Brighton from July 1, 2016 through June 30, 2017.

RECOMMENDATION

It is the recommendation of staff that the City Council approve the attached resolution, including Exhibit A, to adopt the City's Budget for FY 2016-17.

Prepared by: Gretchen M. Gomolka, Finance Director

Approved by: Nate Geinzer, City Manager

EXHIBIT - A

<u>REVENUE/SOURCES - ALL FUNDS</u>	<u>Budget</u>
Property Taxes, Penalties, Interest & Fees	\$ 7,033,206
Licenses & Permits	373,800
Federal Grants	101,000
State Grants	18,000
State Shared Revenue	1,197,719
Local Unit Contribution	92,000
Service Charges	3,972,336
Fines & Forfeits	100,825
Investment Earnings	48,098
Rents & Royalties	71,750
Other Revenue	296,961
Other Financing Sources (including fund balance and working capita	1,802,700
TOTAL REVENUE	<u>\$ 15,108,395</u>

<u>EXPENDITURES</u>	<u>Appropriation</u>
<u>Fund</u>	
	<u>Department</u>
	City Council 24,040
	City Manager 182,916
	Legal Services 211,246
	City Clerk 129,493
	Human Resources 144,776
	Finance 594,785
	Information Systems 96,634
	Police 2,599,868
	Public Services 2,192,735
	Community Development 462,296
	Post Employment Benefits 336,173
	Contingencies/(Cuts) -
	Transfers Out 1,154,500
General	8,129,462
Major Street	883,512
Local Street	208,082
Principal Shopping District	114,500
Arts & Cultural Commission	7,110
Imagination Station Maintenance	10,000
Forfeiture Funds	2,720
Street Non-voted Debt	669,648
Capital Improvement	380,446
Law Enforcement/Public Safety	212,250
Building Authority	-
Downtown Development Authority	751,636
Local Development Finance Authority	83,845
Utilities	5,508,948
TOTAL EXPENDITURES	<u>16,962,159</u>
Less: Depreciation	<u>(1,853,764)</u>
TOTAL EXPENDITURES: Less Depreciation	<u>15,108,395</u>

RESOLUTION 16-

ADOPTING THE FY 2016-17 BUDGET

WHEREAS, the City of Brighton Municipal Charter requires that an annual budget be approved by the City Council; and

WHEREAS, said Charter requires the appropriation of funds for the upcoming Fiscal Year; and

WHEREAS, the Manager's recommended budget for Fiscal Year 2016-17 was submitted to the City Council of Brighton and a copy thereof placed on file with the City Clerk for public review on April 7, 2016; and

WHEREAS, on May 5, 2016 the City Council of Brighton held a public hearing on the proposed budget for Fiscal Year 2016-17; and

WHEREAS, estimated revenues and fund balances are sufficient to provide for proposed expenditures and year end reserves required for the 2016-17 Fiscal Year; and

NOW, THEREFORE, pursuant to Chapter 8, Section 4 of the City of Brighton Charter, BE IT RESOLVED, that the City Council of Brighton hereby approves the Fiscal Year 2016-17 budget by activity, as presented by the Manager, reviewed by Council, and implemented through the following policies and specifications as the official budget for the City of Brighton for the Fiscal Year beginning July 1, 2017;

I. ADOPTION BY FUND AND ACTIVITY WITHIN EACH FUND

The Budget is hereby adopted and appropriated by fund, and department within each fund, as provided on Exhibit A.

II. APPROPRIATIONS/TRANSFERS

Appropriations made during Fiscal Year 2016-17 pursuant to said budget shall be considered the maximum authorization to incur expenditures and not a mandate to spend, subject to the following conditions:

- A. Additional appropriations may be made by the City Council from the unappropriated fund balance account of the General Fund for approved reallocations, providing that such appropriations do not cause the unreserved fund balance account to be less than 15% of the total General Fund budgeted operating expenditures.
- B. Transfers may be made by the City Manager from departmental reserves or surplus of the General Fund to any department of the General Fund in amounts not to exceed five percent of the original total budget for the department receiving the transfer, provided that such transfers shall not exceed the total amount of operating reserves or surplus available at the time of transfer, and providing that such transfers do not cause the unreserved fund balance account to be less than 15% of the total General Fund budgeted operating expenditures.

C. Transfers may be made by the City Manager from departmental reserves or surplus of the General Fund to any other Fund of the City in amounts not to exceed ten percent of the original total budget for all such transfers, providing that the limitations of Section (B) are not exceeded.

D. Appropriations in excess of the limitations of Sections (A - C) above may be authorized by the City Council but only if new revenues are available to fund such expenditures.

III. LIMIT ON OBLIGATIONS AND PAYMENTS

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation, and sufficient funds are or will be available to fund such expenditures.

IV. CONFORMITY WITH PREVIOUS ACTIONS

The City Council rescinds any prior actions not in conformity with the above stated policies and specifications.

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

This Resolution was _____ this _____ day of May 2016.

Pamela Stewart, Acting City Clerk



CITY OF BRIGHTON
REPORT FROM THE CITY MANAGER TO CITY COUNCIL
MAY 5, 2016

SUBJECT: CONSIDER ESTABLISHING THE LEVY AND AUTHORIZING THE COLLECTION OF TAXES, PENALTIES AND FEES FOR FY 2016-17

ADMINISTRATIVE SUMMARY

- The Council's adopted FY 2016-17 budget reflects:
 - City operating millage of 15.2734 mills
 - Law Enforcement/Public Safety millage of 0.38 mills
 - Economic Development millage of 0.1169 mills
- The City operating and Law Enforcement/Public Safety millage rates are both the same as FY 2015-16.
- The 2016-17 budget reflects the addition of an Economic Development millage of 0.1169 mills under the mcl Act 359 of 1925.
- The attached resolution, if adopted, would establish a total City millage of 15.7703 for FY 2016-17, which is an increase over FY 2015-16 by 0.1169 mills.
- For the tenth year in a row, the Headlee Millage Reduction Fraction did not roll back the Charter limited operating millage.

RECOMMENDATION

It is the recommendation of staff that the City Council approve the attached resolution to set the levy and authorize the collection of taxes, penalties and fees for FY 2016-17.

Prepared by: Gretchen M. Gomolka, Finance Director

Approved by: Nate Geinzer, City Manager

RESOLUTION 16-

ESTABLISHING THE LEVY AND AUTHORIZING THE COLLECTION OF TAXES, PENALTIES AND FEES FOR FISCAL YEAR 2016-17

WHEREAS, the City Council adopted the fiscal year 2016-17 budget, which includes a proposed tax millage rate to support the budget, at their May 5, 2016 meeting; and

WHEREAS, the Charter Tax Rate Limitation of 20 mills has been reduced to 15.2734 mills for 2016 by the cumulative effect of the "Headlee Amendment" roll back; and

WHEREAS, the City Charter requires the establishment of a required millage for the levy of taxes; and

WHEREAS, the General Property Tax laws of the State of Michigan authorize the imposition of penalties and administration fees on current taxes; and

WHEREAS, the Council annually officially establishes the millage by resolution:

NOW, THEREFORE, BE IT RESOLVED by the Brighton City Council as follows:

1. The operating tax rate for FY 2016-17 is levied at 15.2734 mills.
2. The Law Enforcement/Public Safety millage tax rate for FY 2016-17 is levied at 0.38 mills.
3. The Economic Development millage tax rate for FY 2016-17 is levied at 0.1169 mills.
4. A 2016 Summer Tax Late Penalty Charge is established and will be collected on behalf of all the taxing units as follows:
 - August 16 - August 31: 2%
 - September 1 - September 30: 4%
 - October 1, 2016 - February 28, 2017 an additional .50% per month up to 6%
5. A 2016 Summer and Winter Tax Administration Fee of 1% is established and will be collected on behalf of the City of Brighton.

AYES: _____
 NAYS: _____
 ABSTAIN: _____
 ABSENT: _____

This Resolution was ____ this ____ day of May 2016.

Pamela Stewart, Acting City Clerk



CITY OF BRIGHTON
REPORT FROM THE CITY MANAGER TO CITY COUNCIL
MAY 5, 2016

SUBJECT: CONSIDERATION OF ADOPTING THE PROPOSED FY 2016-17 FEE SCHEDULE

ADMINISTRATIVE SUMMARY

The City's fees and charges are reviewed at least annually and amended where warranted. The attached Resolution is staff's recommendation for adjusting the existing fee schedule.

The recommended FY 2016-17 Fee Schedule is the same as the current FY 2015-16 Fee Schedule with the following exceptions:

Transfer of Graves

Increase transfer fee from \$10/grave to \$50/grave for both City Residents and Non-Residents

Utility Fees – (as reflected in the FY 2016-17 Adopted Budget):

Utility User Charges (bi-monthly):

Water:	<u>City</u>	<u>Genoa Pine Creek</u>	<u>Genoa Dillion</u>	<u>Genoa N.Star1</u>	<u>Genoa N.Star2</u>	<u>Brighton Township</u>	<u>Hamburg Township</u>
Commodity (1,000 Gal.) -	\$3.54	\$3.54	\$3.90	\$3.77	\$3.90	\$3.90	\$3.54

Wastewater:	<u>City</u>	<u>Genoa</u>	<u>MDOT</u>	<u>Hamburg</u>
Commodity (1,000 Gal.) -	\$4.11	\$4.11	\$4.11	\$3.66
Administrative (per meter/service)	\$12.60**	\$18.91*	\$18.91*	\$18.91*

Debt Service (per meter size/service)	<u>City</u>	<u>MDOT</u>
.75"	\$22.80**	
1.00"	\$38.76**	\$58.14*
1.50"	\$77.52**	
2.00"	\$123.12**	
3.00"	\$243.96**	
4.00"	\$380.76**	
6.00"	\$761.52**	

* Rates reflect quarterly billing

** Rates reflect bi-monthly billing

Un-metered Charge	
Residential -	\$117.60
Governmental -	\$229.86
Commercial/Industrial -	\$415.20

Combined Sewer and Water User Fees would increase by 3.0%.

Sewer Tap

Increase 6" meters by \$584

Remove 8" meters from fee schedule as these are no longer installed

Increase operator labor hours from 18 to 20 at \$42.00/hour

Increase surface restoration charges by \$500

Water Tap

Add a discloser on water tap detail charges for the water meters as follows:

** Subject to changes in market pricing

Increase surface restoration charges by \$500

RECOMMENDATION

It is the recommendation of staff that the City Council consider the attached resolution to set the fees and charges for FY 2016-17.

Prepared by: Gretchen M. Gomolka, Finance Director

Approved by: Nate Geinzer, City Manager

RESOLUTION 16-

A RESOLUTION ADOPTING THE SCHEDULE OF FEES AND CHARGES FOR THE CITY OF BRIGHTON FOR FY 2016-17

WHEREAS, pertinent sections of the Brighton Municipal Code require that the Brighton City Council periodically establish fees and charges to be collected by the City staff for selected services, penalties and licenses; and

WHEREAS, City staff has reviewed the revenue needs of the City for Fiscal Year 2016-17 and has proposed to the City Council a fee and charge schedule to meet those needs; and

WHEREAS, the Brighton City Council has reviewed the proposed fee and charge schedule.

NOW, THEREFORE, BE IT RESOLVED by the Brighton City Council as follows:

1. The Council accepts the recommendations of City staff as they relate to the proposed fee and charge schedule.
2. The proposed fee and charge schedule is adopted as presented.
3. City staff is directed to implement the fee and charge schedule effective July 1, 2016.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

This Resolution was ____ this ____ day of May 2016.

Pamela Stewart, Acting City Clerk