

CITY OF BRIGHTON  
CITY COUNCIL MEETING  
CITY HALL  
June 18, 2015

Regular Blue Sky: 7:00 p.m.: Review of Agenda Items for this evening's meeting

**REGULAR SESSION - 7:30 P.M.**

1. Call to order
2. Pledge of Allegiance
3. Roll Call
4. Consider approval of the Agenda
5. Approval of [minutes](#): [Regular Meeting](#) and closed session of [June 4, 2015](#)
6. Call to the Public

**Consent Agenda**

7. Consider approval of an [updated Freedom of Information Act policy and procedure for processing F.O.I.A. requests for compliance with the recently-updated State F.O.I.A. law](#) as recommended by the City Attorney and the City Clerk
8. Review of the last [biennial City Service Survey of 2013 and review of inputs](#) received by the City Manager from the City Council Members and staff to date for updating the survey questions
9. Consider approval of the [year-end budget amendment for Fiscal Year 14-15](#) as recommended by staff
10. Consider approval of a [resolution](#) to approve [a transfer to the General Fund committed fund balance pursuant to the FY 14-15 General Fund budget](#)
11. Consider approval of a Special Land Use Permit for a transitional parking lot at 121 W. North Street as may be recommended by the Planning Commission and supported by a Planning Commission Finding of Facts at the Planning Commission Meeting of June 15.
12. Consider conditional site plan approval for the 121 W. North Street Transitional Parking Lot as may be recommended by the Planning Commission at the Planning Commission Meeting of June 15.
13. Consider approval of a Special Land Use Permit for a transitional parking lot at 212 E. Grand River as may be recommended by the Planning Commission and supported by a Planning Commission Finding of Facts at the Planning Commission Meeting of June 15.
14. Consider conditional site plan approval for the 212 E. Grand River Transitional Parking Lot as may be recommended by the Planning Commission at the Planning Commission Meeting of June 15.
15. Consider approval of a Special Land Use Permit for a transitional parking lot at 131 Hyne Street as may be recommended by the Planning Commission and supported by a Planning Commission Finding of Facts at the Planning Commission Meeting of June 15.
16. Consider conditional site plan approval for the 131 Hyne Street Transitional Parking Lot as may be recommended by the Planning Commission at the Planning Commission Meeting of June 15.

17. Consider approval of the [updated Fee schedule for Fiscal Year 15-16](#) as recommended by staff

**Policy Development & Customer Communications' action item**

18. Consider review and discussion of proposed Traffic Control Orders and related report from the City Attorney and City Manager regarding the next steps/actions needed to implement a new Downtown Parking Enforcement program/system for public parking spaces as recommended by the DDA Board and recently reviewed by the Traffic Safety Advisory Board
19. Consider approval of any motions needed to move forward with implementation of a [new Downtown Parking Enforcement program/system for public parking spaces](#) as recommended by the DDA Board and recently reviewed by the Traffic Safety Advisory Board including a possible first reading for ordinance amendments that may be necessary

**Other Business**

20. Information for City Customers including reports on responses to Citizens Inquiries to City Council received since the last Council Meeting
21. Receive updates from Council Member Liaisons to other Boards and Commissions
  - 21a. After receipt of Council Member Gardner's report on the 06/10/15 SELCRA Board Meeting outcomes, receive report/advice from the City Attorney regarding property transaction authority for the SELCRA Board per the SELCRA Articles of Incorporation
22. Call to the Public
23. Adjournment

**MINUTES OF THE MEETING OF THE CITY COUNCIL OF BRIGHTON**  
**HELD ON JUNE 4, 2015 AT THE BRIGHTON CITY HALL**  
**200 N. 1ST STREET, BRIGHTON, MICHIGAN**

**BLUE SKY SESSION**

The Council conducted a Blue Sky Session at 7:00 p.m. Present were Mayor Muzzin, Councilmembers Bandkau, Pipoly, Willis, Tobbe, Bohn and Gardner. The Council reviewed the agenda items.

**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, Councilmembers Pipoly, Bandkau, Willis, Bohn, Tobbe and Gardner. Also in attendance were Attorney Brad Maynes, Engineers Gary Markstrom and Kari Jozwik, Special Bond Counsel Pat McGow, Ryan Bendzinski from Bendzinski & Company, Special Legal Counsel Dennis Gabrian, Staff members Dana Foster, Diana Lowe, Matt Modrack, Dave Blackmar, Kelly Hanna, Tom Wightman and an audience of 0. Press and media included Tom Tolen from WHMI.

**AGENDA APPROVAL**

It was moved by Councilmember Bandkau, seconded by Pipoly to approve the agenda as amended. Delete item #11, Big Boy pole sign. Motion passed 7-0.

**MINUTE APPROVAL**

It was moved by Councilmember Gardner, seconded by Pipoly to approve the Regular Meeting minutes of May 21, 2015 as presented. Motion passed 4-0-3, Willis, Tobbe and Bohn abstaining.

It was moved by Councilmember Bandkau, Seconded by Gardner to approve the Closed Session Meeting minutes of May 21, 2015 as corrected. Last paragraph should read: It was moved by Mayor Pro-Tem Pipoly, seconded by Bandkau.... Motion passed 4-0-3, Willis, Tobbe and Bohn abstaining.

**CALL TO THE PUBLIC**

Mayor Muzzin opened the Call to the Public at 7:33 p.m. Hearing no comment, the Call to the Public was closed.

**CONSENT AGENDA**

It was moved by Mayor Pro-Tem Pipoly seconded by Tobbe to approve the Consent Agenda presented. A roll call was taken. Yes: Bandkau, Gardner, Muzzin, Pipoly, Willis, Tobbe, Bohn. No: none. Motion passed 7-0.

The following items were approved:

1. Approved Resolution 15-08, Charitable Gaming License for “The Torch”.

2. Reviewed the 2013 Biennial City Service Survey questions.

### **PROPOSED NORTH 2<sup>ND</sup> STREET PRELIMINARY DESIGN REPORT**

City Manager, Dana Foster briefed the Council on the proposed N. 2<sup>nd</sup> Street preliminary design report.

City Engineer, Gary Markstrom, presented a design report for the proposed North 2<sup>nd</sup> Street infrastructure improvements. He highlighted the proposed sewer improvements, street narrowing, curb repairs, sidewalk repairs and widening, lighting, tree removal and replacement, pavement thickness, proposed detours, ADA ramps, crosswalks, project costs and public information meetings with the residents.

Community Development/DDA Director, Matt Modrack discussed the proposed North 2<sup>nd</sup> Street improvement project. He stated this area is in the DDA district. He highlighted that the project would be more pedestrian friendly, would encourage reduced speeds, the DDA should give this project very serious consideration and neighborhood branding.

### **LIMITED OBLIGATION BONDS**

City Manager, Dana Foster discussed the Notice of Intent, the proposed Granger Project on N. 2<sup>nd</sup> Street, grant match, scope of project with the DDA enhancements and the need to maintain the 15 percent year-end fund balance.

Special Bond Counsel, Pat McGow, stated Council can increase the scope of the projects, and then if bids come in higher, Council can reduce the project scope at a later date if necessary.

Ryan Bendzinski from Bendzinski & Company discussed interest rates.

It was moved by Mayor Pro-Tem Pipoly, seconded by Tobbe to approve Resolution 15-09, Notice of Intent Resolution Capital Improvement Bonds for \$3,565,000.

After Council discussion regarding increasing the amount of the bonds, Mayor Pro-Tem Pipoly and Councilmember Tobbe withdrew their motion.

It was moved by Councilmember Bohn, seconded by Gardner to approve Resolution 15-09, Notice of Intent Resolution Capital Improvement Bonds for \$4,000,000. A roll call was taken. Yes: Bandkau, Gardner, Muzzin, Willis, Tobbe, Bohn. No: Pipoly. Motion passed 6-1.

### **CITY CUSTOMER INFORMATION**

City Manager, Dana Foster gave an update on the recent gas main break on Main Street. He discussed the coordination and team effort to rectify the situation. He has requested a copy of Consumers Energy's investigation report regarding the incident.

City Council  
June 4, 2015  
Page 3

Mayor Muzzin read a letter from Pam McConeghy of the Brighton Area Chamber of Commerce thanking the City Officials, Police Department and Brighton Area Fire Authority for handling the gas main break and for keeping the City safe.

There was Council discussion regarding the recent gas main break.

Councilmember Gardner gave a SELCRA update.

### **CALL TO THE PUBLIC**

Mayor Muzzin gave a Call to the Public at 8:54 p.m. Hearing no comment, the Call to the Public was closed.

### **PENDING LITIGATION CLOSED SESSION**

It was moved by Mayor Pro-Tem Pipoly, seconded by Willis to go into Closed Session at 8:54 p.m. to discuss pending litigation pursuant to MCL 15.268(e). A roll call vote was taken. Yes: Pipoly, Muzzin, Bandkau, Gardner, Willis, Bohn, Tobbe. No: none. Motion passed 7-0.

The Council convened into Closed Session at 8:55 p.m.

The Council reconvened the Regular Session at 9:08 p.m.

### **ADJOURNMENT**

It was moved by Councilmember Tobbe, seconded by Gardner to adjourn the meeting at 9:08 p.m. Motion passed 7-0.

---

Diana Lowe, City Clerk

---

Jim Muzzin, Mayor

**POLICY REPORT  
FREEDOM OF INFORMATION ACT CHANGES  
JUNE 4, 2015**

**PREPARED BY:**

---

**Diana Lowe  
City Clerk**

**REVIEWED BY:**

---

**Dana Foster  
City Manager**

**ISSUE:**

Beginning July 1, 2015, new regulations will require public bodies to establish specific written procedures and guidelines on how they charge for responses to FOIA requests. City Council will need to adopt the updated Freedom of Information Act Procedures and Guidelines as required by the new law.

**STAFF RECOMMENDATION:**

Recommend to adopt the attached FOIA Procedures and Guidelines.

**BACKGROUND:**

Public Act 563 of 2014 enacted extensive revisions to the FOIA statute focusing primarily on how municipalities can charge and how the requests are processed. These new regulations will take effect July 1, 2015.

FOIA Procedures and Guidelines will be available on the City's website and front counter. These will inform the public on how to submit requests, understand responses, deposit requirements, fee calculations and the appeal process.

**BUDGET IMPACT:**

Less funds will be received for FOIA requests. Under the new legislation, a municipality must round down partial 15 minute increments.

**COUNCIL ACTION:**

Approve the Freedom of Information Act Procedure and Guidelines as required by PA 563.

## **City of Brighton FOIA Procedures and Guidelines**

### **Preamble: Statement of Principles**

It is the policy of the City of Brighton that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The City's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The City acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The City acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

The City of Brighton will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The City's policy is to disclose public records consistent with and in compliance with State law.

The City Council has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

### **Section 1: General Policies**

The City Council, acting pursuant to the authority at MCL 15.236, designates the City Manager, Dana W. Foster as the FOIA Coordinator. He or she is authorized to designate other City staff to act on his or her behalf to accept and process written requests for the City's public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a City spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review City spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with City Information Technology staff to develop administrative rules for handling spam and junk-mail so as to protect City systems from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The City is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other City staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by the City on file for a period of at least one year.

The City will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, the City cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.

A copy of this Procedures and Guidelines document and the City's Written Public Summary must be publicly available by providing free copies both in the City's response to a written request and upon request by visitors at the City's office.

This Procedures and Guidelines document and the City's Written Public Summary will be maintained on the City's website at: [www.brightoncity.org](http://www.brightoncity.org), so a link to those documents will be provided in lieu of providing paper copies of those documents.

## **Section 2: Requesting a Public Record**

No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the City may be submitted on the City's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.

Verbal requests for records may be documented by the City on the City's FOIA Request Form.

If a person makes a verbal, non-written request for information believed to be available on the City's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A request must sufficiently describe a public record so as to enable City personnel to identify and find the requested public record.

Written requests for public records may be submitted in person or by mail to any City office. Requests may also be submitted electronically by fax and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, emailed or other otherwise provided to him or her in digital form in lieu of paper copies. The City will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by Brighton City on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

**Section 3: Processing a Request**

Unless otherwise agreed to in writing by the person making the request, the City will issue a response within 5 business days of receipt of a FOIA request. If a request is received by fax, email or other electronic transmission, the request is deemed to have been received on the following business day.

The City will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the City needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the City's website.

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

A copy of these Procedures and Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a written request for public records\*, provided however, that because these Procedures and Guidelines, and the Written Public Summary are maintained on the City's website at: [www.brightoncity.org](http://www.brightoncity.org) a link to the Procedures and Guidelines and the Written Public Summary will be provided in lieu of providing paper copies of those documents.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the City will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the City to process the request and also provide a best efforts estimate of a time frame it will take the City to provide the records to the requestor. The best efforts estimate shall be nonbinding on the City, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the City; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the office of the City Supervisor (*or "clerk," or "manager" etc.*) or seek judicial review in the Livingston County Circuit Court;
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

The City shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect City records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal City operations. The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

#### **Section 4: Fee Deposits**

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the City in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the City's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the City to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the City; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.
- 

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the City;
- The City is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the City.

**Section 5: Calculation of Fees**

A fee may be charged for the labor cost of copying/duplication.

A fee will not be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the City because of the nature of the request in the particular instance, and the City specifically identifies the nature of the unreasonably high costs.

Costs for the search, examination review, and deletion and separation of exempt from non-exempt information are “unreasonably high” when they are excessive and beyond the normal or usual amount for those services (Attorney General Opinion 7083 of 2001) compared to the costs of the City’s usual FOIA requests, not compared to the City’s operating budget. (*Bloch v. Davison Community Schools*, Michigan Court of Appeals, Unpublished, April 26, 2011)

The following factors shall be used to determine an unreasonably high cost to the City:

- Volume of the public record requested
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether the public records are from more than one City department or whether various City offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Michigan FOIA statute permits the City to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the City.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the City.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the City’s website if you ask for the City to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may

include the cost for copies of records already on the City's website if you ask for the City to make copies.

- The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- The City may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the City has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The City will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the City's technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The City will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The City may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the City must:

- Reduce the labor costs by 5% for each day the City exceeds the time permitted under FOIA up to a 50% maximum reduction, if **any** of the following applies:

- The City’s late response was willful and intentional,
  - The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment, or
  - The written request included the words, characters, or abbreviations for “freedom of information,” “information,” “FOIA,” “copy” or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form.
  -

**Section 6: Waiver of Fees**

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The City Council may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

**Section 7: Discounted Fees**

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the City twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
  - Is made directly on behalf of the organization or its clients.
  - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
  - Is accompanied by documentation of its designation by the state, if requested by the public body.

## **Section 8: Appeal of a Denial of a Public Record**

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the City Council by filing an appeal of the denial with the office of the City Supervisor (*or "clerk" or "FOIA Coordinator," etc.*).

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The City FOIA Appeal Form (To Appeal a Denial of Records), may be used.

The City Council is not considered to have received a written appeal until the first regularly scheduled City Council meeting following submission of the written appeal.

Within 10 business days of receiving the appeal the City Council will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the City Council shall respond to the written appeal. The City Council shall not issue more than 1 notice of extension for a particular written appeal.

If the City Council fails to respond to a written appeal, or if the City Council upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the City Council, he or she may file a civil action in Livingston County Circuit Court within 180 days after the City's final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order the City to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or City prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the City has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the City to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

## Section 9: Appeal of an Excessive FOIA Processing Fee

“Fee” means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the City to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the City Council by submitting a written appeal for a fee reduction to the office of the City Supervisor (*or “clerk” or “FOIA Coordinator,” etc.*).

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The City FOIA Appeal Form (To Appeal an Excess Fee) may be used.

The City Council is not considered to have received a written appeal until the first regularly scheduled City Council meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the City Council will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the City Council will respond to the written appeal. The City Council shall not issue more than 1 notice of extension for a particular written appeal.

Where the City Council reduces or upholds the fee, the determination must include a certification from the City Council that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the City Council’s determination of an appeal, the requesting person may commence a civil action in Livingston County Circuit Court for a fee reduction.

If a civil action is commenced against the City for an excess fee, the City is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless *one* of the following applies:

- The City does not provide for appeals of fees,
- The City Council failed to respond to a written appeal as required, or
- The City Council issued a determination to a written appeal.

If a court determines that the City required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the

fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the City has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the City to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

**Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date**

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by City Council or the City Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the City Council or the City Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the City Council or the City Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the City Council of any change these Policies and Guidelines.

These FOIA Policies and Guidelines become effective July 1, 2015.

## **City of Brighton Public Summary of FOIA Procedures and Guidelines**

**It is the public policy of this state that all persons  
(except those persons incarcerated in state or local correctional facilities)  
are entitled to full and complete information regarding the affairs of government and  
the official acts of those who represent them as public officials and public employees.**

**The people shall be informed so that they may fully participate in the democratic process.**

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the City's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the City's FOIA Procedures and Guidelines. For more details and information, copies of the City's FOIA Procedures and Guidelines are available at no charge at any City office and on the City's website: [www.brightoncity.org](http://www.brightoncity.org).

### **1. How do I submit a FOIA request to the City?**

- A request must sufficiently describe a public record so as to enable the City to find it.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the City in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the City may be submitted on the City's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.
  - Any verbal request will be documented by the City on the City's FOIA Request Form.
  - No specific form to submit a written request is required. However a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the City's website at [www.brightoncity.org](http://www.brightoncity.org) and at 200 N. 1<sup>st</sup> Street, Brighton, Michigan 48116.
- Written requests may be delivered to the City Hall in person or by mail: 200 N. 1<sup>st</sup> Street, Brighton, Michigan 48116.
- Requests may be faxed to: (810) 227-6420. To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.
- Requests may be emailed to: [lowed@brightoncity.org](mailto:lowed@brightoncity.org). To ensure a prompt response, email requests should contain the term "FOIA" or "FOIA Request" in the subject line.

### **2. What kind of response can I expect to my request?**

- Within 5 business days after receiving a FOIA request the City will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. The City will respond to your request in one of the following ways:
  - Grant the request,
  - Issue a written notice denying the request,

- Grant the request in part and issue a written notice denying in part the request,
  - Issue a notice indicating that due to the nature of the request the City needs an additional 10 business days to respond, or
  - Issue a written notice indicating that the public record requested is available at no charge on the City's website
- If the request is granted, or granted in part, the City will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
  - If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the City will require a deposit before processing the request.

### **3. What are the City's deposit requirements?**

- If the City has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the City will require that you provide a deposit in the amount of 50% of the total estimated fee. When the City requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If the City receives a request from a person who has not paid the City for copies of public records made in fulfillment of a previously granted written request, the City will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when **all** of the following conditions exist:
  - The final fee for the prior written request is not more than 105% of the estimated fee;
  - The public records made available contained the information sought in the prior written request and remain in the City's possession;
  - The public records were made available to the individual, subject to payment, within the best effort time frame estimated by the City to provide the records;
  - Ninety (90) days have passed since the City notified the individual in writing that the public records were available for pickup or mailing;
  - The individual is unable to show proof of prior payment to the City; and
  - The City has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- The City will not require the 100% estimated fee deposit if any of the following apply:
  - The person making the request is able to show proof of prior payment in full to the City;
  - The City is subsequently paid in full for all applicable prior written requests; or
  - Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the City.

### **4. How does the City calculate FOIA processing fees?**

The Michigan FOIA statute permits the City to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the City.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the City.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the City's website if you ask for the City to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the City's website if you ask for the City to make copies.
- The cost to mail or send a public record to a requestor.

### **Labor Costs**

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. City may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage)

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the City. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the City's usual FOIA

requests, because of the nature of the request in the particular instance. The City must specifically identify the nature of the unreasonably high costs in writing.

### **Copying and Duplication**

The City must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

#### ***Non-paper Copies on Physical Media***

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will be charged only if the City has the technological capability necessary to provide the public record in the requested non-paper physical media format.

#### ***Paper Copies***

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.
- Copies for non-standard sized sheets will paper will reflect the actual cost of reproduction.

### **Mailing Costs**

- The cost to mail public records will use a reasonably economical and justified means.
- The City may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless you request it.

### **Waiver of Fees**

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The City Council may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

### **5. How do I qualify for an indigence discount on the fee?**

The City will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance; or

- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are **not** eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from the City twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

An affidavit is sworn statement. For your convenience, the City has provided an Affidavit of Indigence for the waiver of FOIA fees on the back of the City FOIA Request Form, which is available on the City's website: [www.brightoncity.org](http://www.brightoncity.org).

#### **6. May a nonprofit organization receive a discount on the fee?**

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- Is accompanied by documentation of its designation by the state, if requested by the public body.

#### **6. How may I challenge the denial of a public record or an excessive fee?**

##### **Appeal of a Denial of a Public Record**

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the City Council by filing a written appeal of the denial with the office of the City Supervisor (*or "clerk" or "FOIA Coordinator," etc.*).

The appeal must be in writing, specifically state the word "appeal," and identify the reason or reasons you are seeking a reversal of the denial. You may use the City FOIA Appeal Form (To Appeal a Denial of Records), which is available on the City's website: [www.brightoncity.org](http://www.brightoncity.org).

Within 10 business days of receiving the appeal the City Council will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the City Council, you may file a civil action in Livingston County Circuit Court within 180 days after the City's final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys'

fees, costs and disbursements. If the court determines that the City acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.

### **Appeal of an Excess FOIA Processing Fee**

If you believe that the fee charged by the City to process your FOIA request exceeds the amount permitted by state law, you must first appeal to the City Council by filing a written appeal for a fee reduction to the office of the City Supervisor (*or “clerk” or “FOIA Coordinator,” etc.*).

The appeal must specifically state the word “appeal” and identify how the required fee exceeds the amount permitted. You may use the City FOIA Appeal Form (To Appeal an Excess Fee), which is available at the City Hall and on the City’s website: [www.brightoncity.org](http://www.brightoncity.org).

Within 10 business days after receiving the appeal, the City Council will respond in writing by:

- Waiving the fee;
- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the City Council will respond to the written appeal.

Within 45 days after receiving notice of the City Council’s determination of the processing fee appeal, you may commence a civil action in Livingston County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys’ fees, costs and disbursements. If the court determines that the City acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.

# City of Brighton Services Survey - October 2013

Please complete the survey below, then click Submit.

Survey Code

Please rank the **IMPORTANCE** of the following City Services, Programs and Activities

	Critical	Very Important	Important	Not Important	Unnecessary
Public Safety (Police)	<input type="checkbox"/>				
Streets and Storm Drainage	<input type="checkbox"/>				
Refuse Collection & Disposal	<input type="checkbox"/>				
Refuse Recycling Program	<input type="checkbox"/>				
Yard Waste / Leaf Collection Program	<input type="checkbox"/>				
Sidewalks	<input type="checkbox"/>				
Street Lighting	<input type="checkbox"/>				
Property Regulation (zoning, code enforcement & planning)	<input type="checkbox"/>				
The Appearance of Public Grounds and Facilities	<input type="checkbox"/>				
Civic and Special Events and Promotional Activities	<input type="checkbox"/>				
Water and Sanitary Sewer Services	<input type="checkbox"/>				

DRAFT

Please Rate the **QUALITY** of the following City Services, Programs and Activities

	Excellent	Very Good	Good	Fair	Poor
Public Safety (Police)	<input type="checkbox"/>				
The Condition of Streets and Storm Drainage	<input type="checkbox"/>				
Street Cleaning Program	<input type="checkbox"/>				
Snow Removal Services	<input type="checkbox"/>				
Traffic Flow Along Main Street	<input type="checkbox"/>				
Traffic Flow Along Grand River Avenue	<input type="checkbox"/>				
Traffic Flow Along Challis Road	<input type="checkbox"/>				
Refuse Collection & Disposal	<input type="checkbox"/>				
Refuse Recycling Program	<input type="checkbox"/>				

Yard Waste/Leaf Collection Program	<input type="checkbox"/>				
Sidewalks	<input type="checkbox"/>				
Street Lighting	<input type="checkbox"/>				
Property Regulation (zoning, code enforcement & planning)	<input type="checkbox"/>				
The Appearance of Public Grounds & Facilities	<input type="checkbox"/>				
Civic and Special Events and Promotional Activities	<input type="checkbox"/>				
Water and Sanitary Sewer Services	<input type="checkbox"/>				
The Ease of Walking in the City's Neighborhood Areas	<input type="checkbox"/>				
The Ease of Walking in the Downtown Area	<input type="checkbox"/>				
Usefulness of the City's Website	<input type="checkbox"/>				
Usefulness of the City's Cable Channel	<input type="checkbox"/>				
Level of Service Provided to You by City Staff	<input type="checkbox"/>				
Overall Satisfaction with the City's Services	<input type="checkbox"/>				

DRAFT

**Please Rank the importance of the following Issues Currently Facing the City of Brighton (with 1 being the most important and 5 being the least important):**

	Most Important (1)	Very Important (2)	Important (3)	Somewhat Important (4)	Least Important (5)
Controlling Growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encouraging Growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Controlling Traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crime/Resident Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing its Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please indicate how well you believe the following words/statements describe the City of Brighton:**

	Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
Fast Growing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Progressive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A Community with a Small Town Feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friendly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Congested	<input type="checkbox"/>				
A Place I would Recommend to Other People to Live	<input type="checkbox"/>				
Safe	<input type="checkbox"/>				
An Affluent Community	<input type="checkbox"/>				
A Comfortable Place to Live	<input type="checkbox"/>				
A Regional Service Center	<input type="checkbox"/>				
A Place I Enjoy Living In	<input type="checkbox"/>				
A Business Friendly Community	<input type="checkbox"/>				

Please answer the following questions:

	Increased	Same	Decreased
Should uniformed police presence and visibility in the City of Brighton be:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Where do you get most of your information about City of Brighton policies, procedures, events, and services?

<b>DRAFT</b>	Newspaper	City Cable Channel	City Web Site	Facebook
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Residential	Commercial	Both	

Are you the owner of a residential or commercial property in the City of Brighton?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------	--------------------------

	Yes	No
Are you a City resident <u>and</u> a City of Brighton property taxpayer?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Are you a City resident?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Do you own and operate a business in our City?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Do you feel safe walking and driving in the City of Brighton?	<input type="checkbox"/>	<input type="checkbox"/>

	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel safe at your home or business in the City of Brighton?	<input type="checkbox"/>	<input type="checkbox"/>

Do you participate in the City's solid waste reduction/recycling efforts?

Do you leave the City for work?

Do you subscribe to cable television?

Do you have Internet access at home?

IF Yes, do you follow the City of Brighton on Facebook?

Would you accept emails notifications from the City of Brighton for Street Closures, Current Events, or Emergencies etc.?

Do you have children under the age of 18 living in your home?

Were you able to respond to the Online Survey method through our City website two years ago?

IF Yes, have seen an improvement in City service delivery and/or relations since that time?

Are you Male or Female?

**DRAFT**

Male Female

Which of the following categories best describes your age?

18 - 29 30 - 39 40 - 49 50 - 61 62+

Please feel free to make additional comments regarding the City of Brighton's Services

Would you like a follow-up contact from the City Staff and/or City Council members?

Yes No

If Yes, please provide the following information:

Name

Phone Number

Email Address

Contact From  
(Please make a selection if you want to be contacted)

Please provide a brief description of the issue you would like follow-up contact for:

DRAFT



# City of Brighton City Survey Results for 2013



## 1. Please rank the IMPORTANCE of the following City Services, Programs and Activities

Description	Critical	Very Important	Important	Not Important	Unnecessary	DNA	Total Surveys
Public Safety (Police)	63%	27%	8%	2%	0%	1%	169
Streets and Storm Drainage	19%	47%	30%	2%	1%	1%	
Refuse Collection & Disposal	20%	50%	28%	1%	1%	1%	
Refuse Recycling Program	10%	36%	42%	8%	3%	1%	
Yard Waste / Leaf Collection Program	6%	33%	44%	11%	6%	1%	
Sidewalks	11%	44%	37%	5%	4%	1%	
Street Lighting	22%	45%	27%	2%	1%	2%	
Property Regulation (zoning, code enforcement & planning)	14%	33%	42%	9%	1%	1%	
The Appearance of Public Grounds and Facilities	12%	43%	41%	3%	1%	0%	
Civic and Special Events and Promotional Activities	7%	24%	45%	18%	6%	1%	
Water and Sanitary Sewer Services	46%	35%	16%	2%	0%	1%	

## 2. Please Rate the QUALITY of the following City Services, Programs and Activities

Description	Excellent	Very Good	Good	Fair	Poor	DNA	Total Surveys
Public Safety (Police)	50%	31%	15%	2%	2%	0%	169
The Condition of Streets and Storm Drainage	10%	34%	40%	15%	1%	1%	
Street Cleaning Program	9%	28%	40%	14%	7%	2%	
Snow Removal Services	18%	35%	32%	8%	5%	3%	
Traffic Flow Along Main Street	4%	23%	40%	22%	10%	1%	
Traffic Flow Along Grand River Avenue	3%	17%	30%	33%	17%	0%	
Traffic Flow Along Challis Road	4%	26%	49%	15%	5%	2%	
Refuse Collection & Disposal	18%	46%	32%	1%	2%	1%	
Refuse Recycling Program	17%	43%	30%	6%	2%	2%	
Yard Waste/Leaf Collection Program	11%	38%	34%	10%	2%	5%	
Sidewalks	5%	25%	50%	13%	7%	1%	
Street Lighting	9%	36%	43%	9%	1%	2%	
Property Regulation (zoning, code enforcement & planning)	5%	32%	46%	9%	4%	4%	
The Appearance of Public Grounds & Facilities	12%	39%	37%	8%	3%	1%	
Civic and Special Events and Promotional Activities	15%	37%	39%	4%	4%	2%	
Water and Sanitary Sewer Services	15%	47%	25%	7%	5%	0%	



## City of Brighton City Survey Results for 2013



The Ease of Walking in the City's Neighborhood Areas	20%	35%	30%	8%	5%	2%
The Ease of Walking in the Downtown Area	30%	42%	22%	2%	3%	0%
Usefulness of the City's Website	9%	32%	38%	11%	4%	7%
Usefulness of the City's Cable Channel	1%	15%	43%	15%	12%	14%
Level of Service Provided to You by City Staff	16%	35%	36%	7%	4%	3%
Overall Satisfaction with the City's Services	17%	41%	33%	7%	4%	0%

### 3. Please Rank the importance of the following Issues Currently Facing the City of Brighton (with 1 being the most important and 5 being the least important)

Description	Most Important	Very Important	Important	Somewhat Important	Least Important	Total Surveys
Controlling Growth	4%	6%	15%	27%	31%	158.00
Encouraging Growth	7%	7%	17%	22%	37%	158.00
Controlling Traffic	5%	16%	35%	18%	7%	157.00
Crime / Resident Safety	43%	26%	12%	8%	2%	137.00
Managing its Budget	36%	38%	14%	7%	1%	133.00
Did Not Answer	7%	7%	8%	23%	27%	102.00

### 4. Please indicate how well you believe the following words/statements describe the City of Brighton:

Description	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	DNA	Total Surveys
Fast Growing	15%	45%	34%	3%	1%	2%	169
Progressive	12%	54%	23%	9%	2%	0%	
A Community with a Small Town Feel	24%	48%	17%	5%	6%	0%	
Friendly	27%	56%	11%	3%	4%	0%	
Congested	16%	28%	37%	17%	2%	1%	
A Place I would Recommend to Other People to Live	42%	42%	11%	2%	2%	1%	
Safe	45%	49%	4%	1%	0%	2%	
An Affluent Community	16%	51%	27%	5%	1%	0%	
A Comfortable Place to Live	35%	54%	7%	2%	2%	0%	
A Regional Service Center	11%	28%	51%	4%	4%	2%	
A Place I Enjoy Living In	47%	43%	7%	2%	2%	0%	
A Business Friendly Community	20%	41%	32%	4%	1%	2%	



# City of Brighton City Survey Results for 2013



5. Should uniformed police presence and visibility in the City of Brighton be:	Increased	Same	Decreased	DNA	Total
	23%	70%	5%	2%	169

6. Where do you get most of your information about City of Brighton policies, procedures, events, and services?	Facebook	Newspaper	City Cable Channel	City Web Site	DNA	Total
	5%	60%	3%	30%	2%	169

7. Do you believe the Outdoor Sculpture Exhibit enhances the quality of life in Brighton	Yes	No	DNA	Total
	54%	44%	2%	169

8. Do you support the use of parking meters downtown in high demand spaces to help defray the maintenance and operational cost of Downtown parking system?	Yes	No	DNA	Total
	27%	73%	0%	169

9. Are you the owner of a residential or commercial property in the City of Brighton?	Residential	Commercial	Both	DNA	Total
	86%	11%	2%	2%	169

10. Are you a City resident and a City of Brighton property taxpayer?	Yes	No	DNA	Total
	85%	15%	0%	169

11. Are you a City resident?	Yes	No	DNA	Total
	83%	16%	1%	169

12. Do you own and operate a business in our City?	Yes	No	DNA	Total
	15%	85%	1%	169

13. Do you feel safe walking and driving in the City of Brighton?	Yes	No	DNA	Total
	99%	1%	0%	169

14. Do you feel safe at your home or business in the City of Brighton?	Yes	No	DNA	Total
	99%	1%	0%	169



# City of Brighton City Survey Results for 2013



<b>15. Do you participate in the City's solid waste reduction/recycling efforts?</b>	<b>Yes</b> 84%	<b>No</b> 16%	<b>DNA</b> 0%	<b>Total</b> 169			
<b>16. Do you leave the City for work?</b>	<b>Yes</b> 46%	<b>No</b> 51%	<b>DNA</b> 2%	<b>Total</b> 169			
<b>17. Do you subscribe to cable television?</b>	<b>Yes</b> 86%	<b>No</b> 14%	<b>DNA</b> 1%	<b>Total</b> 169			
<b>18. Do you have Internet access at home?</b>	<b>Yes</b> 96%	<b>No</b> 4%	<b>DNA</b> 0%	<b>Total</b> 169			
<b>19. If Yes, do you follow the City of Brighton on Facebook?</b>	<b>Yes</b> 14%	<b>No</b> 84%	<b>DNA</b> 2%	<b>Total</b> 169			
<b>20. Would you accept emails notifications from the City of Brighton for Street Closures, Current Events, or Emergencies etc.?</b>	<b>Yes</b> 76%	<b>No</b> 24%	<b>DNA</b> 1%	<b>Total</b> 169			
<b>21. Do you have children under the age of 18 living in your home?</b>	<b>Yes</b> 24%	<b>No</b> 75%	<b>DNA</b> 1%	<b>Total</b> 169			
<b>22. Were you able to respond to the Online Survey method through our City Website two years ago?</b>	<b>Yes</b> 52%	<b>No</b> 43%	<b>DNA</b> 5%	<b>Total</b> 169			
<b>23. IF Yes, have seen an improvement in City service delivery and/or relations since that time?</b>	<b>Yes</b> 29%	<b>No</b> 28%	<b>DNA</b> 43%	<b>Total</b> 169			
<b>24. Are you Male or Female?</b>	<b>Male</b> 59%	<b>Female</b> 40%	<b>DNA</b> 1%	<b>Total</b> 169			
<b>25. Which of the following best describes your age?</b>	<b>18 - 29</b>	<b>30 - 39</b>	<b>40 - 49</b>	<b>50 - 61</b>	<b>62+</b>	<b>DNA</b>	<b>Total Surveys</b>



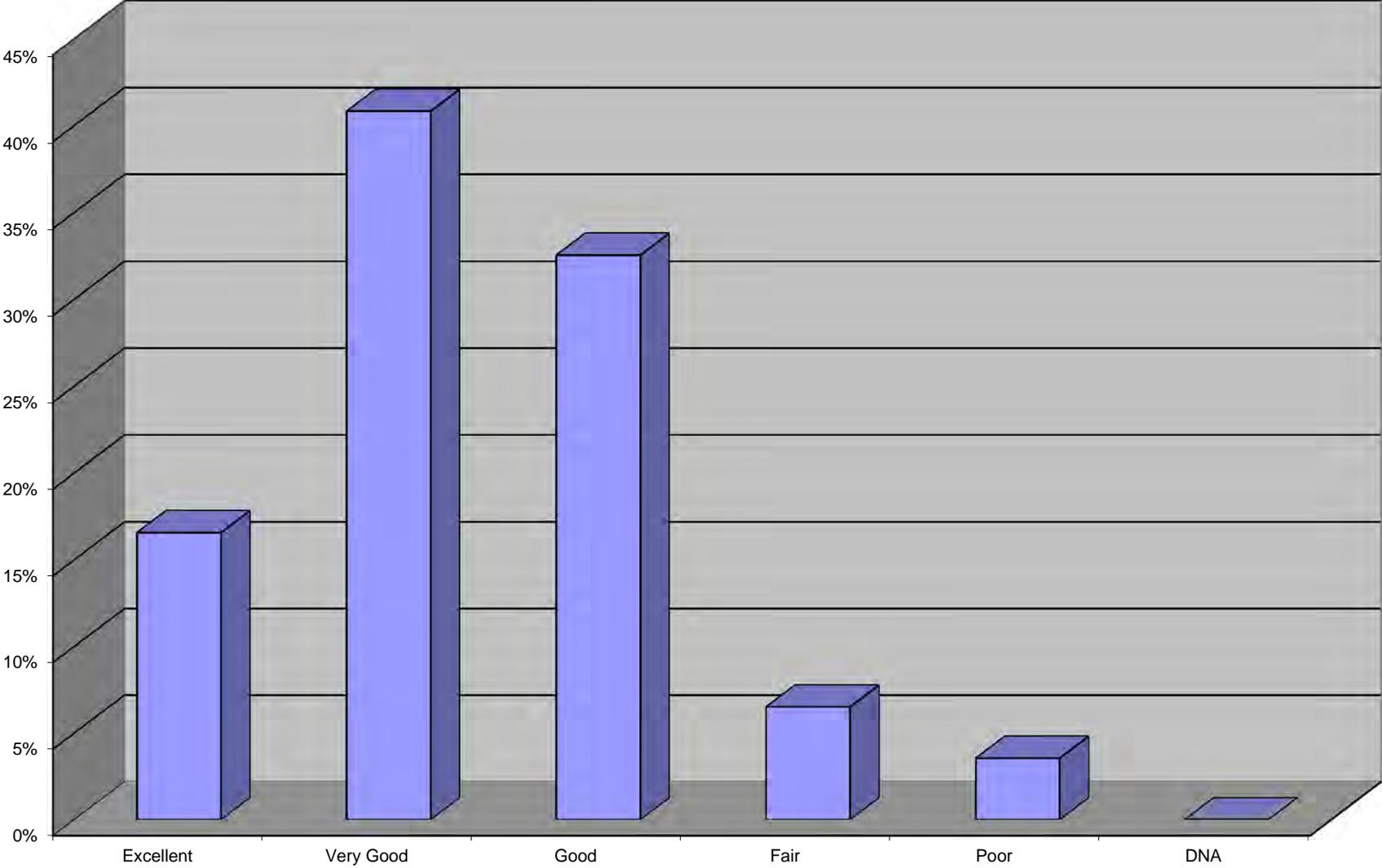
# City of Brighton City Survey Results for 2013



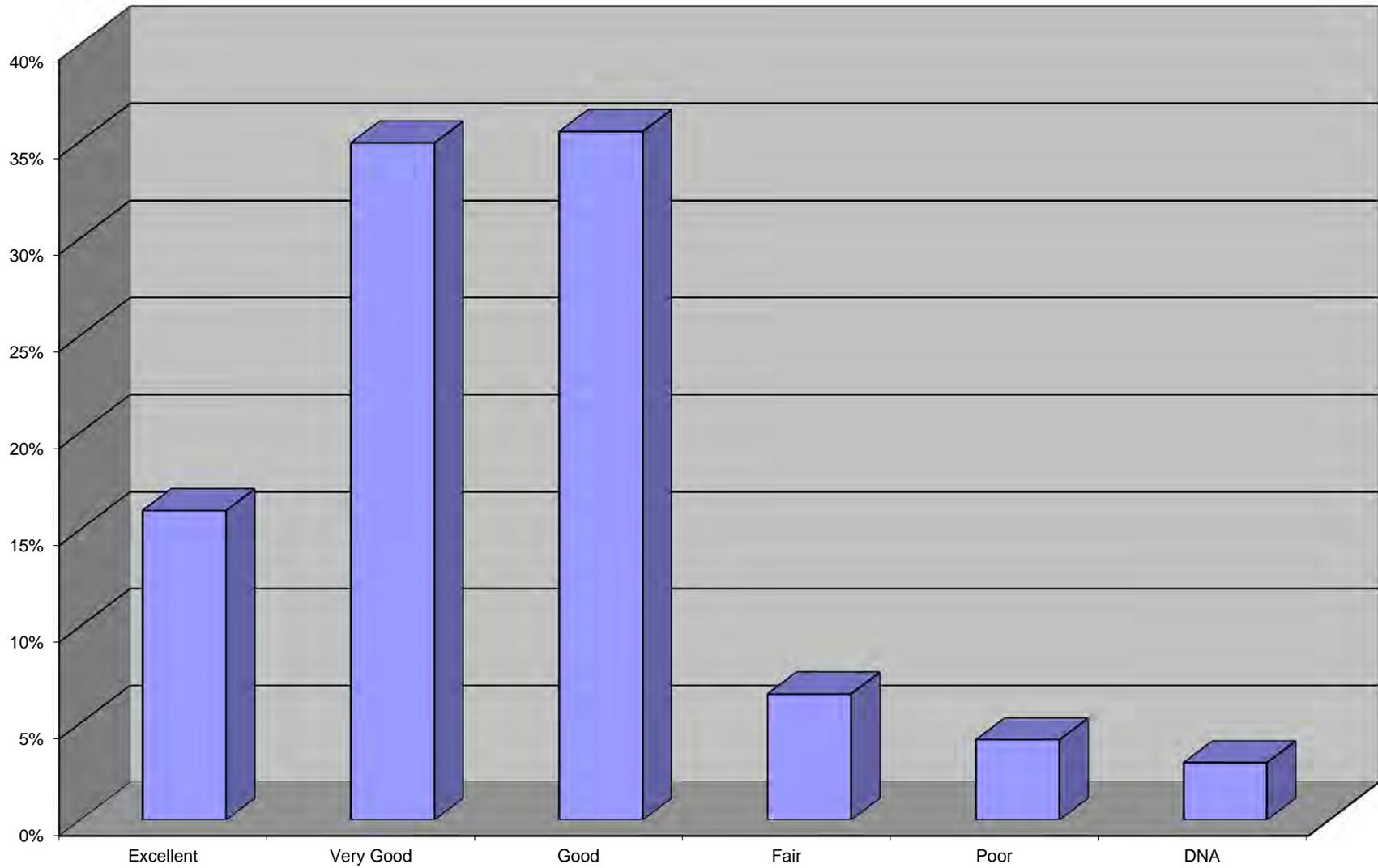
---

2%	12%	14%	35%	37%	0%	169
----	-----	-----	-----	-----	----	-----

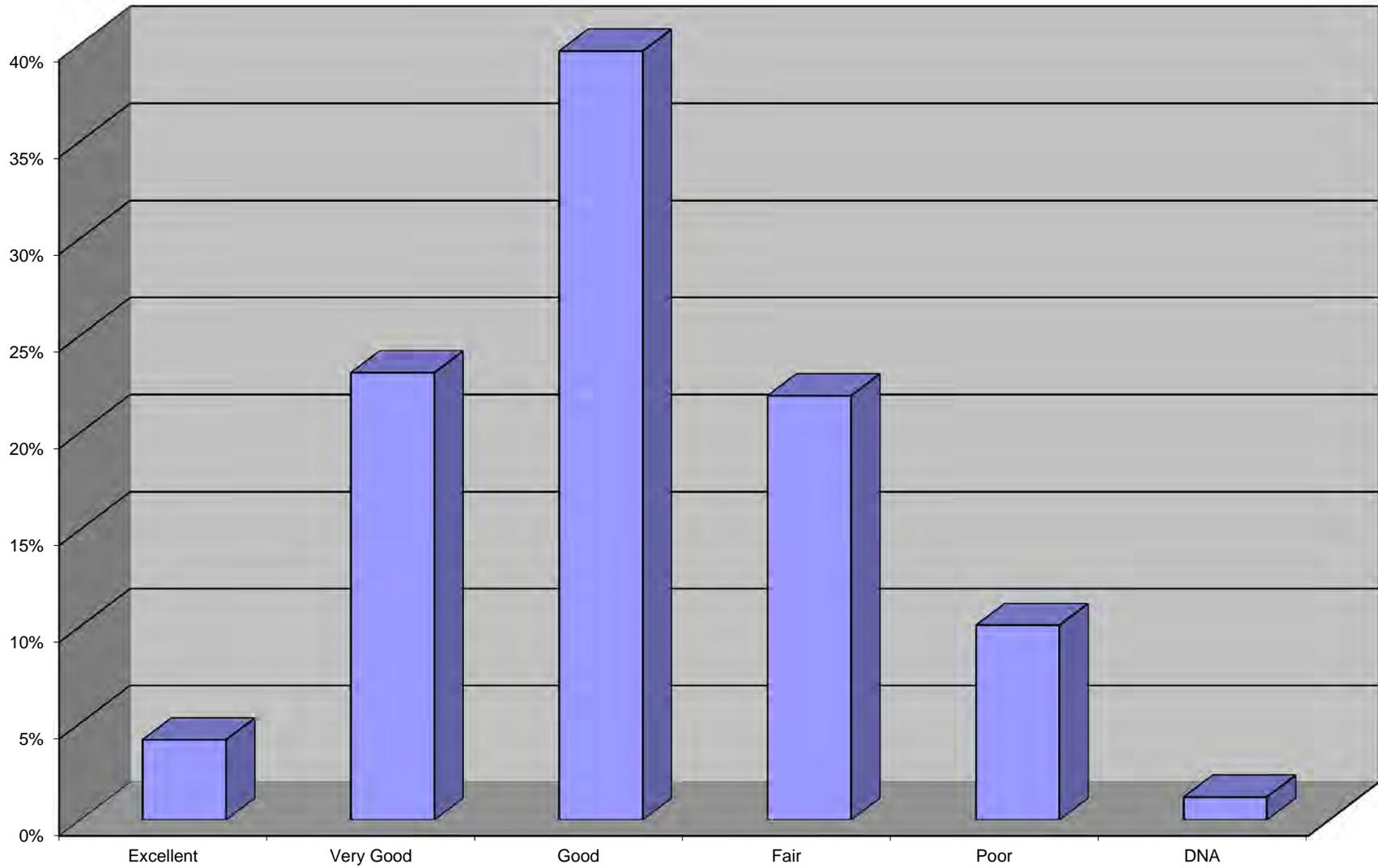
Overall Satisfaction with the City's Services



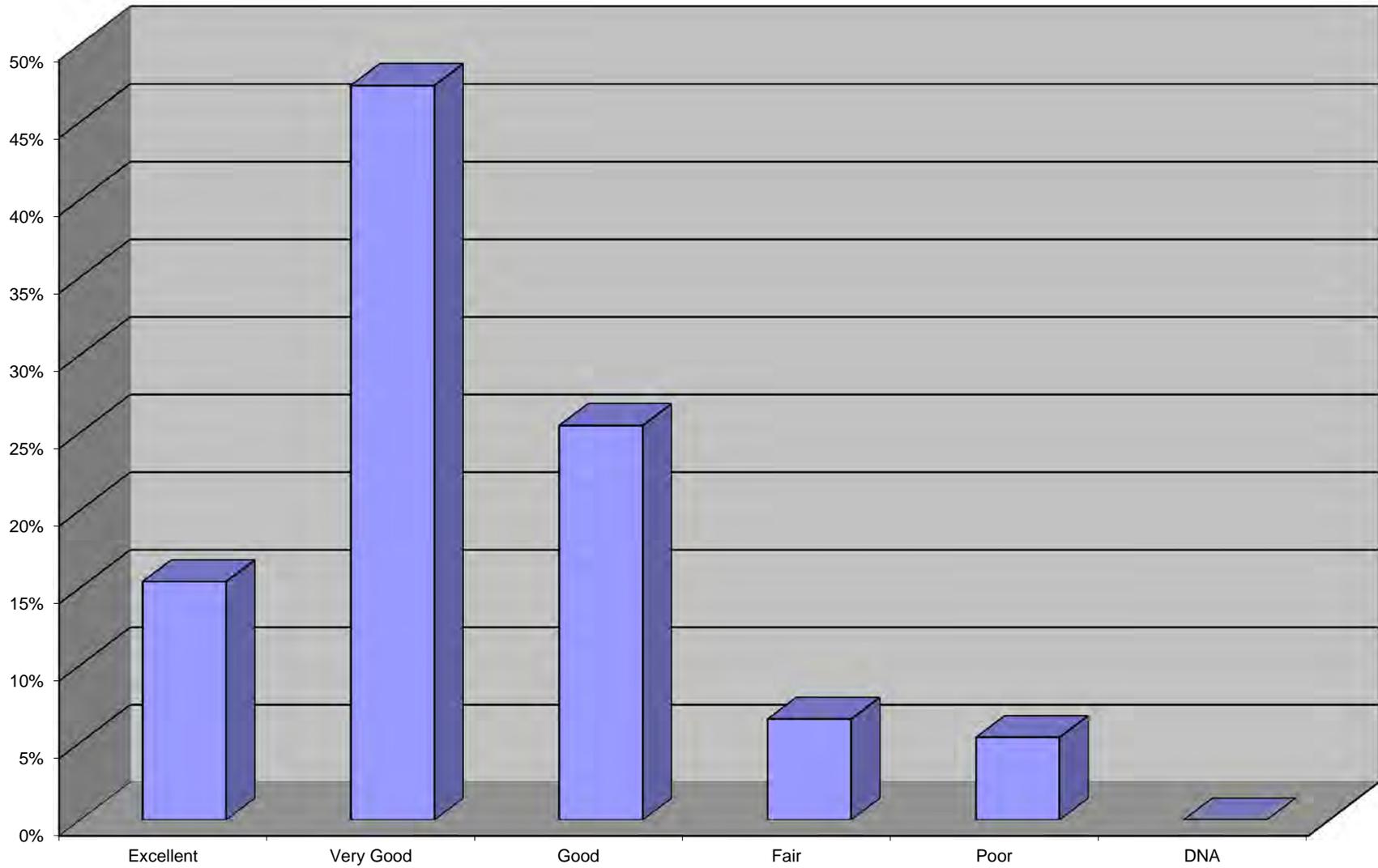
Level of Service Provided to You by City Staff



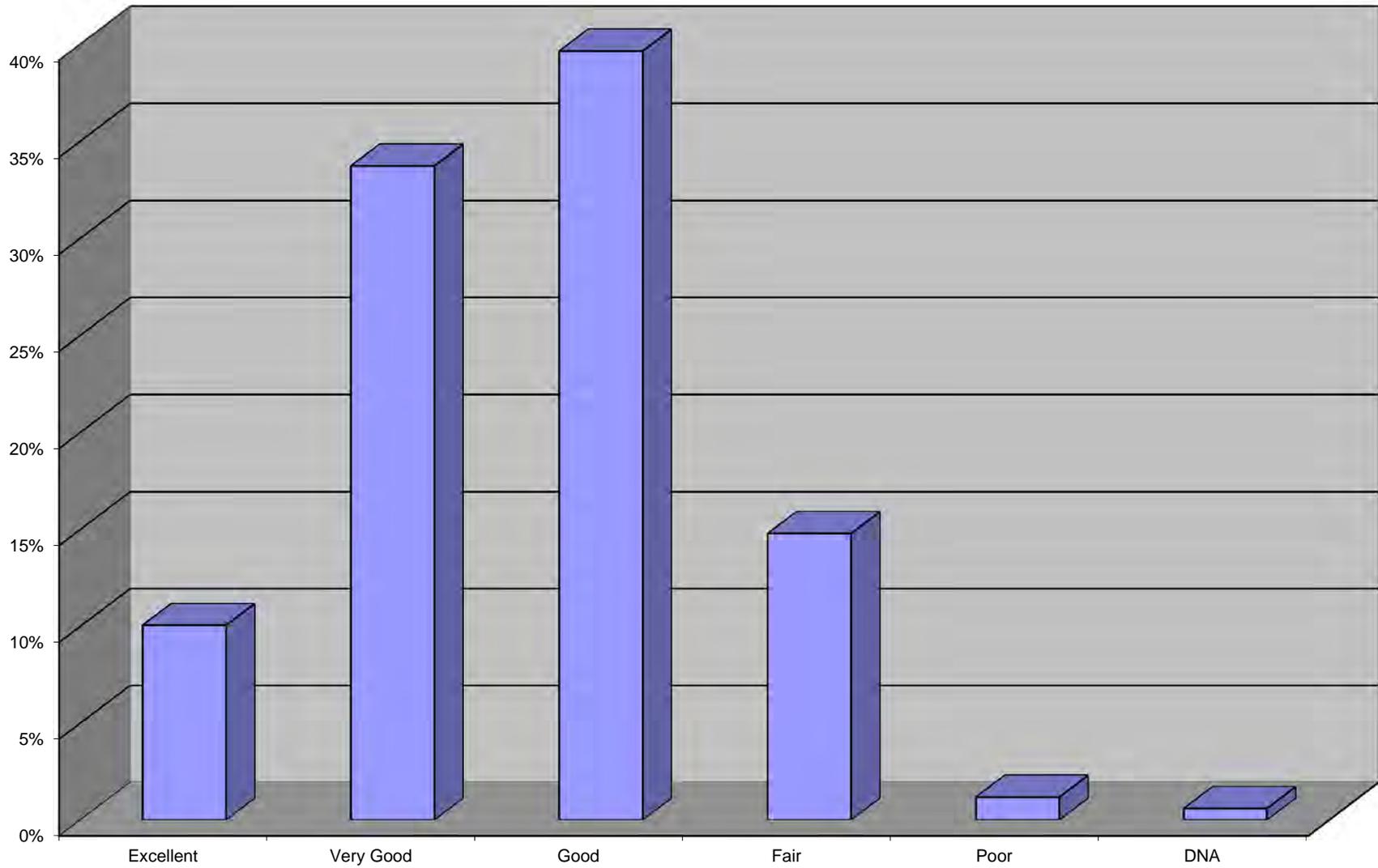
Traffic Flow Along Main Street



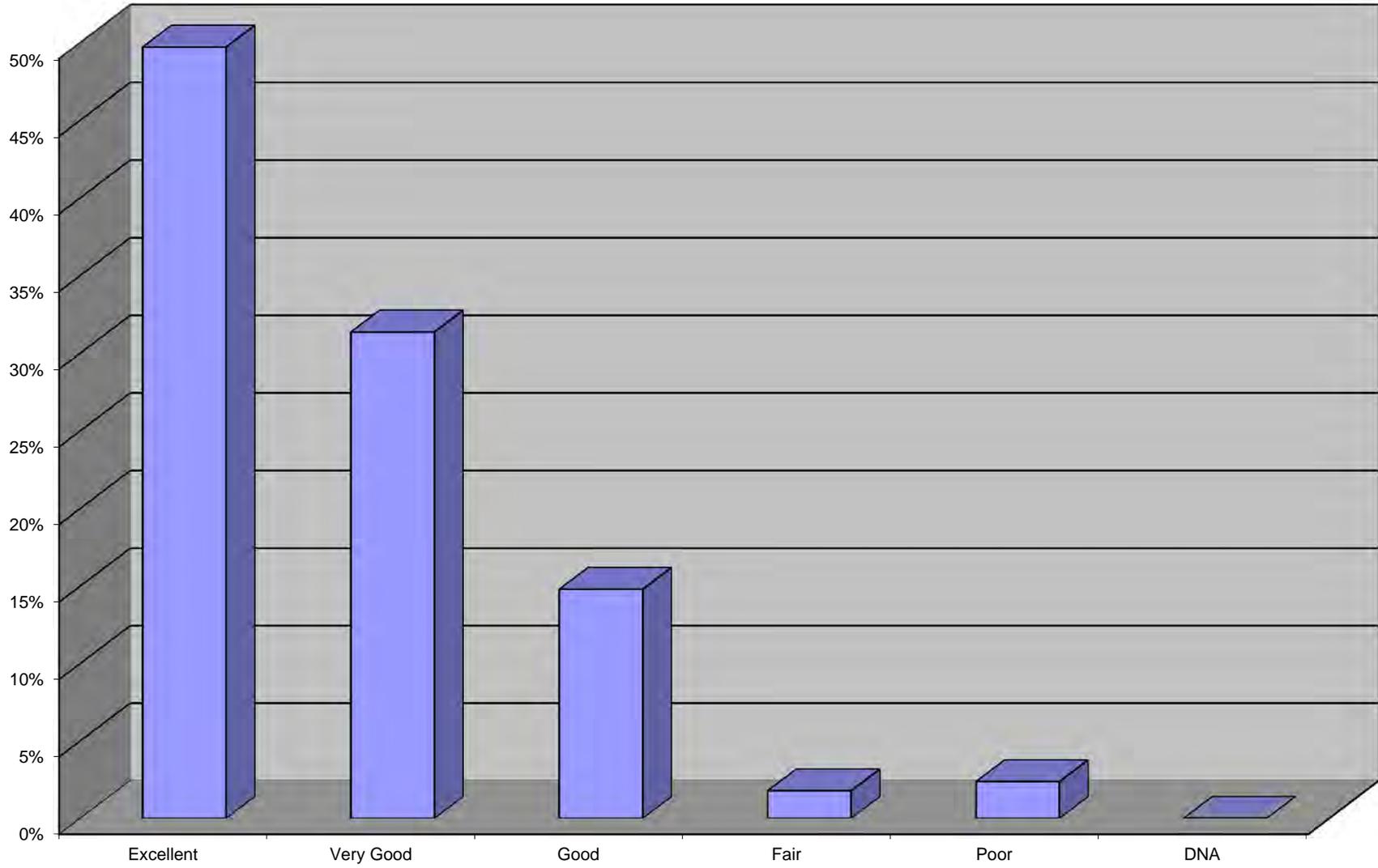
### Water and Sanitary Sewer Services



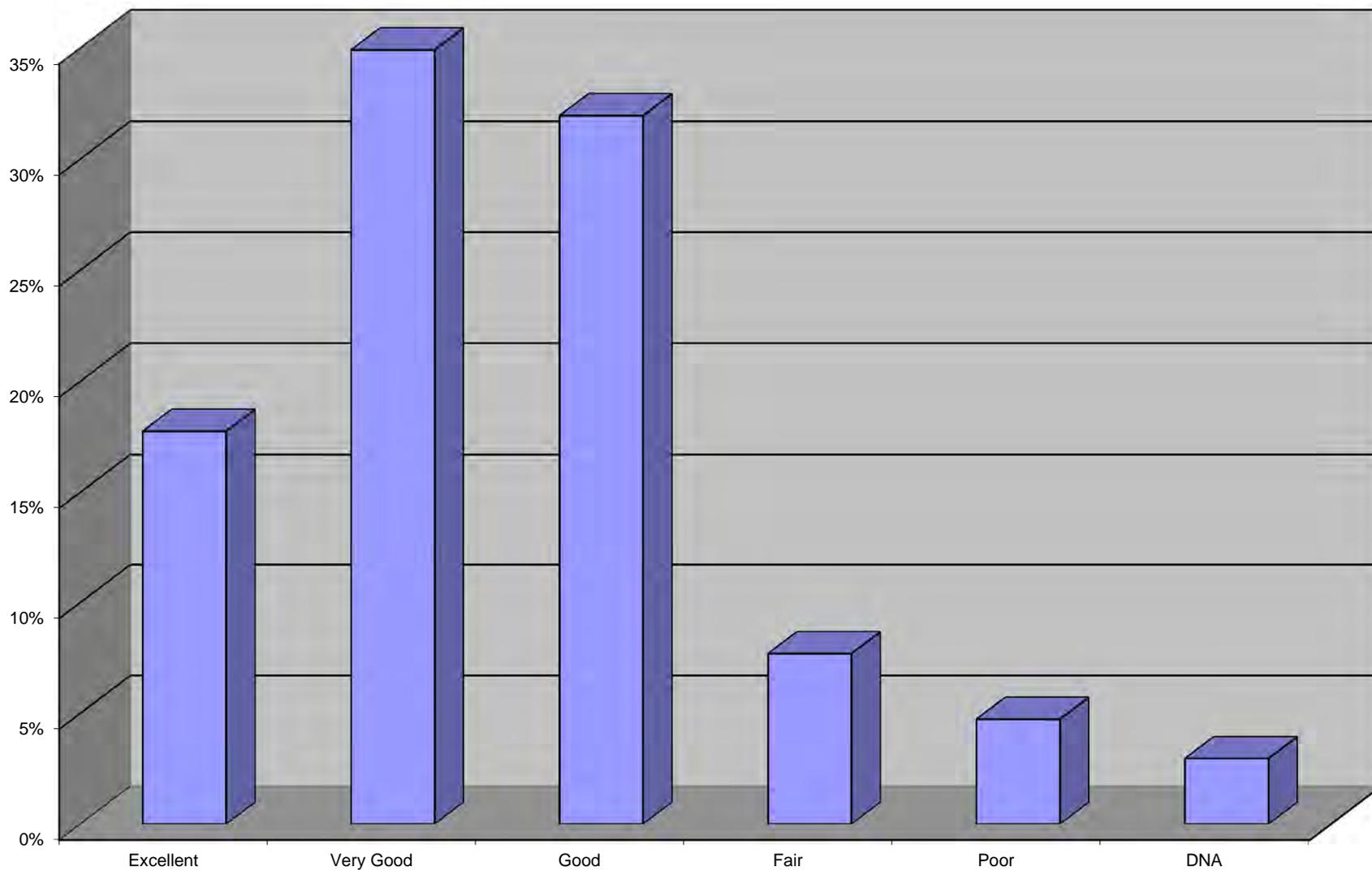
### The Condition of Streets and Storm Drainage



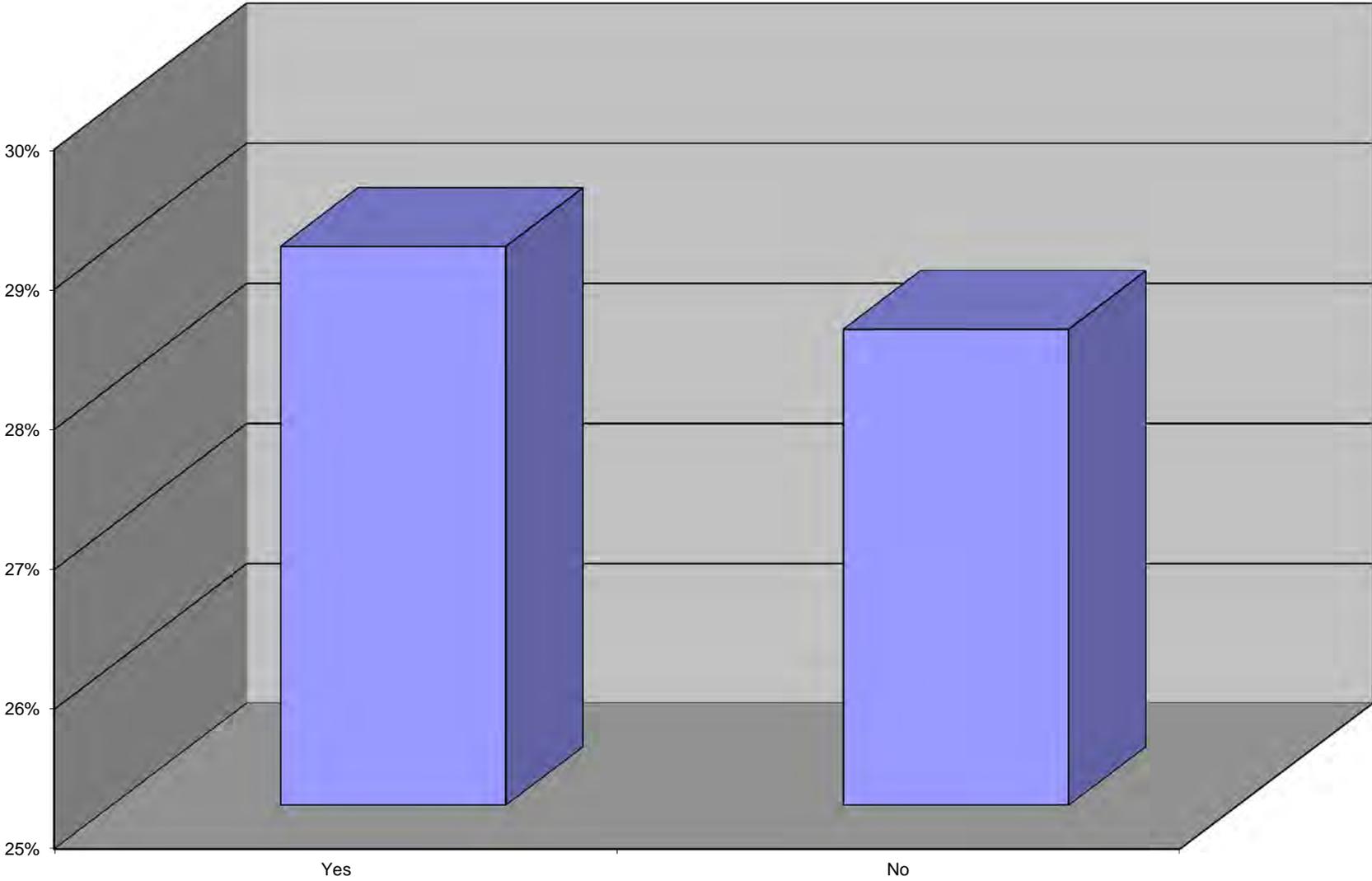
### Police Public Safety



### Snow Removal Services



If You filled out the 2011 survey, have seen an improvement in City service delivery and/or relations since that time?



POLICY REPORT – FINANCE 15-

**Consideration of Amending the Fiscal Year 2014-15 Budget Appropriations**

June 18, 2015

Prepared by:

Reviewed by:

\_\_\_\_\_  
Kelly Hanna  
Finance Director

\_\_\_\_\_  
Dana William Foster  
City Manager

**ISSUE:**

Consider approving the attached Resolution to amend the FY 2014-15 Budget Appropriations. The City has routinely amended its Budget Appropriations to comply with the Uniform Budgeting and Accounting Act.

**STAFF RECOMMENDATION:**

It is the recommendation of staff that the City approve the attached Resolution to make the necessary fourth quarter amendments to the FY 2014-15 Budget.

**BACKGROUND:**

The City's budget has been adopted on an activity basis in the General Fund. Expenditures at the activity level in excess of amounts budgeted is a violation of Michigan law. The attached financial information represents a proposed amendment to the FY 2014-15 budget. The proposed amendment is in compliance with the Uniform Budgeting and Accounting Act (PA 2 of 1968) as amended by PA 621 of 1978. The financial reports were used to examine all the Funds and it was determined the General Fund, Major Street Fund, Local Street Fund, PSD Fund, Arts & Culture Commission Fund, State Drug Forfeiture Fund, Law Enforcement/Public Safety Fund, DDA Fund, and Utilities Equipment Replacement Fund required adjustments, due to expenditures to be greater than the current amended budget. The following summarizes the salient aspects of the proposed amendment and analysis:

**GENERAL FUND:**

**REVENUE:**

The \$204,575 or 2.7% increase in total revenue from the current budget primarily reflects projected increases in licenses & permits (building dept), service charges (planning/zoning filing fee and engineering reimbursement), and investment earnings; partially offset by decreases in property taxes, fines & forfeits (decline in ordinance fines), other financing sources (appropriation-DDA Fund and LDFA Fund). The increase in revenue is \$3,161 less than what was projected in April, 2015 when the last financial forecast was submitted to the City Council.

**EXPENDITURES:**

The \$288,890 increase in total expenditures reflects a 3.7% increase over the current budget. Total expenditures are \$17,790 more than what was projected in April 2015 when the financial forecast was submitted to the City Council. A large portion of the

increase in budgeted expenditures is for engineering expenditures for site plans that are reimbursed by developers (reflected in the revenue).

The following activities have increased greater than 5% compared to the current budget:

1. City Manager expenditures are projected to increase by \$6,759 or 7% due to an increase in the City Manager contract that was not originally budgeted.
2. Community Development expenditures are projected to increase \$85,180 or 16% over the current budget. This is primarily caused by additional expenditures related to engineering costs associated with Site Plans and Construction Plans, which the City receives 100% reimbursement from applicants (additional revenue is reflected in the General Fund).
3. Transfers Out expenditures are expected to increase \$92,987 or 7% primarily for transfers to the Major Street Fund for engineering related expenditures for the Orndorf and N. Second St Projects (to be reimbursed from bond proceeds during FY15/16).
4. Post-Employment Benefits expenditures are expected to increase \$12,197 or 5% due to additional costs related to three retirements during FY14/15.

**SUMMARY:**

**The proposed amendment reflects the ending unreserved fund balance decreasing by \$206,172 from the beginning fund balance, for a projected total unreserved year-end balance of \$998,551 which is 15% of operating expenditures. This is \$20,950 less than what the year-end projections represented when the financial forecast was presented to City Council in April 2015. However, the actual effect to fund balance will not be known until the annual audit is complete in October 2015.**

**MAJOR STREET FUND:**

**REVENUE:**

The \$211,145 or 24% increase in total revenue from the current budget reflects an additional appropriation from the State of Michigan, an appropriation from the General Fund and Utilities Fund (stormwater related).

**EXPENDITURES:**

The \$230,314 or 26% increase in total expenditures reflects primarily increased expenditures related to the winter maintenance supplies (salt cost increase), engineering for the N Second St and Orndorf Projects and repairs to roads and catch basins.

**SUMMARY:**

**The proposed amendment reflects the ending unreserved fund balance decreasing by \$23,683 or 16% from the beginning fund balance, for a projected total year-end balance of \$121,770, which is the same as what was projected when the FY 2015-16 proposed budget was presented to City Council in March 2015.**

**LOCAL STREET FUND:**

**REVENUE:**

The \$36,713 or 19% increase in total revenue from the current budget reflects an additional appropriation from the State of Michigan for ACT51 and an appropriation from the Major Street Fund.

**EXPENDITURES:**

The \$20,100 or 9% increase in total expenditures reflect primarily increased road maintenance expenditures and winter maintenance supplies (road salt).

**SUMMARY:**

**The proposed amendment reflects the ending unreserved fund balance decreasing to \$11,290.**

**PSD FUND:**

**REVENUE:**

The \$101,498 or 406% increase in total revenue from the current budget reflects additional merchant reimbursements for Taste of Brighton booth/sponsorship fees and the first year of the PSD Special Assessment revenue (the Special Assessment was approved after the FY14/15 budget was adopted).

**EXPENDITURES:**

The \$83,700 or 239% increase in total expenditures reflects primarily increased community promotions per the plan submitted to City Council with the Special Assessment recommendation.

**SUMMARY:**

**The proposed amendment reflects the ending unreserved fund balance increasing by \$7,808 from the beginning fund balance, for a projected total year-end fund balance of \$30,915.**

**ARTS & CULTURE COMMISSION FUND:**

**REVENUE:**

The \$112 increase in total revenue from the current budget reflects primarily donations and investment income.

**EXPENDITURES:**

The \$420 or 14% increase in total expenditures from the current budget reflects additional artist stipends

**SUMMARY:**

**The proposed amendment reflects the ending unreserved fund balance decreasing by \$3,273 from the beginning fund balance for an ending fund balance of \$9,110.**

## **STATE DRUG FORFEITURE FUND**

### **REVENUE:**

The \$920 or 100% increase in total revenue from the current budget reflects the forfeitures for the current fiscal year that was not known at the time the FY14/15 budget was prepared and investment earnings.

### **EXPENDITURES:**

**The \$5,350 or 22% increase in expenditures is related to the unbudgeted K9 purchases from the State Drug Forfeiture Fund.**

### **SUMMARY:**

**The proposed amendment reflects the ending unreserved fund balance decreasing by \$28,600 from the beginning fund balance for an ending fund balance of \$18,539.**

## **LAW ENFORCEMENT/PUBLIC SAFETY FUND:**

### **REVENUE:**

The \$3,482 or 2% increase in total revenue from the current budget reflects an increase in State Police Grants that was unbudgeted and investment earnings.

### **EXPENDITURES:**

The \$6,030 or 4% increase in total expenditures reflects an increase in equipment replacement.

### **SUMMARY:**

**The proposed amendment reflects the ending unreserved fund balance increasing to \$3,289.**

## **DDA FUND:**

### **REVENUE:**

The \$369,086 or 48% increase in total revenue from the current budget reflects primarily an increase in property tax revenue, a State of Michigan reimbursement for Small Taxpayer Exemption Loss and an appropriation from the Utilities Equipment Replacement Fund (short term loan for the CSX Parking lot project).

### **EXPENDITURES:**

The \$450,042 or 40% increase in total expenditures reflects primarily increased expenditures related to the purchase of 212 E Grand River and the CSX Parking Lot construction.

### **SUMMARY:**

**The proposed amendment reflects the ending unreserved fund balance decreasing by \$125,449 from the beginning fund balance, for a**

**projected total year-end balance of \$15,580, which is \$15,146 less than what the year-end projections represented when the FY 2015-16 proposed budget was presented to City Council in March 2015.**

**UTILITIES EQUIPMENT REPLACEMENT FUND:**

**REVENUE/CAPITAL CONTRIBUTIONS:**

Total revenue is expected to be \$100 more than the current budget from investment earnings.

**EXPENSES/CAPITAL ASSETS:**

Expenses are expected to be \$324,000 more than the current budget due to an appropriation to the DDA Fund as a short term loan for the CSX Parking lot project.

**SUMMARY:**

**The projected ending fund balance will decrease by \$230,349 to \$171,047.**

**BUDGET IMPACT:**

Provides the authority to amend the City's budget in a legally permissible manner.

**RELATIONSHIP TO GOALS:**

Provides an up-to-date financial picture of the projected FY 2014-15 year-end balances to ensure that next year's Goals are fundable.

**ACTION/MOTION:**

**Approve the attached Resolution to amend the FY 2014-15 budget appropriations.**

**RESOLUTION 2015-**

**TO AMEND THE FY 2014-15 BUDGET APPROPRIATIONS**

**WHEREAS, the Brighton City Council has previously adopted the original Fiscal Year 2014-15 Budget; and**

**WHEREAS, it is appropriate that periodically the Council adjust the appropriation levels in the City's Funds on the basis of actual and anticipated year-end expenditures; and**

**WHEREAS, the City Manager has recommended certain amendments to the City's Funds;**

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

- 1. The Council amends the FY 2014-15 Budget appropriation levels pursuant to the recommendations of the City Manager, as provided in the attached sheets, which are made a part of this Resolution.**

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**This Resolution was \_\_\_\_\_ this \_\_\_\_\_ day of June 2015.**

**Diana Lowe, City Clerk**

CITY OF BRIGHTON GENERAL FUND	ACTUAL 13-14	ADOPTED BUDGET 14-15	PROJECTED YEAR-END 14-15	ADOPTED BUDGET 15-16	15-16 OVER/ (UNDER) 14-15	
					\$	%
<b>REVENUES:</b>						
Property Taxes	5,274,410	5,357,007	5,266,764	5,588,941	322,177	6.12%
Tax Penalties, interest &	212,308	239,070	214,437	219,387	4,950	2.31%
Licenses & Permits	303,860	295,430	545,600	339,100	(206,500)	-37.85%
Federal Grants	10,240	7,000	11,000	10,000	(1,000)	-9.09%
State Grants	27,324	16,000	16,212	17,500	1,288	7.94%
State Shared Revenue	610,333	624,750	626,409	635,805	9,396	1.50%
Local Unit Contribution	84,087	89,000	90,093	93,500	3,407	3.78%
Service Charges	583,689	597,234	664,940	607,003	(57,937)	-8.71%
Fines & Forfeits	56,572	67,200	55,595	54,625	(970)	-1.74%
Investment Earnings	21,683	20,500	28,200	28,610	410	1.45%
Rents & Royalties	65,534	71,950	71,780	71,650	(130)	-0.18%
Other Revenue	113,140	92,000	95,380	110,625	15,245	15.98%
Other Financing Sources	172,879	149,000	144,307	258,220	113,913	78.94%
<b>TOTAL REVENUES</b>	<b>7,536,059</b>	<b>7,626,141</b>	<b>7,830,717</b>	<b>8,034,966</b>	<b>204,249</b>	<b>2.61%</b>
<b>EXPENDITURES:</b>						
Transfers Out	1,189,496	1,215,539	1,354,326	1,171,298	(183,028)	-13.51%
City Council	27,480	26,907	21,793	27,504	5,711	26.21%
City Manager	102,234	95,240	101,999	104,719	2,720	2.67%
Legal Services	326,131	272,245	258,722	271,318	12,596	4.87%
City Clerk	141,975	156,623	156,976	153,520	(3,456)	-2.20%
Human Resources	133,853	132,817	136,234	136,284	50	0.04%
Finance	601,369	620,286	625,395	622,324	(3,071)	-0.49%
Information Systems	104,888	104,765	96,275	95,469	(806)	-0.84%
Police	2,481,156	2,483,607	2,600,769	2,556,657	(44,112)	-1.70%
Public Works	1,775,640	1,691,572	1,783,461	1,805,390	21,929	1.23%
Community Developmen	518,026	545,510	630,690	632,484	1,794	0.28%
Post Employment Benefi	209,629	227,101	239,299	274,335	35,036	14.64%
Contingencies/(Cuts)	210,561	83,000	-	125,000	125,000	#DIV/0!
<b>TOTAL EXPENDITURE</b>	<b>7,822,437</b>	<b>7,655,212</b>	<b>8,005,939</b>	<b>7,976,303</b>	<b>(29,636)</b>	<b>-0.37%</b>
FUND BALANCE - BEG	1,488,963	1,104,372	1,204,723	998,551	(384,591)	-25.83%
Transfer to Committed Fund Balance		40,338	30,950	19,179		
FUND BALANCE - END	1,202,585	1,034,963	998,551	1,038,035	(69,409)	-6.28%
USE OF FUND BALANCE	286,378	69,409	206,172	(39,484)	(315,182)	-531.93%
Ending Fund Balance =						
15% of Operating Expen	994,941	965,951	997,742	1,020,751		
Ending Fund Balance Over/(Under)						
the 15% Criteria	207,643	69,012	809	17,284		

CITY OF BRIGHTON  
GENERAL FUND SUMMARY

BUDGET AMENDMENT

SIX YEAR FINANCIAL FORECAST (as of June 9, 2015)

	13-14	14-15	FY 2014-15	15-16	16-17	17-18	18-19	19-20	20-21
	Year End	Adopted	Year-end	Adopted	Forecast	Forecast	Forecast	Forecast	Forecast
	<u>Actual</u>	<u>Budget</u>	<u>Projection</u>	<u>Budget</u>	<u>Forecast</u>	<u>Forecast</u>	<u>Forecast</u>	<u>Forecast</u>	<u>Forecast</u>
Revenue	7,536,060	7,626,141	7,830,716	8,034,966	7,989,222	8,165,599	8,351,725	8,569,936	8,759,469
Less: Expenditures	<u>7,822,437</u>	<u>7,655,211</u>	<u>8,005,939</u>	<u>7,976,303</u>	<u>7,805,976</u>	<u>7,931,326</u>	<u>8,190,439</u>	<u>8,335,633</u>	<u>8,522,896</u>
<b>Funds Available</b>	<b>(286,378)</b>	<b>(29,070)</b>	<b>(175,223)</b>	<b>58,663</b>	<b>183,246</b>	<b>234,273</b>	<b>161,286</b>	<b>234,303</b>	<b>236,573</b>
Less: Committed Fund Balance-Succession	-	-	-	-	-	-	-	-	-
Less: Committed Fund Balance-Capital	-	40,338	30,950	19,179	149,797	157,844	109,596	174,876	216,510
<b>Funds Available after Committed Fund Balance</b>	<b>(286,378)</b>	<b>(69,408)</b>	<b>(206,173)</b>	<b>39,484</b>	<b>33,449</b>	<b>76,429</b>	<b>51,690</b>	<b>59,427</b>	<b>20,063</b>
Add: Beginning Unreserved Fund Balance*	<u>1,488,963</u>	<u>1,293,269</u>	<u>1,204,723</u>	<u>998,550</u>	<u>1,038,034</u>	<u>1,071,483</u>	<u>1,147,912</u>	<u>1,199,601</u>	<u>1,259,028</u>
<b>Ending Unreserved Fund Balance</b>	<b><u>1,171,908</u></b>	<b><u>1,223,860</u></b>	<b><u>998,550</u></b>	<b><u>1,038,034</u></b>	<b><u>1,071,483</u></b>	<b><u>1,147,912</u></b>	<b><u>1,199,601</u></b>	<b><u>1,259,028</u></b>	<b><u>1,279,091</u></b>
Minimum Target Unreserved Fund Balance (15%):	<u>994,941</u>	<u>965,951</u>	<u>997,742</u>	<u>1,020,751</u>	<u>1,028,868</u>	<u>1,046,976</u>	<u>1,077,157</u>	<u>1,109,008</u>	<u>1,141,009</u>
<b>Unreserved Fund Balance Over/(Under)</b>									
<b>Minimum Target Fund Balance</b>	<b>176,967</b>	<b>257,910</b>	<b>808</b>	<b>17,283</b>	<b>42,615</b>	<b>100,936</b>	<b>122,444</b>	<b>150,020</b>	<b>138,082</b>
<b>Unreserved Fund Balance as a % of Oper. Expenc</b>	<b>18%</b>	<b>19%</b>	<b>15%</b>	<b>15%</b>	<b>16%</b>	<b>16%</b>	<b>17%</b>	<b>17%</b>	<b>17%</b>
Ending Committed Fund Balance-Capital	77,139	117,477	108,089	127,268	277,065	434,909	544,505	719,381	935,891
Ending Committed Fund Balance-Succession	-	-	-	-	-	-	-	-	-
<b>*Fund Balance for FY14/15 includes \$30,677 of Assigned Fund Balance for Prepaid Expense and Carryover PO's from FY13/14 and \$2,137.81 EDC Restricted FB</b>									

**CITY OF BRIGHTON, MICHIGAN  
MAJOR STREET FUND**

<u>ACCOUNTS</u>	<u>ACTUAL</u>	<u>PROJECTED</u>	<u>ADOPTED</u>
	<u>13-14</u>	<u>YEAR-END</u>	<u>BUDGET</u>
		<u>14-15</u>	<u>15-16</u>
<b>REVENUES:</b>			
Licenses & Permits	24,671	26,000	25,000
Federal Grants			
State Grants			639,526
State Shared Revenue	343,391	345,000	346,500
Fines & Forfeits			
Investment Earnings	148	50	100
Other Revenue	119,166	134,700	67,820
Other Financing Sources	<u>328,966</u>	<u>594,838</u>	<u>1,648,087</u>
<b>TOTAL REVENUES</b>	<b>816,342</b>	<b>1,100,588</b>	<b>2,727,033</b>
<b>EXPENDITURES:</b>			
General Administration	8,200	13,803	53,373
Engineering Services		118,730	39,418
Street Construction	71,515	115,839	1,941,874
Routine Maintenance	115,535	175,159	143,809
Trust Fund Maintenance	9,850	-	-
Traffic Services	59,766	63,007	54,257
Winter Maintenance	189,638	160,939	134,478
Stormwater	59,780	77,294	21,550
Transfers-Out Other Funds	<u>382,002</u>	<u>399,499</u>	<u>357,827</u>
<b>TOTAL EXPENDITURES</b>	<b>896,287</b>	<b>1,124,270</b>	<b>2,746,586.0</b>
<b>FUND BALANCE-BEGIN.</b>	<b>225,397</b>	<b>145,453</b>	<b>121,770</b>
<b>FUND BALANCE-ENDING</b>	<b>145,453</b>	<b>121,770</b>	<b>102,217</b>
Reserved for future SAD Payments	142,371	121,770	101,969
Unreserved Fund Balance	3,081	(0)	248

**CITY OF BRIGHTON, MICHIGAN  
LOCAL STREET FUND**

<u>ACCOUNTS</u>	PROJECTED ADOPTED		
	ACTUAL 13-14	YEAR-END 14-15	BUDGET 15-16
<b>REVENUES:</b>			
Licenses & Permits	3,100	3,225	3,100
State Shared Revenue	120,124	121,000	121,910
Fines & Forfeits			
Investment Earnings		15	-
Other Financing Sources	84,059	110,000	77,928
<b>TOTAL REVENUES</b>	<b>207,283</b>	<b>234,240</b>	<b>202,938</b>
<b>EXPENDITURES:</b>			
General Administration	4,629	4,711	4,788
Routine Maintenance	91,912	126,818	93,128
Trust Fund Maintenance	2,410	-	-
Traffic Services	35,613	34,151	34,328
Winter Maintenance	74,392	77,047	70,629
<b>TOTAL EXPENDITURES</b>	<b>208,957</b>	<b>242,727</b>	<b>202,873</b>
<b>FUND BALANCE-BEGIN.</b>	<b>21,450</b>	<b>19,777</b>	<b>11,290</b>
<b>FUND BALANCE-ENDING</b>	<b>19,777</b>	<b>11,290</b>	<b>11,355</b>

**CITY OF BRIGHTON, MICHIGAN  
PSD FUND**

<u>ACCOUNTS</u>	PROJECTED ADOPTED		
	ACTUAL 13-14	YEAR-END 14-15	BUDGET 15-16
<b>REVENUES:</b>			
Interest Earnings	1	100	100
Other Revenue	47,783	35,401	25,000
Other Financing Sources	40,000	91,007	84,187
<b>TOTAL REVENUES</b>	<b>87,784</b>	<b>126,508</b>	<b>109,287</b>
<b>EXPENDITURES:</b>			
Purchased Services	79,052	118,700	102,950
Other Financing Uses			
<b>TOTAL EXPENDITURES</b>	<b>79,052</b>	<b>118,700</b>	<b>102,950</b>
<b>FUND BALANCE-BEGIN.</b>	<b>14,375</b>	<b>23,107</b>	<b>30,915</b>
<b>FUND BALANCE-ENDING</b>	<b>23,107</b>	<b>30,915</b>	<b>37,251</b>

**CITY OF BRIGHTON, MICHIGAN  
ARTS/CULTURAL COMMISSION FUND**

<u>ACCOUNTS</u>	PROJECTED ADOPTED		
	ACTUAL 13-14	YEAR-END 14-15	BUDGET 15-16
<b>REVENUES:</b>			
State Grants			
Interest Earnings	5	60	25
Other Revenue	13,213	52	
Other Financing Sources	5,000	-	5,000
<b>TOTAL REVENUES</b>	<b>18,218</b>	<b>112</b>	<b>5,025</b>
<b>EXPENDITURES:</b>			
Purchased Services	2,885	3,385	9,900
Property	13,563		
<b>TOTAL EXPENDITURES</b>	<b>16,448</b>	<b>3,385</b>	<b>9,900</b>
<b>FUND BALANCE-BEGIN.</b>	<b>10,612</b>	<b>12,383</b>	<b>9,110</b>
<b>FUND BALANCE-ENDING</b>	<b>12,383</b>	<b>9,110</b>	<b>4,235</b>

6/9/2015

**CITY OF BRIGHTON, MICHIGAN  
STATE DRUG FORFEITURE FUND**

<u>ACCOUNTS</u>	PROJECTED ADOPTED		
	ACTUAL 13-14	YEAR-END 14-15	BUDGET 15-16
<b>REVENUES:</b>			
<b>Fines &amp; Forfeits</b>	28,320		
<b>Investment Earnings</b>	-	170	
<b>Other Financing Sources</b>	18,819	750	
<b>TOTAL REVENUES</b>	47,139	920	-
<b>EXPENDITURES:</b>			
<b>Purchased Services</b>		-	
<b>Property</b>		27,810	
<b>Transfers-Out Other Funds</b>		1,710	2,720
<b>TOTAL EXPENDITURES</b>		29,520	2,720
<b>FUND BALANCE-BEGIN.</b>	-	47,139	18,539
<b>FUND BALANCE-ENDING</b>	47,139	18,539	15,819

**\*Moved from the General fund FY13/14**

**CITY OF BRIGHTON, MICHIGAN  
LAW ENFORCEMENT/PUBLIC SAFETY FUND**

<u>ACCOUNTS</u>	<b>PROJECTED ADOPTED</b>		
	<b>ACTUAL</b>	<b>YEAR-END</b>	<b>BUDGET</b>
	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
<b>REVENUES:</b>			
Property Taxes	-	150,111	157,013
Tax penalties, interest & fees	-	398	320
State Grants		3,375	-
Investment Earnings	-	375	150
<b>TOTAL REVENUES</b>	-	<b>154,259</b>	<b>157,483</b>
<b>EXPENDITURES:</b>			
Professional and Technical Services		3,000	-
Purchased Property Services	-	2,000	4,250
Property	-	10,970	10,500
Capital Projects	-	135,000	137,300
<b>TOTAL EXPENDITURES</b>	-	<b>150,970</b>	<b>152,050</b>
<b>FUND BALANCE-BEGIN.</b>	-	-	<b>3,289</b>
<b>FUND BALANCE-ENDING</b>	-	<b>3,289</b>	<b>8,722</b>

**CITY OF BRIGHTON, MICHIGAN  
DDA FUND**

<u>ACCOUNTS</u>	PROJECTED ADOPTED		
	ACTUAL 13-14	YEAR-END 14-15	BUDGET 15-16
<b>REVENUES</b>			
Property Taxes	790,156	769,013	761,841
State Grants	-		
Tax penalties, interest & fees	2,965	2,998	3,150
Investment Earnings	2,151	3,300	2,500
Other Revenue	859	7,360	13,600
Other Financing Sources	88,266	353,082	7,907
<b>TOTAL REVENUES</b>	<b>884,396</b>	<b>1,135,753</b>	<b>788,998</b>
<b>EXPENDITURES</b>			
Supplies	-		
Professional & Tech Services	40,865	74,598	53,069
Purchased Property Services	63,076	59,934	76,297
Other Purchased Services	51,279	20,920	25,300
Depreciation	-		
Utilities			
Property	66,845	433,275	35,369
Debt Service	567,384	635,475	48,903
Other Financing Uses	115,198	37,000	483,450
<b>TOTAL EXPENDITURES*</b>	<b>904,647</b>	<b>1,261,202</b>	<b>722,388</b>
* Exclusive of Depreciation			
<b>FUND BALANCE-BEGINNING</b>	<b>161,279</b>	<b>141,029</b>	<b>15,580</b>
<b>FUND BALANCE-ENDING</b>	<b>141,029</b>	<b>15,580</b>	<b>82,190</b>
<b>Min. Target F.B. = 20% of Debt Service</b>	<b>113,477</b>	<b>9,781</b>	<b>9,781</b>
<b>Ending F.B. Over/(Under) Target</b>	<b>27,552</b>	<b>5,799</b>	<b>72,409</b>

**CITY OF BRIGHTON, MICHIGAN  
 UTILITIES EQUIPMENT REPLACEMENT FUND**

<u>ACCOUNTS</u>	<b>PROJECTED ADOPTED</b>		
	<b>ACTUAL</b>	<b>YEAR-END</b>	<b>BUDGET</b>
	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
<b>REVENUES:</b>			
Investment Earnings	914	750	1,010
Other Financing Sources	213,450	140,100	353,881
<b>TOTAL REVENUES</b>	<b>214,364</b>	<b>140,850</b>	<b>354,891</b>
<b>EXPENDITURES:</b>			
Other Financing Uses		371,199	
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>371,199</b>	<b>-</b>
<b>FUND BALANCE-BEGIN.</b>	<b>187,032</b>	<b>401,396</b>	<b>171,047</b>
<b>FUND BALANCE-ENDING</b>	<b>401,396</b>	<b>171,047</b>	<b>525,938</b>

POLICY REPORT - FINANCE

**CONSIDER ADOPTING A RESOLUTION to approve commitment of Fund Balance in accordance with GASB Statement #54**

June 18, 2015

Prepared by:

Reviewed by:

---

Kelly Hanna  
Finance Director

---

Dana William Foster  
City Manager

ISSUE/RECOMMENDATION:

Consider adopting the attached Resolution, to approve commitment of Fund Balance in accordance with GASB Statement No. 54

BACKGROUND:

GASB Statement 54 distinguishes fund balance between amounts that are classified based on the relative strength of the constraints that control the purposes for which specific amounts can be spent.

- *Committed*—amounts constrained for a specific purpose by a government using its highest level of decision-making authority. It would require action by the same group to remove or change the constraints placed on resources. Action to constrain resources must occur prior to year-end.

Per City Council's prior motion to set aside \$30,950 for a purpose of future capital improvements including equipment replacement, the attached resolution will place \$30,950 in Committed Fund Balance for the period ending June 30, 2015. These funds may later be uncommitted by resolution approval by the City Council. The balance in Committed Fund Balance at June 30, 2015 will be \$108,089.

RELATIONSHIP TO GOALS:

The Governmental Accounting Standards Board requires City Council to Commit fund balance prior to the end of the fiscal year the funds are to be committed.

BUDGET IMPACT:

This resolution will commit \$30,950 of unassigned Fund Balance for FY2014/15 per City Council Adopted Budget.

ACTION/MOTION TO CONSIDER:

**Adopt the attached Resolution** to approve \$30,950 commitment of Fund Balance in accordance with GASB Statement No. 54

RESOLUTION NO. 15-  
CITY OF BRIGHTON  
LIVINGSTON COUNTY, MICHIGAN

A Resolution to approve commitment of Fund Balances in accordance with GASB Statement No. 54

**WHEREAS**, the Governmental Accounting Standards Board (GASB) has issued Statement No. 54 – *Fund Balance Reporting and Governmental Fund Type Definitions*, which redefines fund types and changes the terminology used for fund balance reporting on balance sheets of Governmental Funds, AND;

**WHEREAS**, the City of Brighton City Council has reviewed the new terminology, AND;

**WHEREAS** the City of Brighton City Council recommends that \$30,950 of the General Fund unassigned fund balance be committed solely for the purpose of future capital improvements including equipment replacement, AND;

**NOW, THEREFORE, BE IT RESOLVED** that the City of Brighton City Council accepts the aforementioned recommendation;

The foregoing resolution was proposed by Council Member \_\_\_\_\_  
and supported by Council Member \_\_\_\_\_.

AYES: Council Members \_\_\_\_\_

---

NAYS: Council Members \_\_\_\_\_

---

ABSTAIN: Council Members \_\_\_\_\_

---

ABSENT: Council Members \_\_\_\_\_

---

RESOLUTION DECLARED \_\_\_\_\_

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Brighton City Council, Livingston County, Michigan at a regular meeting held on June 18, 2015

---

Diana Lowe, City Clerk

## POLICY REPORT - FINANCE

### Consideration of Adopting the Proposed FY 2015-16 Fee Schedule

June 18, 2015

Prepared by:

Reviewed by:

---

Kelly Hanna  
Finance Director

---

Dana W. Foster  
City Manager

#### **ISSUE:**

Consider Resolution to adopt the proposed City of Brighton Fee Schedule for FY 2015-16.

#### **STAFF RECOMMENDATION:**

It is the recommendation of staff that the City Council consider a Resolution to set the fees and charges for FY 2015-16.

#### **BACKGROUND:**

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 2015-16 Fee Schedule is the same as the current FY 2014-15 Fee Schedule with the following exceptions:

#### **Freedom of Information Act Requests: (replace existing language with the below)**

The City may charge a fee for providing a copy of a public record. The City can charge for the items set forth in its Freedom of Information Act Procedures and Guidelines, as may be amended by City Council from time to time. For a full copy of the Procedures and Guidelines please go to [www.brightoncity.org/Reference-Desk](http://www.brightoncity.org/Reference-Desk) or City Hall, 200 N. 1<sup>st</sup> Street, Brighton, Michigan 48116.

Whenever the City Manager determines that the actual cost to the City, in terms of cost to pay the employee, for the search, examination, review or the deletion and separation of records exceeds a cost equal to five (5) hours of time by the lowest paid employee capable of processing basic FOIA requests, that result in unreasonably high costs to the City, then the City will (1) charge a fee calculated by multiplying the number of city staff hours required for the above-described search, examination, review, and deletion and separation of records by the hourly wage of the lowest paid City employee capable of performing such

services; and (2) charge a deposit of no more than 50% of the projected fee for the given FOIA request, in the event that the projected fee exceeds \$50.

**Sale of Graves**

- Increase \$100 for City Residents for Regular and Children’s Graves
- Increase \$50 for City Residents for Cremains Graves
- Increase \$200 for Non-Residents for Regular and Children’s Graves
- Increase \$150 for Non-Residents for Cremains Graves
- Increase Columbarium Fee \$200 for City Residents and \$250 for Non-Residents

**Internments**

- Increase regular graves \$50 for Sat & M-F after hours
- Increase regular graves \$350 for Sunday and Holiday

Add the following: M-F anyone arriving for a burial after 2:00 pm shall be charged an additional \$300.

Add the following: No burials after 12:00 pm on Saturdays

**Custom Made Foundations**

- Increase \$0.12 per square inch

**Disinternments**

- Increase Regular graves for Saturday \$550
- Increase Children’s graves for Saturday \$150
- Increase Cremain graves for Saturday \$100
- Eliminate Disinternments on Sunday and Holidays

**Police Department Fees**

- Increase Overtime parking, exceeding posted limit \$10 if paid within 72 hours.
- Increase Overtime parking, exceeding posted limit \$15 if paid after 72 hours but within 30 days.

**Utility Fees – (as reflected in the FY 2015-16 Adopted Budget):**

**Utility User Charges (bi-monthly):**

<b>Water:</b>	<b><u>City</u></b>	<b><u>Genoa Pine Creek</u></b>	<b><u>Genoa Dillion</u></b>	<b><u>Genoa N.Star1</u></b>	<b><u>Genoa N.Star2</u></b>	<b><u>Brighton Township</u></b>	<b><u>Hamburg Township</u></b>
Commodity (1,000 Gal.) -	\$3.27	\$3.27	\$3.60	\$3.77	\$3.60	\$3.60	\$3.27
<b>Wastewater:</b>	<b><u>City</u></b>	<b><u>Genoa*</u></b>	<b><u>MDOT*</u></b>	<b><u>Hamburg*</u></b>			
Commodity (1,000 Gal.) -	\$3.90	\$3.90	\$3.90	\$3.43			

Administrative*				
(per meter/service)	\$13.62	\$20.43	\$20.43	\$20.43

Debt Service\*

(per meter size/service)

.75"	\$24.86		
1.00"	\$42.28	\$63.42	
1.50"	\$84.54		
2.00"	\$134.26		
3.00"	\$266.02		
4.00"	\$415.18		
6.00"	\$830.34		

\*Township Rates reflect quarterly billing

Un-metered Charge

Residential -	\$116.48
Governmental -	\$230.76
Commercial/ Industrial -	\$413.08

**Combined Sewer and Water User Fees would increase by 2.8%.**

**Connection Fees - increase a total of \$500 from \$9,500 to \$10,000**

Water Connection Fee to \$2,802

Sewer Connection Fee to \$7,198

**Water Tap**

Increase ¾" and 1" meters by \$5

Increase 1-1/2", 2", 3" and 4" meters by \$10

**Other Utility Related Fees:**

Add Water Turn-off/on Fee after normal business hours \$100

**BUDGET IMPACT:**

The recommended fee and charge schedule will support the FY 2015-16 City of Brighton budget.

**RELATIONSHIP TO GOALS:**

Generally a relationship to all goals with respect to ongoing service and program delivery capabilities.

**ACTION/MOTION:**

**Consider Resolution the attached to approve the recommended Fee and Charge schedule for FY 2015-16.**

**RESOLUTION 15-**

**A RESOLUTION ADOPTING THE SCHEDULE OF FEES AND CHARGES FOR THE CITY OF BRIGHTON FOR FY 2015-16**

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 2015-16 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, 2015.

AYES: \_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

This Resolution was \_\_\_\_ this \_\_\_\_ day of June 2015.

Diana Lowe, City Clerk

POLICY REPORT – DOWNTOWN PARKING ENFORCEMENT PROGRAM FOR PUBLIC PARKING SPACES

June 18, 2015

Prepared by:

Reviewed by:

Reviewed by:

Lauri French, Dep. Director,  
Community Development,  
Planning and Zoning

Matt Modrack,  
Exec. Director, DDA/  
Comm. Dev. Dir.

Dana Foster  
City Manager

Request

Consider approval of any motions needed to move forward with implementation of a new Downtown Parking Enforcement Program for public parking spaces as recommended by the DDA Board and recently reviewed by the Traffic Safety Advisory Board including a possible first reading for ordinance amendments that may be necessary.

Background

As Brighton grew into a shopping and dining destination over the past several years, the need for additional parking spaces became apparent, which was borne out in a 2009 parking study conducted by Rich & Associates on behalf of the Downtown Development Authority (DDA) and an updated study in 2011. After the study report was published, the Community Development Department and DDA began working informally to develop a parking enforcement strategy for downtown Brighton. With the assistance of MEDC grant funding along with DDA matches, there have been approximately 250 new parking spaces added the past few years. As Council is aware, the DDA also plans to utilize transitional parking lots such as the Johnson and Dairy Mart lots and is in the process of securing cost estimates for those lots per the ordinance requirements. In addition, construction is underway for the 24 paved spaces and an overflow parking lot with 50 spaces to the west of the CSX railroad tracks. The parking enforcement strategy was reviewed with City Council in 2014 at their November retreat.

A Parking Enforcement Strategy Subcommittee was appointed by the DDA in October 2013 to develop recommendations for short and long-term parking with assistance from the Community Development intern. Since it was noted through observation and anecdotal evidence that employees from downtown businesses, particularly restaurant employees, were frequently parking in prime parking spots instead of “out lots”, a series of meetings with downtown businesses were held in April and June 2014 to solicit input. The subcommittee used suggestions from these meetings to revise their recommendations with another series of six meetings held in March 2015 and another meeting just for downtown restaurant owners was held in mid-April. The subcommittee then developed the attached parking map showing the 2 hour, 3 hour and all day parking spaces. City staff is currently designing an employee parking brochure for the downtown businesses to direct their employees to further away lots in order to preserve the closer-in spots for customers. The parking map will also be added to the PSD and City websites as well as distributed electronically to downtown businesses.

Matt Modrack met with the Traffic Safety Board (TSB) on May 6, 2015 to present the parking enforcement program. The TSB unanimously supported a recommendation that the Chief of Police work with DDA Director Modrack to develop time-limit traffic control orders for presentation to City Council (see attached TSB minutes). City staff provided the attached parking enforcement information for the traffic control orders to Chief Wightman, which were finalized at a meeting on June 1, 2015. Chief Wightman advised at that meeting that the current parking ordinance may have to be amended per his conversation with City Attorney Brad Maynes.

#### Budget Impact

The DDA Fund will pay for a part-time (no more than 25 hours per week) parking enforcement officer to be hired and administered through the Police Department. The DDA Fund will also be used to purchase hardware (i.e., a “smart phone” and blue tooth portable printer) which is required in order to use the selected ticketing software (currently under review). It was the recommendation of the subcommittee and approved by the DDA Board to raise the parking fines to at least \$15, with an additional fee per ticket to cover the cost of the ticketing software (to be determined based on which program is selected). It is recommended that parking ticket fines be credited back to the DDA Fund in order to help offset the cost of the part-time enforcement officer. There is no budget impact to the General Fund.

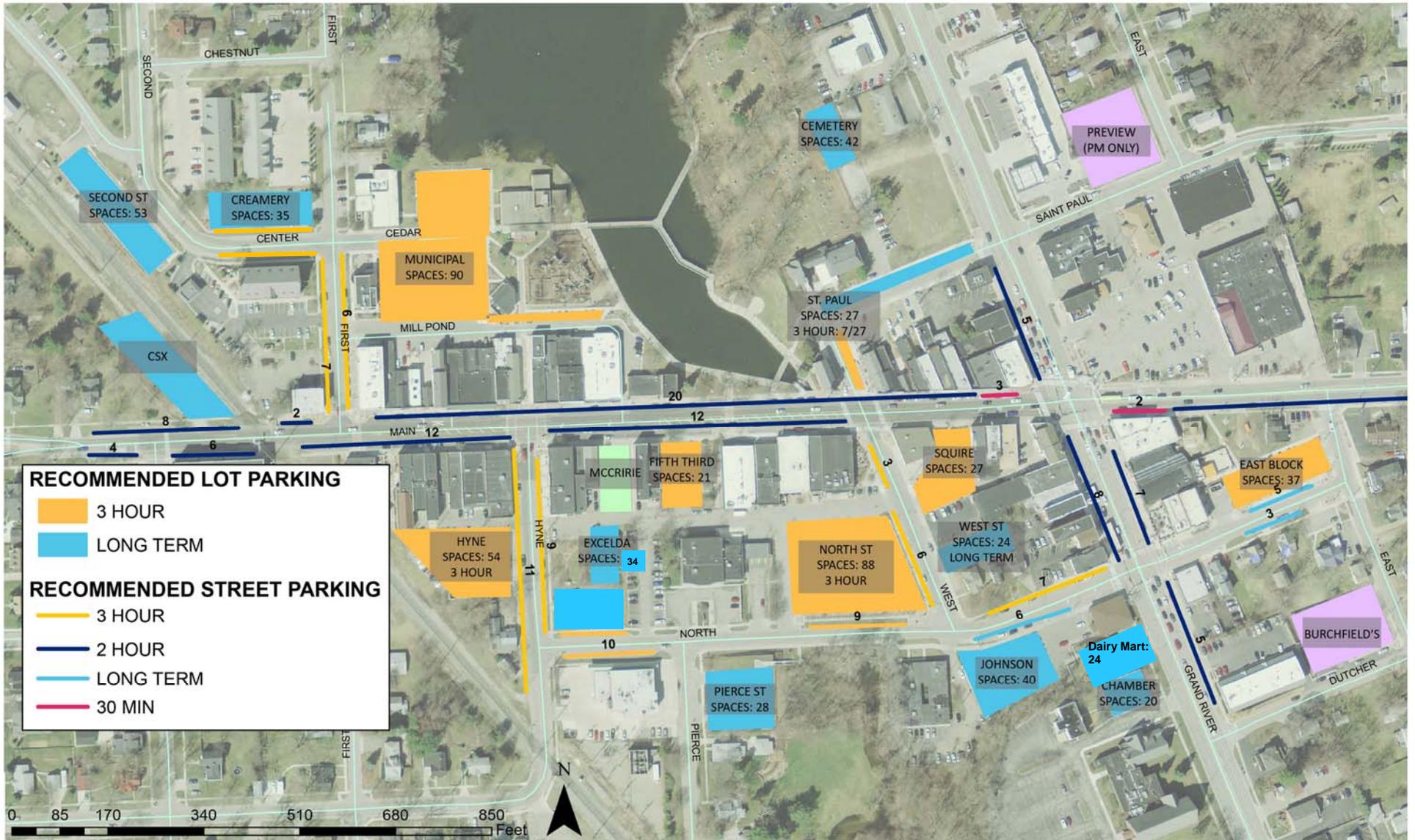
#### Council Action

Consider approval of any motions needed to move forward with implementation of a new Downtown Parking Enforcement Program for public parking spaces as recommended by the DDA Board and recently reviewed by the Traffic Safety Advisory Board including a possible first reading for ordinance amendments that may be necessary.

#### Attachments:

1. Parking Strategy Committee Recommended Lot Parking and On-Street Parking Map
2. May 6, 2015 Traffic Safety Board Draft Minutes
3. Parking Enforcement Information for Traffic Control Orders for On-Street and Public Parking Lots

PARKING COMMITTEE RECOMMENDED LOT PARKING AND ON STREET PARKING, DOWNTOWN BRIGHTON, MI



**Traffic Safety Advisory Board**

**May 6, 2015**

**Brighton City Council Chambers**

In attendance: Mike Tokai, Don Bandkau, Jim Bohn, Tom Wightman, Dave Blackmar.

**Audience:** one

**Call to Order:** 6:05 pm

**Call to Public:** No response

**Presentation on Downtown Parking Enforcement Plan from DDA Director:** Matt Modrack conducted a presentation of a plan for parking enforcement in the downtown area. The plan involves designating certain close-in parking lots for 3-hour parking, outer-lots for long-term unrestricted parking, and primary street parking spaces as 2-hour parking. The goal of the plan is to keep the spaces closest to the businesses available for customer parking. The Board unanimously supported a recommendation that the Chief of Police work with the DDA Director to develop time-limit traffic control orders for presentation to the City Council based on the map presented and for the hours of 10am up to 10pm.

**Other issues and business:** None

**Meeting adjourned:** 7:05 pm

Attachment: Parking Map as presented to Board by Matt Modrack

CITY OF BRIGHTON PARKING ENFORCEMENT INFORMATION FOR TRAFFIC CONTROL ORDERS  
ON-STREET AND PUBLIC PARKING LOTS

**On-Street Parking (1) (2)**

Street/Lot Name	Speed	Start	End	Parking	Proposed	
	Limit			Time	Enforcement Hours	
	Limit			Limit	From	To
W. Main Street	25 MPH	Grand River	Second St.	2 hours	8:00 AM	6:00 PM
E. Main Street	25 MPH	Grand River	Church St.	2 hours	8:00 AM	6:00 PM
W. Grand River	35 MPH	Main St.	St. Paul	2 hours	8:00 AM	6:00 PM
E. Grand River	35 MPH	Main St.	Dutcher	2 hours	8:00 AM	6:00 PM

First St.	25 MPH	Main St.	Cedar	3 hours	8:00 AM	6:00 PM
Center St. (Second St.)	25 MPH	First St.	Second St.	3 hours	8:00 AM	6:00 PM
Mill Pond Lane		First St.	End of Lane	3 hours	8:00 AM	6:00 PM
Hyne St.	25 MPH	Main St.	RR Tracks	3 hours	8:00 AM	6:00 PM
North St. (north side)	25 MPH	Hyne St.	Grand River	3 hours	8:00 AM	6:00 PM
North St. (south side)	25 MPH	Hyne St.	Pierce	3 hours	8:00 AM	6:00 PM
North St. (south side)	25 MPH	West St.	Grand River	No limit	8:00 AM	6:00 PM
West St. (west side)	25 MPH	Main St.	North St.	3 hours	8:00 AM	6:00 PM
West St.	25 MPH	Main St.	St. Paul	3 hours	8:00 AM	6:00 PM
St. Paul St.	25 MPH	Grand River	West	No limit	8:00 AM	6:00 PM

**Public Parking Lots (2)**

Municipal Lot (behind City Hall & Mill Pond Lane)				3 hours	8:00 AM	6:00 PM
Hyne St. Lot				3 hours	8:00 AM	6:00 PM
Fifth Third Lot (next to Ciao Amici's)				3 hours	8:00 AM	6:00 PM
North St. Lot				3 hours	8:00 AM	6:00 PM
Squire Lot (next to Rolison's)				3 hours	8:00 AM	6:00 PM
East St. Lot (behind Stout's Pub)				3 hours	8:00 AM	6:00 PM

Cemetery Lot				No limit	Not required	
West St. Lot				No limit	Not required	
Johnson Lot				No limit	Not required	
Pierce St. Lot				No limit	Not required	
Excelda Lot				No limit	Not required	
Creamery Lot				No limit	Not required	
Second St. Lot				No limit	Not required	
CSX West Lot				No limit	Not required	
Grand Mart Lot				No limit	Not required	
Front Chamber Lot				No limit	Not required	

Notes:

(1) Current on-street parking signs indicate "2 hour parking 8:00 a.m.-6:00 p.m."; however, proposed enforcement hours will be random between those hours.

(2) Posted enforcement hours will be from 8:00 a.m. to 6:00 p.m.; however, actual enforcement hours will be random between those hours.

CITY OF BRIGHTON PARKING ENFORCEMENT INFORMATION FOR TRAFFIC CONTROL ORDERS  
ON-STREET AND PUBLIC PARKING LOTS

**On-Street Parking**

Street/Lot Name	Start	End	Parking	Proposed	
			Time Limit	Enforcement Hours From	To
W. Main Street	Grand River	Second St.	2 hours	8:00 AM	6:00 PM
E. Main Street	Grand River	Church St.	2 hours	8:00 AM	6:00 PM
W. Grand River	Main St.	St. Paul	2 hours	8:00 AM	6:00 PM
E. Grand River	Main St.	Dutcher	2 hours	8:00 AM	6:00 PM

First St.	Main St.	Cedar	3 hours	8:00 AM	6:00 PM
Center St. (Second St.)	First St.	Second St.	3 hours	8:00 AM	6:00 PM
Mill Pond Lane	First St.	End of Lane	3 hours	8:00 AM	6:00 PM
Hyne St.	Main St.	RR Tracks	3 hours	8:00 AM	6:00 PM
North St. (north side)	Hyne St.	Grand River	3 hours	8:00 AM	6:00 PM
North St. (south side)	Hyne St.	Pierce	3 hours	8:00 AM	6:00 PM
North St. (south side)	West St.	Grand River	No limit		
West St. (west side)	Main St.	North St.	3 hours	8:00 AM	6:00 PM
West St.	Main St.	St. Paul	3 hours	8:00 AM	6:00 PM
St. Paul St.	Grand River	West	No limit		

**Public Parking Lots**

Municipal Lot (behind City Hall & Mill Pond Lane)			3 hours	8:00 AM	6:00 PM
Hyne St. Lot			3 hours	8:00 AM	6:00 PM
Fifth Third Lot (next to Ciao Amici's)			3 hours	8:00 AM	6:00 PM
North St. Lot			3 hours	8:00 AM	6:00 PM
Squire Lot (next to Rolison's)			3 hours	8:00 AM	6:00 PM
East St. Lot (behind Stout's Pub)			3 hours	8:00 AM	6:00 PM

Cemetery Lot			No limit	Not required	
West St. Lot			No limit	Not required	
Johnson Lot			No limit	Not required	
Pierce St. Lot			No limit	Not required	
Excelda Lot			No limit	Not required	
Creamery Lot			No limit	Not required	
Second St. Lot			No limit	Not required	
CSX West Lot			No limit	Not required	
Grand Mart Lot			No limit	Not required	
Front Chamber Lot			No limit	Not required	

Note: Current on-street parking signs indicate "2 hour parking 8:00 a.m.-6:00 p.m."