

CITY OF BRIGHTON
CITY COUNCIL MEETING
CITY HALL
May 3, 2012

Regular Blue Sky - 7:00 pm: 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 of April 19, 2012](#)
6. Consider approval of a Proclamation for Letter Carriers' Food Drive Day
7. Mayor's Reading of Citizen Inquiries received since the last City Council Meeting
8. Call to the Public

Consent Agenda

9. Consider approval of the [Quarterly Investment report from the Finance Director](#)
10. Consider [site plan amendment approval for Brighton Commons](#) (8671 W. Grand River) as recommended by the Planning Commission
11. Consider approval of a motion to direct the Planning Commission to distribute the [Draft Master Plan update](#) as required by State Law

Policy Development & Customer Communications' action item

12. Consider [site plan approval for the Veterans Memorial Improvement](#) as recommended by the Planning Commission
13. Consider a motion to adopt the [Fiscal Year 2012 – 2013 City Budget](#)
14. Receive report and recommendation from Mayor Pro Tem Cooper regarding the MML Technology Committee's recent review of the Smart-meters subject and the MML Committee's related recommendations for the next steps
15. Receive Report from the City Manager regarding City Council-directed work on the planning process for a possible Community Improvements Bond Issue Proposal election for City Voters in November of 2012

Other Business

16. Information for City Customers
17. Receive updates from Council Member Liaisons to other Boards and Commissions
18. Conduct Closed Session to receive an Attorney-Client privilege opinion from the City Labor Attorney
19. Conduct Closed Session to receive an Attorney-Client privilege opinion from the City Labor Attorney
20. Consider a motion/action as may be recommended by the City Attorney and or City Labor Attorney
21. Call to the Public
22. Adjournment

MINUTES OF THE MEETING OF THE CITY COUNCIL OF BRIGHTON
HELD ON APRIL 19, 2012 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, Mayor Pro-Tem Cooper, Councilmembers Schillinger, Bandkau, Bohn, Pipoly and Roblee. 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, there being present were Mayor Muzzin, Mayor Pro-Tem Cooper, Councilmembers Schillinger, Bandkau, Pipoly, Roblee and Bohn. Also in attendance were Attorney Paul Burns and Staff members Dana Foster, Kelly Hanna, Jennifer Burke, Diana Lowe, Amy Cyphert, Dave Blackmar, Tom Wightman and an audience of 32. Press and Media included Jim Totten from the Livingston Press & Argus and Tom Tolen from WHMI.

AGENDA APPROVAL

It was moved by Councilmember Schillinger, seconded by Cooper to approve the Agenda with item # 9, Springhill Site Plan moved from Consent Agenda to Action Agenda. Motion passed 7-0.

MINUTES APPROVAL

It was moved by Councilmember Roblee, seconded by Bandkau to approve the Regular Meeting minutes of April 5, 2012 as presented. Mayor Pro-Tem Cooper abstained. Motion passed 6-0-1.

It was moved by Councilmember Bandkau, seconded by Roblee to approve the Budget Worksession minutes of March 29, 2012 as presented. Mayor Pro-Tem Cooper abstained. Motion passed 6-0-1.

It was moved by Councilmember Bandkau, seconded by Pipoly to approve the Budget Worksession minutes of April 3, 2012 as presented. Mayor Pro-Tem Cooper abstained. Motion passed 6-0-1.

It was moved by Councilmember Bandkau, seconded by Roblee to approve the Budget Worksession minutes of April 5, 2012 as presented. Mayor Pro-Tem Cooper abstained. Motion passed 6-0-1.

CITIZEN INQUIRIES

None.

CALL TO THE PUBLIC

Mayor Muzzin opened the Call to the Public at 7:32 p.m. The following comments were heard:

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Jim Vichich, Brighton Historical Society, stated on May 5th from 9:00 a.m. to 1:00 p.m. will be the annual Old Village Cemetery Clean up, on May 21st from 9:30 a.m. to 4:30 p.m. there will be a Gravestone Preservation Workshop and there is a new book release of "The Brighton Area".

Reed Kitrich stated Matt Modrack and the DDA make the downtown special.

Larry Lawrence, Brighton Area Historical Society, discussed the upcoming activities and events at the CoBACH Center.

Nick Pilizzi, 1049 Fairway Trails Drive, Brighton Dining Group, discourages having funds pulled from the DDA budget.

Kevin Montagano, The Pound, suggested Council not take funds from the DDA.

Mack Miller owns 307 W. Main Street with his wife, Mondy, and stated business has improved greatly, they are looking at increasing their business hours and we need to keep the momentum.

Kim Tobin, S. 3rd Street, town has become more vibrant and positive.

Nancy Stamp, resident, there has been changes for residents as we have to pay for trash pick up, 5% increase in water rates every year, employees losing benefits. She expressed her concerns regarding Councilmembers voting on items that they may have financial interest.

Gail Sherman, 428 W. Main Street, stated in the past nine years they have seen much happen in the downtown and discouraged Council from taking funds from the DDA.

Thaddius McGaffey, business owner at 500 W. Main Street, expressed his opposition of the property on 2nd Street being used as a halfway house.

Nate Geinzer, Woodlake Drive, stated the downtown is the single most valuable asset in this community. He stated there is cooperation between the City of Brighton and the DDA and grants have been much of the improvement in the downtown. He discouraged City Council from taking funds from the DDA.

Renee Pettengill, N. 3rd Street, expressed her concerns regarding the halfway house and people are moving out because of them.

Glen Atkins, N 3rd Street, expressed his concerns regarding the halfway houses and we need to pay attention to our neighborhoods.

Mary King, Community Coordinator of the Prisoner Relocation Program, explained the program and stated there are 15 parolees that are homeless and they are monitored.

Larry Lawrence stated he is a resident and business owner and supports the DDA.

Hearing no further comment, Mayor Muzzin closed the Call to the Public at 8:10 p.m.

Police Chief, Tom Wightman briefed the City Council on the Prisoner Relocation Program and stated there are always parolees in the City of Brighton. The difference with this program is that the State Department of Corrections place the parolees in rental homes and the Police Department has good communication with the State, who monitors their whereabouts. The Department of Corrections are setting up an Advisory Committee with the Brighton State Police.

City Manager, Dana Foster stated the Police Chief had a recent meeting with the State and Catholic Social Services representatives regarding the placement of the parolees within the City of Brighton. He stated we are working on a process as to what amendments we need to make to our Zoning Ordinance regarding location of parolees near playgrounds and schools. He also stated that he sent a letter to the owner of the two duplexes on North 2nd Street to put the owner on notice about the City's current Zoning Ordinance related limitations on the use of the duplexes.

Mayor Muzzin clarified the financial interest item that Nancy Stamp referenced and that the City Employee Furlough program ended July 1st.

Attorney Paul Burns stated if it is a general benefit to the community, it is not a conflict of interest.

Mayor Muzzin the seven elected officials live in this community and make decisions that affect them.

CONSENT AGENDA

It was moved by Mayor Pro-Tem Cooper, seconded by Roblee to approve the Consent Agenda as presented. Motion passed 7-0.

The following item was approved on the Consent Agenda:

1. Conditionally approved the site plan approval for 408-420 W. Main Street Façade Improvements #12-002 as depicted on plans prepared by Lindhout Associates, job no. 1220, sheet A1.0, last dated 4-11-12 subject to the following:
 1. That all signage comply with applicable Ordinances or variances be obtained.
 2. That right of way permits be obtained from the Department of Public Services for work within the right of way.
 3. That any damages done to the existing sidewalk be repaired to current condition.
2. Authorized to institute litigation in the Livingston Circuit Court for expungement of personal property taxes.
3. Reappointed Mark Binkley for a three year term, Cheryl Mayday and John Okoniewski for a two year term, Lisa Nelson and Nick Palizzi for a one year term and Claudia Roblee as Councilmember liaison to the PSD Board
4. Approved a request from the Livingston County Educational Service Agency to collect all of their operating property taxes on the City's summer 2012 tax bills.

SPRINGHILL RESIDENTIAL DEVELOPMENT SITE PLAN

It was moved by Councilmember Bandkau, seconded by Roblee to approve the site plan amendment for Springhill Development lot 16 based on the plan prepared by Boss Engineering, sheets 1, job number 03169, dated 4/17/12 subject to the following:

1. That all conditions of the previous approvals remain in effect. Councilmember Pipoly abstained. Motion passed 6-0-1.

MSHDA GRANT CLOSE-OUT PUBLIC HEARING

Matt Modrack briefed the City Council on the MSHDA Grant 209119-CDI Close-out, displaying slides of the Cemetery Parking Lot and 205 West development.

Mayor Muzzin opened the Public Hearing to receive public input for the close-out of the work on MSHDA Grant NO. MSC 209119-CDI, Downtown Parking Lot and Streetscape as required by the MEDC at 8:35 p.m. The following comment was heard.

Nate Geinzer stated, nice job, this is a nice addition to the town.

Hearing no further comment, the Public Hearing was closed at 8:36 p.m.

“TAPESTRY” MARKETING ANALYSIS

Nancy Johnson, Michigan Small Business and Technology Development Center, gave a “Tapestry” presentation. She stated this is scientific information to make business decisions. She displayed slides of the four categories of the people living in the City of Brighton, Life Mode Summary Groups Relates to Lifestyle and Life Stage and the Benefits of Tapestry Information.

CITY BUDGET FOR FISCAL YEAR 12-13 PUBLIC HEARING

City Manager, Dana Foster gave a Budget Presentation. He displayed slides of the General Fund Summary Six Year Financial Forecast, Fund Balance Trend chart has improved again, CIP Funding Prior to FY 2008/09 Combination of Capital Improvement Bonds & General Fund Support, 10 Year History of Capital Improvement Funding, Personnel/Labor related Cost Savings, Additional Budget Savings and Key Assumptions for the General Fund 6-year forecast.

Finance Director, Kelly Hanna explained the Millage Rage and Utility Rate Changes Effective July 1, 2012.

Mayor Muzzin opened the Public Hearing for the City Budget for Fiscal Year 12-13 at 9:25 p.m. The following comments were heard:

Susan Walters-Steinacker discussed homes for sale, rental properties, paved streets and sidewalks in the City and encouraged Council to spend money in the residential areas.

Tim Corrigan, DDA Boardmember, stated he enjoys serving on the Board and stated the DDA budget is not the place to look for funds.

Chip Baldwin, 320 N. 2nd Street, discussed the Fund Balance Trend Chart, which has shown some increase and stated these are forecasts.

Bonnie Corrigan stated Corrigan Oil and Corrigan Construction have invested in this community for over 50 years and stated she and her husband, Bernie, discourage the City of Brighton from taking funds from the DDA.

Pam McConeghy, DDA Boardmember and Chamber of Commerce, and discouraged Council from taking funds from the DDA.

Thaddius McGaffey stated he opened his business downtown and has invested in the community.

Nancy Stamp stated a chocolate shop would be nice in one of the Bonner's buildings on North Street and she objects to money being spent on litigation on the buildings. She discussed appointments to Boards, the need to be a resident, advisory capacity and the need for the City to have a viable Charter.

Hearing no further comment, Mayor Muzzin closed the Public Hearing for the City Budget for Fiscal Year 12-13 at 9:46 p.m.

Councilmember Bohn discussed the General Fund Summary Six Year Financial Forecast and stated his objective is to achieve funding, and explained where DDA funding comes from. He expressed his concerns regarding expenses coming down and/or revenue going up and the delay to take action.

Councilmember Schillinger asked if we have ever considered a City income tax.

Finance Director, Kelly Hanna stated it has not been fully investigated.

Councilmember Pipoly stated we need to increase property values to increase revenue and that is what the DDA is doing.

Councilmember Roblee stated she has made suggestions regarding utilities and ways to cut costs. She discussed how did we get here and emergency managers.

Councilmember Bohn stated part of it was that we may have borrowed too much money and now we have a Debt Management Policy in place. The Council receives all of the information that the City Council Budget & Finance Subcommittee has.

Councilmember Pipoly stated the money in the DDA budget is committed.

Mayor Pro-Tem Cooper stated the way we should approach the DDA and find out what is working well for them and how can we replicate that into a residential template?

Councilmember Bandkau stated the DDA has been amazing. Let's see what does work for the DDA.

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City Manager, Dana Foster stated we have been retooling for four or five years now and we are going to continue to retool.

EXEMPT SIGNS ORDINANCE SECOND READING AND PUBLIC HEARING

Amy Cyphert briefed the Council on the proposed Exempt Signs Ordinance.

Mayor Muzzin opened the Public Hearing for the second reading of a proposed Ordinance to amend Chapter 66, Article I, Section 66-2, Definitions, Section 66-4, Exempt Signs, adding Section 66-100, Downtown Business District (DBD) signage requirements at 10:16 p.m. Hearing no comment, the Public Hearing was closed.

It was moved by Mayor Pro-Tem Cooper, seconded by Bandkau to approve Ordinance 559, Amending Chapter 66, Article I, Section 66-2, Definitions, Section 66-4, Exempt Signs, adding Section 66-100, Downtown Business District (DBD) signage requirements and publish as appropriate. A roll call vote was taken. Yes: Schillinger, Bohn, Cooper, Muzzin, Bandkau, Roblee, Pipoly. No: none. Motion passed 7-0.

CITY CUSTOMER INFORMATION

City Manager, Dana Foster stated our ratio in terms of the General Fund's payroll costs as a percentage of the total budget is 55%, which is a bit below the average for comparable Michigan cities according to our auditors with Plante Moran. Also, manager Foster advised that there is a potential for City Council decisions to be made regarding future intergovernmental opportunities that may be different from past such agreements.

Mayor Pro-Tem Cooper stated white pines would be given away on Arbor Day. The School Board had a bond informational meeting and he stated the vote is on May 8th. He gave a ZBA update.

Councilmember Bandkau stated the Veteran's Memorial plans were approved by the Planning Commission and will be coming to City Council at the next meeting.

Councilmember Roblee gave a Brighton Arts & Culture update stating they are working with the Brighton Art Guild to promote art in Brighton. They are looking to make a sculpture park. The Principle Shopping District met and will be using tapestry information going forward. There is a Imagination Station volunteer day on April 28th at 9:00 a.m.

Councilmember Bohn stated in regards to the ZBA meeting there is room for process improvement in regards to the Theater agenda item and confidential opinion letter

Attorney, Paul Burns stated there should be a process that we can work on for the future.

Councilmember Pipoly stated the demolition contract for 121 W. North Street was awarded and should be down in a couple of weeks and conceptual banner pole signs were presented for civic events.

Mayor Muzzin stated the Brighton Area Fire Authority hired a Deputy Fire Chief, Mike Evans hired, leases being worked on and the budget will be presented in May.

CALL TO THE PUBLIC

Mayor Muzzin gave a Call to the Public at 10:31 p.m. The following comment was heard:

Nate Geinzer, Woodlake Drive, suggested the City look at tax increment financing and neighborhood improvement authorities. He thanked City Staff for their attention regarding a vacant home in his neighborhood.

Chip Baldwin, 320 N. 2nd, thanked everyone for their service to the City. He thanked Councilmember Bohn for his comments.

Renee Pettengill, Volunteer Coordinator for the Imagination Station, thanked the City for all they have done so far. The downtown business have incentives for volunteers and she suggested to like us on Facebook.

Nancy Stamp suggested DDA submit their budget to the City Council for review. She thanked Mr. Bohn for bringing up the financial needs of the City.

Hearing no further comments, the Call to the Public was closed at 10:37 p.m.

ADJOURNMENT

It was moved by Councilmember Roblee, seconded by Cooper to adjourn the meeting at 10:38 p.m. Motion passed 7-0.

Diana Lowe, City Clerk

Jim Muzzin, Mayor

MEMORANDUM

To: Dana Foster, City Manager

From: Kelly Hanna, Finance Director



Date: April 25, 2012

Subject: The City's Quarterly Investment Report as of March 31, 2012

Attached you will find the City's Quarterly Investment Report as of March 31, 2012.

In comparison to the quarter ended December 31, 2011, the City's total investment/bank balance has decreased by \$2,517,623 or 36% to \$4,425,597, which is generally indicative of the fact that the majority of the City's tax revenue levied is collected in the first quarter of the fiscal year, while expenditures are relatively more constant throughout the year. In comparison to the same quarter a year ago, i.e., the quarter ended March 31, 2011, the City's total investment/bank balance has increased by \$525,537 or 13%. This is reflective of higher ending fund balance expected for FY 12/13 compared to FY 11/12.

In comparison to the quarter ended December 31, 2011, the City's average rate of return on investments increased from 0.39% to 0.52%. The increase is reflective of the Finance Department investing in more Certificate of Deposits, which are earning more than Money Market accounts. The City continues to earn more than the benchmark 3-month Treasury Bill Rate and Fed Funds Rate.

Since December 31, 2011, the City's investment in FDIC insured CD's decreased by \$1,000,000. The City's collateralized deposits/investments with JP Morgan Chase Bank totaled approximately \$337,507 or approximately 8% of the City's overall portfolio.

Attached you will find a quarterly investment report prepared by the City Treasurer, per the Adopted Investment Policy. We continue to work within the primary objectives of the City's Investment Policy, which, in priority order, are; safety, liquidity and return on investment.

Let me know if you have any questions.

MEMO

To: City Council
From: Fern Jackson, Treasurer 
Subject: 1st Quarter investment report
Date: April 20, 2012

The City of Brighton currently has 11 certificates of deposits with various Michigan banks within a 1-year maturity or less. This spreads the risk of FDIC insurance to \$250,000 per institution and provides better coverage in case of any bank default. There were 7 maturities this quarter all in the general fund as we wage the cost of keeping our funds liquid vs. low rate of return rate from pool money market accounts.

The interest rates of these outstanding certificates range from .50% to a maximum of .80% and will vary in amounts from \$100,000 to \$250,000. Laddering the investments out provides on going steady interest income, which is an additional revenue to the City budget. This also protects the interest revenue from market declines in the money market accounts. The City holds certificates for the general fund currently in the amount of \$2,000,000.00, which is from the tax revenue received from the tax bills due August 15 of each year. One 13 month CD in the amount of \$250,000 was purchased for the utility fund to maximize earnings and one general fund CD was reinvested for another 45 days in the general fund.

Our current financial institutions which we hold money market accounts with are providing .22% to .498% interest rates on 23.56% of our total investments. These funds are completely liquid in nature and are available to use on demand. Certificates of Deposit require a penalty in interest; normally one month is forfeited, if they are needed prior to their maturity. Municipalities are allowed to only use Michigan banks for investment purposes.

The jobless claims are on a roller coaster once again. The Labor Department's monthly jobs report show employers added only 120,000 jobs in March, a down turn from the 240,000 jobs added just a month earlier. The unemployment rate dropped to 8.0% from 8.2% the month before. The 10-year yield on treasury notes has dropped from 3.41% a year ago and little has changed since April 13 after falling for the past 4 weeks. The yield has stayed within 7 basis points of 2% for almost 2 years. This in turn produces very low interest rates for our income revenue. The Group of 20 nations is meeting today in Washington in pressing Europe to push its efforts to stop the turmoil as it spreads to Spain and lists it as "first" in the drags on the world economy.

CITY OF BRIGHTON
 QUARTERLY INVESTMENT REPORT
 AS OF MAR 31, 2012*

<u>Investment Account</u>	<u>Account Balance</u>	<u>Maturity Date</u>	<u>Current % Interest Rate</u>	<u>Average R.O.R.</u>
JP Morgan Chase & Co. - A/P	96,820.00	Immediate	0.00%	0.00%
JP Morgan Chase & Co. - Payroll	13,747.98	Immediate	0.00%	0.00%
JP Morgan Chase & Co. - MSHDA	10,000.00	Immediate	0.00%	0.00%
JP Morgan Chase & Co. - Escrow	17,500.84	Immediate	0.00%	0.00%
JP Morgan Chase & Co. - Employee FSA	9,842.98	Immediate	0.00%	0.00%
JP Morgan Chase & Co. - Tax	-	Immediate	0.00%	0.00%
JP Morgan Chase & Co. - Payroll MM	96,342.08	Immediate	0.22%	0.00%
JP Morgan Chase & Co. - Money Market	<u>93,253.26</u>	Immediate	0.22%	0.00%
Total Chase Bank	337,507.14			
Michigan Commerce - Police Forfeiture	17,779.53	Immediate	0.15%	0.00%
Michigan Commerce - Juvenile	946.72	Immediate	0.00%	0.00%
Michigan Commerce - Tax account	<u>79,777.45</u>	Immediate	0.35%	0.01%
Total Michigan Commerce Bank	98,503.70			
First National Bank-tax account	<u>30,036.15</u>	Immediate	0.25%	0.00%
Total 1st Natl Bank	30,036.15			
Level 1-Money Market	853,154.06	Immediate	0.498%	0.10%
Level 1-U/B checking	<u>4,071.02</u>	Immediate	0.00%	0.00%
Total Level 1	857,225.08			
LOTUS BANK	<u>201,227.78</u>	Immediate	0.60%	0.03%
Total Lotus Bank	201,227.78			
FIRST NATIONAL BANK OF AMERICA	<u>300,780.00</u>	Immediate	0.60%	0.04%
Total First National Bank of America	300,780.00			
CD-Bank of Ann Arbor	250,316.67	3/28/2012*	0.45%	0.03%
CD-Michigan Commerce	250,000.00	4/15/12	0.50%	0.03%
CD-Mercantile Bank of MI	250,000.00	4/27/12	0.49%	0.03%
CD-Huron Valley State Bank	250,000.00	4/28/12	0.45%	0.03%
CD-Macatawa Bank	250,000.00	5/11/12	0.58%	0.03%
CD-Ann Arbor State Bank-CD	100,000.00	5/15/12	0.50%	0.01%
CD-Flagstar	250,000.00	5/29/12	0.70%	0.04%
CD-Mercantile Bank of MI	250,000.00	6/15/12	0.80%	0.05%
CD-the PrivateBank	100,000.00	6/29/12	0.50%	0.01%
CD-Independent Bank	200,000.00	9/8/11	0.56%	0.03%
CD-PNC Bank	200,000.00	10/9/12	0.40%	0.02%
CD-TCF Bank	<u>250,000.00</u>	2/25/13	0.80%	0.05%
Total Certificate of Deposits	2,600,316.67			
TOTAL	<u>4,425,596.52</u>		9.62%	<u>0.5176%</u>

Avg. three Month Treasury Bill Rate
 Average Fed Funds Rate

0.0841%
0.1273%

City's Avg. R.O.R. over/(under) the 3-month T-Bill Rate
 City's Avg. R.O.R. over/(under) the Avg. Fed Funds Rate
 *Maturity was redeemed in April 2012

0.43%
 0.39%

* From the website below
<http://bonds.yahoo.com/>
 ** From the website below
<http://app.ny.frb.org/markets/omo/dmm/fedfundsdata.cfm>

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*Amounts match the bank statement balance and there may be reconciling items between the General Ledger and the bank.

POLICY REPORT: BRIGHTON COMMONS SHARED PARKING #12-003

May 3, 2012

Prepared by:

Amy Cyphert
Planning & Zoning Director

Reviewed by:

Dana Foster
City Manager

ISSUE:

To consider granting conditional site plan approval for the Brighton Commons Shared Parking #12-003 as recommended by the Planning Commission.

STAFF RECOMMENDATION:

Staff concurs with the Planning Commission's recommendation.

BACKGROUND:

At its meeting of April 16, 2012, the Planning Commission reviewed and discussed a site plan amendment for shared parking at Brighton Commons at 8671 W. Grand River. The only proposed change is the application of the shared parking calculation chart; no site improvements are being proposed.

The Planning Commission recommended site plan approval with the following conditions:

1. That shared parking calculations are based on 6,750 square feet of retail and 3,042 square feet of specialty medical as noted on the site plan.

For a more detailed review of the site plans, please refer to the attached Planning Report.

BUDGET IMPACT: N/A

RELATIONSHIP TO 2011/2012 GOALS: N/A

COUNCIL ACTION:

Motion by _____ to recommend approval of the site plan amendment for Brighton Commons, 8671 W. Grand River based on the plan prepared by Paul Fritz Associates, sheet A3, job number 120301, dated 3/28/12 subject to the following:

1. That shared parking calculations are based on 6,750 square feet of retail and 3,042 square feet of specialty medical as noted on the site plan.

supported by _____.

Attachments:

1. Planning Commission Report
2. Draft Planning Commission Minutes
3. Site Plan

**CITY OF BRIGHTON
PLANNING COMMISSION
PLANNING REPORT**

TO: Planning Commission Members
FROM: Amy Cyphert, Planning & Zoning Director
DATE: April 19, 2012
RE: **Site Plan Amendment - Brighton Commons Shared Parking #12-003**

Background

As some Planning Commission members might remember, in 2006 façade improvements and site/parking improvements were approved for Brighton Commons, 8671 W. Grand River. The 9,792 square foot building is currently occupied by Anytime Fitness and FedEx. A third tenant space is vacant.

Discussion Points

- The property owner is requesting the application of shared parking calculations to allow retail users and a specialty medical user.
- The City of Brighton Zoning Ordinance allows two or more adjacent, non-residential uses to jointly provide and use parking spaces when the hours of operation do not normally or significantly overlap, in other words shared parking.
- The below chart and the attached site plan state that the three proposed uses require 44 parking spaces. When the shared parking calculation chart is used the building’s uses require 35 parking spaces. The property currently has 37 parking spaces on site, 2 of which are barrier free.

LAND USE	Required Spaces	Weekday 9am to 4pm	6 pm - Midnight	Weekend 9am to 4pm	6pm to Midnight	Nighttime Midnight to 6am
Office	21	21	2.1	2	1	1
Retail	23	14	21	23	16	1
TOTAL	44	35	23	25	17	2

Recommendations

As noted above the current site, provides 37 parking spaces and the shared parking space calculation requires 35 spaces. If the Planning Commission believes the application of the shared

parking option is meeting the ordinance requirements, then the Board should motion to approve the shared parking application at 8671 W. Grand River.

Commission Action

Review the contents of this report, and consider the requested site plan amendment.

Motion by _____ to recommend that the City Council approve the site plan amendment for Brighton Commons, 8671 W. Grand River based on the plan prepared by Paul Fritz Associates, sheet A3, job number 120301, dated 3/28/12 subject to the following:

1. That shared parking calculations are based on 6,750 square feet of retail and 3,042 square feet of specialty medical as noted on the site plan.

and seconded by _____.

Attachments:

1. Site Plan

sheet A1.0, last dated 4-11-12 subject to the following:

1. That all signage comply with applicable Ordinances or variances be obtained.
2. That right of way permits be obtained from the Department of Public Services for work within the right of way.
3. That any damages done to the existing sidewalk be repaired to current condition.

Motion carried 6-0-3.

6. Site Plan Amendment – Brighton Commons Shared Parking #12-003

Ms. Cyphert reviewed the project as discussed in Blue Sky. Matt Burke from Brighton Commons explained that Duncan Chiropractic has outgrown their space in the building next door and has leased additional space at 8761 W. Grand River. The other tenants in the building are FedEx and Anytime Fitness. Dr. Duncan will use the additional space for decompression service and will only be using from 4-6 spaces at that location. He understands that approval of the shared parking calculation is based on 3,042 square feet of specialty medical as noted on the site plan.

Motion by Mr. Bryan, supported by Mr. Petrak, to recommend that the City Council approve the site plan amendment for Brighton Commons, 8671 W. Grand River based on the plan prepared by Paul Fritz Associates, sheet A3, job number 120301, dated 3/28/12 subject to the following:

1. That shared parking calculations are based on 6,750 square feet of retail and 3,042 square feet of specialty medical as noted on the site plan.

Motion carried 6-0-3.

7. Site Plan Amendment – Springhill Lot 16 Setbacks #12-004

Ms. Cyphert reviewed the project as discussed in Blue Sky. Trevor Surdu from SDG Homes/Surgrady & Associates, LLC, reviewed the site plan and the proposed changes. He explained that all homes are on the same size foundation and that the front right corner of Unit 16 protruded into the setback as a result of the road curvature. There will also be uniform spacing between housing. There was a brief discussion about the original Springhill site plan and possible alternatives.

Motion by Mr. Petrak, supported by Mr. Schillinger, to recommend that the City Council approve the site plan amendment for Springhill Development, Unit 16, based on the plan prepared by Boss Engineering, sheets 1, job number 03169, dated 3/31/12 subject to the following:

1. That all conditions of the previous approvals remain in effect.
2. That the revised front yard setback to Unit 16 does not extend more westerly than the westerly setback of Unit 17 and a revised drawing will be provided for submission to City Council for approval.

Motion carried 6-0-3.

8. Site Plan Amendment – Veteran's Memorial #12-005

Ms. Cyphert reviewed the project as discussed in Blue Sky. Dennis Nauss, representing the volunteer group for the Veteran's Memorial, introduced Ricci Bandkau and Bryan Bradford who are also on the volunteer committee. He reviewed the background of how the memorial started and noted that it will provide long-term recognition of those who have served our country. The plan is to have the groundbreaking on Memorial Day and completion of the memorial by Veterans Day. Lindhout Associates is the architect for the project and Contracting Resources is the general contractor. Bryan Bradford noted that the Veteran's Memorial is one piece of the Millpond Master Plan. He also noted that since the flags will be flown continuously that they will be lit at night.

Motion by Mr. Petrak, supported by Mr. Pawlowski, to recommend site plan approval for the Veterans



PAUL FRITZ ASSOCIATES
ARCHITECTURE AND PLANNING
21604 SHADY LANE
SAINT CLAIR SHORES, MICHIGAN 48090

TEL: 248.417.4844
FAX: 248.417.1941
PAUL.FRITZ@WOWWAY.COM

ISSUED FOR	DATE
COUNCIL APPROVAL	03/28/12

BRIGHTON COMMONS
SHARED PARKING LOT
CALCULATION
8671-8673 W. GRAND RIVER AVE
BRIGHTON MICHIGAN

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PAUL FRITZ ASSOCIATES
STATE OF MICHIGAN LICENSE 35743

DO NOT SCALE DRAWINGS
PROJECT NUMBER
120301



PARKING PROVIDED
37 SPACES (2 BF.)

REQUIRED PARKING
RETAIL -
6750 SF @ 1 PER 300 SF = 22.5 -
23 SPACES

MEDICAL -
3042 SF @ 1 PER 150 SF = 20.28 -
21 SPACES
44 TOTAL SPACES REQUIRED

SHARED PARKING REQUIRED
WEEKDAY
9AM - 4 PM
RETAIL @ 60% x 23 = (13.8) - 14
OFFICE @ 100% x 21 = 21
TOTAL REQUIRED 35

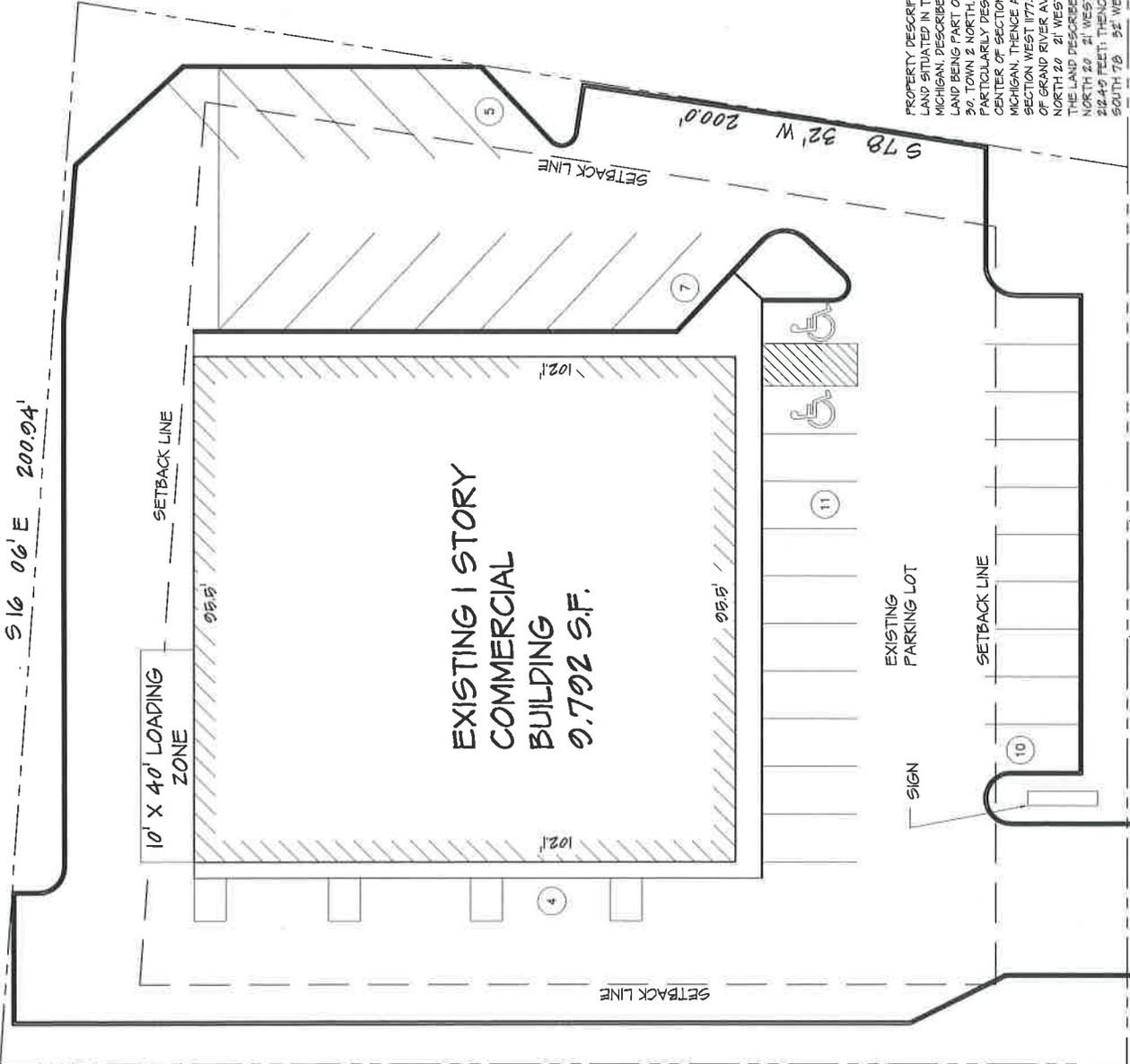
6PM - 12 AM
RETAIL @ 90% x 23 = (20.7) - 21
OFFICE @ 10% x 21 = (2.1) - 3
TOTAL REQUIRED 24

WEEKEND
9AM - 4PM
RETAIL @ 100% x 23 = 23
OFFICE @ 10% x 21 = (2.1) - 3
TOTAL REQUIRED 26

6PM - 12 AM
RETAIL @ 70% x 23 = (16.1) - 17
OFFICE @ 5% x 21 = (1.05) - 2
TOTAL REQUIRED 19

NIGHTTIME
RETAIL @ 5% x 23 = (1.15) - 2
OFFICE @ 5% x 21 = (1.05) - 2
TOTAL REQUIRED 4
SHARED PARKING
MAXIMUM REQUIRED = 35

CEN. OF
SEC 36
T 2N,
R 6E.



PROPERTY DESCRIPTION:
LAND SITUATED IN THE CITY OF BRIGHTON, LIVINGSTON COUNTY,
MICHIGAN, DESCRIBED AS FOLLOWS:
LAND BEING PART OF THE NORTHEAST FRACTIONAL 1/4 SECTION
30, TOWN 2 NORTH, RANGE 6 EAST, MICHIGAN MORE
PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE
CENTER OF SECTION 30, TOWN 2 NORTH, RANGE 6 EAST,
MICHIGAN, THENCE ALONG THE EAST-WEST 1/4 LINE OF SAID
SECTION WEST 1177.74 FEET TO A POINT ON THE EASTERLY LINE
OF GRAND RIVER AVENUE, THENCE ALONG SAID EASTERLY LINE
NORTH 20 21' WEST 642.00 FEET TO THE POINT OF BEGINNING OF
THE LAND DESCRIBED; THENCE CONTINUING ALONG SAID LINE
NORTH 20 21' WEST 1095 FEET; THENCE NORTH 69 30' EAST
22.45 FEET; THENCE SOUTH 16 00' EAST 209.94 FEET; THENCE
SOUTH 78 53' WEST 209.00 FEET TO THE POINT OF BEGINNING.

A3 SITE PLAN

1" = 30'-0"

A101



GRAND RIVER AVENUE
6' ASPHALT W/ C.C.

6' CONC. WALK

N 20 21' W 1095'

N 20 21' W 642'

S 16 06' E 200.24'

N 69 39' E 212.40'

POLICY REPORT: MASTER PLAN UPDATE

May 3, 2012

Prepared by:

Amy Cyphert
Planning & Zoning Director

Reviewed by:

Dana Foster
City Manager

ISSUE:

To consider a motion to approve the distribution of the proposed master plan as requested by the Planning Commission.

STAFF RECOMMENDATION:

Staff concurs with the Planning Commission's recommendation.

BACKGROUND:

In 2004-2005, the Master Plan subcommittee worked with City Staff and consultants to develop the current City of Brighton Master Plan. The current Master Plan was adopted in 2006. This document addresses land use and infrastructure issues while illustrating the Planning Commission's recommendations for the physical development of the City.

The Michigan Planning Enabling Act regulates the creation of Master Plan documents. The Act states that:

"At least every 5 years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its findings shall be recorded in the minutes of the relevant meeting or meetings of the planning commission."

In November of 2010, the Planning Commission made the motion to update the Master Plan and established a subcommittee to do so.

On April 16, 2012, the Planning Commission made the motion to request City Council approve the distribution of the DRAFT document to the surrounding governments, county, public utility companies and railroads.

BUDGET IMPACT: N/A

RELATIONSHIP TO 2011/2012 GOALS: N/A

COUNCIL ACTION:

Motion by _____ and seconded by _____ to approve the distribution of the proposed master plan. This motion shall serve as notice to the secretary of the planning commission to provide a copy of the proposed draft master plan, for review and comment, to the surrounding governments, county, public utility companies and railroads as required by the State Law.

Attachments:

1. Draft Master Plan via disc

Memorial, last dated 4-3-2012, as drawn by Lindhout Associates, job #1229, subject to the following conditions:

1. That irrigation is provided for the new planting beds.
2. That right of way permits be obtained from the Department of Public Services, if applicable.
3. That any damages done to the existing public sidewalk be repaired to current condition.
4. That an engineering review be conducted during the building permit process, if applicable.

Motion carried 6-0-3.

9. Master Plan Review and Possible Motion to Send to City Council for Distribution

Ms. Cyphert reviewed the background of this project as discussed in Blue Sky. As discussed, this topic is not on the City Council agenda until May 3 (instead of April 19), so the timing on the Master Plan Adoption Schedule will be adjusted as required. She thinks it could be approved in early August 2012. There was discussion about how changes could be communicated; Ms. Cyphert asked that any changes be sent in an email to her. She noted that Planning Commission would be voting to send a draft Master Plan to City Council for distribution to the surrounding governments, county, public utility companies and railroads and that there is a 63 day comment period. She recommended that any comments received during the comment period be read into the Planning Commission public hearing. She also indicated that she would distribute the draft Master Plan Update in electronic format instead of printing copies.

Motion by Mr. Pawlowski, supported by Mr. Petrak, to request City Council approve the distribution of the DRAFT document in an electronic format to the surrounding governments, county, public utility and railroads. **Motion carried 6-0-3.**

10. Discussion and Possible Setting of a Public Hearing Date for Amendments to Chapter 98, Article XXV, Temporary Land Uses

As discussed in Blue Sky, Ms. Cyphert noted that a new State law, Public Act 56 of 2011, permits the purchase, sale, possession and use of fireworks with regulations established in the public act. This legislation requires a change to the existing Temporary Land Use, which currently prohibits the sale of fireworks. The proposed amendment, removing the fireworks language from the section, will bring our zoning ordinance into conformance with Public Act 256 of 2011.

Motion by Mr. Bryan, supported by Mr. Wells, to accept the changes to the proposed amendments and set a public hearing date for May 21, 2012. **Motion carried 6-0-3.**

11. Discussion and Possible Setting of a Public Hearing Date for Amendments to Chapter 98, Article XXI, LIP Districts

As discussed in Blue Sky, Ms. Cyphert noted that a new State law, Public Act 56 of 2011, permits the purchase, sale, possession and use of fireworks with regulations established in the public act. This legislation requires a change to the existing LIP, Light Industrial Park District, which currently prohibits fireworks or explosive manufacturing or storage. The proposed amendment, removing the fireworks language from the section, will bring our zoning ordinance into conformance with Public Act 256 of 2011.

Motion by Mr. Schillinger, supported by Mr. Pawlowski, to accept the changes to the proposed amendments by adding #29, Fireworks or explosive manufacturing and #30, Explosive storage except fireworks, and set a public hearing date for May 21, 2012. **Motion carried 6-0-3.**

POLICY REPORT: VETERANS MEMORIAL #12-005

May 3, 2012

Prepared by:

Amy Cyphert
Planning & Zoning Director

Reviewed by:

Dana Foster
City Manager

ISSUE:

To consider granting conditional site plan approval for the Veterans Memorial #12-005 as recommended by the Planning Commission.

STAFF RECOMMENDATION:

Staff concurs with the Planning Commission's recommendation.

BACKGROUND:

At its meeting of April 16, 2012, the Planning Commission reviewed and discussed a site plan for the Veterans Memorial to be located behind Old Town Hall.

The Planning Commission recommended site plan approval with the following conditions:

1. That irrigation is provided for the new planting beds.
2. That right of way permits be obtained from the Department of Public Services, if applicable.
3. That any damages done to the existing public sidewalk be repaired to current condition.
4. That an engineering review be conducted during the building permit process, if applicable.

For a more detailed review of the site plans, please refer to the attached Planning Report.

BUDGET IMPACT: N/A

RELATIONSHIP TO 2011/2012 GOALS: N/A

COUNCIL ACTION:

Motion by _____ to recommend site plan approval for the Veterans Memorial, last dated 4-3-2012, as drawn by Lindhout Associates, job #1229, subject to the following condition:

1. That irrigation is provided for the new planting beds.
2. That right of way permits be obtained from the Department of Public Services, if applicable.
3. That any damages done to the existing public sidewalk be repaired to current condition.
4. That an engineering review be conducted during the building permit process, if applicable.

supported by _____.

Attachments:

1. Planning Commission Report
2. Draft Planning Commission Minutes
3. Site Plan

**CITY OF BRIGHTON
PLANNING COMMISSION
PLANNING REPORT**

TO: Planning Commission Members
FROM: Amy Cyphert, Planning & Zoning Director
DATE: April 16, 2012
RE: Site Plan – Veterans Memorial #12-005

BACKGROUND

The recently established Veterans Memorial Subcommittee is proposing a Veterans Memorial in downtown Brighton, behind Old Town Hall. This site plan has been reviewed and approved in a conceptual form by City Council.

This new Memorial will include the movement of the existing rock memorial in front of the millpond and its incorporation into this new memorial.

The Veterans Memorial is being coordinated with the Millpond Master Plan.

DISCUSSION

- Due to this being a permanent memorial display it is being handled in the same fashion as the public art in the Sculpture Exhibit and the September 11th Memorial which received Planning Commission and City Council approval.
- The memorial proposes the following building materials: concrete, concrete brick pavers, concrete retaining wall, aluminum fence, and flag poles.
- The memorial also includes the relocation of the existing sidewalk/stairs from the millpond to St. Paul Street.
- This memorial is being funded through monetary and in-kind donations.

STAFF RECOMMENDATION

Staff recommends the approval of the site plan for the Veterans Memorial.

COMMISSION ACTION

Motion by _____ to recommend site plan approval for the Veterans Memorial, last dated 4-3-2012, as drawn by Lindhout Associates, job #1229, subject to the following condition:

1. That irrigation is provided for the new planting beds.
2. That right of way permits be obtained from the Department of Public Services, if applicable.
3. That any damages done to the existing public sidewalk be repaired to current condition.
4. That an engineering review be conducted during the building permit process, if applicable.

Seconded by _____.

Attachments:

1. Site Plan

sheet A1.0, last dated 4-11-12 subject to the following:

1. That all signage comply with applicable Ordinances or variances be obtained.
2. That right of way permits be obtained from the Department of Public Services for work within the right of way.
3. That any damages done to the existing sidewalk be repaired to current condition.

Motion carried 6-0-3.

6. Site Plan Amendment – Brighton Commons Shared Parking #12-003

Ms. Cyphert reviewed the project as discussed in Blue Sky. Matt Burke from Brighton Commons explained that Duncan Chiropractic has outgrown their space in the building next door and has leased additional space at 8761 W. Grand River. The other tenants in the building are FedEx and Anytime Fitness. Dr. Duncan will use the additional space for decompression service and will only be using from 4-6 spaces at that location. He understands that approval of the shared parking calculation is based on 3,042 square feet of specialty medical as noted on the site plan.

Motion by Mr. Bryan, supported by Mr. Petrak, to recommend that the City Council approve the site plan amendment for Brighton Commons, 8671 W. Grand River based on the plan prepared by Paul Fritz Associates, sheet A3, job number 120301, dated 3/28/12 subject to the following:

1. That shared parking calculations are based on 6,750 square feet of retail and 3,042 square feet of specialty medical as noted on the site plan.

Motion carried 6-0-3.

7. Site Plan Amendment – Springhill Lot 16 Setbacks #12-004

Ms. Cyphert reviewed the project as discussed in Blue Sky. Trevor Surdu from SDG Homes/Surgrady & Associates, LLC, reviewed the site plan and the proposed changes. He explained that all homes are on the same size foundation and that the front right corner of Unit 16 protruded into the setback as a result of the road curvature. There will also be uniform spacing between housing. There was a brief discussion about the original Springhill site plan and possible alternatives.

Motion by Mr. Petrak, supported by Mr. Schillinger, to recommend that the City Council approve the site plan amendment for Springhill Development, Unit 16, based on the plan prepared by Boss Engineering, sheets 1, job number 03169, dated 3/31/12 subject to the following:

1. That all conditions of the previous approvals remain in effect.
2. That the revised front yard setback to Unit 16 does not extend more westerly than the westerly setback of Unit 17 and a revised drawing will be provided for submission to City Council for approval.

Motion carried 6-0-3.

8. Site Plan Amendment – Veteran's Memorial #12-005

Ms. Cyphert reviewed the project as discussed in Blue Sky. Dennis Nauss, representing the volunteer group for the Veteran's Memorial, introduced Ricci Bandkau and Bryan Bradford who are also on the volunteer committee. He reviewed the background of how the memorial started and noted that it will provide long-term recognition of those who have served our country. The plan is to have the groundbreaking on Memorial Day and completion of the memorial by Veterans Day. Lindhout Associates is the architect for the project and Contracting Resources is the general contractor. Bryan Bradford noted that the Veteran's Memorial is one piece of the Millpond Master Plan. He also noted that since the flags will be flown continuously that they will be lit at night.

Motion by Mr. Petrak, supported by Mr. Pawlowski, to recommend site plan approval for the Veterans

Memorial, last dated 4-3-2012, as drawn by Lindhout Associates, job #1229, subject to the following conditions:

1. That irrigation is provided for the new planting beds.
2. That right of way permits be obtained from the Department of Public Services, if applicable.
3. That any damages done to the existing public sidewalk be repaired to current condition.
4. That an engineering review be conducted during the building permit process, if applicable.

Motion carried 6-0-3.

9. Master Plan Review and Possible Motion to Send to City Council for Distribution

Ms. Cyphert reviewed the background of this project as discussed in Blue Sky. As discussed, this topic is not on the City Council agenda until May 3 (instead of April 19), so the timing on the Master Plan Adoption Schedule will be adjusted as required. She thinks it could be approved in early August 2012. There was discussion about how changes could be communicated; Ms. Cyphert asked that any changes be sent in an email to her. She noted that Planning Commission would be voting to send a draft Master Plan to City Council for distribution to the surrounding governments, county, public utility companies and railroads and that there is a 63 day comment period. She recommended that any comments received during the comment period be read into the Planning Commission public hearing. She also indicated that she would distribute the draft Master Plan Update in electronic format instead of printing copies.

Motion by Mr. Pawlowski, supported by Mr. Petrak, to request City Council approve the distribution of the DRAFT document in an electronic format to the surrounding governments, county, public utility and railroads. **Motion carried 6-0-3.**

10. Discussion and Possible Setting of a Public Hearing Date for Amendments to Chapter 98, Article XXV, Temporary Land Uses

As discussed in Blue Sky, Ms. Cyphert noted that a new State law, Public Act 56 of 2011, permits the purchase, sale, possession and use of fireworks with regulations established in the public act. This legislation requires a change to the existing Temporary Land Use, which currently prohibits the sale of fireworks. The proposed amendment, removing the fireworks language from the section, will bring our zoning ordinance into conformance with Public Act 256 of 2011.

Motion by Mr. Bryan, supported by Mr. Wells, to accept the changes to the proposed amendments and set a public hearing date for May 21, 2012. **Motion carried 6-0-3.**

11. Discussion and Possible Setting of a Public Hearing Date for Amendments to Chapter 98, Article XXI, LIP Districts

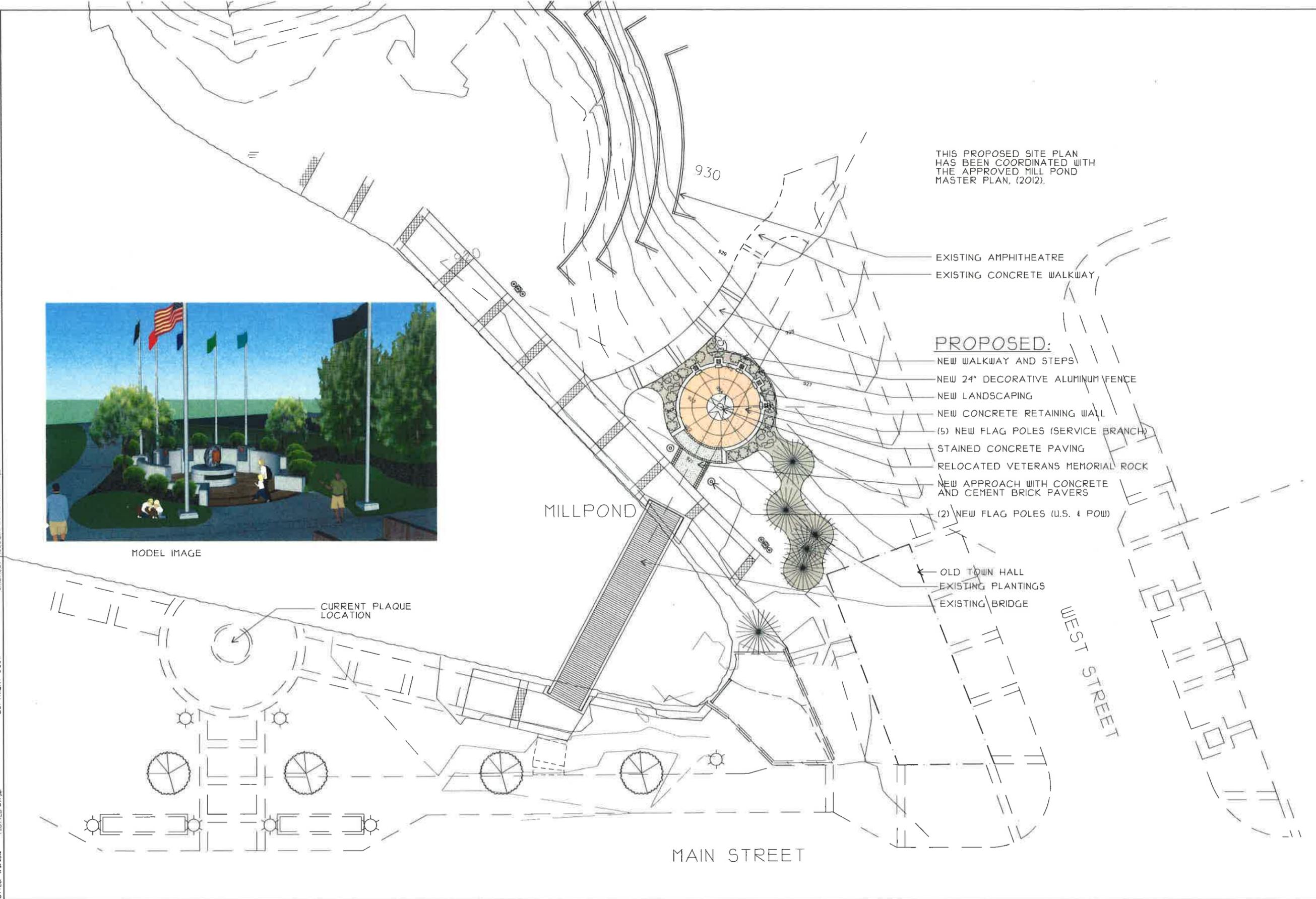
As discussed in Blue Sky, Ms. Cyphert noted that a new State law, Public Act 56 of 2011, permits the purchase, sale, possession and use of fireworks with regulations established in the public act. This legislation requires a change to the existing LIP, Light Industrial Park District, which currently prohibits fireworks or explosive manufacturing or storage. The proposed amendment, removing the fireworks language from the section, will bring our zoning ordinance into conformance with Public Act 256 of 2011.

Motion by Mr. Schillinger, supported by Mr. Pawlowski, to accept the changes to the proposed amendments by adding #29, Fireworks or explosive manufacturing and #30, Explosive storage except fireworks, and set a public hearing date for May 21, 2012. **Motion carried 6-0-3.**

FILE LOCATION: H:_WOODVETERANS\MEMORIAL\THE\rendered DATE PLOTTED: 4/3/2022 PLOTTED BY: jk
 COPYRIGHT © 2011 LINDHOUT ASSOCIATES architects aa pc
 THIS DOCUMENT AND THE SUBJECT MATTER CONTAINED THEREIN IS PROPRIETARY AND IS NOT TO BE USED OR REPRODUCED WITHOUT PRIOR WRITTEN APPROVAL



MODEL IMAGE



THIS PROPOSED SITE PLAN HAS BEEN COORDINATED WITH THE APPROVED MILL POND MASTER PLAN, (2012).

EXISTING AMPHITHEATRE
 EXISTING CONCRETE WALKWAY

PROPOSED:

- NEW WALKWAY AND STEPS
- NEW 24" DECORATIVE ALUMINUM FENCE
- NEW LANDSCAPING
- NEW CONCRETE RETAINING WALL
- (5) NEW FLAG POLES (SERVICE BRANCH)
- STAINED CONCRETE PAVING
- RELOCATED VETERANS MEMORIAL ROCK
- NEW APPROACH WITH CONCRETE AND CEMENT BRICK PAVERS
- (2) NEW FLAG POLES (U.S. 4 POW)

OLD TOWN HALL
 EXISTING PLANTINGS
 EXISTING BRIDGE

MILLPOND

CURRENT PLAQUE LOCATION

WEST STREET

MAIN STREET

SITE PLAN

SCALE 1" = 10'



Lindhout Associates
architects aia pc
 10465 citation drive, brighton, michigan 48116-9510
 www.lindhout.com (810)227-5668 fax: (810)227-5855

consultant

SITE PLAN SUBMISSION issued for

dr: PHL
 ct: XXX
 app: XXX
 4-3-2022 date

MEMORIAL RELOCATION for
BRIGHTON VETERANS
 MILL POND PARK BRIGHTON, MICHIGAN
SITE PLAN

P-1
 1229

POLICY REPORT - FINANCE

Consideration of Adopting the FY 2012-13 Budget

May 3, 2012

Prepared by:

Reviewed by:

Kelly Hanna
Finance Director

Dana William Foster
City Manager

ISSUE:

Consider the attached resolution to adopt the FY 2012-13 Budget.

STAFF RECOMMENDATION:

It is the recommendation of staff that the City Council approve the attached resolution, including Exhibit A, to adopt the City's Budget for FY 2012-13.

BACKGROUND:

The City Manager's Proposed FY 2012-13 Budget was presented to the City Council on Thursday, March 15, 2012. The City Council held Budget Work Sessions on Tuesday, March 20, 2012; Thursday, March 22, 2012; Tuesday, March 27, 2012; Thursday, March 29, 2012; and Tuesday, April 3, 2012. . On April 5, 2012, the City Council approved a motion directing staff to publish a budget public hearing notice for the Council's proposed FY 2012-13 budget. A public hearing for the purpose of receiving citizen input regarding the Proposed Budget was held earlier on April 19, 2012.

The budget provides for a tax levy and utility fees, which comprise the majority of City determined revenue, to support the expenditures/expenses. The City Council will consider separate resolutions to determine the millage rates and fee schedule, including utility fees at future Council meetings.

BUDGET IMPACT:

Provides the authority to appropriate the funds for the operations of the City of Brighton from July 1, 2012 through June 30, 2013.

RELATIONSHIP TO GOALS:

This is related to all City Goals.

ACTION/MOTION:

Approve the resolution, including Exhibit A, to adopt the City of Brighton's Budget for FY 2012-13.

RESOLUTION 12-

ADOPTING THE FY 2012-13 BUDGET

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

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

WHEREAS, the Manager's recommended budget for Fiscal Year 2012-13 was submitted to the City Council of Brighton and a copy thereof placed on file with the City Clerk for public review on March 15, 2012; and

WHEREAS, on April 19, 2012 the City Council of Brighton held a public hearing on the proposed budget for Fiscal Year 2012-13; and

WHEREAS, estimated revenues and fund balances are sufficient to provide for proposed expenditures and year end reserves required for the 2012-13 Fiscal Year; and

NOW, THEREFORE, pursuant to Chapter 8, Section 4 of the City of Brighton Charter, BE IT RESOLVED, that the City Council of Brighton hereby approves the Fiscal Year 2012-13 budget by activity, as presented by the Manager, reviewed by Council, and implemented through the following policies and specifications as the official budget for the City of Brighton for the Fiscal Year beginning July 1, 2012;

I. ADOPTION BY FUND AND ACTIVITY WITHIN EACH FUND

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

II. APPROPRIATIONS/TRANSFERS

Appropriations made during Fiscal Year 2012-13 pursuant to said budget shall be considered the maximum authorization to incur expenditures and not a mandate to spend, subject to the following conditions:

- A. Additional appropriations may be made by the City Council from the unappropriated fund balance account of the General Fund for approved reallocations, providing that such appropriations do not cause the unreserved fund balance account to be less than 15% of the total General Fund budgeted operating expenditures.**

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

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

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

III. LIMIT ON OBLIGATIONS AND PAYMENTS

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

IV. CONFORMITY WITH PREVIOUS ACTIONS

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

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

This Resolution was _____ this _____ day of May 2012.

 Diana Lowe, City Clerk

EXHIBIT - A

REVENUE/SOURCES - ALL FUNDS

Budget

Property Taxes, Penalties, Interest & Fees	\$ 6,833,954
Licenses & Permits	325,930
Federal Grants	8,500
State Grants	389,543
State Shared Revenue	967,582
Local Unit Contribution	92,340
Service Charges	3,939,172
Fines & Forfeits	125,650
Investment Earnings	23,075
Rents & Royalties	71,680
Other Revenue	231,865
Other Financing Sources (including (fund balance and working capital)	<u>2,357,710</u>
TOTAL REVENUE	<u>15,367,001</u>

EXPENDITURES

Appropriation

<u>Fund</u>	<u>Department</u>	
	City Council	30,479
	City Manager	107,798
	Legal Services	277,973
	City Clerk	177,674
	Human Resources	126,504
	Finance	581,831
	Information Systems	128,805
	Police	2,441,907
	Public Services	1,681,591
	Community Development	441,693
	Post Employment Benefits	214,518
	Contingencies/(Cuts)	163,264
	Transfers Out	<u>1,456,814</u>
General		7,830,851
Major Street		772,127
Local Street		209,900
Principal Shopping District		39,575
Arts & Cultural Commission		5,000
Imagination Station Maintenance		16,000
Street Non-voted Debt		679,998
Street Voted Debt		307,825
Capital Improvement		280,826
Building Authority		123,900
Downtown Development Authority		1,640,248
Local Development Finance Authority		65,681
Utilities		<u>5,263,839</u>
TOTAL EXPENDITURES		17,235,770
Less: Depreciation		<u>(1,868,769)</u>
TOTAL EXPENDITURES: Less Depreciation		<u>15,367,001</u>