AGENDA

CHARTER TOWNSHIP OF BRIGHTON
BOARD OF TRUSTEES
4363 BUNO ROAD
BRIGHTON, MI 48114

FEBRUARY 16, 2016
REGULAR WORK SESSION MEETING
7:00 P.M.
(810) 229.0560

A. CALL TO ORDER
B. PLEDGE OF ALLEGIANCE
C. ROLL CALL
D. CALL TO THE PUBLIC
E. AGENDA
F. BUSINESS

1. RE-REVIEW – Proposed Revision/Amendment to General Code of Ordinances, Chapter 15, Extraction, Excavation, Removal and Fill
2. 2016-17 BUDGET PLANNING
   a. Capital Improvement Planning (CIP) / Fiscal Analysis
   b. Review of Health Insurance Options and PA 152 Action

G. REPORTS AND CORRESPONDENCE - None
H. CALL TO THE PUBLIC
I. CLOSED EXECUTIVE SESSION – Review of written communication from Attorney dated February 9, 2016 as permitted by 15.268 Sec. 8 (h) of the Open Meetings Act

J. ADJOURNMENT

Board Packets are available on our website: www.brightontwp.com. The Charter Township of Brighton will provide necessary reasonable auxiliary aids and services such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting. Individuals should contact the Charter Township of Brighton by writing or contacting: Township Manager, 4363 Buno Road, Brighton, Michigan 48114. Telephone: (810) 229.0550.

PROPOSED AGENDA

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MEMORANDUM

TO: BRIGHTON TOWNSHIP RESIDENTS
FROM: ANN M. BOLLIN, CLERK
SUBJECT: BOARD OF TRUSTEES ELECTRONIC BOARD PACKETS
DATE: JANUARY 26, 2015

Board packets for the Brighton Township Board of Trustees meetings posted to the website contain scanned original documents. These electronic packets are subject to change based on meeting material presented to the Board throughout the course of the meeting. For a complete original packet following the Board meeting contact the Clerk's Office at 810-229-0560 or via email: clerk@brightontwp.com

AGENDA NOTES

MEETING DATE: February 16, 2016

PERSON PLACING ITEM ON AGENDA: Township Planner

AGENDA TOPIC: This a re-review for the proposed revisions to *Chapter 15, Extraction, Excavation, Removal, and Fill* of the Code of Ordinances.

EXPLANATION OF TOPIC: This is a re-review for the proposed revisions to *Chapter 15, Extraction, Excavation, Removal, and Fill,* of the Code of Ordinances by the Township Board. A first reading was held on January 18, 2016 and a public hearing/second (2nd) reading was held on February 1, 2016. At the February 1, 2016 Township Board meeting, there was a discussion regarding adding clarifying language regarding the phasing out of surety bonds over time. The Township Attorney has provided language which has been inserted into the ordinance. This new language should be reviewed by the Township Board, and if acceptable, the ordinance revisions should be scheduled for a public hearing/second (2nd) reading at the March 21, 2016 regular Township Board meeting.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:

- Proposed revisions to *Chapter 15* of the Code of Ordinances
- 2/2/16 e-mail from Township Attorney

POSSIBLE COURSES OF ACTION: Schedule/not schedule the Second (2nd) reading for the proposed revisions to *Chapter 15, Extraction, Excavation, Removal, and Fill,* of the Code of Ordinances for the March 21, 2016 regular Township Board meeting.

RECOMMENDATION: Schedule the second (2nd) reading for the proposed revisions to *Chapter 15, Extraction, Excavation, Removal, and Fill,* of the Code of Ordinances for the March 21, 2016 regular Township Board meeting.

SUGGESTED MOTION:
Motion by _____, supported by _____ to schedule the second (2nd) reading for the proposed revisions to *Chapter 15, Extraction, Excavation, Removal, and Fill,* of the Code of Ordinances for the March 21, 2016 regular Township Board meeting.

ROLL CALL VOTE REQUIRED? Yes

CHARTER TOWNSHIP OF BRIGHTON
CODE OF ORDINANCES, CHAPTER 15, EXTRACTION, EXCAVATION, REMOVAL AND FILL
ORDINANCE NO.254 (FORMERLY KNOWN AS THE SOIL REMOVAL ORDINANCE)

AN ORDINANCE AMENDING THE CHARTER TOWNSHIP OF BRIGHTON CODE OF ORDINANCES, CHAPTER 15, EXTRACTION, EXCAVATION, REMOVAL AND FILL ORDINANCE.

THE CHARTER TOWNSHIP OF BRIGHTON ORDAINS:

ARTICLE I
GENERAL REQUIREMENTS

Sec. 15-01. Title and Purpose.

This Ordinance shall be known as the Extraction Removal Ordinance. This chapter is enacted for the purpose of promoting the public health, welfare and safety of the residents of the Township, to preserve the natural resources and to prevent the creation of nuisances and hazards to the public health, welfare and safety.

(Ord. No. 254, 2/3/12), (Ord. No. 235, 4/30/07), (Ord. No. 86, Sec. 2, 1/3/89)

Sec. 15-02. Interpretation.

The interpretation and application of the provisions of this chapter are held to be minimum requirements for the promotion of public health, welfare and safety. It is not intended by this chapter to repeal, abrogate, or in any way to impair or interfere with any existing provision of law or ordinance, or with any rules, regulations, or permits previously adopted, or issued, or which shall be adopted or issued pursuant to the law relating to the use of the premises described herein; provided, however, that where this chapter imposes a greater restriction than is required by existing ordinance or by rules, regulations, or permits, the provisions of this chapter shall control.

Business licensing, Ch. 7; subdivision and land development regulations, Ch. 17.
State law references: Soil conservation districts law, MCL 282.1 et seq., MSA 13.1781 et seq.; soil erosion and sedimentation control act, MCL 282.101 et seq., MSA 13.1820(1) et seq.

(Ord. No. 254, 2/3/12), (Ord. No. 235, 4/30/07), (Ord. No. 86, Sec. 13, 1/3/89)

Sec. 15-03. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Mining means the removing of any sand, soil, gravel, stone or similar material from the property.

Soil means soil, topsoil, subsoil, limestone, or any other material proposed to be moved from or onto the land.

(Ord. No. 254, 2/3/12), (Ord. No. 235, 4/30/07), (Ord. No. 86, Sec. 3, 1/3/89)
Cross references: Definitions and rules of construction generally, Sec. 1-2.

Sec. 15-04. Penalties.

The Township may institute proceedings to prevent or enjoin any violation of the provisions of this Chapter.

(a) In addition to other penalties provided, any person, persons, corporations or entities that violate the provisions of this Chapter, or shall refuse to comply with the requirements of this Chapter, may be guilty of a municipal civil infraction and subject to the penalties established by the Township Board. Each day of noncompliance shall constitute a separate violation.

(b) For a violation of this Chapter, any permit issued shall be null and void.

(c) The rights and remedies provided are cumulative and in addition to other remedies provided by law.

(Ord. No. 254, 2/3/12)
Secs. 15-05-15-25. Reserved.

Business licensing, Ch. 7; subdivision and land development regulations, Ch. 17.
State law references: Soil conservation districts law, MCL 282.1 et seq., MSA 13.1781 et seq.; soil erosion and sedimentation control act, MCL 282.101 et seq., MSA 13.1820(1) et seq.

ARTICLE II
EXTRACTION/REMOVAL PERMIT

Sec. 15-26. Required.

It shall be unlawful for any person to operate a mining operation or strip soil, sand, clay, gravel, or similar material without an extraction/removal permit from the Township Board.

No extraction/removal permit will be required where the moving, grading or leveling of the aforesaid materials on site is carried on for the immediate use or development of the land upon which these materials are found or pursuant to a building permit.

(Ord. No. 254, 2/3/12), (Ord. No. 235, 4/30/07), (Ord. No. 86, Sec. 4, 1/3/89)

Sec. 15-27. Exception.

Soil, sand, clay, gravel, stone, or other materials as identified above may be removed from a construction site strictly conditioned upon the following requirements, unless operating under an approved site plan or building permit, or is an extraction/removal of less than 1,000 cubic yards.

(1) Not more than one thousand (1,000) cubic yards of material shall be removed from any site unless and until an extraction/removal permit shall first have been issued by the Township Board. The request for approval shall contain a description of the site and method of removal signed by the owners of the property from which the material is to be removed, and the removal shall not endanger the safety or affect drainage, structures, adjoining property, persons or environment, and shall be approved by the Township Engineer at the expense of the permittee. The application for extraction/removal shall be made at least thirty (30) days prior to commencement of the operation.

Business licensing, Ch. 7; subdivision and land development regulations, Ch. 17.
State law references: Soil conservation districts law, MCL 282.1 et seq., MSA 13.1781 et seq.; soil erosion and sedimentation control act, MCL 282.101 et seq., MSA 13.1820(1) et seq.

(2) No approval for extraction/removal as described in paragraph (1) shall be permitted for a time period in excess of ninety (90) days unless the Township Board approves the proposed time extension.

(3) The Township Board shall approve security fencing and signs and may impose any condition to ensure the public safety of such location, subject to this section.

(Ord. No. 254, 2/3/12), (Ord. No. 235, 4/30/07), (Ord. No. 86, Sec. 4, 1/3/89)

Sec. 15-28. Application for Removal in Excess of One Thousand Cubic Yards of Material.

Before granting a new extraction/removal permit by the Township Board, the Township Planning Commission shall conduct a public hearing concerning such application and file its recommendations with the Township Board. A separate permit shall be required for each separate site. Each application for a permit shall be made to the Township Manager or designee and shall contain information as required in the application and such other information as may be reasonably required by the Township Board to base an opinion as to whether a permit should be issued or not. If also submitting an application for a fill permit, the requirements in ***Sec. 15-76*** shall also apply.

(Ord. No. 254, 2/3/12), (Ord. No. 235, 4/30/07), (Ord. No. 86, Sec. 4, 1/3/89)

Sec. 15-29. Fees.

An extraction/soil removal permit fee as established by the Township Board shall accompany the application for an extraction/removal permit. Such fee is to be used to defray the cost of expenses for processing such application. Permits issued by the Township Board shall be for a period of time expiring on a date set by the Township Board, and such permits may be renewed as herein provided. Permits shall expire in odd calendar years.

Such permits may be renewed for so long as the permittee complies with all of the provisions of this chapter and other conditions of the permit. The permittee shall advance to the Township an escrow amount for the cost of engineering services

Business licensing, Ch. 7; subdivision and land development regulations, Ch. 17.
State law references: Soil conservation districts law, MCL 282.1 et seq., MSA 13.1781 et seq.; soil erosion and sedimentation control act, MCL 282.101 et seq., MSA 13.1820(1) et seq.

and any monitoring site inspection fee or other requirement that may be established as a condition of approval of the permit. The Township has the right to monitor the site as frequently as it determines necessary. Failure to pay the escrow amount within seven (7) days will result in the permit being considered null and void and an automatic denial of any requested renewal of a permit.

(Ord. No. 254, 2/3/12), (Ord. No. 235, 4/30/07), (Ord. No. 86, Sec. 4, 1/3/89)

Sec. 15-30. Issuance, Denial.

The permit shall be issued in the event the Township Board shall determine that the issuance of the permit would not detrimentally affect the public health, safety, and general welfare of the citizens of Brighton Township.

(Ord. No. 254, 2/3/12), (Ord. No. 235, 4/30/07), (Ord. No. 86, Sec. 4, 1/3/89)
Secs. 15-31-15-50. Reserved.

OPERATIONAL STANDARDS
DIVISION 1. GENERALLY

Sec. 15-51. Mandatory Requirements.

The following requirements shall be mandatory for mining operations of 1,000 or greater cubic yards:

(1) **Mining Operations.**

(a) Where an excavation in excess of five (5) feet in depth will result from such operations, the applicant shall erect a fence completely surrounding the portion of the site where the excavation extends, such fence to be not less than five (5) feet in height, complete with self-locking gates, which gates shall be kept locked when operations are not being carried on.

(b) Any roads used for the purpose of ingress and egress to the excavation site which are located within three hundred (300) feet of occupied residences

Business licensing, Ch. 7; subdivision and land development regulations, Ch. 17.
State law references: Soil conservation districts law, MCL 282.1 et seq., MSA 13.1781 et seq.; soil erosion and sedimentation control act, MCL 282.101 et seq., MSA 13.1820(1) et seq.

shall be kept dust free by hard topping with cement, bituminous substance, water or chemical treatment.

(c) The slopes of the banks of the excavation shall in no event exceed a minimum of three (3) feet to one (1) foot vertical, and where a slope results from the operation, this slope must be maintained and extended into the water to a depth of five (5) feet, if abutting water.

(d) Where extraction/removal operations result in a body of water, the owner or operator shall place appropriate "Keep Out - Danger" signs around the premises not more than two hundred (200) feet apart. In order to protect water wells and water supply of the Township the pumping or draining of water from such mining operations is absolutely prohibited. A dragline or other method of excavation approved by the Township Board shall be followed.

(e) No cut or excavation shall be closer than fifty (50) feet from any street or highway right-of-way line or property line; provided, however, that the Township Board may prescribe more strict requirements in order to give sub lateral support to surrounding property where soil or geographic conditions warrant it. Where two (2) or more mining operations exist on opposite sides of a common property line, the setbacks along the common property line(s) may be eliminated with mutual written consent of the affected property owners and with the approval of the Township Board. A grading plan and restoration plan integrating the contours of the contiguous properties is required.

(Ord. No. 193, 3/5/02)

(f) The Township Board may require such other performance standards where because of peculiar conditions they deem it necessary for the protection of the public health, safety, and welfare of the residents of the Township.

(2) **Regulations for Extraction/Removal Operations.**

(a) No soil, sand, clay, gravel or similar materials shall be removed in such manner as to cause water to collect or to result in a place of danger or a

Business licensing, Ch. 7; subdivision and land development regulations, Ch. 17.
State law references: Soil conservation districts law, MCL 282.1 et seq., MSA 13.1781 et seq.; soil erosion and sedimentation control act, MCL 282.101 et seq., MSA 13.1820(1) et seq.

menace to the public health. The premises shall at all times be graded so that surface water drainage is not interfered with.

(b) Sufficient topsoil shall be stockpiled on the site so that the entire site, when mining operations are completed, may be recovered with a minimum of four (4) inches of topsoil and the replacement of such topsoil shall be made immediately following the termination of the mining operations. In the event, however, those mining operations continue over a period of time greater than thirty (30) days, the operator shall replace the stored topsoil over the mined areas as the operation progresses.

(c) The Township Board may require such other and further requirements as it deems necessary in the interest of the public health, safety, and general welfare of the residents of the Township.

(Ord. No. 235, 4/30/07), (Ord. No. 86, Sec. 4, 1/3/89)

(3) **Letter of Credit.**

To ensure strict compliance with the terms of the extraction/removal permit, for new applications for a permit filed after the effective date of this ordinance, the permittee shall furnish a letter of credit approved by the Township Board. The amount of the letter of credit will be established by the Township Board after recommendation from the Township Engineer. In fixing the amount, the Township Board shall take into consideration the size and scope of the proposed mining operation, the probable cost of rehabilitating the premises upon default of the operator, estimated expenses to compel the operator to comply with any applicable court decree, and such other factors and conditions that may be relevant. ~~Current permit holders seeking a renewal of its permit, who are in compliance with the terms of its permit, shall have the option of providing a surety bond in lieu of a letter of credit. The surety bond shall be subject to approval by the Township.~~

Current permit holders seeking a renewal of its permit, who are currently providing a surety bond and who are in compliance with the terms of its permit, shall have the option to continue to provide a surety bond in lieu of a letter of credit. The surety bond shall be subject to approval by the Township.

Business licensing, Ch. 7; subdivision and land development regulations, Ch. 17.
State law references: Soil conservation districts law, MCL 282.1 et seq., MSA 13.1781 et seq.; soil erosion and sedimentation control act, MCL 282.101 et seq., MSA 13.1820(1) et seq.

Once a permit holder replaces its surety bond with a letter of credit, it must continue to provide a letter of credit as a condition of renewal of its permit. It no longer has the option of providing a surety bond as it is the intent of the Township to phase out surety bonds.

(Ord. No. 254, 2/3/12)

Sec. 15-52. Operational Standards

(1) **Entrance Requirements.**

All means of access to the property shall be from major or secondary thoroughfares and shall not be from residential streets.

(2) **Haul Routes.**

The haul routes must be approved by the Livingston County Road Commission.

(3) **Clean and Visible License or Registration Plates.**

The applicant must conform to all requirements of the Uniform Traffic Code.

(4) **Hours of Operation.**

Mining and extraction/removal, or otherwise taking (and including on-site operations appurtenant to the taking, including washing, grading, sorting, grinding operations, and the transport of the above-described product within the Township) shall be conducted from 7:00 a.m. to 6:00 p.m. daily, Monday through Saturday; no Sundays or holidays.

(5) **Explosives.**

The use of explosives shall be done in accordance with the regulations for storage and handling of explosives as published by the State Police, Fire Marshall Division.

Business licensing, Ch. 7; subdivision and land development regulations, Ch. 17.
State law references: Soil conservation districts law, MCL 282.1 et seq., MSA 13.1781 et seq.; soil erosion and sedimentation control act, MCL 282.101 et seq., MSA 13.1820(1) et seq.

(Ord. No. 254, 2/3/12), (Ord. No. 235, 4/30/07), (Ord. No. 86, Sec. 12, 1/3/89)
Secs. 15-59-15-75. Reserved.

DIVISION 2. FILLING

Sec. 15-76. Dumping of soil, sand, clay, gravel or other materials.

The dumping of any clean inert topsoil, sand, clay, ~~gravel~~ or rock ~~other materials~~ on any parcel of land within the limits of the Township is hereby prohibited, except when done in accord with the following requirements:

(1) **Permits Required.**

A fill~~ing~~ permit shall be required for any dumping of clean inert topsoil, sand, clay, ~~gravel~~ or rock ~~other materials~~ on any property within the Township. Permits issued by the Township Board shall be for a period of time expiring on a date set by the Township Board. Permits shall expire in odd calendar years but not to exceed two (2) years. Such permits may be renewed for so long as the permittee complies with all of the provisions of this chapter and other conditions of the permit.

(2) **Applications.**

Applications shall be filed with the Township Manager or designee with plans and specifications which shall clearly give the legal description of the site of the proposed fill, the amount of fill proposed, method for filling, a list of materials to be deposited in the fill and shall be accompanied with the applicable application material required in ***Sec. 15-28*** for removal. A limited fill permit fee, as established by the Township Board, shall accompany the application for a fill permit. Such fee is to be used to defray the cost of processing such application.

(3) **Fill Materials.**

Fill materials shall ~~be "inert materials" only as approved in the appropriate state department's list of approved materials~~. consist only of the following

Business licensing, Ch. 7; subdivision and land development regulations, Ch. 17.
State law references: Soil conservation districts law, MCL 282.1 et seq., MSA 13.1781 et seq.; soil erosion and sedimentation control act, MCL 282.101 et seq., MSA 13.1820(1) et seq.

materials: clean inert clay, rock, sand, and topsoil. However, this does not preclude recycled asphalt millings or crushed concrete aggregate being used only for road base for haul routes. For the purpose of road base only, recycled asphalt millings or crushed concrete aggregate shall be screened and free of all reinforcing steel and dowel bars/baskets. The Township Board may require that a log of materials be maintained in which the amount, type of materials, and the date of deposits shall be accurately described with photographs of the same.

(4) **Inspections.**

The permittee shall advance to the Township an escrow amount for the cost of engineering services and any monitoring site inspection fee or other requirement that may be established as a condition of approval of the permit. The Township has the right to monitor the site as frequently as it determines necessary. Failure to pay the escrow amount within seven (7) days will result in the permit being considered null and void and an automatic denial of any requested renewal of a permit.

(5) **Letter of Credit.**

To ensure strict compliance with the terms of the permit, for new applications for a permit filed after the effective date of this ordinance, the permittee shall furnish a letter of credit approved by the Township Board. The amount will be established by the Township Board after recommendation from the Township Engineer. In fixing the amount of such letter of credit, the Township Board shall take into consideration the cost of removal of any and all unfit soil or materials at the fill site and the cost of restoring the site to a safe, healthy and sightly condition, as estimated by the Township Engineer.

Current permit holders seeking a renewal of its permit, who are currently providing a surety bond and who are in compliance with the terms of its permit, shall have the option to continue to provide a surety bond in lieu of a letter of credit. The surety bond shall be subject to approval by the Township. Once a permit holder replaces its surety bond with a letter of credit, it must continue to provide a letter of credit as a condition of renewal of its permit. It

Business licensing, Ch. 7; subdivision and land development regulations, Ch. 17.
State law references: Soil conservation districts law, MCL 282.1 et seq., MSA 13.1781 et seq.; soil erosion and sedimentation control act, MCL 282.101 et seq., MSA 13.1820(1) et seq.

no longer has the option of providing a surety bond as it is the intent of the Township to phase out surety bonds.

~~Current permit holders seeking a renewal of its permit, who are in compliance with the terms of its permit, shall have the option of providing a surety bond in lieu of a letter of credit. The surety bond shall be subject to approval by the Township.~~

(6) **Reclamation.**

All fill sites shall be reclaimed to provide proper drainage to leave the ground fit for growing turf and to allow for all land uses dictated by the zoning district in which any such property is located. Any filling of land within a floodplain, wetland or adjacent to a river or lake shall not commence unless and until all required approval and permits have been issued by the appropriate state department.

(Ord. No. 254, 2/3/12), (Ord. No. 86, Sec. 5, 1/3/89)
Secs. 15-77-15-95. Reserved.

DIVISION 3. EXCAVATIONS

Sec. 15-96. Excavations or holes.

Any extraction/removal done pursuant to this chapter that creates any unprotected, unbarricaded, open or dangerous excavations, holes, pits or wells or any excavations, holes, pits, or wells, which constitute or are reasonably likely to constitute a danger or menace to the public health, safety and welfare, are hereby prohibited and declared a public nuisance; provided, however, that this chapter shall not prevent the construction or excavations under a permit issued pursuant to the provisions of this chapter or the building code of the Township where such excavations are properly protected and warning signs and lights are located in such manner as may be approved by authority of the state, county, township or other governmental agency.

(Ord. No. 254, 2/3/12), (Ord. No. 86, Sec. 6, 1/3/89)

Business licensing, Ch. 7; subdivision and land development regulations, Ch. 17.
State law references: Soil conservation districts law, MCL 282.1 et seq., MSA 13.1781 et seq.; soil erosion and sedimentation control act, MCL 282.101 et seq., MSA 13.1820(1) et seq.

Planner

From: John Harris <john.harris@harrisandliterski.com>
Sent: Wednesday, February 03, 2016 11:36 AM
To: Planner
Subject: FW: Letter of Credit
Attachments: Letters of Credit 2-2-16.docx

Kelly:

Here is the email I sent you Tuesday morning. Can you confirm your receipt of this. I am not sure where it ended up if you didn't get it.

JOHN K. HARRIS, ESQ.
HARRIS & LITERSKI

Pinehollow Place
123 Brighton Lake Rd., Ste. 205
Brighton, Michigan 48116
(810) 229-9340
(810) 229-4764 Fax
www.harrisandliterski.com

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From: John Harris [mailto:john.harris@harrisandliterski.com]
Sent: Tuesday, February 02, 2016 8:12 AM
To: planner (planner@brightontwp.com); Manager (manager@brightontwp.com)
Subject: Letter of Credit

Kelly:

At the Board meeting last evening, Ann suggested a modification to the letter of credit versus surety bond issue. I have attempted to clarify her concerns. Could you run this by her and see if it meets with her approval. If so, this should be inserted into your proposed changes to the ordinance so the package can be approved at the next meeting. Just let me know if you have any questions.

JOHN K. HARRIS, ESQ.
HARRIS & LITERSKI

Pinehollow Place
123 Brighton Lake Rd., Ste. 205
Brighton, Michigan 48116
(810) 229-9340
(810) 229-4764 Fax
www.harrisandliterski.com

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prohibited. If you have received this transmission in error, please notify us immediately at (810)229-9340, delete the transmission from all forms of electronic or other storage, and destroy all hard copies. Do NOT forward this transmission. Thank you.

February 2, 2016

Current Language

Current permit holders seeking a renewal of its permit, who are in compliance with the terms of its permit, shall have the option of providing a surety bond in lieu of a letter of credit. The surety bond shall be subject to approval by the Township.

Proposed Language

Current permit holders seeking a renewal of its permit, who are currently providing a surety bond and who are in compliance with the terms of its permit, shall have the option to continue to provide a surety bond in lieu of a letter of credit. The surety bond shall be subject to approval by the Township. Once a permit holder replaces its surety bond with a letter of credit, it must continue to provide a letter of credit as a condition of renewal of its permit. It no longer has the option of providing a surety bond as it is the intent of the Township to phase out surety bonds.

2016 - 2017

Brighton Township

2/9/2016

BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

	Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Requested
Revenues					
Dept: 000					
402.000 PROPERTY TAXES	887,396.90	875,000	875,000	0	883,750
423.000 MOBILE HOME FEES	272.00	270	270	159	270
445.000 INTEREST/PENALTIES	914.28	800	800	22	800
447.000 PROPERTY TAX ADMIN FEE	256,704.12	245,000	245,000	152,018	255,000
448.000 SUMMER TAX COLLECTION SVC CHG	24,948.90	26,000	26,000	24,895	26,000
448.100 DOG LICENSE COLLECTION FEE	544.50	600	600	347	540
451.000 CABLE TV FEE	312,574.72	305,000	305,000	90,219	325,000
460.000 TELECOMM. R.O.W. MAINT FEE	12,449.90	13,000	13,000	10,398	12,400
465.000 LICENSE /PERMITS	0.00				
481.000 SIGN PERMITS	375.00	500	500	150	500
482.000 TENANT OCCUPANCY	1,200.00	1,200	1,200	300	1,200
482.100 TEMPORARY USE	1,300.00	1,200	1,200	900	1,300
482.200 LAND USE PERMIT	15,715.00	14,000	14,000	13,585	14,000
482.300 HOME OCCUPATIONS	120.00	100	100	120	100
574.000 STATE REVENUE SHARING	1,371,273.00	1,370,000	1,370,000	670,130	1,341,000
607.000 ADMINISTATIVE FEE SEWER	4,800.00	4,800	4,800	2,400	4,800
609.000 PLANNING FEES	45,872.40	40,000	40,000	50,997	40,000
609.100 ZONING FEES	15,070.00	8,000	8,000	6,900	8,000
615.000 PLAN REVIEW FEE	1,250.00	1,000	1,000	1,400	1,000
622.000 SOIL REMOVAL FEE	0.00	4,000	4,000	4,200	0
625.000 ADDRESSING	720.00	250	250	530	250
627.000 SALE OF TRASH TAGS	195.00	200	200	150	200
645.000 SALE OF MATERIALS	2,333.58	3,000	3,000	1,896	3,000
645.100 FOIA SALE OF MATERIALS	698.73	500	500	254	400
646.000 SALE OF INVENTORY	0.03	100	100	0	100
650.000 SALE OF CEMETERY LOTS	2,225.00				0
655.000 NSF FEE	560.00	100	100	0	100
656.000 FINES	0	0	0	50	0
664.000 INTEREST EARNED	25,912.99	30,000	30,000	8,762	25,000
664.405 INT- LOAN WATER BOND PAYOFF	11,500.00	11,500	11,500	11,500	11,500
664.589 INTEREST CAPITAL RES LOAN 2012	2,800.00	2,800	2,800	2,800	2,800
664.590 INTEREST SEWER O & M LOAN 2004	4,297.00	4,300	4,300	4,297	4,297
664.592 INTEREST CAP DEBT LOAN 2004	8,620.00	8,620	8,620	8,620	8,620
664.594 INTEREST CAP DEBT LOAN 2013	12,000.00	12,000	12,000	12,000	12,000
664.595 INTEREST CAP DEBT LOAN 09/13	2,000.00	2,000	2,000	2,000	2,000
664.596 INTEREST CAP DEBT LOAN 12/13	2,000.00	2,000	2,000	2,000	2,000
667.000 RENT- CELL TOWER	81,853.42	79,000	79,000	81,956	82,000
667.200 RENT- MSP	137,484.00	137,490	137,490	80,199	137,490
669.591 CCA SAD INTEREST	13,604.40	9,029	9,029	47	4,277
669.805 LAKESHORE SAD INTEREST	6,178.28	4,577	4,577	86	2,898
671.000 OTHER REVENUE	31.34	500	500	500	500
672.591 CCA SAD REV	79,920.00	75,240	75,240	0	71,280
672.805 LAKESHORE SAD REV	23,972.50	21,793	21,793	0	20,704
675.000 COMCAST/ AT&T PEG FEES	29,250.56	27,992	27,992	403	33,000
676.000 REIMBURSEMENT	7,823.40	7,500	7,500	13,180	0
677.000 REIMBURSEMENT-SCHOOL ELECTIOI	5,769.22	4,600	4,600	0	0
678.000 REINMBURSEMENT-STATE PRIMARY	0.00	32,000	32,000	22,396	0
687.000 REFUNDS	532.38	100	100	771	100
691.000 UNREALIZED GAINS/LOSS	0.00				
692.000 REALIZED GAINS/LOSS	7,784.33				
694.000 CASH OVER AND SHORT	4.39				
699.257 TRAN IN BUDGET STABLILZ	0.00	900	900	0	900
699.871 TRANS IN FROM SANITATION	0.00				
Total Revenues	**3,422,851**	**3,388,561**	**3,388,561**	**1,283,537**	**3,341,076**

101
GENERAL FUND
REVENUES

402.000 Property Taxes. We are projecting 1% increase in taxable value due to the CPI, The overall projected increase in taxable value from 2015 to 2016 is approximately _____%. Of this overall figure, real property is increasing by approximately _____% and personal property is decreasing by approximately _____%. Total tentative TV for 2016 (including real & personal) is $_____.

423.000 Mobile home fees are the fees that mobile home parks pay per mobile home in lieu of taxes. The mobile home park pays normal real property taxes for the land and its improvements. No real property taxes are paid on the mobile homes themselves. The park owner pays $3 per month per mobile home. The township receives 1/6 of that $3. The schools receive 2/3 and the county 1/6.

445.000 Interest/Penalties this is interest and penalties on delinquent personal property taxes the township collects.

447.000 Property Tax Administration Fee is the 1% the township collects on all property taxes collected by the Township. The township does all of the collecting and administering of property taxes for the county, state and schools. This 1% is intended to reduce our costs for assessing and tax administration/collection. This will trend upward in conjunction with increasing property values.

448.000 Summer Tax Collection Service Charge is the fees charged to school districts and community colleges for summer tax collection. This is charged per applicable parcel.

448.100 Dog License fee the Township collects this fee, keeping a portion of the license fee ($1.50), and pays the County the balance, per statute.

451.000 Cable TV Fee is our franchise fee collected as a percent of the bills paid by the township residents to Comcast and AT&T. Fees are calculated using todays collections. As permits for housing construction increases so too does the revenue in this third largest revenue category.

460.000 Telecommunications R.O.W. Maintenance Fee (Metro Act Fees) are fees provided to each unit of government due to the licensing requirements for those telecommunications companies doing work in the right of way. Metro Act fees are received from AT&T, Verizon North Incorporated, and Comcast. They can only be used for activities that occur in the Road Right-Of-Way (i.e. street lighting, sidewalks etc.).

482.000 Tenant / Home Occupancy These are fees generated from reviewing proposed uses/space of an existing building as well as reviewing sewer REU's if applicable.

482.100 Temporary Use These are permit fees paid when someone wishes to use a parcel or building for a short period of time in connection with a principle use.

482.200 Land Use Permits. These are for reviewing applications for construction permits that may change the footprint of a structure.

574.000 State Revenue Sharing is the Township's share of the state sales taxes. Based on State of Michigan projections this single largest revenue source will decrease this fiscal year by 2%. In FY15-16 actual payments have not met State of Michigan projections. The Township has chosen not to participate in CVTRS allocation.

609.000 Planning Fees These fees include charges for site plan reviews, sign permits etc. Year to year fluctuation reflects the strength/weakness of the economy.

609.100 Zoning Fees These are fees charged to cover the costs for variance requests and/or rezoning as well as zoning plan reviews.

622.000 Soil Removal Fee These are fees charged to review the soil removal/fill permits for gravel mining operations. We have three (3) active mining operations left in the Township. The ordinance allows for permits to be issued for two year periods.

627.000 Large Item Tags. In 2008, the Township purchased 100 large item tags for $15.00 a piece. We sell them at cost. The Treasurers' office has a good supply on hand. We do not anticipate purchasing any this year.

645.000 Sale of Materials covers photocopying, flags, maps, ordinances, master plan, etc. This stays fairly stable from year to year.

646.000 Sale of Inventory This is the sale of Township equipment such as old computers and election equipment.

650.000 Sale of Cemetery Lots This is for the sale of burial lots in one of the Townships three publically owned cemeteries.

664.000 Interest Earned is on bank accounts and CD's. We are estimating a very conservative amount of interest earned due to very low market rates.

664.001 -664.594 is interest on loans made from the general fund to other Funds.

664.405 Interest on Water Bond Payoff This will be interest paid to the General Fund from the Municipal Water Fund. ($1,150,000 @1% 2013 loan).

664.589 Interest on Sewer Cap Res Loan This will be interest paid to the General Fund from the Sewer Capital Reserve Fund. ($140,000 @2% 2012 loan).

664.590 Interest on Sewer O & M Loan This will be interest paid to the General Fund from the Sewer Fund. ($214,832 @2% 2004 loan).

664.592 Interest on Sewer Capital Debt Loan This will be interest paid to the General Fund from the Sewer Fund. ($431,000 @ 2% 2004 loan).

664.594 Interest on Sewer Cap Debt Loan Interest paid to the General Fund from the Sewer Capital Reserve Fund. ($1,200,000 @ 1% 2013 loan).

664.595 Interest on Sewer Cap Debt Loan Interest paid to the General Fund from the Sewer Capital Reserve Fund. ($200,000 @ 1% 2013 loan).

664.596 Interest on Sewer Cap Debt Loan Interest paid to the General Fund from the Sewer Capital Reserve Fund. ($200,000 @ 1% 2013 loan).

667.000 Rent-Cell Tower is cell tower lease. Currently the leases are with American Tower and Tower Assets Newco II LLC (formerly Cingular/AT&T).

667.200 State of Michigan Lease Payment This is for the lease payment made by the State of Michigan to Brighton Township for the lease of the new MSP post. The building became operational in December 2012.

669.591 Interest from SAD- County Club Annex. Originated from 664.001.

669.805 Interest from SAD- Lakeshore.

672.591 Principle from SAD- County Club Annex This is for hooking the Country Club Annex into the City water system. Principle repayment to the General Fund is shown here.

672.805 Principle from SAD - Lakeshore The Lakeshore Sad (formerly 805) fund now closed. Principle repayment to the General Fund is shown here.

675.000 PEG Fees These are funds we get from AT+T and Mi Bell for Public Education and Government Cable TV.

677.000 Reimbursement-School Elections This is money reimbursed to the Township for elections administered by the Township Clerk for the schools. None anticipated.

678.000 Reimbursement-State – None anticipated.~~In December 2014 the Legislature called for a special election to be held in May 2015 to increase the sales tax to provide road funding. Additionally a date has now been set for a Presidential~~

~~Primary in March 2016. Both of these elections will be reimbursable through the State of Michigan.~~

2016 - 2017

Brighton Township

2/9/2016

BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Expenditures

	Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
Dept: 101 LEGISLATIVE-TWSP BOARD					
702.000 SALARY-ELECTED	27,734.91	28,000	28,691	15,818	29,100
715.000 FICA	1,719.47	2,000	2,043	981	1,800
715.010 MEDICARE	401.93	410	420	229	431
716.400 HRA / HSA HSA ADMINISTRATION FEE	0.00				0
716.600 DISCRETIONARY INCREASE	0.00	23,600	2,493	0	29,160
717.000 LIFE INSURANCE	189.56	200	200	107	210
718.000 PENSION	6,907.68	6,910	7,083	4,274	7,300
718.100 PENSION FEES	518.67	600	600	-48	600
727.000 SUPPLIES	284.37	500	500	0	500
811.100 WORKERS'COMP	21.92	100	101	65	100
818.000 CONSULTING	2,577.28	10,000	10,000	620	10,000
819.000 ENGINEERING SERVICES	20,579.00	15,000	15,000	5,185	15,000
860.000 EDUCATION	549.50	2,400	2,400	175	2,400
873.000 MILEAGE/TRAVEL	95.42	200	200	8	200
900.000 PRINTING & PUBLISHING	10,355.00	9,000	9,000	6,501	9,000
900.100 ORDINANCE CODIFICATION	550.00	8,000	8,000	4,434	8,000
958.000 DUES	8,310.00	9,000	9,000	7,959	9,000
958.700 ECONOMIC DEVOPMENT	18,000.00	15,000	15,000	0	15,000
958.750 SMALL BUSINESS DEVELOPMENT	0.00	2,000	2,000	0	2,000
969.000 CONTINGENCIES	197.86	1,000	1,000	0	1,000
LEGISLATIVE-TWSP BOARD	**98,993**	**133,920**	**113,731**	**46,308**	**140,801**

GENERAL FUND 101
EXPENDITURES

LEGISLATIVE – TOWNSHIP BOARD
101

702.000 Trustee Wages These are wages paid to Township Trustees. No increase has been factored into these figures.

715.000 FICA is social security which represents the employer's required contribution.

715.010 Medicare is Medicare which represents the employer's required contribution.

716.600 Discretionary Increase - This line item allocates funds based on 2.9% of wages and is budgeted for distribution contingent upon Board approval. This coincides with Board Action of June 23, 2014 regarding the April 1, 2014 Classification and Compensation Study prepared by Municipal Consulting Services. In January of 2016 the Board will review the Bureau of Labor Statistics CPI U, Midwest Region, December to December report with the goal of bringing all positions within +/- 5% of the mid-point as stated in Appendix C-i and Section II, Table 1, Page II-I which should be adjusting annually.

717.000 Life Insurance This is life insurance for the township trustees.

718.000 Pension This is the employer cost for trustees to participate in the defined contribution plan, which is 25% of all wages paid to the four board members.

718.100 Pension Fees. This is the ongoing administrative fees for the administration of the defined contribution plan for current and former Trustees.

818.000 Consulting. Consulting for the legislative board not associated with a particular project. This includes funding for the Capital Improvement Plan/ Fiscal Analysis.

819.000 Engineering Services are expenditures related to general engineering assistance that is needed during the fiscal year that aren't related to specifically designated projects within the sewer, water or planning department.

860.000 Education includes the expenses for conventions, seminars, workshops and meetings for the trustees.

900.000 Printing & Publishing is for legal notices primarily meeting minutes. It also includes legislative items such as ordinance adoption. Notices related to a specific department are accounted for in those activity centers.

900.100 Ordinance Codification Zoning Ordinance changes are posted internally. The general ordinances are still on the Muni Code system and there is a fee for this. This number will fluctuate based upon frequency of ordinance revisions/adoptions.

958.000 Dues are MTA, SEMCOG and MML.

958.700 Economic Development. This is for our contribution for participating with EDC/SPARK.

958.750 Small Business Development. This is for the County Small Business Development and Technology Center.

969.000 Contingencies This is an amount that is available to provide various activity centers additional funds if something unexpected arises during the year.

970.000 Capital Outlay for office equipment as needed. None are known at this time.

2016 - 2017

Brighton Township

2/9/2016

BUDGET WORKSHEET
Fund: 101 - GENERAL FUND

	Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
Dept: 171 SUPERVISOR					
702.000 SALARY-ELECTED	28,683.12	28,700	29,414	16,359	30,100
715.000 FICA	1,778.46	1,800	1,844	1,014	1,870
715.010 MEDICARE	416.04	500	510	237	500
717.000 LIFE INSURANCE	64.56	100	100	38	100
718.000 PENSION	2,857.40	2,900	2,971	1,768	3,050
718.100 PENSION FEES	157.06	200	200	-117	200
727.000 SUPPLIES	0.00	50	50	0	200
811.100 WORKERS'COMP	21.92	60	62	41	65
860.000 EDUCATION	0.00	600	600	0	600
873.000 MILEAGE/TRAVEL	0.00	200	200	0	200
958.000 DUES	0.00	200	200	0	200
969.000 CONTINGENCIES	0.00	500	500	0	500
970.000 CAPITAL OUTLAY	0.00	2,000	2,000	0	2,000
SUPERVISOR	**33,979**	**37,810**	**38,651**	**19,340**	**39,585**

SUPERVISOR
171

702.000 Supervisor Wages These are the wages for the Township Supervisor. No increase has been factored into these figures. See notes per 101.716.600.

718.000 Pension Is the employer cost for the Supervisor to participate in the defined contribution plan which is 10% of the Supervisors wages.

958.000 Dues are for the State Supervisor's organization.

970.000 Capital Outlay Various capital outlay items to improve the efficiency and operation of the Supervisor's office.

2016 - 2017

Brighton Township 2/9/2016

BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Dept: 172 ADMINISTRATION-MANAGER

	Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
703.000 SALARY-NOT ELECTED	82,679.71	88,240	98,131	52,870	105,000
706.000 HOURLY FULL TIME	35,748.90	38,310	38,310	22,199	59,000
707.000 HOURLY- PART TIME	2,186.55	16,672	16,672	6,383	500
715.000 FICA	7,607.79	9,010	9,623	5,143	10,400
715.010 MEDICARE	1,779.18	2,110	2,253	1,203	2,500
716.000 HOSPITALIZATION INSURANCE	6,373.69	26,730	26,730	3,716	26,730
716.100 HRA / HSA	0.00				1,390
716.500 PAYMENT IN LIEU OF HEALTH INS	2,000.00	2,000	2,000	1,500	3,200
717.000 LIFE INSURANCE	516.00	550	550	297	710
718.000 PENSION	5,711.98	7,730	8,323	4,706	9,400
719.000 DISABILITY INS	2,249.37	2,390	2,390	1,311	2,400
727.000 SUPPLIES	147.60	500	500	218	500
730.000 POSTAGE	151.42	300	300	112	300
804.000 CONTRACTED SERVICES	40.00				0
811.100 WORKERS'COMP	201.93	610	652	415	720
818.000 CONSULTING	868.12	1,000	1,000	230	1,000
826.010 TEMPORARY EMPLOYMENT					0
860.000 EDUCATION	1,198.70	4,000	4,000	675	4,000
873.000 MILEAGE/TRAVEL	79.78	1,800	1,800	1,718	1,000
958.000 DUES	882.56	1,950	1,950	0	1,950
969.000 CONTINGENCIES	0.00	1,000	1,000	206	1,000
970.000 CAPITAL OUTLAY	0.00	2,000	2,000	0	2,000
ADMINISTRATION-MANAGER	**150,423**	**206,902**	**218,184**	**102,902**	**233,700**

ADMINISTRATION
172

Activity center is called Administration-Manager because this activity center covers the Manager's functions and other administrative functions such as answering phones, customer service and general information performed by the receptionist.

703.000 Salary Full-Time This is the salary line item for the Township Manager. ~~An increase has been factored into these figures to ensure that employees are within (- 5%) of the compensation study mid-point effective April 1, 2015.~~ See notes per 101.716.600.

706.000 Hourly Full-Time This is the line item for the Assistant to the Township Manager. This position was initially created ~~/filled~~ in December 2013. ~~An increase has been factored into these figures effective April 1, 2015 per budget worksheet dated 1/22/2015~~. The receptionist (60%) has been added to this budget line and 40% to the Assessing Department. See notes per 101.716.600.

707.000 Hourly Part-Time The receptionist is a full time position and has been included in line 172.706. ~~has been vacant since January 2013~~. Limited funds remain budgeted ~~for a 20 hours per week employee~~ to cover peak hours, peak days, peak seasons and/or vacations.

716.000 HEALTH INSURANCE This is the employer contribution for health insurance which is offered to all full-time employees. This line item reflects the current policy adopted by the Township Board.

716.100 HRA/HSA This includes the HRA contribution for eligible employees to participate in the Township insurance plan per the approved Township policy. In FY 15/16 the Township first offered an HSA to eligible employees as the Township moved to a high-deductible health care plan.

718.000 Pension The Manager participates in the townships defined contribution plan and the employer cost is allocated here. Assistant to Manager and Receptionist contribution to MERS is allocated here.

818.000 Consulting This is for consulting services that may be needed in human resources (HR).

860.000 Education This is for educational conferences/seminars, in accordance with Township policies.

958.000 Dues are for professional organizations, such as ICMA and MLGMA.

969.000 Contingencies This is for unanticipated expenses.

970.000 Capital Outlay

2016 - 2017

Brighton Township 2/9/2016

BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Dept: 191 ELECTIONS

		Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Requested
702.000	SALARY-ELECTED	11,596.44	8,940	9,175	5,095	18,900
704.000	WAGES - DEPUTY	18,605.64	26,900	27,515	10,586	30,300
706.000	HOURLY FULL TIME	2,726.29	17,430	17,474	1,354	3,600
707.000	HOURLY- PART TIME	-638.38	4,030	4,030	3,814	10,800
714.000	ELECTION WORKER	32,824.62	34,000	34,000	9,952	39,000
715.000	FICA	2,403.14	2,630	2,685	1,293	4,000
715.010	MEDICARE	546.62	620	633	302	930
716.000	HOSPITALIZATION INSURANCE	5,670.81	4,890	4,890	2,372	10,000
716.100	HRA / HSA	331.73				1,229
717.000	LIFE INSURANCE	116.16	100	100	56	170
718.000	PENSION	99.89	1,150	1,162	374	1,520
719.000	DISABILITY INS	44.40	30	30	21	80
727.000	SUPPLIES	5,264.93	8,100	8,100	2,487	6,000
730.000	POSTAGE	8,634.68	8,000	8,000	3,239	9,300
737.000	SMALL EQUIPMENT EXPENSE	0.00	600	600	0	600
811.100	WORKERS'COMP	53.15	160	164	111	230
818.100	CONSULTING-ACCURACY TESTING	7,510.16	8,000	8,000	741	8,000
860.000	EDUCATION	99.50	3,700	3,500	0	2,500
873.000	MILEAGE/TRAVEL	79.30	1,000	1,000	228	1,000
900.000	PRINTING & PUBLISHING	270.00	400	400	80	600
931.000	EQUIPMENT MAINTENANCE & REPAIF	1,680.84	600	800	782	2,000
940.000	EQUIPMENT RENTAL	758.75	300	300	100	600
958.000	DUES	0.00	200	200	0	200
969.000	CONTINGENCIES	0.00	1,000	1,000	0	1,000
970.000	CAPITAL OUTLAY	0.00	1,000	1,000	0	500
ELECTIONS		**98,679**	**133,780**	**134,758**	**42,987**	**153,059**

ELECTIONS
191

Elections are a statutory duty of a township clerk. Duties included administering elections and various ongoing election activities such as voter registration, training, and QVF (Qualified Voter File) maintenance. As a result of election consolidation and because we are an opt-in community, we administer school elections for three (3) of our four (4) school districts in addition to gubernatorial and presidential primary and general elections and special elections. The school districts within our geographic boundary are Brighton Area Schools, Hartland Consolidated Schools and Howell Public Schools. The fourth school district is Huron Valley Schools which currently has no registered voters within this physical area; only the GM Proving Grounds. Elections can be scheduled on any of four approved election dates (February, May, August, November). The exception is in the year of presidential primaries - then the February election date is moved to March.

There are two elections scheduled for the 2016-17 fiscal year (August Primary and November General election).

~~When the draft budget was prepared it was anticipated that there might be two special elections so monies were included in the contingency line item to reflect their overall impact on the budget. In late December 2014 the Legislature called for a special election to be held in May 2015 to increase the sales tax to provide road funding. Additionally a date has now been set for a Presidential Primary in March 2016. Both of these elections will be reimbursable through the State of Michigan. Projected reimbursement is included in the budget and the contingencies have been allocated to the applicable line items.~~

702.000 Salary This is where the wages for the Clerk are listed; time is split between Elections (191) and Clerk (215) and varies from year to year depending on the projected election activities. ~~An increase has been factored into these figures to ensure that employees are within (- 5%) of the compensation study mid-point effective April 1, 2015.~~ See notes per 101.716.600.

704.000 Deputy This is where the wages for the Deputy are listed; time is split between Elections (191) and Clerk (215) and varies from year to year depending on the projected election activities. This is an approved full-time position and is budgeted full time but currently staffed part-time. This is due to the retirement of the previous deputy clerk and shifting of responsibilities. ~~An increase has been factored into these figures effective April 1, 2015 per budget worksheet dated 1/22/2015.~~ See notes per 101.716.600.

706.000 Hourly full-time This is time that the accountant and ~~records clerk/~~clerk assistant spend on elections. ~~An increase has been factored into these figures to ensure that employees are within (- 5%) of the compensation study mid-point effective April 1, 2015.~~ See notes per 101.716.600.

707.000 Hourly part-time Wages for additional support staff during peak election times.

714.000 Election worker covers the cost of the poll workers essentially.

716.000 Hospitalization This amount reflects the split between Elections (191) and Clerk (215) for eligible employees. ~~Currently three people are eligible for health insurance.~~

716.100 HRA/HSA This includes the HRA contribution for eligible employees to participate in the Township insurance plan per the approved Township policy. In FY 15/16 the Township first offered an HSA to eligible employees as the Township moved to a high-deductible health care plan.

718.000 Pension The amount reflects the percentage break-down between Elections (191) and Clerk (215) for the upcoming fiscal year. Costs include the employer portion of the MERS contribution for full-time employees in the Defined Benefit Division Plan(s) and an additional 4% of funding in the Full Time General Employees Division. This is to help offset future pension costs; both plans are actuarially fully funded and require employee participation.

727.000 Supplies are for miscellaneous supplies related to elections (voter registration cards, master cards, AV applications, AV envelopes, precinct supplies, etc.).

730.000 Postage for miscellaneous election related mail.

737.000 Small equipment expense includes monies for small equipment needs. We need to replace some of our Electronic Poll Book mice.

818.100 Consulting and Accuracy Testing Michigan election law requires that public accuracy tests be conducted on all voting machines. Each piece of equipment needs to be programmed and tested. Programming is done through the County Clerk's office.

860.000 Education Training and education plans include work related education. MI Election law requires certification every two (2) years. All election employees and workers will have to be recertified for the 2016 election cycle.

873.000 Mileage Covers mileage and/or travel to various meetings/conferences etc.

900.000 Printing & Publishing Covers costs for miscellaneous printing and/or publication costs.

931.000 Equipment Maintenance & Repair This is for the election equipment diagnostic testing and includes monies for preventative maintenance on the election equipment.

940.000 Equipment Rental We rent a truck for the delivery and tear-down of election equipment in the precincts outside of township hall.

970.000 Capital Outlay Monies to replace QVF monitor(s).

Note: There are no line item allowances for computer support services or telephone because these items are currently allocated to the 299 department. There are some costs directly associated with elections for these activities that the board may want to consider including in the elections department budget versus the 299 department.

2016 - 2017

Brighton Township 2/9/2016

BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Dept: 209 ASSESSOR

	Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Requested
703.000 SALARY-NOT ELECTED	67,708.48	68,460	68,460	38,968	68,500
706.000 HOURLY FULL TIME	69,657.71	74,680	74,680	37,403	54,700
707.000 HOURLY- PART TIME		0	0	1,972	20,000
707.090 WAGES - CLERICAL O/T	0.00	930	930	0	930
708.000 PER DIEM COMP	1,785.00	4,000	4,000	315	4,000
715.000 FICA	8,865.69	9,280	9,280	5,032	9,000
715.010 MEDICARE	2,073.33	2,170	2,170	1,177	2,100
716.000 HOSPITALIZATION INSURANCE	45,372.68	48,870	48,870	32,039	40,000
716.100 HRA / HSA	2,103.57				6,300
716.500 PAYMENT IN LIEU OF HEALTH INS	5,629.32	5,630	5,630	2,815	800
717.000 LIFE INSURANCE	683.76	690	690	369	650
718.000 PENSION	4,899.62	8,120	8,120	4,722	7,650
719.000 DISABILITY INS	2,572.68	2,580	2,580	1,363	2,560
727.000 SUPPLIES	766.79	1,200	1,200	334	1,500
730.000 POSTAGE	4,988.49	5,200	5,200	626	5,300
811.100 WORKERS'COMP	482.27	1,340	1,340	916	1,300
826.010 TEMPORARY EMPLOYMENT					0
860.000 EDUCATION	1,471.64	3,000	3,000	1,254	3,000
873.000 MILEAGE/TRAVEL	162.29	200	200	125	200
900.000 PRINTING & PUBLISHING	2,202.43	2,600	2,600	1,925	2,800
958.000 DUES	311.00	900	900	45	900
969.000 CONTINGENCIES	0.00	500	500	0	500
970.000 CAPITAL OUTLAY	0.00	4,400	4,400	0	6,500
					0
ASSESSOR	**221,737**	**244,750**	**244,750**	**131,400**	**239,190**

ASSESSING
209

The Assessing Department is responsible for determining the fair market value of all real and personal property throughout the township. These values are used to determine the amount of taxes paid by each property owner.

703.000 Salary Non – Elected includes the salary for the Assessor position only. ~~An increase has been factored into these figures effective April 1, 2015 per budget worksheet dated 1/22/2015~~. See notes per 101.716.600.

706.000 Hourly Full Time includes the wages for the Assistant Assessor and Assessor~~/Clerical employee~~. The receptionist is budgeted at 40% to this line. ~~An increase has been factored into these figures to ensure that employees are within (-5%) of the compensation study mid-point effective April 1, 2015~~. See notes per 101.716.600.

707.000 Hourly part-time – The assessing clerk is budgeted here.

707.090 Wages – Clerical Over-time includes the anticipated overtime wages during Board of Review. Overtime is paid to the Assistant Assessor. Typically, the Assistant Assessor takes comp time instead of overtime pay. However, the employee may decide later that the employee would like to be paid for the extra hours worked, so this amount was included in our budget. 20 hours of overtime is estimated.

708.000 Per Diem Comp. Is compensation paid to Board of Review members. We have budgeted one (1) Board of Review.

716.000 Health Insurance This is the employer contribution for health insurance which is offered to all full time employees. This line item reflects the current policy adopted by the Township Board.

716.100 HRA/HSA This includes the HRA contribution for eligible employees to participate in the Township insurance plan per the approved Township policy. In FY 15/16 the Township first offered an HSA to eligible employees as the Township moved to a high-deductible health care plan.

716.500 Payment in Lieu of Health Ins. The Township offers a cash incentive for employees to take health insurance through their spouses employer if offered.

718.000 Pension. All full time general employees and full time elected officials participate in an employer provided Defined Benefit retirement plan; both divisions are actuarially fully funded. The Board has approved an additional 4% of funding beyond the actuarial required funding (ARC) for the full time general employees division of the plan to help offset future pension costs.

727.000 Supplies include miscellaneous office supplies.

860.000 Education includes any assessing related continuing education classes that are offered throughout the year. The State Tax Commission requires all certified assessor's take a six hour renewal class annually in order to maintain their certification level. They also require a standards and ethics course be taken every 5 years. On top of the required classes to maintain your current level of certification, many classes are required to increase your level, or obtain additional certifications such as personal property examiner. The State Tax Commission offers many classes throughout the year to inform assessors of any changes in the laws. While these classes are not mandatory, they are imperative to performing our jobs in accordance to the laws.

Also included in the education budget is the cost for several miscellaneous meetings that are offered throughout the year by the different assessors associations. These meetings usually include a topic of discussion with a keynote speaker. It is important to attend these meetings to stay informed of any upcoming legislative changes.

873.000 Mileage / Travel is to cover any mileage expenses when employees must drive their own personal vehicles for township business. In the event that the township vehicle is in use, at times it will be necessary for someone to use their own vehicle for township business.

958.000 Dues. This is for membership in professional Assessor organizations.

970.000 Capital Expenditures- ~~Aerial Imagery cost sharing with Livingston County~~. Per the I.T. consultant inventory and replacement prioritization. I.T. related expenses (monitors and work stations) will be charged in 101.299.970.000.

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Brighton Township 2/9/2016

BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Dept: 215 TOWNSHIP CLERK

		Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Requested
702.000	SALARY-ELECTED	43,757.45	50,620	51,952	29,011	43,900
704.000	WAGES - DEPUTY	12,440.67	14,490	14,821	6,711	13,000
706.000	HOURLY FULL TIME	67,010.51	75,320	77,308	40,716	77,500
707.000	HOURLY- PART TIME	954.55	10,070	2,870	735	10,400
715.000	FICA	7,630.94	9,330	9,556	4,917	9,000
715.010	MEDICARE	1,800.12	2,190	2,243	1,150	2,100
716.000	HOSPITALIZATION INSURANCE	59,164.03	68,420	68,420	46,790	52,800
716.100	HRA / HSA	1,353.16				8,222
717.000	LIFE INSURANCE	722.40	750	750	433	740
718.000	PENSION	2,147.67	6,800	6,950	3,966	6,550
719.000	DISABILITY INS	1,216.56	1,240	1,240	857	1,630
727.000	SUPPLIES	691.18	1,200	1,200	1,054	1,400
730.000	POSTAGE	103.16	400	400	116	400
737.000	SMALL EQUIPMENT EXPENSE	0.00	600	600	0	300
807.000	AUDIT SERVICES	9,600.00	12,000	12,000	9,600	12,000
811.100	WORKERS'COMP	169.72	530	545	355	520
826.010	TEMPORARY EMPLOYMENT SERVICES		0	7,200	7,140	0
826.200	RECORD RETENTION SERVICES	130.00	3,000	3,000	0	3,000
860.000	EDUCATION	1,259.25	2,000	2,000	700	2,000
873.000	MILEAGE/TRAVEL	1,063.42	1,000	1,000	505	1,100
900.200	NEWSLETTER	2,848.96	5,000	5,000	1,424	0
958.000	DUES	635.00	500	500	285	500
969.000	CONTINGENCIES	0.00	300	300	0	300
970.000	CAPITAL OUTLAY	380.00	500	500	0	3,000
TOWNSHIP CLERK		**215,079**	**266,260**	**270,355**	**156,465**	**250,362**

Clerk
215

The clerk's office is responsible for Accounts Payable, payroll, general ledger, utility billing, records management, cemetery records, FOIA, some communications (newsletter), township hall reservations, and large item drop off, solicitor's permits and elections. ~~We have worked to institute improved record retrieval methods including equipment purchases; software upgrades; and the establishment of operational systems to improve efficiency; save money; and ultimately provide for better record retrieval and storage.~~

702.000 Salary – This is where the wages for the Clerk are listed; time is split between Elections (191) and Clerk (215) and varies from year to year depending on the projected election activities. ~~An increase has been factored into these figures to ensure that employees are within (- 5%) of the compensation study mid-point effective April 1, 2015~~. See notes per 101.716.600.

704.000 Deputy – This is where the wages for the Deputy are listed; time is split between Elections (191) and Clerk (215) and varies from year to year depending on the projected election activities. This is an approved full-time position and is budgeted full time but currently staffed part-time. This is due to the retirement of the previous deputy clerk and shifting of responsibilities. ~~An increase has been factored into these figures effective April 1, 2015 per budget worksheet dated 1/22/2015.~~ See notes per 101.716.600.

706.000 Hourly full-time and 707.000 Hourly part-time – Wages for full-time accountant and full-time ~~records clerk /~~ clerk assistant. A part-time clerical person is budgeted in this line to assist with the processing of FOIA. Hourly part-time is for the addition of staffing during vacations and extended leave periods. ~~An increase has been factored into these figures to ensure that employees are within (- 5%) of the compensation study mid-point effective April 1, 2015.~~ See notes per 101.716.600.

716.000 Hospitalization – This amount reflects the split between Elections (191) and Clerk (215) for eligible employees.

716.100 HRA/HSA This includes the HRA contribution for eligible employees to participate in the Township insurance plan per the approved Township policy. In FY 15/16 the Township first offered an HSA to eligible employees as the Township moved to a high-deductible health care plan.

718.000 Pension – The amount reflects the percentage break-down between Elections (191) and Clerk (215) for the upcoming fiscal year. Costs include the employer portion of the MERS contribution for full-time employees in the Defined Benefit Division Plan(s) and an additional 4% of funding in the Full Time General Employees Division. This is to help offset future pension costs; both plans are actuarially fully funded and require employee participation.

737.000 Small equipment expense includes monies for office equipment such as labelers, digital recorder and supplies, calculator adding machine, etc.

807.000 Audit services is the line item for the money allocated for the audit of the clerk's books (General Ledger, Utility Billing, Payroll and Accounts Payable) and is shared between the clerk, treasurer, sewer and water. We are in Year Three of a three year contract with Pfeffer, Hanniford & Palka. This line item reflects the clerk's portion of that expense.

826.200 Record Retention Services – Covers costs for record storage, retrieval and destruction. We have implemented a regular purging and destruction schedule to assist us with maintaining proper records and purchase plastic-type boxes for permanent records instead of the paper banker boxes. No monies have been included for rental of storage space or renovations of existing space but it might have to be considered in the future.

860.000 Education –Training and education plans include work related education in the areas of Record Retention, FOIA, clerking, records, and applicable software ~~continued Fund Balance~~ training and user groups and attendance at the annual Michigan Association of Municipal Clerks conference, International Institute of Municipal Clerks annual conference, MI Government Finance Officers Association and Regional meetings. Plans are to continue to send staff through the Clerk's Institute and MMC Academy.

873.000 Mileage Covers mileage and/or travel to various meetings and conferences.

900.000 Printing & Publishing – Covers costs for miscellaneous printing and/or publication costs (i.e. job postings, special notices, etc.)

900.200 Newsletter – Covers cost of printing two newsletters per year to be mailed with the summer/winter taxes. A postage line item has been put into the Legislative Board Department in case the newsletter causes the tax mailing costs to increase. The mailing costs are only affected if the postage cost exceeds the standard mail cost for the tax bill alone. The Clerk has requested that this expense no longer be charged to the Clerks Department.

958.000 Dues – Membership and subscription costs to various professional organizations (LCMCA, MAMC, IIMC, MGFOA, ARMA, etc.)

970.000 Capital Outlay – Monies for the purchase of new office chairs and outdoor sign board for public notices.

Note: Computer support services are now included under the 299 department. However, additional monies should be allocated to the clerk's office for software support if the 299 department is abandoned. This would include our ongoing support through Fund Balance for our General Ledger, Utility Billing, Payroll and Payables programs and the Cash Receipts transfer software. Additionally, the cost

to accept utility bill credit card payments must be incorporated into either the 299 budget or the sewer budget. No monies have been included for the purpose of upgrading any operating systems.

2016 - 2017

Brighton Township 2/9/2016

BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Dept: 253 TREASURER

		Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
702.000	SALARY-ELECTED	55,353.89	59,560	61,127	34,105	62,700
704.000	WAGES - DEPUTY	39,526.11	41,100	42,182	23,611	43,300
704.030	WAGES- DEPUTY O/T	0.00	100	100	0	200
707.000	HOURLY- PART TIME	19,970.92	27,510	27,510	13,455	25,000
715.000	FICA	7,156.95	8,070	8,234	4,464	8,500
715.010	MEDICARE	1,673.90	1,890	1,928	1,044	1,950
716.000	HOSPITALIZATION INSURANCE	36,830.12	46,000	46,000	14,795	18,550
716.100	HRA / HSA	1,898.05				3,150
716.500	PAYMENT IN LIEU OF HEALTH INS		2,000	2,000	1,500	2,000
717.000	LIFE INSURANCE	542.92	600	600	366	610
718.000	PENSION	1,430.41	5,380	5,508	3,230	4,800
719.000	DISABILITY INS	521.20	650	650	469	910
727.000	SUPPLIES	468.40	1,500	1,500	166	1,500
727.250	PROPERTY TAX FORMS	3,196.45	3,400	3,400	1,659	3,400
730.000	POSTAGE	9,171.25	10,130	10,130	4,502	10,500
737.000	SMALL EQUIPMENT EXPENSE	131.96	1,100	1,100	0	1,100
807.000	AUDIT SERVICES	9,600.00	9,600	9,600	9,600	9,600
809.000	BANK FEES	0.00	500	500	0	500
811.100	WORKERS'COMP	135.19	430	441	290	440
818.000	CONSULTING	549.62	500	500	0	500
860.000	EDUCATION	1,767.75	4,000	4,000	1,525	4,000
873.000	MILEAGE/TRAVEL	442.55	500	500	176	500
958.000	DUES	110.00	500	500	0	500
969.000	CONTINGENCIES	0.00	500	500	0	500
970.000	CAPITAL OUTLAY	0.00	2,000	2,000	1,253	2,000
TREASURER		**190,478**	**227,520**	**230,510**	**116,210**	**206,710**

Treasurer
253

The Treasurer acts as the receiver and investor of tax dollars collected by the Township.

702.000 Salary-Elected Full time salary of the Treasurer. ~~An increase has been factored into these figures to ensure that employees are within (- 5%) of the compensation study mid-point effective April 1, 2015~~. See notes per 101.716.600.

704.000 Deputy Full time wages of the Deputy Treasurer. ~~An increase has been factored into these figures to ensure that employees are within (- 5%) of the compensation study mid-point effective April 1, 2015.~~ . See notes per 101.716.600.

707.000 Hourly Part Time. This is for the part time employee that works in the Treasurers office. This employee is budgeted for an average of thirty ~~(33)~~ (29) hours per week. ~~An increase has been factored into these figures to ensure that employees are within (- 5%) of the compensation study mid-point effective April 1, 2015.~~

716.000 Health Insurance This is the employer contribution for health insurance which is offered to all full time employees. This line reflects the current policy approved by the Township Board.

716.100 HRA/HSA This includes the HRA contribution for eligible employees to participate in the Township insurance plan per the approved Township policy. In FY 15/16 the Township first offered an HSA to eligible employees as the Township moved to a high-deductible health care plan.

718.000 Pension – All full time general employees and full time elected officials participate in an employer provided Defined Benefit retirement plan; both divisions are actuarially fully funded. The Board has approved an additional 4% of funding beyond the actuarial required funding (ARC) for the full time general employees division of the plan to help offset future pension costs.

727.000 Supplies Includes supplies required to run the office and computer software upgrades.

730.000 Postage is for mailing of tax bills and normal correspondence and includes sending out late summer tax bills. The recent increase in postage rates is included.

737.000 Small Equipment Expense. This is for small equipment expenses that may arise throughout the year.

860.000 Education Training and education plans include work related education such as the Michigan Municipal Treasurers Institute (MMTI).

969.000 Contingencies This line is to be used for things that may come up during the year that are not anticipated at this time.

970.000 Capital Outlay

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Brighton Township 2/9/2016

BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Dept: 265 TOWNSHIP HALL/GROUNDS

	Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
707.000 HOURLY- PART TIME	67.50	5,000	5,000	1,352	5,000
715.000 FICA	4.19	320	320	84	320
715.010 MEDICARE	0.98	80	80	20	80
727.000 SUPPLIES	11,964.14	13,500	13,500	5,574	14,000
730.000 POSTAGE	516.51	700	700	1,132	1,000
737.000 SMALL EQUIPMENT EXPENSE	225.97	1,000	1,000	0	1,000
804.000 CONTRACTED SERVICES	2,361.90	2,500	2,500	1,190	2,500
811.100 WORKERS'COMP	67.15	185	185	127	185
818.000 CONSULTING	1,000.00	6,000	6,000	0	6,000
920.000 UTILITIES	16,333.35	18,000	18,000	5,885	18,000
921.000 STREET LIGHTING	8,359.46	9,000	9,000	4,148	9,000
923.000 WATER /SEWER FEE					2,600
930.000 BUILDING MAINTENANCE & REPAIR	17,364.85	15,000	15,000	12,962	20,000
931.000 EQUIPMENT MAINTENANCE & REPAIF	5,181.88	10,000	10,000	10,016	10,000
932.000 GROUNDS MAINTENANCE & REPAIR	14,236.38	20,000	20,000	7,207	20,000
956.000 DRAIN ASSESSMENT/PPTY TAX	509.40				
965.000 CHARGEBACK TAXES	3,105.57	15,000	15,000	196	15,000
969.000 CONTINGENCIES	0.00	500	500	0	500
974.000 CAPITAL IMPROVEMENTS	3,565.00	45,000	45,000	0	25,000
977.000 CAPITAL OUTLAY- EQUIPMENT	0.00	1,000	1,000	0	1,000
TOWNSHIP HALL/GROUNDS	**84,864**	**162,785**	**162,785**	**49,893**	**151,185**

TOWNSHIP HALL AND GROUNDS
265

707.000 Hourly Part Time is the individual who opens and closes the building for meetings, televises meetings. This person may perform small maintenance jobs. No increase has been factored into these figures. See notes per 101.716.600.

727.000 Supplies is the copy paper, stationery, pens, paper clips, folders, etc. that are used throughout the building. If a department needs something specific to them, e.g. forms, that supply is charged directly to that department.

730.000 Postage is charged to building and grounds when it is purchased for the meter. Our postage meter allows the person doing the mailing to enter a code specifying the department sending the mailing. Periodically those charges are reclassified by department. The recent increase in postage is included.

804.000 Contracted Services is for services contracted to maintain building, like floor mats, carpet cleaning and window cleaning etc.

818.000 Consulting Is for professional services that may be associated with Township projects at the Township Hall.

920.000 Utilities include electricity for lights, heating and cooling.

921.000 Street Lighting is our parking lot lighting and the lighting at the ride share areas and the new East Grand River corridor lights.

923.000 – Water / Sewer Fee –to pay off the Sewer SAD on property number 4712-32-104-082 in April of 2016.

930.000 Building Maintenance includes those normal plumbing, electric, exterminator, and other repairs, cleaning, roof repairs, insulation and other similar items.

931.000 Equipment Maintenance and repair includes the elevator, generator, heating and cooling preventative maintenance agreement, security alarm and water softener.

932.000 Grounds Maintenance and Repair includes the mowing, snowplowing, flag service and sprinkler system. Funds to cover the cost of plowing the snow for the new MSP post are added here. Mowing contract is out bid and budget may need to be adjusted based upon results.

965.000 Tax Chargebacks Taxes that must be returned to taxpayers as a result of changes by the State.

969.000 Contingencies These are funds used to offset any unanticipated expenses.

974.000 Capital Improvements Potential projects include: ~~joint flagpole with MSP~~, building access/security measures, landscaping at select pump stations and municipal signage locations.

977.000 Capital Outlay Is for the purchase of equipment that may be needed by the Township in the next fiscal year.

Brighton Township

2016 - 2017

2/9/2016

BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Dept: 276 CEMETERY

	Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
932.000 GROUNDS MAINTENANCE & REPAIR	4,378.69	10,000	10,000	3,019	10,000
CEMETERY	**4,379**	**10,000**	**10,000**	**3,019**	**10,000**

CEMETERY
276

932.000 Grounds Maintenance and Repair is the mowing, spring and fall clean-up and snow removal. We only plow snow at the time of a funeral. FY14-15 ~~Previous year~~ had brush clearing which may need to be budgeted for every few years. Mowing contract is out bid and budget may need to be adjusted based upon results.

970.000 Capital Outlay is for capital improvements that may be needed for the Township's three cemeteries. None are budgeted for this year.

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Brighton Township 2/9/2016

BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Dept: 299 OTHER CHARGES & SERVICES

	Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
718.000 PENSION	0.00	1,000	1,000	0	1,000
737.000 SMALL EQUIPMENT EXPENSE	0.00	500	500	0	500
804.000 CONTRACTED SERVICES	15,989.32	20,000	20,000	12,556	20,000
804.800 CONTRACTED SERVICES-MSP	4,208.34	12,000	12,000	8,197	12,000
811.000 LIABILITY INSURANCE	27,422.06	30,000	30,000	28,378	30,000
811.200 IDENTITY THEFT INSURANCE	777.00	780	780	389	780
826.100 COMPUTER SUPPORT SERVICES	15,761.16	8,500	17,500	10,953	17,500
827.000 LEGAL	48,031.56	105,000	96,000	35,216	96,000
853.000 TELEPHONE	7,921.92	13,000	13,000	3,998	15,000
861.000 GAS AND OIL	1,205.58	1,500	1,500	406	1,500
931.000 EQUIPMENT MAINTENANCE & REPAIF	5,202.22	8,000	8,000	3,352	8,000
933.000 VEHICLE MAINTENANCE & REPAIR	1,298.02	1,500	1,500	66	1,500
940.000 EQUIPMENT RENTAL	1,655.76	2,200	2,200	803	2,200
951.000 LEASE-BACK MSP/DIETZ	137,484.00	137,500	137,500	68,742	137,500
969.000 CONTINGENCIES	0.00	500	500	0	500
970.000 CAPITAL OUTLAY	3,562.91	40,000	40,000	3,273	40,000
971.100 CAPITAL OUTLAY MSP					
OTHER CHARGES & SERVICES	**270,520**	**381,980**	**381,980**	**176,329**	**383,980**

OTHER CHARGES AND SERVICES
299

This department is to place those charges or services that are necessary for the operation of all or some of the General Fund operations. In past year's budgets these charges were spread within various General Fund departments. In the Special Revenue and Enterprise Funds they continue to be charged where appropriate.

716.200 HICA Health Insurance Claims Assessment. This is a new "fee" assessed to people who have insurance. Since our employee group is less than fifty (50) people, we will be assessed .75% of our health care premiums. Effective FY 14-15 Blue Cross has included this figure in the premium rates and as a result are reflected in the departments which have employees that receive healthcare.

804.000 Contracted Services are for IT Rights services, web hosting and online back-up storage. Also includes Comcast and internet services.

804.800 Contracted Services - Charges associated with alcohol enforcement by the Michigan State Police.

811.000 Liability Insurance is for the Township's general liability insurance which is currently provided by Michigan Municipal Risk Management Authority (MMRMA).

811.200 ID Theft This is for identify theft protection for five employees whose signatures are a public record.

826.100 Computer Support Services this includes all annual maintenance programs such as BS&A, Fund Balance, Arcview and Appex. Dot.Net software for dog licenses is budgeted to be purchased.

827.000 Legal includes the fees for the Township Attorney and for special legal services. This would include tax appeals.

853.000 Telephone These are expenses for telephone and maintenance services.

861.000 Gas and Oil This is a General Fund expense that all departments have access to with the primary users being Assessing and Code Enforcement.

931.000 Equipment Maintenance Three(3) maintenance leases for copier for the Treasurers, Clerks and Admin/Assessing offices.

933.000 Vehicle Repairs This is a General Fund expense that all departments have access to with the primary users being Assessing and Code Enforcement.

940.000 Equipment Rental. Lease on the postage machine.

951.000 State/Dietz Leaseback This is the pass through account for the State lease payments made to the Township that are passed on to Bruce Dietz for the new MSP post.

969.000 Contingencies This line item is for unbudgeted items that may arise during the fiscal year.

970.000 Capital Outlay is for large equipment items that may need replacement during the year. Included in this are phone system upgrades, upgrade of township hall computers as needed and a high speed/ OCR administrative copier.

2016 - 2017

Brighton Township 2/9/2016

BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Dept: 336 FIRE DEPARTMENT

	Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
804.700 CONTRACTED SERVICES- BAFA	4,628.50	5,000	5,000	3,441	5,000
818.000 CONSULTING	0.00	7,000	7,000	0	7,000
921.000 STREET LIGHTING	307.71	350	350	127	350
923.000 WATER /SEWER FEE	410.50	1,500	1,500	208	1,500
930.000 BUILDING MAINTENANCE & REPAIR	3,217.05	5,000	5,000	1,327	5,000
931.000 EQUIPMENT MAINTENANCE & REPAIF	947.00				
932.000 GROUNDS MAINTENANCE & REPAIR		5,000	5,000	0	5,000
956.000 DRAIN ASSESSMENT/PRPTY TAX	0.00	50	50	0	50
970.000 CAPITAL OUTLAY					
974.000 CAPITAL IMPROVEMENTS	12,031.36	25,000	25,000	203	25,000
FIRE DEPARTMENT	**21,542**	**48,900**	**48,900**	**5,306**	**48,900**

FIRE DEPARTMENT
336

This budget represents the Township's required expenditures for the fire department.

804.700 Contracted Services – BAFA- This is for the Township's 20% share of expenses per the lease agreement for station #32.

818.000 Consulting- This is for professional engineering services for building improvements at either station.

923.000 Water/Sewer fee includes quarterly utility billings for station 32. We will share 20% of the expenses for Station 32 (US 23).

930.000 Building Maintenance & Repair This is where routine and non-routine maintenance items are budgeted. Most expenses have transferred to BAFA for station 33 as the lease is finalized. We will share 20% of the smaller expenses for Station 32 (US23). Structural repairs will still be the responsibility of the Township. Station 33 projects include:

- ~~Resealing expansion block wall joints.~~
- ~~Electrical meter housing – abandoned / needs to be removed~~

931.000 Equipment Maintenance and Repair- This is for generator maintenance and repair.

932.000 Grounds Maintenance & Repair This line item includes snow removal, grass cutting, turning on and off the lawn sprinklers, and flower beds. These expenses are transferred to BAFA for station 33. . We will share 20% of the expenses for Station 32 (US 23). Parking lot maintenance will remain the responsibility of the Township.

956.000 Drain Assessment/Property Tax. This is for any assessments for the maintenance of the Handy #4 drain.

974.000 Capital Improvements This is for improvements to the buildings/properties.

- Station 33
  - Generator protection / bollard installation
  - Parking Lot – asphalt overlay or replacement
  - Concrete floor repairs
  - HVAC

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BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Dept: 400 PLANNING

	Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
703.000 SALARY-NOT ELECTED	52,395.22	54,140	54,140	30,818	54,140
708.000 PER DIEM COMP	10,120.00	11,000	11,000	4,820	11,000
715.000 FICA	3,248.46	3,360	3,360	1,911	3,400
715.010 MEDICARE	759.69	790	790	447	800
716.000 HOSPITALIZATION INSURANCE	19,325.62	20,160	20,160	14,165	10,290
716.100 HRA / HSA	0.00				2,599
717.000 LIFE INSURANCE	213.36	227	227	124	230
718.000 PENSION	2,093.52	2,890	2,890	1,891	3,800
719.000 DISABILITY INS	965.94	1,000	1,000	617	1,200
727.000 SUPPLIES	472.63	1,000	1,000	564	1,000
730.000 POSTAGE	615.11	2,000	2,000	610	2,000
803.000 CONTRACTED-SPECIAL PROJECTS	2,343.90	50,000	50,000	0	50,000
811.100 WORKERS'COMP	160.12	560	560	379	570
819.000 ENGINEERING SERVICES	41,550.00	45,000	45,000	36,668	45,000
860.000 EDUCATION	360.00	1,000	1,000	230	1,000
873.000 MILEAGE/TRAVEL	0.00	200	200	0	200
900.900 PUBLISHING	2,650.00	2,000	2,000	590	2,000
958.000 DUES	60.00	120	120	0	120
964.000 REFUNDS	0				
969.000 CONTINGENCIES	0.00	500	500	0	500
970.000 CAPITAL OUTLAY	10,861.62	17,500	17,500	-830	5,000
PLANNING	**148,195**	**213,447**	**213,447**	**93,004**	**194,849**

PLANNING DEPARTMENT BUDGET
400

The Planning Department is responsible for zoning administration and processing of applications through the Planning Commission, Zoning Board of Appeals, and the Township Board of Trustees. Additionally, long term planning projects are included in this department.

703.000 Salary-Not Elected This is for 82.5% of the Township Planner's wages. The remaining 17.5% is split with 10% budgeted under code enforcement and 7.5% budgeted under liquor enforcement. ~~An increase has been factored into these figures effective April 1, 2015 per budget worksheet dated 1/22/2015.~~ See notes per 101.716.600.

708.000 Per Diem Comp Twelve (12) meetings of the Planning Commission are budgeted and six (6) meetings for the Zoning Board of Appeals. Additional meetings are budgeted if needed for the special meetings ~~Master Plan review~~.

716.000 Health Insurance This is the employer contribution for health insurance which is offered to all full time employees. This line reflects the current policy adopted by the Township Board. 82.5% of the Township Planner is allocated here The remaining 17.5% is split with10% budgeted under code enforcement and 7.5% budgeted under liquor enforcement.

716.100 HRA/HSA This includes the HRA contribution for eligible employees to participate in the Township insurance plan per the approved Township policy. In FY 15/16 the Township first offered an HSA to eligible employees as the Township moved to a high-deductible health care plan.

718.000 Pension All full time general employees and full time elected officials participate in an employer provided Defined Benefit retirement plan; both divisions are actuarially fully funded. The Board has approved an additional 4% of funding beyond the actuarial required funding (ARC) for the full time general employees division of the plan to help offset future pension costs. 82.5% of the Township Planner is allocated here The remaining 17.5% is split with10% budgeted under code enforcement and 7.5% budgeted under liquor enforcement.

803.000 Contracted Special Projects This line item is for special projects that the Township Board would like to investigate through consulting services. Cost to digitize records. This would be a two year project with 50% of the project budgeted for in the current fiscal year. The Master Plan document was updated 2014 and minor adjustments to other plans (e.g. pathway, parks, strategic, etc.) may be necessary.

819.000 Engineering This line item is for engineering services that are required for site plan, pre apps(free) and construction plan review. Year to year fluctuation in this budget line item reflects the strength/weakness of the economy

860.000 Education includes the annual three day Michigan Planning Conference for the planner. This line item also includes expenses for one seminar for the Planning Commission, and Zoning Board of Appeals (ZBA) that is typically conducted each year at Township Hall. Funds have also been budgeted for the training of Planning Commission and Zoning Board of Appeals members at various seminars that are offered around the State.

900.00 Publishing includes the public hearing notices for all re-zonings, zoning ordinance changes, and ZBA hearings. Costs vary depending on the size of the notices.

970.00 Capital Outlay ~~Funds allocated here are for implementation of BS&A Software (building department.net).~~

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BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Dept: 412 CODE ENFORCEMENT

	Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Requested
703.000 SALARY-NOT ELECTED	6,354.58	6,570	6,570	3,736	6,600
715.000 FICA	393.91	410	410	232	420
715.010 MEDICARE	92.11	100	100	54	100
716.000 HOSPITALIZATION INSURANCE	2,272.58	2,450	2,450	1,717	1,250
716.100 HRA / HSA	0.00				315
717.000 LIFE INSURANCE	25.80	30	30	15	30
718.000 PENSION	252.88	990	990	227	460
719.000 DISABILITY INS	116.88	130	130	75	150
	30.00				
727.000 SUPPLIES	0.00	100	100	0	100
730.000 POSTAGE	26.48	100	100	0	100
811.100 WORKERS'COMP	0.00	70	70	48	70
969.000 CONTINGENCIES	0.00	500	500	0	500
CODE ENFORCEMENT	**9,565**	**11,450**	**11,450**	**6,104**	**10,095**

CODE ENFORCEMENT
412

This activity center covers the cost of our enforcement of the zoning and general ordinances of the township.

703.000 Salary-Not Elected - The Township Planner has a portion of their wages charged here (82.5% in the Planning Department and the remaining 17.5% is split with10% budgeted under code enforcement and 7.5% budgeted under liquor enforcement). ~~An increase has been factored into these figures effective April 1, 2015 per budget worksheet dated 1/22/2015~~. See notes per 101.716.600.

716.000 Health Insurance This is the employer contribution for health insurance which is offered to all full time employees. This line item reflects the currently policy adopted by the Township Board. 82.5% of the Township Planner is allocated in the planning department. The remaining 17.5% is split with10% budgeted under code enforcement and 7.5% budgeted under liquor enforcement.

716.100 HRA/HSA This includes the HRA contribution for eligible employees to participate in the Township insurance plan per the approved Township policy. In FY 15/16 the Township first offered an HSA to eligible employees as the Township moved to a high-deductible health care plan.

718.000 Pension All full time general employees and full time elected officials participate in an employer provided Defined Benefit retirement plan; both divisions are actuarially fully funded. The Board has approved an additional 4% of funding beyond the actuarial required funding (ARC) for the full time general employees division of the plan to help offset future pension costs. 82.5% of the Township Planner is allocated in the planning department. The remaining 17.5% is split with10% budgeted under code enforcement and 7.5% budgeted under liquor enforcement.

969.000 Contingencies This is for unanticipated expenses that may pop up during the year.

970.000 Capital Outlay None are budgeted.

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BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

	Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Requested
Dept: 426 EMERGENCY PREPAREDNESS					
920.000 UTILITIES	396.00	500	500	198	500
935.000 TORNADO SIREN REPAIR	4,633.74				5000
EMERGENCY PREPAREDNESS	**5,030**	**500**	**500**	**198**	**5,500**

EMERGENCY PREPAREDNESS
426

920.000 Utilities this line item is for the electrical cost of operating the Township's emergency sirens.

935.000 Tornado Siren Repair/Maintenance is for annual maintenance for the new sirens installed in 2010 and 2011. The County 911 office is pursuing a grant to purchase and install a centralized computerized control system to monitor and activate all emergency sirens under their control. Currently the system can be activated by the central dispatch, BAFA as well as other fire departments. Annual maintenance and battery replacement is budgeted here.

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BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

	Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
Dept: 445 DRAINS					
727.000 SUPPLIES	0.00	100	100	0	100
804.000 CONTRACTED SERVICES	823.88	3,000	3,000	172	3,000
959.000 DRAIN AT LARGE	8,680.64	10,000	10,000	0	10,000
962.000 PERMIT FEES	130.47	500	500	0	500
DRAINS	**9,635**	**13,600**	**13,600**	**172**	**13,600**

DRAINS
445

727.000 Supplies are for the purchase of educational materials and programs for compliance with the educational component of Phase II Storm Water regulations.

804.000 Contracted Services is for a contract the Livingston County Drain Commission to help with the education component of Phase II Storm Water regulations. It also includes the "participation" fee in the local watershed council. On January 20, 2014 the Board approved a six year agreement with LCDC with an annual estimate of $35,450. This maximum figure is shared by all participating agencies. Brighton Township would be responsible for six percent of that $35,450 or $2,127 each year.

959.000 Drain at Large When a drainage district is set and repairs ordered, under the State Drain Code the costs are shared as follows, county 25%, township 25% and property owners 50%. The township's 25% is called drain at large and is billed to the township annually for whatever period of time the construction bonds are for. It may be as short as one year or as long as ten or more.

When the township is also a property owner in the district, the township pays a per parcel assessment the same as any other property owner who is benefiting by the improvements to the drain district. These costs are assigned to a specific activity center such as fire or building and grounds if the parcel being assessed is part of that activity center. If the parcel being assessed is just vacant land that the township owns, then the assessment is assigned here. The anticipated increase in drain assessments has been included.

962.000 Permits Fees is for Storm Water Phase II program fees to the State of Michigan. The Township has pursued some "green" initiatives that could allow us to be exempt from the Federal Storm water programs but would require significant capital expenditure.

2016 - 2017

Brighton Township 2/9/2016

BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Dept: 446 ROADS

	Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
819.000 ENGINEERING SERVICES	602.50	5,000	5,000	0	5,000
822.000 DUST CONTROL	38,641.23	55,000	55,000	45,179	55,000
974.000 CAPITAL IMPROVEMENTS	85,264.09	100,000	100,000	86,590	100,000
ROADS	**124,508**	**160,000**	**160,000**	**131,769**	**160,000**

ROADS
446

819.000 Engineering Services is for undetermined engineering services for road upgrades or traffic studies.

822.000 Dust control the Township annually contracts with the County Road Commission to have gravel roads treated for dust control.

974.000 Capital Improvement - Livingston County Road Commission is conducting a 2016 Primary Pavement Preservation Program. This work could include pavement repairs and/or crack sealing.

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Brighton Township 2/9/2016

BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

	Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
Dept: 525 ENVIRONMENTAL					
804.000 CONTRACTED SERVICES	800.00	2,000	2,000	800	2,000
818.200 CONSULT-COLLET DUMP MONITORIN	22,293.38	26,100	26,100	11,829	26,100
827.000 LEGAL	19,073.10	18,000	18,000	1,207	16,000
967.000 PROJECT COSTS	7,344.60	7,000	7,000	2,708	8,000
ENVIRONMENTAL	**49,511**	**53,100**	**53,100**	**16,544**	**52,100**

ENVIRONMENTAL
525

This is for any environmental projects the Township may undertake. Currently, expenses for the Collette Dump monitoring are budgeted here.

804.000 Contracted Services This is for services like pest trapping and removal.

818.200 Consult-Collette Dump Monitoring This is for professional services currently provided by BCI-AMEC.

827.000 Legal This is for an environmental attorney to monitor our progress in relation to the consent agreement with the State of Michigan.

967.000 Project Costs This is for items like lab fees, fees paid to the State of Michigan etc.

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BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Dept: 528 MUNICIPAL REFUSE COLLECTION

	Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
826.000 CONTRACTS	1,694.40	3,200	3,200	2,100	3,200
MUNICIPAL REFUSE COLLECTION	**1,694**	**3,200**	**3,200**	**2,100**	**3,200**

MUNICIPAL REFUSE COLLECTION
528

826.000 Contracts. This line item is for the cost of the annual large item drop off of bulk items. The amount was increased to reflect the increase demand for this service.

2016 - 2017

Brighton Township 2/9/2016

BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Dept: 536 SEWER AND WATER

	Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Requested
708.000 PER DIEM COMP	975.00	1,500	1,500	750	1,500
804.000 CONTRACTED SERVICES	20,374.25	5,000	15,000	14,839	5,000
819.000 ENGINEERING SERVICES	8,894.00	10,000	5,000	1,717	10,000
827.000 LEGAL	2,417.98	10,000	5,000	0	10,000
969.000 CONTINGENCIES	0.00	500	500	0	500
970.200 CAPITAL OUTLAY- LAND	26,579.14				
974.000 CAPITAL IMPROVEMENTS	498,408.00	500,000	500,000	0	175,000
SEWER AND WATER	**557,648**	**527,000**	**527,000**	**17,306**	**202,000**

SEWER AND WATER
536

708.000 Per Diem Compensation is for the Utilities Committee.

804.000 Contracted Services This is for services to assist the Utilities Committee. ~~The Township has hired OHM to complete an asset management plan which should be completed in April / May 2015. Coordinating this resource with the purchase of a CMMS system.~~

819.000 Engineering Services is where expenditures related to studying sewer and water expansion are allocated.

827.000 Legal This is for anticipated legal expenses incurred for system expansions.

974.000 Capital Improvements Funds for utility system expansion for neighborhoods that have recently expressed interest in utility services or partnering with the private sector for main extensions which would benefit the community at large are budgeted here.

Brighton Township

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BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Dept: 751 PARKS AND RECREATION

	Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
804.000 CONTRACTED SERVICES	62,803.00	95,000	110,700	102,007	111,000
818.000 CONSULTING	0.00	15,000	15,000	0	0
969.000 CONTINGENCIES	0				
PARKS AND RECREATION	**62,803**	**110,000**	**125,700**	**102,007**	**111,000**

PARKS AND RECREATION
751

804.000 Contracted Services is for SELCRA, our regional recreation authority. SELCRA provides recreational opportunities for Brighton Township residents. As of February 2016, the SELCRA Board and member communities continue to explore the long term service / funding model to ensure viability of this recreational asset. The figure included in the budget will require additional Board action, following member community discussions, prior to disbursement.

818.000 Consulting ~~Cost associated with retaining a Recreation Planning firm to explore the implementation of the Sunset Park development plan in light of the incomplete Joint Development Agreement.~~ As of February 2016 the Township is in arbitration with Clearwater LLC regarding fulfillment of the JPDA.

969.000 Contingencies No funds are budgeted.

Brighton Township

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BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

	Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
Dept: 890 CONTINGENCY					
827.200 CONT LIABILITY-TAX APPEALS		10,000	10,000	0	10,000
827.300 BONDS					
827.400 ELECTION EQUP					
827.500 DELINQUENT TAXES					
955.000 MICELLANEOUS	4,281.61				
CONTINGENCY	**4,282**	**10,000**	**10,000**	**0**	**10,000**

CONTINGENT LIABILITY
890

827.200 Cont. Liab-TX Appeals. While property values are trending upward, the potential for a high number of property owners seeking significant valuation reductions still exists. These funds are being set aside to cover the cost of reimbursing them for overpaid taxes should they win their appeals.

827.300 Cont Liability-Bond Reserve. To ensure the Township has adequate cash to make the annual Sewer Bond Debt payment. It is recommended in the recently adopted Capital Improvement Plan/Fiscal Analysis that we reserve funds now to have it available should it be needed. Starting with the FY13-14 this allocation has been relocated to the 101.999.999.592.

827.400 Contingent Liability-Election Equipment Reserve. Per the Board adopted Capital Improvement Plan, it is anticipated that the Township will have to purchase new election equipment in the near future. Due to the high dollar cost of this equipment, the Township has reserved a fraction of the total cost on an annual basis. While the Township has set aside the necessary funds, purchasing the equipment has been delayed as the State of Michigan is assessing the electronic components that the communities will be using in the future.

2016 - 2017

Brighton Township 2/9/2016

BUDGET WORKSHEET

Fund: 101 - GENERAL FUND	Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
Dept: 999 TRANSFERS					
998.405 ADVANCE TO MUNICIPAL WATER					
999.208 TRANSFER OUT TO PARKS	50,000.00	50,000	50,000	50,000	50,000
999.209 TRANSFER OUT TO CEMETERY FUNI	10,000.00	10,000	10,000	10,000	10,000
999.249 TRAN OUT TO BUILDING DEPT	0.00				0
999.257 TRAN OUT TO BUDGET STABILIZ		900	900	0	900
999.395 TRAN OUT TO WATER BOND					
999.592 TRANS OUT TO DEBT SERVICE					
999.702 TRANSFER OUT TO PATHWAY FUND	153,384.54	110,000	110,000	110,000	410,000
999.792 TRANSFER OUT TO FUTURE ROADS	2,600,000.00	250,000	250,000	250,000	250,000
TRANSFERS	**2,813,385**	**420,900**	**420,900**	**420,000**	**720,900**

TRANSFERS
999

This activity center is used to record funds that the General Fund appropriates to other funds.

999.208 Transfer Out – Parks Transfer is based upon the proposed ~~Board adopted~~ CIP.

999.209 Transfer Out – Cemetery Perpetual Fund Transfer is based upon the proposed ~~Board adopted~~ CIP.

999.249 Transfer Out Building Department – This activity is no longer active. In FY 2012-13 the Township finalized the remaining outstanding inspection costs which were part of the transition from Township Building Department to the County Building Department.

999.257 Budget Stabilization Interest earned must be transferred into the General Fund. A like amount is transferred back in to the Budget Stabilization Fund.

999.405 Transfer Out – Municipal Water No transfers are anticipated. Transfers are determined by the Township Board on a year by year basis.

999.592 Transfer out - Contingent Liability-Bond Reserve. To ensure the Township has adequate cash to make the annual Sewer Bond Debt payment. It is recommended in the recently adopted Capital Improvement Plan/Fiscal Analysis that we reserve funds now to have it available should it be needed. Starting with the FY13-14 this allocation has been relocated from 101.890.827.300.

999.702 Transfer Out – Pathways Transfer is based upon the proposed ~~Board adopted~~ CIP.

999.792 Transfer Out – Future Roads - This is to assist in the funding of future road improvements. Transfer is based upon the Board the proposed ~~Board adopted~~ CIP.

Brighton Township

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BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

	Prior Yr 2015 Actual	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
TOTAL EXPENDITURES	**5,167,416**	**3,377,804**	**3,393,501**	**1,639,363**	**3,340,716**
TOTALS REVENUES/EXPENDITURES	**-1,744,565**	**10,757**	**-4,940**	**-355,826**	**360**

2016 - 2017

Brighton Township 2/9/2016

BUDGET WORKSHEET
Fund: 208 - PARKS

Revenues	Prior Year	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
664.000 INTEREST EARNED	2,696	2,400	2,400	1,648	2,400
699.101 TRANSFER IN-GENERAL FUND	50,000	50,000	50,000	50,000	50,000
Total Revenues	**52,696**	**52,400**	**52,400**	**51,648**	**52,400**

FUND 208
PARKS

This fund is for either new or existing Park improvement. Revenue comes into the fund from the General Fund by Township Board action. Grant/contribution money is also deposited here when designated for Park construction or improvement.

699.101 Transfer In-General Fund. Transfer is based upon the proposed ~~Board adopted~~ CIP.

NOTE: There was a consent judgment which gave the Township 60 acres of the Sunset Gravel Mine land to be used for park land only. A committee consisting of representatives from the Township, SELCRA and others had several early conversations about what was needed in the park from SELCRA's and other recreation peoples' point of view. Then, a group of Township staff met in 2003/2004 for several meetings developing the development agreement for the park which designates what Sunset and the Township are responsible for. In Spring 2013 the Township hired OHM to perform a survey of the 60 acres to determine grades and any compliance gap from standards listed in the Development Agreement.

The Township is responsible for certain items and Sunset is responsible for certain items for development of this park, as follows:

The Township is responsible for the park building (minus $75,000 given to us by Sunset), site lighting of the parking lots and athletic fields, future parking area, future tennis courts, athletic field grass surface, electric, gas, phone lines to building, landscaping, playground equipment, and dock/beach/wading area.

Sunset is responsible for a $10,000 contribution for electrical service, paving of all roadways and athletic field parking lot, rough grading of the athletic fields including placement of clay under the fields, construction of the on-site well and septic, irrigation lines for the athletic fields at a cost not to exceed $30,000, payment of improvements to the Jacoby/Kensington Road intersection, installation and cost for park sign, installation of pedestrian trail system, and permit costs.

In July 2012, Clearwater (successor to Sunset) made application to the Township Planning Commission for modification to the PUD and application for soil extraction and fill permit. This application was denied on December 16, 2013 due to the fact that the applications and subsequent conversation with the applicant are not consistent with the Joint Planned Development Agreement for the site.

In 2014, The Township began pursuing legal action against Clearwater to comply with the Joint Planned Development Agreement. This issue is currently in arbitration.

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Brighton Township 2/9/2016

BUDGET WORKSHEET

Fund: 209 - CEMETERY FUND

	Prior Year	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
Revenues					
664.000 INTEREST EARNED	145	100	100	108	100
699.101 TRANSFER IN-GENERAL FUND	10,000	10,000	10,000	10,000	10,000
Total Revenues	**10,145**	**10,100**	**10,100**	**10,108**	**10,100**

FUND 209
CEMETERY

This fund was setup in the 2007/08 fiscal year for the perpetual care of the Township owned cemeteries. The intent was for the township to contribute annually until a "corpus" was created that would generate enough interest to provide for the care of the cemeteries. Once the interest is generating enough to pay for the upkeep and maintenance of the cemeteries the Cemetery Department (276) in the General Fund can be retired.

699.101 TRANSFER IN-GENERAL FUND Transfer is based upon the proposed ~~Board adopted~~ CIP.

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BUDGET WORKSHEET

Fund: 212 - LIQUOR LAW ENFORCEMENT FUND

	Prior Year	Current Year: Original Budget	Current Year: Amended Budget	Current Year: Actual Thru October	Requested
Revenues					
470.000 LIQUOR LICENSE FEES	8,037	7,700	7,700	8,505	8,500
664.000 INTEREST EARNED	133	100	100	79	100
Total Revenues	**8,170**	**7,800**	**7,800**	**8,584**	**8,600**
Expenditures					
703.000 SALARY-NOT ELECTED	4,855	4,930	4,930	2,802	5,000
715.000 FICA	301	310	310	174	310
715.010 MEDICARE	70	80	80	41	80
716.000 HOSPITALIZATION INSURANCE	1,505	1,750	1,750	1,423	1,000
716.100 HRA / HAS					237
717.000 LIFE INSURANCE	19	20	20	11	30
718.000 PENSION	185	920	920	171	350
719.000 DISABILITY INS	85	90	90	56	110
811.100 WORKERS'COMP	11	60	60	39	60
970.000 CAPITAL OUTLAY	0	8,300	8,300	8,254	0
Total Expenditures	**7,031**	**16,460**	**16,460**	**12,971**	**7,177**

FUND 212
LIQUOR LAW ENFORCEMENT

This fund receives funds from the State Liquor Control Commission as a percentage of the fees collected from Township businesses for their liquor license. Expenditures are limited to those activities or purchases related to enhanced alcohol enforcement.

470.000 Liquor License Fees These are fees paid by the State to us for liquor licenses in our jurisdiction

703.000 Salary Not Elected - 82.5% of the Township Planner is allocated in the planning department. The remaining 17.5% is split with10% budgeted under code enforcement and 7.5% budgeted under liquor enforcement. See notes per 101.716.600.

970.000 Capital Outlay The Township has historically purchased equipment such as in-car cameras to be used for enhanced alcohol enforcement. ~~Two Michigan State Police specific in-car camera systems are proposed~~.

Note - Starting FY 2014-15 the cost associated with Enhanced Alcohol Enforcement performed by the Michigan State Police is shifted from this fund and now being charged to 101.299.804.800

Brighton Township

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BUDGET WORKSHEET

Fund: 249 - BUILDING DEPARTMENT FUND

	Prior Year	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
Revenues					
664.000 INTEREST EARNED	5	0	0	2	
Total Revenues	**5**	**0**	**0**	**2**	**0**

FUND 249
BUILDING DEPARTMENT

The Building Department services have been contracted to Livingston County through an intergovernmental agreement.

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BUDGET WORKSHEET

Fund: 257 - BUDGET STABILIZATION FUND

	Prior Year	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Requested
Revenues					
664.000 INTEREST EARNED	2,262	2,500	2,500	1,344	2,000
699.101 TRANSFER IN-GENERAL FUND	0	2,500	2,500	0	900
Total Revenues	**2,262**	**5,000**	**5,000**	**1,344**	**2,900**
Expenditures					
999.000 TRANSFER OUT	0	2,500	2,500	0	2,000
Total Expenditures	**0**	**2,500**	**2,500**	**0**	**2,000**

FUND 257
BUDGET STABILIZATION FUND

Money may only be removed from this fund by a 2/3 vote to cover a General Fund deficit, to prevent a reduction in services or personnel layoff during the course of a fiscal year when the revenues will be needed to balance the budget or to cover the expenses in connection with a natural disaster.

No more than 15 percent of the township's most recent General Fund budget or 15 percent of the average of the most recent five annual General Fund budgets whichever is less may be kept in this fund. Using 15 percent of this years budget would place our cap over $400,000

Obviously, no expenditures are budgeted. The interest earned must be transferred into the general fund. We will transfer a like amount back into the stabilization fund until the balance is close to the 15% cap.

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Brighton Township 2/9/2016

BUDGET WORKSHEET
Fund: 405 - MUNICIPAL WATER FUND

	Prior Year	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Requested
Revenues					
610.000 COMMODITY SURCHARGE	874	1,500	1,500	487	900
616.000 TAP IN FEE	342,000	0	0	125,400	0
664.000 INTEREST EARNED	1,446	1,000	1,000	1,248	1,000
676.300 LCWA MOA Settlement					232,669.47
664.002 INTEREST EARNED-LCWA LOAN	2,721	0	0	-680	0
Total Revenues	**347,041**	**2,500**	**2,500**	**126,455**	**234,569**
Expenditures					
804.600 CONTRACT SERVICES- CITY MAINT	3,680	3,800	3,800	3,739	3,800
990.300 INT EXP- GF LOAN	11,500	11,500	11,500	11,500	11,500
Total Expenditures	**15,180**	**15,300**	**15,300**	**15,239**	**15,300**

FUND 405
MUNICIPAL WATER

This fund was created to take in monies for future water projects initiated by the Township. Once a specific project is ready to begin, a new fund will be created for that project and monies from this fund will be transferred into that fund. That new fund will be used to track expenditures for design, construction, administration, engineering, legal and like expenditures directly attributable to that project.

REVENUE

610.000 Commodity Charge The Township receives a commodity charge collected by the City of Brighton on our behalf, to help defray any maintenance costs associated with the Conference Center Drive water system. However, with only a few ~~one~~ customers on this system, we are not generating enough revenue to cover our maintenance expenses. This will need to be addressed by the Township Board in the near future.

EXPENSES

804.600 Contract Services-City Maintenance This is for maintenance services the City provides for the new Conference Center Drive water main. Payment is due December 1.

819.000 Engineering Services For engineering services related to the water system.

990.300 Interest General Fund Loan. In March 2013, the Board approved to pay-off the remaining bond balance per the approved Capital Improvement Plan/Fiscal Analysis. The Board approved a loan from the General Fund in the amount of $1,150,000. Annual interest on the loan will be calculated at 1%.

Note: The Municipal Water Fund has an outstanding loan due to the General Fund of $525,600 ($128,000 advance and $397,600 for actual construction) from 2007 when the General Fund loaned money to the Municipal Water Fund for the construction of the LCWA water treatment plant as identified in Resolution 07-028. It is anticipated that when LCWA next goes out for bonds (Part #2 of Phase #1), the Township will be repaid in full for the funds advanced.

Brighton Township

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BUDGET WORKSHEET

Fund: 589 - SEWER CAPITAL RESERVE

	Prior Year	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
Revenues					
664.000 INTEREST EARNED	1,213	1,000	1,000	825	1,000
699.590 TRANSFER IN FROM SEWER O&M	0	30,000	30,000	0	0
Total Revenues	**1,213**	**31,000**	**31,000**	**825**	**1,000**
Expenditures					
990.300 INT EXP- GF LOAN	2,800	2,800	2,800	2,800	2,800
Total Expenditures	**2,800**	**2,800**	**2,800**	**2,800**	**2,800**

FUND 589
SEWER CAPITAL RESERVE

This fund is to be used to receive monies generally from "590 - Sewer Operations and Maintenance (O&M) Fund". At inception (2002) of the sewer system it was recommended approximately $70,000 annually be transferred in as highlighted in the approved Capital Improvement Plan/Fiscal Analysis. The annual amount transferred in is determined by the O&M budget and the health of the O&M fund.

699.590 Transfer in from Sewer O + M. This is the amount we "save" every year for future repairs to the treatment plant and collection system. This amount is dependent upon the health of the sewer O + M fund. This transfer amount will be determined following the completion of the FY2015-16 audit. A budget amendment in the fall of 2016 should be anticipated.

EXPENSES

972.000 Capital Replacement Funds were reserved to cover the cost of replacing the capital components of the sewer system as the system aged.

990.300 Interest Ex-Sewer Cap Res Loan This is for interest paid on a General Fund loan to the Sewer Capital Reserve Account. The loan was intended to help bring the reserve up to a minimum funding reserve level and defray raising the O+M charge this year. Annual interest on the $140,000 loan from 2012.

NOTE: In 2012, a $140,000 2% loan from the General Fund to the Sewer Capital Reserve Fund was made to help bring the reserve fund up to a minimum acceptable level and defray raising the O+M charge this year.

During FY 15-16 budget work sessions it was recommended by the Utility Committee and confirmed by the Board that the quarterly User Fee remain at its current rate but will be revisited, and potentially adjusted, once the Asset Management Plan is completed in April /May 2015. During the Fall of 2015, the Utilities Committee recommended that the quarterly rate remain unchanged for FY 16-17 but will discuss this topic again at their May 2016 quarterly meeting.

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Brighton Township 2/9/2016

BUDGET WORKSHEET

Fund: 590 - SEWER O & M FUND

	Prior Year	Original Budget	Amended Budget	Actual Thru October	Requested
		---------- Current Year ----------			
Revenues					
642.000 USAGE CHARGE	697,790	708,992	708,992	426,885	753,304
643.000 LATE CHARGE	13,656	12,000	12,000	7,598	12,000
644.000 DELINQUENT FEE ON TAXES	5,816	5,000	5,000	5,568	5,000
664.000 INTEREST EARNED	490	200	200	318	200
671.000 OTHER REVENUE	0	0	0	5,459	0
671.002 OTHER REVENUE-NORTHWINDS	0	0	0	1,320	0
676.000 REIMBURSEMENT	7,517	0	0	11,688	0
Total Revenues	**725,269**	**726,192**	**726,192**	**458,836**	**770,504**

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Brighton Township 2/9/2016

BUDGET WORKSHEET
Fund: 590 - SEWER O & M FUND

	Prior Year	Original Budget	Amended Budget	Actual Thru October	Requested
		Current Year			
Expenditures					
Dept: 537 ADMINISTRATION					
727.000 SUPPLIES	1,100	500	500	0	500
730.000 POSTAGE	1,722	2,200	2,200	1,885	2,200
807.000 AUDIT SERVICES	4,800	4,800	4,800	4,800	4,800
809.000 BANK FEES	0	100	100	0	100
818.000 CONSULTING	6,223	8,000	8,000	11,815	8,000
826.100 COMPUTER SUPPORT SERVICES	2,378	2,800	2,800	1,748	2,800
827.000 LEGAL	1,247	6,000	6,000	510	6,000
900.000 PRINTING & PUBLISHING	0	200	200	0	200
961.000 ADMINISTRATIVE FEE	4,800	4,800	4,800	2,400	4,800
Dept: 537 ADMINISTRATION	**22,270**	**29,400**	**29,400**	**23,158**	**29,400**
Dept: 540 OPERATION AND MAINTENANCE					
727.000 SUPPLIES	21,679	35,000	35,000	18,520	35,000
804.300 CONTRACTED SERVICES- FIXED	191,000	193,708	193,708	112,996	196,454
804.400 CONTRACT SERVICES-NON ROUTINE	36,592	25,000	25,000	22,807	35,000
804.500 CONTRACT SERV-SLUDGE REMOVAL	30,018	30,000	30,000	26,757	30,100
811.000 LIABILITY INSURANCE	27,097	26,400	26,400	25,678	26,000
853.000 TELEPHONE	1,040	1,200	1,200	610	1,200
920.000 UTILITIES	101,136	110,000	110,000	47,189	105,000
930.000 BUILDING MAINTENANCE & REPAIR	1,604	12,000	12,000	1,792	12,000
930.100 BUILDING SECURITY ALARM	515	550	550	346	550
931.000 EQUIPMENT MAINTENANCE & REPAIR	8,747	25,000	25,000	4,245	25,000
932.000 GROUNDS MAINTENANCE & REPAIR	9,262	11,000	11,000	2,297	11,000
936.000 COLLECTION SYS MAINT REPAIR	149,927	95,000	105,000	114,233	150,000
962.000 PERMIT FEES	3,510	3,500	3,500	62	3,500
968.100 TRAN TO RESERVE FUND	0	30,000	20,000	0	0
969.000 CONTINGENCIES	0	3,000	3,000	0	3,000
Dept: 540 OPERATION AND MAINTENANCE	**582,127**	**601,358**	**601,358**	**377,532**	**633,804**
Dept: 900 CAPITAL OUTLAY					
970.000 CAPITAL OUTLAY	0	30,000	30,000	21,580	40,000
971.000 GRINDER PUMPS/PARTS	40,492	40,000	40,000	30,358	40,000

974.000 CAPITAL IMPROVEMENTS	0	10,000	10,000	0	10,000
990.300 INT EXP- GF LOAN	4,297	4,297	4,297	4,297	4,297
Dept: 900 CAPITAL OUTLAY	**44,789**	**84,297**	**84,297**	**56,235**	**94,297**
Total Expenditures	**649,186**	**715,055**	**715,055**	**456,925**	**757,501**

FUND 590
SEWER OPERATIONS AND MAINTENANCE FUND

This fund receives its revenue from quarterly billings. Similarly, when system users require repairs to their local system for which they are responsible and when not prepaid, those monies will be deposited into this fund to offset the expenditures. Expenditures from this fund primarily go for the day to day operation of the sewer system.

Revenues are based upon the current number of users at the current quarterly User Fee rate.

643.000 Penalties. These are penalties applied on current bills not paid by the due date.

644.000 Late Charge 10% charge for accounts in arrears. In September, accounts that are 90 days delinquent are placed on the tax roll. Budgeted amount reflects recent history for this account.

655.000 NSF Fees charged by the township for non-sufficient funds checks are shown here.

Expenditures

Expenditures have been divided into four activity centers within the sewer fund. They are:

Administration **537**
Operation and Maintenance **540**
Capital Outlay **900**
Debt Service **905**

Administration expenditures include billing, receipting, legal fees and other administrative functions. Consultant is the quarterly financial reporting provided by the township's audit firm.

Poverty deferrals are the assessments deferred due to financial hardship. They have become a lien on the property and will be collected at the time the property is sold or transferred or the owner dies.

The largest expense in the operations and maintenance area is for the contracted operator. The more history we have with the system the more accurate this budget item will become.

537

537-807.000 Audit This is to cover the cost of our auditors in their annual audit of the sewer fund. Costs were increased to more accurately reflect the sewer funds share of these efforts.

537-818.000 Consultants is for professional assistance such as Engineers.

537-826.100 Computer Support Services Includes the utility billing web interface system.

537-961.000 Administrative Fee is for a portion of the Utility Billing and related activities through the Clerk's office to prepare and process the quarterly billings and payments.

540

540-804.300 & 400 Contract Services is for the outside contractor to manage the Wastewater Treatment Plant and non routine repairs. The Township has accepted proposals from contractors to perform this service beginning April1, 2014. This account has been increased in recent years to reflect the increased costs of call outs for grinder pump failures and for locates/startups.

540-811.000 Liability Insurance. This is insurance for the operations and maintenance of the sewer collection and treatment system as well as sewer overflow insurance.

540-818.000 Consulting Is for professional services that may be required for the sewer system.

540-920.000 Utilities is the electricity to each pump station and electricity and heat at the plant. Our operator has worked to install timers which reduce our electric use and we were able to obtain reduced rates from Edison to receive municipal pump rates during off peak periods.

540-930.000 Building Maintenance & Repair as the plant ages repairs will be needed more often. We anticipate some driveway maintenance and repairs will be required in 2014 as well as the replacement of the air conditioner in the lab.

540-931.000 Equipment Maintenance & Repair includes costs of repairing items in the treatment plant (e.g. motors, rotor gear box, compressors). This expenditure will increase as the plant ages.

540-932.000 Grounds Maintenance is the mowing, rubbish and snow plowing.

540-936.000 Collection System Maintenance Repair This is a line item for maintenance repair on the system outside of the sewer plant such as grinder pump and lift station repairs. This line item will require close monitoring as we are experiencing more system failures and blockages.

540-968.100 Transfer to Reserve Fund: At inception of the sewer system (2002) it was recommended the Board transfer $70,000 each year to the Reserve Fund for large system repairs. The annual amount is determined by the health of the O&M fund. This transfer amount will be determined following the completion of the FY2015-16 audit. A budget amendment in the fall of 2016 should be anticipated.

900

970.000 Capital Outlay - ~~Proposed CMMS purchase and implementation. Once the Asset Management Plan is completed in April / May of 2015, the prioritization of making capital improvements will be revisited.~~ The August 17, 2015 Asset Management Plan recommends setting aside funds on an annual basis for these costs. The CIP is listed in Appendix H. The specific projects for FY16-17 will be based upon component condition.

971.000 – Grinder Pumps - The August 17, 2015 Asset Management Plan recommends setting aside funds on an annual basis for these costs. The CIP is listed in Appendix I. The specific number of grinder pump replacements for FY16-17 will be based upon component condition/failures.

974.000 Capital Improvements ~~As of January 30, 2014 Brighton Township is obligated to purchase 22 grinder pumps to restore the Huntmore stock. Based on the number of grinder pumps on hand that are designated for Huntmore, and the estimated Huntmore construction schedule for 2014, Brighton Township will need to purchase 12 grinder pumps in FY2014-15. The remaining 10 grinder pumps would need to be purchased in future years as construction dictates. Aside from the Huntmore grinder pumps, this line item also projects the purchase of 5 grinder pumps to replace pumps that can no longer be rebuilt.~~ See Huntmore note below.

905

905-990.300 INT EXP-G.F. LOAN interest expense to General Fund for an outstanding loan. We make these interest payments annually so the principle debt does not increase.

990.400 Interest Expense-General Fund Loan 2012 In 2012 the General Fund loaned the Sewer Capital Reserve Fund $140,000 at 2 % interest. The purpose of this loan was to help bring the Sewer Capital Reserve Account up to a minimum

acceptable level and defray raising the O+M charge this year. Interest payments are made annually so the principle debt does not increase.

NOTE: The quarterly User Fee is reviewed annually. During budget work sessions it was recommended by the Utility Committee and confirmed by the Board that the quarterly Fee remain at its current rate but will be revisited, and potentially adjusted, once the Asset Management Plan is completed in April /May 2015. During the Fall of 2015, the Utilities Committee recommended that the quarterly rate remain unchanged for FY 16-17 but will discuss this topic again at their May 2016 quarterly meeting.

NOTE: Huntmore development purchased their complete grinder pump stations at the beginning of their development. The Township has used that supply in other locations around the Township and must replenish, with newly purchased grinder stations at such time that each new home construction is approved. Currently there are [redacted] vacant lots in the Huntmore Development.

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BUDGET WORKSHEET
Fund: 592 - SEWER DEBT SERVICE

	Prior Year	Original Budget	Amended Budget	Actual Thru October	Requested
		---------- Current Year ----------			
Revenues					
616.000 TAP IN FEE	817,784	102,600	102,600	326,252	102,600
642.100 CAPITAL COSTS CHARGE	696,847	698,418	698,418	409,993	711,942
643.000 LATE CHARGE	14,915	13,000	13,000	8,450	13,000
644.000 DELINQUENT FEE ON TAXES	7,130	7,000	7,000	6,631	7,000
664.000 INTEREST EARNED	6,539	4,000	4,000	5,341	4,000
669.000 INTEREST FROM SAD PMT	263,344	213,537	213,537	1,544	170,228
669.200 INTEREST FROM SAD- SPENCER	8,464	7,621	7,621	0	6,774
694.000 CASH OVER AND SHORT	0	0	0	1	0
Total Revenues	**1,815,023**	**1,046,176**	**1,046,176**	**758,212**	**1,015,544**
Expenditures					
Dept: 000					
827.000 LEGAL	0	1,000	1,000	0	1,000
968.000 DEPRECIATION	840,053	840,000	840,000	0	840,000
997.007 BOND ISSUANCE-AMORTIZATION	33,696	33,695	33,695	0	33,690
Dept: 000	**873,749**	**874,695**	**874,695**	**0**	**874,690**
Dept: 905 DEBT SERVICE					
990.300 INT EXP- GF LOAN	8,620	8,620	8,620	8,620	8,620
990.500 INT EXP GF LOAN 2013- 1.2 M	12,000	12,000	12,000	12,000	12,000
990.600 INT EXP GF LOAN 09/13 $200,000	2,000	2,000	2,000	2,000	2,000
990.700 INT EXP GF LOAN 12/13 $200,000	2,000	2,000	2,000	2,000	2,000
999.002 BOND PAYMENT-INTEREST	485,413	452,713	452,713	226,250	263,334
999.003 AGENT FEES	300	300	300	150	300
Dept: 905 DEBT SERVICE	**510,333**	**477,633**	**477,633**	**251,020**	**288,254**
Total Expenditures	**1,384,082**	**1,352,328**	**1,352,328**	**251,020**	**1,162,944**

FUND 592
SEWER DEBT SERVICE

Revenue in this fund comes from three primary sources. The special Assessment Districts enacted for the original Sanitary Sewer System and the Spencer Road Extension, Tap-In Fees paid by new users connecting to the system, and a component of the quarterly bill paid by all users. A fourth, intermittent source, General Fund, may be required from time to time to make up deficiencies that may occur. The General Fund may not supply funds except in the form of a loan. Expenditures from this fund go to making the semi-annual bond payments for Sewer Debt. This fund began having a negative cash flow in September 2012 when the Bond payment was made and required a short term cash advance from the General Fund.

NOTE: The Capital Charge will be reviewed on an annual basis.

616.000 Tap In Fee charged to cover the cost of the new user's capacity in the treatment plant and transmission mains. Ten new taps have been included in our projections.

642.100 Debt Service Charge Fee charged on the quarterly utility bill required to make bond payments. No rate increase is recommended at this time. However, the financial health of the fund will continue to be monitored and dictate if, and when, a rate increase may be warranted.

643.000 Late Charges 10% penalty on capital costs are incurred when the bill is paid after the due date.

644.000 Delinquent Fee on taxes 10% charge for accounts are in arrears. In September, accounts that are 90 days delinquent are placed on the tax roll. Budget amount reflects recent history of this account.

669.000 -672.200 Special Assessments and Interest Money received from tax roll payments on the assessments or from early pay offs. Early pay offs present a problem because it is difficult for us to invest the money at a rate equal to what we are paying to borrow the money.

672.000 Payment Over Time-These are people who paid the 10% down on their tap fee and spread the rest over a period of time as allowed by Township Administrative Policy 817.

699.101 Transfer In From General Fund – None planned.

EXPENSES

827.000 Legal Funds are budgeted in anticipation of increased activity with system expansion projects.

974.000 Capital Improvements This is for future expansion or upgrades to the sewer system.

990.500 Interest General Fund Loan 2013 – This is interest on the 2013 $1,200,000 loan from General Fund to make payment on the Bond Payment Sewer Debt per the Board adopted Capital Improvement Plan. Interest of 1% will be charged annually.

990.300 – 999.003 Expenditures are the bond interest payments for the original system and an annual interest amount paid to the General Fund for the outstanding loan. Agent fees are the fees paid to the bank for administering the bond payments.

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BUDGET WORKSHEET

Fund: 593 - SPENCER SEWER DEBT SERVICE

	Prior Year	Original Budget	Amended Budget	Actual Thru October	Requested
			Current Year		
Revenues					
664.000 INTEREST EARNED	528	200	200	337	200
669.000 INTEREST FROM SAD PMT	15,591	14,032	14,032	0	12,473
Total Revenues	**16,119**	**14,232**	**14,232**	**337**	**12,673**
Expenditures					
Dept: 000					
968.000 DEPRECIATION	22,013	22,123	22,123	0	22,000
999.001 BOND PAYMENT INT- SPENCER RD	19,295	17,555	17,555	17,555	15,888
999.003 AGENT FEES	300	300	300	300	300
Total Expenditures	**41,608**	**39,978**	**39,978**	**17,855**	**38,188**

FUND 593
SPENCER ROAD SEWER DEBT SERVICE

This fund gets its revenue from a Special Assessment created for that purpose. Expenditures from this fund go to making the semi-annual bond payments for Spencer Sewer Debt.

The only revenue this system has is special assessments and interest:

999.001 – 999.003 Expenditures are the bond interest payments and depreciation for this system.

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BUDGET WORKSHEET

Fund: 701 - TRUST AND AGENCY FUND

	Prior Year	Current Year: Original Budget	Current Year: Amended Budget	Current Year: Actual Thru October	Requested
Revenues					
664.000 INTEREST EARNED	0	0	0	2	
694.000 CASH OVER AND SHORT	0	0	0	1	
Total Revenues	**0**	**0**	**0**	**3**	

FUND 701
TRUST AND AGENCY

This Fund is a holding Fund to account for monies held by the Township Treasurer to be dispersed as required to other Funds or Entities.

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BUDGET WORKSHEET
Fund: 702 - PATHWAYS FUND

	Prior Year	Original Budget	Amended Budget	Actual Thru October	Requested
		---------- Current Year ----------			
Revenues					
664.000 INTEREST EARNED	356	300	300	270	300
699.101 TRANSFER IN-GENERAL FUND	153,385	110,000	110,000	110,000	410,000
Total Revenues	**153,741**	**110,300**	**110,300**	**110,270**	**410,300**
Expenditures					
\					
967.000 PROJECT COSTS	221,068	180,000	180,000	100,309	600,000
Total Expenditures	**221,068**	**180,000**	**180,000**	**100,309**	**600,000**

FUND 702
PATHWAYS FUND

This fund is used to receive monies from the General Fund, Grants/Contributions and Property Developers for setting aside funds for future Trails or Bike Paths. Expenditures are to be paid from this fund to build Township Board approved pathways pursuant to the Pathways Master plan.

Revenues

699.101 Transfer in General Fund Transfer is based upon the Board adopted CIP.

699.792 Transfer in from Future Roads - When the East Grand River Avenue construction project was undertaken, funds were assigned for the installation of sidewalk as part of that project. Due to logistical issues between the Road Commission and the Township, the sidewalk was not undertaken; however, $75,752 remained earmarked for sidewalks on East Grand River. Those funds would now be transferred into the Pathway fund towards the installation of sidewalk between US-23 and pump station #1.

Expenditures

967.000 Project Costs – Construction, Engineering, and Administration for the installation of sidewalk on East Grand River from US-23 eastward to pump station number one began in CY 2014 and ~~is scheduled for completion~~ was completed in CY 2015. The FY 15-16 budget includes an allocation for engineering design costs toward Phase 2 which is proposed to extend from approximately Woodruff Creek to Kensington Park entrance. Phase 2 construction is proposed to be undertaken in the summer of 2016 (FY 16-17 budget).

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BUDGET WORKSHEET

Fund: 703 - CURRENT TAX COLLECTIONS FUND

	Prior Year	Current Year: Original Budget	Current Year: Amended Budget	Current Year: Actual Thru October	Requested
Revenues					
655.000 NSF FEE	0	0	0	280	
664.000 INTEREST EARNED	0	0	0	614	
694.000 CASH OVER AND SHORT	0	0	0	131	
Total Revenues	**0**	**0**	**0**	**1,025**	**0**

FUND 703
CURRENT TAX COLLECTIONS

This temporary holding Fund is used by the Treasurer until disbursed to the required entity.

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BUDGET WORKSHEET
Fund: 792 - FUTURE ROAD IMPROVEMENT

	Prior Year	Original Budget	Amended Budget	Actual Thru October	Requested
		---------- Current Year ----------			
Revenues					
664.000 INTEREST EARNED	5,887	7,000	7,000	6,209	6,000
699.101 TRANSFER IN-GENERAL FUND	2,600,000	250,000	250,000	250,000	250,000
Total Revenues	**2,605,887**	**257,000**	**257,000**	**256,209**	**256,000**
Expenditures					
Dept: 064 HYNE ROAD					
967.000 PROJECT COSTS	0	402,500	402,500	228,382	
HYNE ROAD	**0**	**402,500**	**402,500**	**228,382**	**0**
Dept: 065 BUNO ROAD					
967.000 PROJECT COSTS	0	7,600	7,600	0	
BUNO ROAD	**0**	**7,600**	**7,600**	**0**	**0**
Dept: 066 SPENCER ROAD					
967.000 PROJECT COSTS	0	209,000	209,000	25,383	
SPENCER ROAD	**0**	**209,000**	**209,000**	**25,383**	**0**
Dept: 067 PLEAS VAL- S OF 96					
967.000 PROJECT COSTS	0	377,000	377,000	263,900	
PLEAS VAL- S OF 96	**0**	**377,000**	**377,000**	**263,900**	**0**
Dept: 068 PLEAS VAL-N OF 96					
967.000 PROJECT COSTS	0	3,900	3,900	0	
PLEAS VAL-N OF 96	**0**	**3,900**	**3,900**	**0**	**0**
Total Expenditures	**0**	**1,000,000**	**1,000,000**	**517,665**	**0**

FUND 792
FUTURE ROAD IMPROVEMENTS

This Fund is used to pay for road improvement projects that the Township participates in financially. Township participation may be 100%, partial or in the form of a loan. Funds that are loaned for an SAD project will be transferred out of this fund and into the SAD Road Projects Fund (Fund 814). Additional funding may be allocated from the General Fund in the form of a transfer or loan.

699.101 Transfer In–General Fund Funds will be transferred in to allow the Township to participate in a future road project. The amount of the transfer is determined by the Township Board on a year by year basis.

Expenditures

967.000 – Project Costs – It is recommended that the Township utilize existing undesignated funds in the Future Road Improvement department by partnering with the Livingston County Road Commission to address distressed ~~roads such as portions of Hyne Road, Buno Road, Spencer Road and Pleasant Valley Road~~.

Brighton Township

2016 - 2017

2/9/2016

BUDGET WORKSHEET

Fund: 793 - CONSTRUCTION ESCROW

	Prior Year	Current Year Original Budget	Current Year Amended Budget	Current Year Actual Thru October	Current Year Requested
Revenues					
Dept: 000					
664.000 INTEREST EARNED	0	200	200	532	200
Total Revenues	**0**	**200**	**200**	**532**	**200**

Fund 793
Construction Escrow

These are funds held by the Township to ensure the successful completion of a private project and that all inspection fees are paid by the contractor.

Brighton Township

2016 - 2017

2/9/2016

BUDGET WORKSHEET
Fund: 812 - SAD ROAD MAINTENANCE

	Prior Year	Current Year: Original Budget	Current Year: Amended Budget	Current Year: Actual Thru October	Current Year: Requested
Revenues					
Dept: 031 PARKLAWN SAD					
664.000 INTEREST EARNED	33	100	100	14	50
SA					13260
PARKLAWN SAD	**33**	**100**	**100**	**14**	**13,310**
Dept: 033 DONALD/STUHRBURG SAD					
664.000 INTEREST EARNED	12	10	10	9	10
SA					1560
DONALD/STUHRBURG SAD	**12**	**10**	**10**	**9**	**1,570**
Dept: 038 LINK ROAD MAINTENANCE					
664.000 INTEREST EARNED	7	10	10	3	10
LINK ROAD MAINTENANCE	**7**	**10**	**10**	**3**	**10**
Dept: 039TRACEY LANE SAD					6500
TRACEY LANE SAD	**0**	**0**	**0**	**0**	**6,500**
Dept: 040 RIDGECREST S.A.D.					
664.000 INTEREST EARNED	12	20	20	8	10
RIDGECREST S.A.D.	**12**	**20**	**20**	**8**	**10**
Dept: 054 BIRCHCREST					
664.000 INTEREST EARNED	10	10	10	2	10
					4875
BIRCHCREST	**10**	**10**	**10**	**2**	**4,885**
Dept: 069 BEN HUR SAD					3250
BEN HUR SAD	**0**	**0**	**0**	**0**	**3,250**
Total Revenues	**74**	**150**	**150**	**36**	**19,785**

Brighton Township

2016 - 2017

2/9/2016

BUDGET WORKSHEET
Fund: 812 - SAD ROAD MAINTENANCE

	Prior Year	Original Budget	Amended Budget	Actual Thru October	Requested
			Current Year		
Expenditures					
Dept: 031 PARKLAWN SAD					
967.000 PROJECT COSTS	7,634	9,874	9,874	2,304	13,260
PARKLAWN SAD	**7,634**	**9,874**	**9,874**	**2,304**	**13,260**
Dept: 033 DONALD/STUHRBURG SAD					
967.100 ADDTL PROJECT COSTS	1,020	4,757	4,757	0	6,500
DONALD/STUHRBURG SAD	**1,020**	**4,757**	**4,757**	**0**	**6,500**
Dept: 038 LINK ROAD MAINTENANCE					
967.000 PROJECT COSTS	1,000	2,084	2,084	2,027	0
LINK ROAD MAINTENANCE	**1,000**	**2,084**	**2,084**	**2,027**	**0**
Dept: 039 TRACEY LANE SAD					
967.000 PROJECT COSTS	0	0	0	25	6,500
TRACEY LANE SAD	**0**	**0**	**0**	**25**	**6,500**
Dept: 040 RIDGECREST S.A.D.					
967.000 PROJECT COSTS	2,030	4,278	4,278	400	2,900
RIDGECREST S.A.D.	**2,030**	**4,278**	**4,278**	**400**	**2,900**
Dept: 054 BIRCHCREST					
967.000 PROJECT COSTS	1,240	3,312	3,312	2,808	4,875
BIRCHCREST	**1,240**	**3,312**	**3,312**	**2,808**	**4,875**
Dept: 069 BEN HUR FARMS					
967.000 PROJECT COSTS	0	0	0	18	3,250
BEN HUR FARMS	**0**	**0**	**0**	**18**	**3,250**
Total Expenditures	**12,924**	**24,305**	**24,305**	**7,582**	**37,285**

FUND 812
SAD ROAD MAINTENANCE

This fund is used to pay for road maintenance on Private Roads when a Special Assessment District (SAD) is established. Maintenance may include such things as grading, graveling, dust control and snow removal. Funding comes from Special Assessment Districts set up for maintenance. Township Funds are not involved.

The funds from an SAD will not be available until March 1st following the first tax collection. Until March 1st no debt shall be allowed to be incurred except for direct administrative costs. Please refer to Administrative Policy 702.

A department number will be assigned to each SAD. All income and expenses including administrative expenses are accounted for within that department number. Unused funds at the conclusion of the SAD can only be used for road maintenance, returned to the current owner of record, or credited to the Future Road Improvement Fund if the balance is less than 5% per state law.

Brighton Township

2016 - 2017

2/9/2016

BUDGET WORKSHEET
Fund: 814 - ROAD PROJECTS

	Prior Year	Original Budget	Amended Budget	Actual Thru October	Requested
			Current Year		
Revenues					
Dept: 000					
664.000 INTEREST EARNED	136	200	200	94	100
Dept: 000	**136**	**200**	**200**	**94**	**100**
Dept: 061 ROSE ANN DRIVE- SAD					
664.000 INTEREST EARNED	4	5	5	6	5
669.000 INTEREST FROM SAD PMT	1,403	1,800	1,800	0	409
672.000 SPECIAL ASSESSMENTS	7,218	7,220	7,220	0	6,311
ROSE ANN DRIVE- SAD	**8,625**	**9,025**	**9,025**	**6**	**6,725**
Total Revenues	**8,761**	**9,225**	**9,225**	**100**	**6,825**

FUND 814
ROAD PROJECTS

This Fund is used to pay for Public or Private Road Improvement projects and in all cases are funded through an SAD. In instances where the Township is contributing to a public road project, the money will come from Fund 792 as well as the loan portions. Private Road Project funding will only be in the form of a loan. Interest coming back into this Fund from SAD's will be transferred annually to Future Road Improvement Fund 792 for funding future projects.

Each new SAD will be assigned its own department within this Fund. Sufficient funds to pay for the project are loaned from the Future Road Improvement Fund 792 to the appropriate department within Fund 814. The annual Special Assessment revenue for each department will be transferred back to Fund 792 to pay back the loan and fund future (SAD) road projects.

Brighton Township

2016 - 2017

2/9/2016

BUDGET WORKSHEET
Fund: 865 - STREET LIGHTING FUND

	Prior Year	Original Budget	Amended Budget	Actual Thru October	Requested
			Current Year		
Revenues					
Dept: 070 COUNTRY CLUB ANNEX LT					
672.000 SPECIAL ASSESSMENTS	7,399	7,470	7,470	0	7,180
COUNTRY CLUB ANNEX LT	**7,399**	**7,470**	**7,470**	**0**	**7,180**
Dept: 071 DONALD DRIVE LIGHT					
672.000 SPECIAL ASSESSMENTS	188	190	190	0	190
DONALD DRIVE LIGHT	**188**	**190**	**190**	**0**	**190**
Dept: 072 BRANDYWINE FARMS LIGHT					
672.000 SPECIAL ASSESSMENTS	675	680	680	0	660
BRANDYWINE FARMS LIGHT	**675**	**680**	**680**	**0**	**660**
Dept: 073 HARVEST HILLS LIGHTS					
672.000 SPECIAL ASSESSMENTS	675	680	680	0	660
HARVEST HILLS LIGHTS	**675**	**680**	**680**	**0**	**660**
Dept: 074 GREENFIELD POINTE LIGHTS					
672.000 SPECIAL ASSESSMENTS	675	680	680	0	660
GREENFIELD POINTE LIGHTS	**675**	**680**	**680**	**0**	**660**
Dept: 075 BRIGHTON GARDENS					
672.000 SPECIAL ASSESSMENTS	752	760	760	0	730
BRIGHTON GARDENS	**752**	**760**	**760**	**0**	**730**
Dept: 076 EAGLE HEIGHTS					
672.000 SPECIAL ASSESSMENTS	362	365	365	0	360
EAGLE HEIGHTS	**362**	**365**	**365**	**0**	**360**
Dept: 077 GREENFIELD SHORES 1-2-3-4 LOP					
672.000 SPECIAL ASSESSMENTS	752	760	760	0	730
GREENFIELD SHORES 1-2-3-4 LOP	**752**	**760**	**760**	**0**	**730**
Dept: 078 DE MARIA LIGHTS					
672.000 SPECIAL ASSESSMENTS	362	365	365	0	360
DE MARIA LIGHTS	**362**	**365**	**365**	**0**	**360**
Dept: 079 RAVENSWOOD LIGHTS					
672.000 SPECIAL ASSESSMENTS	725	730	730	0	710
RAVENSWOOD LIGHTS	**725**	**730**	**730**	**0**	**710**
Dept: 080 MAPLE RIDGE SUB					
672.000 SPECIAL ASSESSMENTS	362	370	370	0	360
MAPLE RIDGE SUB	**362**	**370**	**370**	**0**	**360**
Dept: 081 ALGER PINES					
672.000 SPECIAL ASSESSMENTS	675	680	680	0	660
ALGER PINES	**675**	**680**	**680**	**0**	**660**
Dept: 082 SHENANDOAH					
672.000 SPECIAL ASSESSMENTS	700	705	705	0	680
SHENANDOAH	**700**	**705**	**705**	**0**	**680**
Dept: 084 SHENANDOAH POND HOMEOWNERS					
672.000 SPECIAL ASSESSMENTS	691	695	695	0	680

SHENANDOAH POND HOMEOWNERS	**691**	**695**	**695**	**0**	**680**
Dept: 085 OAKS AT BEACH LAKE					
672.000 SPECIAL ASSESSMENTS	1,952	2,040	2,040	0	1,970
OAKS AT BEACH LAKE	**1,952**	**2,040**	**2,040**	**0**	**1,970**
Total Revenues	**16,945**	**17,170**	**17,170**	**0**	**16,590**

Brighton Township

2016 - 2017

2/9/2016

BUDGET WORKSHEET
Fund: 865 - STREET LIGHTING FUND

Expenditures	Prior Year	Original Budget	Amended Budget	Actual Thru October	Requested
			Current Year		
Dept: 070 COUNTRY CLUB ANNEX LT					
921.000 STREET LIGHTING	7,389	7,470	7,470	3,047	7,180
COUNTRY CLUB ANNEX LT	**7,389**	**7,470**	**7,470**	**3,047**	**7,180**
Dept: 071 DONALD DRIVE LIGHT					
921.000 STREET LIGHTING	188	190	190	77	190
DONALD DRIVE LIGHT	**188**	**190**	**190**	**77**	**190**
Dept: 072 BRANDYWINE FARMS LIGHT					
921.000 STREET LIGHTING	674	680	680	278	660
BRANDYWINE FARMS LIGHT	**674**	**680**	**680**	**278**	**660**
Dept: 073 HARVEST HILLS LIGHTS					
921.000 STREET LIGHTING	674	680	680	278	660
HARVEST HILLS LIGHTS	**674**	**680**	**680**	**278**	**660**
Dept: 074 GREENFIELD POINTE LIGHTS					
921.000 STREET LIGHTING	674	680	680	278	660
GREENFIELD POINTE LIGHTS	**674**	**680**	**680**	**278**	**660**
Dept: 075 BRIGHTON GARDENS					
921.000 STREET LIGHTING	751	760	760	310	730
BRIGHTON GARDENS	**751**	**760**	**760**	**310**	**730**
Dept: 076 EAGLE HEIGHTS					
921.000 STREET LIGHTING	362	365	365	149	360
EAGLE HEIGHTS	**362**	**365**	**365**	**149**	**360**
Dept: 077 GREENFIELD SHORES 1-2-3-4 LOP					
921.000 STREET LIGHTING	751	760	760	310	730
GREENFIELD SHORES 1-2-3-4 LOP	**751**	**760**	**760**	**310**	**730**
Dept: 078 DE MARIA LIGHTS					
921.000 STREET LIGHTING	362	365	365	149	360
DE MARIA LIGHTS	**362**	**365**	**365**	**149**	**360**
Dept: 079 RAVENSWOOD LIGHTS					
921.000 STREET LIGHTING	724	730	730	299	710
RAVENSWOOD LIGHTS	**724**	**730**	**730**	**299**	**710**
Dept: 080 MAPLE RIDGE SUB					
921.000 STREET LIGHTING	362	370	370	149	360
MAPLE RIDGE SUB	**362**	**370**	**370**	**149**	**360**
Dept: 081 ALGER PINES					
921.000 STREET LIGHTING	674	680	680	278	660
ALGER PINES	**674**	**680**	**680**	**278**	**660**
Dept: 082 SHENANDOAH					
921.000 STREET LIGHTING	699	705	705	288	680
SHENANDOAH	**699**	**705**	**705**	**288**	**680**
Dept: 084 SHENANDOAH POND HOMEOWNERS					
921.000 STREET LIGHTING	690	695	695	285	680

SHENANDOAH POND HOMEOWNERS	**690**	**695**	**695**	**285**	**680**
Dept: 085 OAKS AT BEACH LAKE					
921.000 STREET LIGHTING	2,021	2,040	2,040	833	1,970
OAKS AT BEACH LAKE	**2,021**	**2,040**	**2,040**	**833**	**1,970**
Total Expenditures	**16,995**	**17,170**	**17,170**	**7,008**	**16,590**

FUND 865
STREET LIGHTING

This fund gets its revenue from Special Assessment Districts set up for purposes of providing local street lights. Typically these lights are at the entrance to subdivisions. Within the fund the individual S.A.D.s are handled as departments with each department having both a revenue as well as an expenditure. This has been added to the SAD's.

Brighton Township

2016 - 2017

2/9/2016

BUDGET WORKSHEET
Fund: 871 - MUNICIPAL REFUSE

	Prior Year	Original Budget	Amended Budget	Actual Thru October	Requested
			Current Year		
Revenues					
Dept: 056 RAVENSWOOD					
664.000 INTEREST EARNED	25	11	11	21	20
672.000 SPECIAL ASSESSMENTS	27,060	27,060	27,060	0	0
RAVENSWOOD	**27,085**	**27,071**	**27,071**	**21**	**20**
Dept: 529 WOODLAND/AIRWAY ASSESSMENT					
664.000 INTEREST EARNED	84	0	0	62	80
672.100 SPECIAL ASSESSMENTS	46,778	46,779	46,779	0	50,356
WOODLAND/AIRWAY ASSESSMENT	**46,862**	**46,779**	**46,779**	**62**	**50,436**
Total Revenues	**73,947**	**73,850**	**73,850**	**83**	**50,456**
Expenditures					
Dept: 056 RAVENSWOOD					
967.000 PROJECT COSTS	26,928	27,060	27,060	20,196	0
RAVENSWOOD	**26,928**	**27,060**	**27,060**	**20,196**	**0**
Dept: 529 WOODLAND/AIRWAY ASSESSMENT					
967.100 ADDTL PROJECT COSTS	45,990	46,779	46,779	27,287	50,356
WOODLAND/AIRWAY ASSESSMENT	**45,990**	**46,779**	**46,779**	**27,287**	**50,356**
Total Expenditures	**72,918**	**73,839**	**73,839**	**47,483**	**50,356**

FUND 871
MUNICIPAL REFUSE

This fund gets its revenue from Special Assessment Districts set up for purposes of providing trash collection. Within the fund the individual S.A.D.s are handled as departments with each department having both a revenue as well as an expenditure.

Brighton Township

2016 - 2017

2/9/2016

BUDGET WORKSHEET
Fund: 880 - SAD AQUATICS

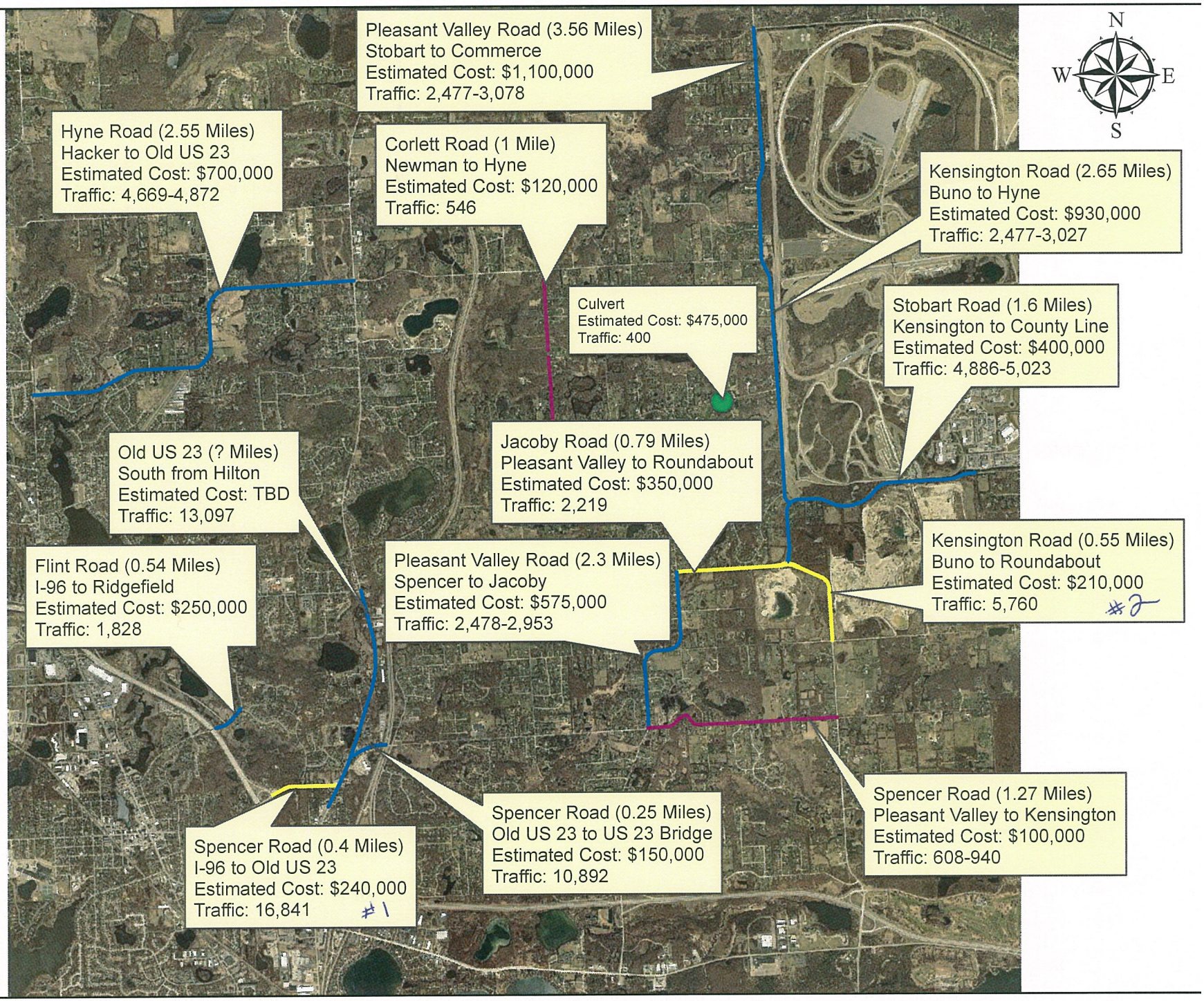
	Prior Year	Original Budget	Amended Budget	Actual Thru October	Requested
			Current Year		
Revenues					
Dept: 107 CLARK LAKE AQUATICS					
664.000 INTEREST EARNED	36	60	60	14	35
CLARK LAKE AQUATICS	36	60	60	14	35
Dept: 550 WOODLAND LAKE AQUATIC					
664.000 INTEREST EARNED	303	200	200	220	200
672.000 SPECIAL ASSESSMENTS	74,990	65,306	65,306	3,013	66,192
WOODLAND LAKE AQUATIC	**75,293**	**65,506**	**65,506**	**3,233**	**66,392**
Total Revenues	**75,329**	**65,566**	**65,566**	**3,247**	**66,427**
Expenditures					
Dept: 107 CLARK LAKE AQUATICS					
967.000 PROJECT COSTS	7,205	15,337	15,337	5,527	
CLARK LAKE AQUATICS	**7,205**	**15,337**	**15,337**	**5,527**	**0**
Dept: 550 WOODLAND LAKE AQUATIC					
967.000 PROJECT COSTS	56,548	159,655	159,655	55,196	156,192
WOODLAND LAKE AQUATIC	**56,548**	**159,655**	**159,655**	**55,196**	**156,192**
Total Expenditures	**63,753**	**174,992**	**174,992**	**60,723**	**156,192**

FUND 880
SAD AQUATICS

This Fund gets its revenue from Special Assessment Districts set up for the purpose of providing various aquatic services such as weed control. Within the Fund the individual S.A.D.s are handled as departments with each department having both a revenue as well as an expenditure.

Potential Road Improvement Projects 2016-2017

BTBT 2/16/16



Legend

- Pacer Rating 3
- Pacer Rating 2
- Gravel

Memorandum

Date: February 9, 2016

To: Brighton Township Board of Trustees

From: Township Manager

SUBJECT: CIP

Attached is the latest draft of the CIP / Fiscal Analysis. Please note that this version reflects the comments and tracked revisions as a result of our meeting on January 25, 2016. I am only forwarding those pages where comments / changes are noted. Those notes can be seen in the right hand column. There is still information that we are working to compile, some of which is from outside agencies. As we receive that information we will continue to update and track those revisions.

CAPTIAL IMPROVEMENT PLAN
AND
FISCAL ANALYSIS
2015/2016 – 2020/2021

~~2009/2010 – 2014/2015~~

Comment [BV1]: Confirmed that the fiscal analysis is attached to the CIP as Appendix A. as was done previously.

Comment [BV2]: Start date is continuation of previous CIP

TABLE OF CONTENTS

CAPITAL IMPROVEMENT PLAN 2

SANITARY SEWER SYSTEM ..... 10~~8~~TBD

WATER SUPPLY SYSTEM ..... 18~~13~~TBD

ROADS ..... 27~~20~~TBD

~~PUBLIC FACILITIES AND BUILDING AUTHORITY ..... 34 25~~

CEMETERIES, PARKS AND PATHWAYS ..... 38~~29~~TBD

APPENDIX A SANITARY SEWER SYSYTEM DEBT SCHEDULE ..... ~~36~~TBD

Revenue Bonds (Rev Bonds)

Revenue bonds are sold for projects, such as water and sewer systems, that produce revenues. Revenue bonds depend on user charges and other project-related income to cover their costs. Unlike GO bonds, revenue bonds are not included in the Township's state-imposed debt limits. Revenue bonds are authorized by Public Act 94 of 1933, the Revenue Bond Act.

~~Other commonly used methods for financing capital improvements include:~~

Special Assessment Districts and Bonds (SADs)

Payable from assessments on property deriving a special benefit from a public improvement; water and sewer lines, street paving, street lighting, etc. Length for streets usually 10 to 15 years, water and sewer usually not over 25 years. Care must be given to assigning benefit and formulas~~,~~ must be equitable, fair and substantiate true value. There are extensive Township Administrative Policies on Special Assessments and deferring payments over time.

Federal Funds (Grants)

Comment [BV3]: The first and last 2 sentences of this section are not to be deleted

The federal government makes funds available to communities through numerous grants and programs. ~~For the most part, the Township has no direct control over the amount of money received under these programs. Due to a significant change in federal policy during the 1980s and 1990s, federal funds declined. In 2009 various grant possibilities have become available that the Township is studying as part of the so called "Federal Stimulus Package."~~ The Township may be able to qualify for one of the many programs offered and if so may pursue a grant opportunity. The Township may also wish to pursue roadway improvements seeking 80% grants if the local 20% share was available and if supported by the Livingston County Road Commission.

County Contract Bonds

Under Act 185 of 1957, Act 342 of 1939, or Act 40 of 1965 Drain Code, this method of issuing bonds is similar to the Revenue Bond Act. A municipality may contract with the County for the repayment of bond debt issued by the County. The municipality pledges its limited tax credit to the repayment of the bonds in a contract. The County, in turn, pledges its limited tax full faith and credit to the *issuance of County bonds*. The advantage is that the County credit may be more acceptable to the potential purchasers of bonds. Also, ratings agencies may give the County a higher credit rather than the individual municipality due to a broader tax base. This advantage needs to be weighed against the potential for additional cost and time with the County's involvement. Again, various sources of revenues may be usd for repayment from the Township to the County.

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Developer Contributions

SANITARY SEWER SYSTEM

Brighton Township owns and operates its own sanitary sewer system. Construction began in 2000 and consists of approximately 31 miles of sanitary sewers including low pressure service lines, force main and gravity sewers, eight pump stations and a 650,000 gallon per day (MGD) wastewater treatment plan located at 5901 Pleasant Valley Road. The Township also owns and maintains all grinder pumps that service 90% of sanitary sewer customers. As of ~~July 2009~~ September 30, 2015, there are approximately 1,150~~000~~ residential and ~~1~~260 commercial customers connected to the system, or approximately 17~~5~~ percent of all Township households. The treatment plant was originally sized to serve up to 2,500 residential equivalent units (REUs) and the current customer load equates to 2,202~~1,728~~ (REUs).

The original "Basis of Design" for the sanitary sewer system including the waste water plant, was prepared by the Township's consultant Tetra Tech, Inc. (TTMPS) prior to 2000, and was based on serving 2,500 REUs (residential equivalent units), for a predicted flow of 260 gallons per day per residence, resulting in the 650,000 MGD treatment plant capacity.

Revenues to support the annual financial obligations of the sanitary sewer system come from three primary sources. First, from the Special Assessment Districts enacted for the original sanitary system and the Spencer Road Extension. Second, from tap-in-fees paid by new users connecting to the system. Third, from a specific ~~capital cost~~ debt service charge component of the quarterly sewer bill paid by all ~~users~~ who have paid for an REU. A ~~possible~~ fourth source of revenue would be the need to use the Township general fund to supplement revenue for annual sewer bond debt payments.

The need to meet the long-term financial obligations of the Sanitary Sewer System Fund has been and is today the most challenging problem facing the Township.

In the year 2000, Brighton Township issued bonds in the amount of $27,800,000 to finance the construction of the original sanitary sewer system. These bonds were financed in cooperation with Livingston County through Act 40 of the Public Acts of 1956, the Michigan Drain Code, Chapter 20; and included the initial sewer collection system and the Township's 650,000 MGD waste water treatment facility.

In 2005, the original bonds were refinanced with a new issue in the principal amount of $17,900,000. This was again done through Livingston County through limited tax general obligation drain refunding bonds. The 2005 series bond ~~will~~ retired the original 2000 bond in 2009~~, and continue to exist until it is paid off in 2020. It should be noted that refinancing of the 2005 sewer bond can take place in 2015 which is the first call date for the bond issue.~~ To take advantage of favorable interest rates, in 2015 the Township Board requested that the Brighton Township Sanitary Sewer Drainage District proceed with issuing refunding bonds

Comment [BV4]: Delete

in the amount of $7,900,000 which will be paid off in 2020. This action did not extend the bond payment obligation beyond the original 2020 payoff date.

Comment [BV5]: Last sentence added as clarification

Also in 2004 the Spencer Road Sewer Bond Issue was sold in the amount of $760,000 again through Livingston County using Act 40, Chapter 20 of the Michigan Drain Code.

The following illustrates the future debt payment schedule related to the series 20~~0~~15 refunding bonds and total annual amortization requirements:

~~Year~~	~~Principal~~	~~Interest~~	Formatted Table
~~4-01-09 thru 3-31-10~~	~~$1,535,000~~	~~$799,832~~	~~$2,334,832~~
~~4-01-10 thru 3-31-11~~	~~$1,540,000~~	~~$734,063~~	~~$2,274,062~~
~~4-01-11 thru 3-31-12~~	~~$1,545,000~~	~~$676,212~~	~~$2,221,213~~
~~4-01-12 thru 3-31-13~~	~~$1,575,000~~	~~$613,812~~	~~$2,188,812~~
~~4-01-13 thru 3-31-18~~	~~$8,190,000~~	~~$2,047,260~~	~~$10,237,260~~
~~4-01-18 thru 3-31-20~~	~~$4,945,000~~	~~$319,980~~	~~$5,264,980~~

Period Ending	Principal	Interest	Debt Service
4/1/2016		$ 136,933.33	$ 136,933.33
10/1/2016	$ 1,620,000.00	$ 126,400.00	$ 1,746,400.00
4/1/2017		$ 94,000.00	$ 94,000.00
10/1/2017	$ 1,625,000.00	$ 94,000.00	$ 1,719,000.00
4/1/2018		$ 77,500.00	$ 77,500.00
10/1/2018	$ 1,580,000.00	$ 77,500.00	$ 1,657,500.00
4/1/2019		$ 45,900.00	$ 45,900.00
10/1/2019	$ 1,560,000.00	$ 45,900.00	$ 1,605,900.00
4/1/2020		$ 30,300.00	$ 30,300.00
10/1/2020	$ 1,515,000.00	$ 30,300.00	$ 1,545,300.00
	$ 7,900,000.00	$ 758,733.33	$ 8,658,733.33

Comment [BV6]: Schedule requirements were updated to provide a detailed schedule not annual summary

With annual operating costs running at about $~~580~~726,000 and user charges allocated to O & M, and related income, running about the same; the obvious biggest challenge for the Township is to meet the required debt retirement obligations of $1,883,333.33 ~~2,274,063~~ in 201~~0~~6 - 201~~4~~7 with similar amounts in the ensuing next few years plus the repayment of the $2,031,000 that was loaned from the General Fund.

The Township Board and Utilities Committee annually review the revenue from new REU purchases in relation to the bond payment schedule to ensure that the obligations will be met. Aside from the annual rate analysis, quarterly financial reports are provided by the Township auditor to ensure that financial fluctuations throughout the year are monitored. These quarterly reports, which track the number of REU and the quarterly user rates, are available on the Township website.

Comment [BV7]: Paragraph was included to provide historical perspective in light of the removal of the next two paragraphs.

~~The 2009/10 budget originally displayed annual revenue for debt retirement derived from the quarterly capital charge of $275,000. This was based on 1,720 REUs paying $40.50 per quarter. Effective July 1, 2009 the quarterly capital charge increased to $50.50 per REU, raising an annualized amount of $347,000 based on 1,720 REUs. Effective September 1, 2009, 308 vacant parcels were added to the capital charge payors list for the first time and eight additional REUs were added due to new construction, bringing the total REU count to 1,728 actual users, plus 308 vacant parcels for a total of 2,036 for billing purposes.~~

~~These 2,036 REUs at the current quarterly capital charge of $50.50 will generate $411,000. The Township is proposing that effective April 1, 2010, the beginning of the new fiscal year, that the quarterly capital charge increase to $60.50. At 2,036 REUs the $60.50 charge per REU will generate $492,000 for debt repayment.~~

The conclusion to be drawn here is that to meet the annual sanitary sewer debt obligations for the bond repayment (2020) and General Fund repayment (2023) ~~over the next ten years after quarterly capital charge revenues, approximately $1,780,000 of~~ additional revenue must be derived from a combination of the following sources:

1. ~~User~~ Debt Service ~~c~~Charges ~~– assuming there is the feasibility of raising the current capital cost charge again, including collecting such charge on SAD included vacant parcels. This is frequently referred to as a readiness-to-serve charge.~~The charges levied to a User and/or potential User who has purchased an REU, to pay principal, interest and administrative costs of retiring the debt incurred for construction of the System. The Debt Service Charge is a readiness to serve charge and shall be in addition to the User Charge, Sewer Connection Fee and Sewer Tap Fee.As seen on the Financial Analysis, the Debt Service Charge is projected to continue at the 2015 rate and collecting such charges on SAD vacant lots will continue

Comment [BV8]: Paragraph updated to reflect ordinance language and no plan to increase this charge givent he Scenario #1 assumptions.

2. Continuation of existing special assessments and the possibility of expanding special assessment district areas without incurring new Township indebtedness.

3. Collection of tap fees for new REUs within the sewer service area; although caution should be used in counting on any revenue or any substantial revenue from this source in light of the current economic downturn and dramatic drop in new home construction.

4. Possible utilization of loan funds from the Township general fund.

Sanitary Sewer Capital Improvement Program

anticipated grinder pump replacements. The asset replacement schedule is based upon numerous factors such as: a "projected year of failure", the probability of failure based on percentage of remaining useful life, and the consequence of failure. Therefore the replacement is not guaranteed to take place in a specific year unless the component fails or it has been budgeted for replacement. Either way, the purpose of the AMP and Capital Reserve Fund is to ensure that money is available to replace the system components when needed.

Comment [BV9]: Added last 3 sentences to clarify that the list is a guide and not set in stone.

~~in a letter dated April 2009 the contract plant operator Infrastructure Alternatives, Inc. made several capital outlay recommendations for both the pump stations and treatment plant. The recommendations exceeding the $20,000 CIP cost threshold are outlined as follows:~~

1. ~~Permanent Generator Installation at Pump Station #2 at Old US-23~~

   ~~This station is one of the Township's major pump stations and the only major facility without a stationary generator on location. At a cost of $85,000 including engineering, MDEQ permitting and installation, the recommendation is to install this equipment within the next four years.~~

2. ~~Pump Station Wetwell Cleaning~~

   ~~Not truly a capital improvement, but since it requires a major capital outlay and is critical to pump station operations, is included herein for expenditure planning purposes. The wetwells at pump stations have not been cleaned for some time, if ever. The plant operators recommend that a sewer maintenance/rehabilitation contractor be retained to pressure clean wetwells at every pump station. Estimated cost for cleaning, repairs and waste disposal for all eight wetwells is $28,000. It is recommended this work be completed within the next 24 months. The average frequency for this type of cleaning is every five to six years. This however can vary wildly depending on the rate of silt, grit, grease and foreign solids build up.~~

3. ~~Ultraviolet Disinfection System Capacity Upgrade~~

   ~~The wastewater treatment plan currently disinfects the treated effluent prior to discharge to the receiving stream. The available pressure head through the UV chambers has never been adequate to push the heavier flows through the plant, especially in the filter building where the UV units are located. The solution to increase the volume through this portion of the plant is to either provide one additional UV unit and piping to allow for more flow through this bottleneck, or to increase the size of the two units currently utilized by replacing both units. It is proposed that by adding one additional UV unit in parallel with the existing two units, that the desired flow characteristics to eliminate the bottleneck can be achieved.~~

~~The estimated cost to add the appropriate piping, isolation valves, process control electronics and power to a third UV unit will approximate $110,000. This recommended improvement should be implemented in the next five years. Costs include permits to install this unit through the MDEQ and engineering.~~

~~4. Sewer System Capital Reserve~~

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Sewer System Capital Reserve

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At the inception of the sewer system operations it was recommended that approximately $70,000 annually be transferred from operating revenues to a capital reserve fund to build up monetary resources so that as the system ages and required major repairs, maintenance or replacement are required, that resources would be available for such needs.

Annual transfers will be made following the completion of the annual audit and the amount transferred will be based upon maintain an adequate cash reserve in the O & M Fund. As of December 2015 there was a balance of $653,570 in the sewer capital reserve fund.

~~At the end of the last fiscal year 2008-2009, there was a balance of $199,578 in the sewer capital reserve fund. The 2009 – 2010 sewer fund budget contains a transfer to the reserve fund of $30,975.00.~~

The Township may wish to consider renaming this reserve to better identify its purpose to something like "Sewer System Capital Repair and Replacement Reserve."

This current capital plan contains a recommendation to budget for the transfer of $8~~7~~0,000 per year into the reserve fund. Grinder pump replacements/repairs necessitate budgeting an additional $80,000 per year to address the pumps that are reaching the end of their useful life. ~~As can be calculated, at this rate and with planned expenditures as listed above at the end of this six-year planning cycle there will be about $300,000 remaining in the fund.~~ It is important that the Township continuously build reserve fund savings. ~~can be seen from this analysis the importance of continuously building reserve fund revenues.~~ Wastewater treatment and facilities such as pumps, electrical panels, HVAC equipment; operate in a very corrosive environment and at about the 20-year life cycle major parts replacement is usually required. This figure could easily exceed $1,000,000. It is therefore important now, after ten years of operation, that the Township follow the adopted asset management plan for the treatment plant and collection system. ~~It is planned that the $70,000 would continue to be generated as part of the sewer system O&M annual budget and would require an incremental rate adjustment. Current budget figures indicate that about $10.00 would need to be pledged from the O&M portion of the user charge to fulfill the $70,000 goal. This would require an increase of approximately $6.00 from the current O&M charge of $4.50 pledged for this purpose.~~

Comment [BV10]: Added word to clarify that current document proposes $80,000

Comment [BV11]: Sentenced added to highlight the need to budget for grinder pump replacements.

Financial Considerations

For a continued analysis of the financial challenges of the sewer fund and its debt and future capital improvement financing – refer to Appendix A of this document.

INSERT AMP APPENDIX H (PAGES 1-3)

Comment [BV12]: BTBT suggested inclusion

WATER SUPPLY SYSTEM

~~The concluding paragraph of the 2009 – 2010 Township Manager's Budget Message states:~~

> ~~"Our water and sewer debt funds do not generate enough money to make their bond payments. This debt load is tremendous. When the Township incurred this debt, building was booming. Now, building is almost non-existent. We must change our strategy from depending on new growth and developments to pay our debt and instead rely on our existing resources to carry the load."~~

~~This then sets the stage for capital planning for the Township's Water Supply System.~~

~~Background~~

The predominant drinking water supply in Brighton Township is provided by individual private well systems. Some of the older and more densely developed subdivisions are provided with water via community wells. These areas include Harvest Hills, Greenfield Pointe, and Osborn, Fonda, Island, and Briggs Lakes. More specifically, the Fonda, Island, and Briggs Lakes systems are incorporated as one water authority, known as the Fonda, Island and Briggs Lake Joint Water Authority (FIB). In addition, the Township is a member of~~there exist two municipal water systems~~, the Livingston Community Water Authority (LCWA) and ~~an extension~~ a portion of the Township is served by~~of~~ the City of Brighton ~~water system~~.

Comment [BV13]: BTBT asked if these were community well or private well. Should be defined

In~~ the early part of this decade~~ 2002, Township officials made a decision to make available a public water supply to more densely developed areas of the Township. This involved purchasing capacity and participating in the LCWA, ~~which~~ member communities include~~s~~ Brighton Township, ~~as well as~~ Green Oak and Hamburg Townships (the City of Brighton was also included at that time). The current service area includes developed areas east and north of the city of Brighton, in the area of Grand River Avenue along Old US-23. Today there are over 255 commercial and residential properties accounting for approximately 400~~277~~ water service REU purchased through LCWA~~residential customers and eight commercial customers who equal 78 REU's~~. Originally, the Township purchased ~~a~~ a filtration capacity from LCWA of 400 REU's. In 2015, LCWA conducted a Water Reliability Study and General Plan which focused on planning items including population and water demand for three separate planning periods (existing, 5-year, and 20 year) In April of 2015 it was the consensus of the Brighton Township Board that future demand for LCWA water in Brighton Township should be based upon the following projection: 150 REU within 5 years and another 250 REU in years 6-20. In November of 2015, the Brighton Township Board authorized the purchase of filtration capacity for 135 additional REU which brings the total Brighton Township allotment to 535. ~~As of this report writing date, there is above noted~~

~~REU customer count of 355, with a new bank under construction and soon to be connected to the system for three additional REU's and four REU's having been reserved by prior Township action for specific parcels; all totaling 362 REU's. Against the LCWA 400 REU purchased capacity there are 38 REU's available at this time.~~ Plans for future expansion of this system are outlined in a later section of this document.

Comment [BV14]: Include the updated map that reflects the water main extension + the water service area map.

In 2008, water service was further extended into the Township. Sparked by a private land redevelopment project, municipal water was constructed from the City of Brighton system to the area of Conference Center Drive, West Grand River, and Hilton Roads.

History of Significant Events

Prior to 2002, an area of the Township, referred to as "Country Club Annex," served by a private well began to have issues with their pumps and well system. As a result, the Township began municipal water supply service to this area which was built through a 100% of cost special assessment district. Water supply service was purchased from the City of Brighton, through an August 28, 2002 contract and provided the capacity for 280 REUs. The Township retained the ability to purchase up to 310 REUs, conditional upon the City's ability to provide enough capacity.

Comment [BV15]: Request to confirm this number

In 2003 the Township sold a bond for $1,620,000 to finance the initial building of the LCWA infrastructure. The first "call" date on this bond issue was May 1, 2013 and in 2014, the township budgeted funds via the General Fund to retire the entire bond debt.

Comment [BV16]: Check resolution does it specify whether it is a loan or gift

In 2004 excess land was sold by the Township located on Challis Road in Genoa Township which was originally acquired as a future well site for a Township water system. The property was considered "excess" when the Township became part of LCWA and proceeds from the land sale were $1,008,608. ~~Since 2005 these proceeds have been used to make annual bond payments on the original $1,620,000 bond issue. As of March 31, 2009 there was $558,478 remaining in the Municipal Water Fund and there will be a balance after 2009 – 2010 bond debt payments of $449,045 available to assist in retiring the bond issue. Annual payments range between $110,000 and $118,000 and unless another source is found the general fund will have to be relied on in the future.~~

Comment [BV17]: Keep the first two sentences

~~Another issue exists that involves~~One of the conditions of participating in this original bond involves Township Board resolution 04-01 passed February 3, 2004 which called for reimbursement to the general fund for engineering and other preliminary expenses associated with the original bond issue. It was assumed in 2004 there would be a future bond issue to extend the LCWA system into Brighton Township and if sold the Board resolution would increase the amount of a new bond issue by $106,318 to reimburse the general fund for those preliminary expenses used to initiate participation with LCWA. To date no such bond has been sold.

In 2005, the Township completed a Water System Master Plan for the extension of the LCWA system into Brighton Township. The plan provides four phases of water system expansion that address public concerns, accommodate the Township's needs, and manage growth within the Township. The first phase of this Plan identifies a water service area within the southwestern portion of the Township along Old US 23 to Spencer Road. When constructed, the transmission system would consist of 20-inch water mains, 8-inch distribution mains, and a booster station. For this phase, a booster station is required to meet fire demands and maximum day flows to the water service area.

~~To date, the current service area has not been expanded to the extent a booster station is required~~. The second Phase of water system expansion would extend from Phase I to Kensington Road to the east and McClements Road to the north. The second phase improvements would consist of transmission system water mains that vary in size from 12-inches to 20-inches in diameter, a 1-million gallon elevated storage tank, and upgrades to the booster station installed in Phase I. As future phases are planned for service, these should be reviewed with LCWA.

In 2006 a 20-inch waterline was built along Old US-23 from the southern Township border to Grand River Avenue to serve seven properties (approx. 72 REUs). This line was paid for by the State of Michigan who allegedly polluted good water wells in this area through outdoor storage of salt and other materials. This was the first extension of LCWA water main into the Township. Also as part of this project, the Township paid for additional extension of the 20-inch water main north across Grand River Ave to Weber Dr., so that the Country Club Annex subdivision could be connected to the LCWA system, and removed from the capacity contracted through the City of Brighton. This entire southern service area of the Township is serviced by LCWA, with LCWA having complete responsibility for all billing and operations. However, the Township has the ultimate responsibility for planning and financing of any extensions of the water supply service area i.e. through SADs, developer contributions, or bonding. In 2015,~~Currently~~ ~~there are 285 water customers who~~ Brighton Township property owners accounted for ~~355~~ 404 REUs (Residential Equivalent Units) ~~in Brighton Township connected to~~ serviced by the LCWA system.

Comment [BV18]: Confirm this number just before CIP adoption and update as necessary.

Implementation of Phase 1 began in 2014 as part of a Water Development Agreement executed between Lake Trust Credit Union and the Township. This water service extension project (5,400 feet along Old US 23 from Old Lane to the east leg of Spencer Road) extended the Old US 23 water main. The project was designed to accommodate demand for the near future but would accommodate future phase expansions. The new main consisted of 1,600 feet of 16 inch and 3,800 feet of 12 inch ductile iron pipe and a new booster station. The system became operational in the spring of 2015. The project cost approximately $1.9 million to design and construct.

Comment [BV19]: Verify cost at project close out.

As stated previously, in 2002 the Township had purchased 280 REUs of capacity from the City for the Country Club Annex (CCA). The actual transfer of CCA to LCWA took place in late 2007 and as part of this transfer, the Township and City agreed to modify their water service contract to "relocate" the use of the capacity to the area of West Grand River and Hilton Road. The amendment to the Contract is dated September 18, 2008. That same year, the Township built an extension of the water supply system from the City of Brighton water tower east along Conference Center Drive to Grand River Avenue, south along Grand River to Hilton Road, and east along Hilton road for a few hundred feet at a cost of $311,000. For this project the Township received a US EPA grant of $171,000 with remainder of the costs paid for by private developers and the Township. To date there is 3~~1~~ customer connected to

the system, which accounts for ~~3~~32 REUs. There exists the potential of serving at least 280 REUs, a likely combination of commercial and residential customers.

In another action, in order for the Township to participate in the LCWA construction of a water treatment facility, the Township Board adopted resolution 07-028 on August 20, 2007, to advance $128,000 to LCWA. To date two payments have been made to pay back the Township general fund and the current balance owed is $~~105,000~~46,030.

Capital Improvement Program

In 2015, the LCWA member communities approved fulfilling the phase 1 components of the LCWA Master Operating Agreement. This included construction of filters (7 & 8) and settling the financial obligations (e.g. filters 5 &6, historic balance due from the original construction, and partial booster station payment) by each member community. Each member community is scheduled to settle the financial obligation for phase 1 by April 30, 2016. One component of this phase 1 obligation that will remain open until such time as user demand dictates is the "build-out" of the booster station to the MOA level. Cost sharing for the booster station buildout between the LCWA member communities is detailed in the MOA.

Comment [BV20]: Added following 1/25 discussion.

Looking ahead to the more immediate future, there are no Township initiated capital projects anticipated at this time. ~~specifically ready to go forward at this time. However, in the past year, Township officials have received informal inquiries on potential projects from land developers to possibly extend service into the City of Brighton service area (see shaded areas on attached water system map) along Hacker Road and across Woodland Lakes. To date nothing specific has materialized.~~ However, the Township remains open to developer inquiries and potential system expansions. Future expansion/capital projects will be entertained on a case by case basis in relation to the Water System Master Plan.

Financial Considerations

~~With no specific water system capital projects planned with any certainty at this time, it appears the Township's immediate challenge is to address completion of the payoff of the outstanding debt on the Capital Improvement Bonds issued in 2003 in the original amount of $1,620,000.~~

~~As of March 31, 2009 there was $558,410 remaining in the Municipal Water Fund. After the 2009 – 2010 payment of $109,433 and some minor costs, the remaining fund balance will be approximately $448,000 and as can be seen from the debt retirement schedule displayed below, by 2013 the fund balance will be depleted. However the bonds are callable on May 1, 2013.~~

~~Water System Capital Improvement Bond Series 2003~~

~~2009~~	~~Principal and Interest~~	~~$109,433.75~~
~~2010~~	~~" "~~	~~$108,027.50~~
~~2011~~	~~" "~~	~~$111,421.25~~
~~2012~~	~~" "~~	~~$109,608.75~~
~~2013~~	~~" "~~	~~$112,640.00~~
~~2014~~	~~" "~~	~~$115,468.75~~
~~2015~~	~~" "~~	~~$113,098.75~~
~~2016~~	~~" "~~	~~$115,535.25~~
~~2017~~	~~" "~~	~~$112,871.25~~
~~2018~~	~~" "~~	~~$115,103.75~~
~~2019~~	~~" "~~	~~$116,934.38~~
~~2020~~	~~" "~~	~~$113,465.63~~
~~2021~~	~~" "~~	~~$114,881.25~~
~~2022~~	~~" "~~	~~$116,065.63~~
~~2023~~	~~" "~~	~~$117,018.75~~
~~2024~~	~~" "~~	~~$117,681.25~~
~~2025~~	~~" "~~	~~$118,050.00~~
~~2056~~	~~" "~~	~~$118,181.25~~
~~2027~~	~~" "~~	~~$118,075.00~~
~~2028~~	~~" "~~	~~$117,731.00~~

$441,697

May 1, 2013 is the first call date.

Principal payment required is $1,334,335.63 for total payoff.

~~Restated, the first "call" date on the original $1,620,000 series 2003 Water System Project Bonds is May 1, 2013. Looking forward and with reference to bond debt principal beginning with the April 1, 2010 fiscal year it is estimated a fund balance of $448,000 will be available to retire debt. Bond payments for the fiscal years beginning 2010 are:~~

~~2010~~	~~$108,027.50~~
~~2011~~	~~$111,421.25~~
~~2012~~	~~$109,608.75~~
~~2013~~	~~$112,640.00~~
	~~$441,697.50~~

$448,000 available

~~May 1, 2013 the remainder of bonds are callable at a balance of $1,334,335.63.~~

With the approval of the 2009 – 2010 annual fiscal years budget resolution, unused contingent liability reserve funds for the Collett Dump settlement were reserved in the general fund with $1,500,000 set aside for Water System Debt Retirement.

Using $1,300,000 of the Collett Dump unused funds plus existing fund balance~~ of $448,000~~; the Township could ~~make~~ made bond payments for 2010, 2011, 2012 and 2013 and call the water system bonds and pay off the remainder of the debt obligation. ~~If this scenario is not followed then the pay off of bonds will require a combination of remaining reserves, further appropriations from the general fund and most likely the imposition of some sizable debt service charge to water customers on either a quarterly or annual basis, most likely a very unacceptable proposal for current water customers.~~

Comment [BV21]: "Un-strike" per BTBT 1/25. This sentence

~~Also, and a~~As a final note on more immediate financial planning, Township officials should not loose track of the two prior general fund advances (loans) to assist in the water system development. These must be paid back with interest at some future point and they are:

February 3, 2004	Resolution 04-01	$106,318 Balance Due
August 20, 2007	Resolution 07-028	$105,000 Balance Due

Future Expansion

A final consideration could involve the extension of the water system to gain new customers. The Township does have in place a connection fee of $5,700 per REU. In theory, if the system were extended and new connections were made to the system, new revenue would be generated. This scenario only works if a land developer were to front the capital to extend the system. Care must be exercised here as given the ~~current~~ long-term economic uncertainty~~economy~~ the Township should not itself incur new debt. Development whether residential or commercial is too risky ~~risky in today's business economy~~ as the Township has already witnessed in the Great Recession (e.g.with home foreclosures, business failures, delinquent payments from taxes and on special assessments and failed development agreements).

If future expansion were to occur, it should be in accordance with the Township's 2005 Water System Master Plan, which identifies a phased expansion of the water system. The "Water Service Areas" map excerpted from the Township Master Plan indicates water service districts identified as Immediate and Phase 1, and others. The Immediate District is not yet entirely served with municipal water, and should be provided water prior to proceeding to Phase 1, and so on. While a significant portion of water main along Grand River, west of Hilton Rd is not served with water, water main through that corridor is designed, and can be constructed on relatively short notice if demand arises.

It should be noted that on January 1, 2020 the FIB authority will expire unless extended by Resolution of the legislative body of the Townships the system is located in, namely Brighton and Green Oak. Although physical connections have been put in place to accommodate the integration of the FIB system into the LCWA system, discussions about the expiration of the authority have not yet taken place between the two respective

projects where Township general fund dollars have been in the past involve improvements to both county primary roads and secondary or subdivision roads.

The ability to allocate general funds money to the Road Fund has allowed the Township to contribute toward Livingston County Road Commission road projects over the past few years. That involvement included:

- Hunter Road (Hilton to Hyne) in 2014
- Van Amberg Road (Spencer to Newman) in 2014
- Spencer Road (Buno to Van Amberg) in 2014
- Hilton Road in 2014 and 2015
- Spencer Road (Van Amberg to Pleasant Valley) in 2015
- Hyne Road Kensington Road to Old US 23 in 2015
- Pleasant Valley (Culver to Spencer) in 2015

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Comment [BV22]: Replace with a table that indicates what type of work was done and how the LCRC participated

In 2007 the Township Board studied roads and developed criteria for prioritizing when a road segment would become a candidate for heavy maintenance, paving or rehabilitation. The results of this analysis are portrayed below:

- A gravel road segment shall become a candidate for rehabilitation when it experiences a traffic count of 600 ADT (average daily traffic) or more, and shall become a candidate for paving when it experiences a traffic count of 1000 ADT or more. The roads with the highest traffic count in each candidate category should be prioritized highest.

- A paved road shall become a candidate for rehabilitation when it experiences a surface rating equal to or less than 5 on the PASER[1] rating scale. The roads with the lowest surface rating and highest traffic count should be prioritized highest. Traffic count on these segments will largely determine the recommended rehabilitation strategy.

- The following chart summarized these criteria:

Surface Type	Traffic Count*	Surface Rating	Candidate for:
Gravel	Less than 600	-	NA
Gravel	600-999	-	Gravel Maintenance
Gravel	1000+	-	Paving
Paved	-	Less than 6	Pavement Rehabilitation**
Paved	-	6 or greater	NA

* Highest average daily traffic count on county local road for segment indicated

** Exact rehab strategy will be based on traffic count

Every two years the Livingston County Road Commission prepares a PASER report for all of the County Primary Roads in Brighton Township. The most recent analysis was done in 2014. This report provides a rating for road surface conditions on a ten point scale from 1 (failed) to 10 (excellent). Sections of roads receiving a rating of 1 (failed) 2 (very poor) or 3 (poor) are listed below:

Road Segment	Cross Streets	Length in Miles	Rating
Jacoby Road	Pleasant Valley to round about	0.9	2
Kensington Road	at Buno intersection	0.7	2
Jacoby Road	at Kensington intersection	0.1	2
Spencer Road	I-96 to Old US 23	0.4	2
Flint Road	I-96 to Ridgefield	0.2	3
Hunter Road	Hyne to Heathersett	0.3	3
Kensington Road	Buno to Hyne	2.4	3
Old US 23	South from Hilton	1.5	3
Spencer Road	Old US 23 to US 23 bridge	0.1	3
Stobart Road	Kensington to Labadie	1.2	3

Comment [BV23]: Update this table with costs for all work

Each year during the budget work session the Township Board, in conjunction with the Livingston County Road Commission, work toward setting the road projects for the upcoming construction season based upon available funds, contract pricing and other infrastructure projects throughout the Township. The Capital Improvement Plan recommends continuing with an annual transfer of $250,000 to the Road Fund.

MDOT I-96 / US-23 Interchange Improvement

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In 2015 the Michigan Department of Transportation (MDOT) began work on the long anticipated I-96/US-23 interchange improvement project. This major construction project will directly impact Old US-23, one of the Township's most important transportation corridors. This MDOT project will allow for proper engineering planning to accommodate the construction of improvements along Old US 23 once the MDOT project is completed.

Specifically, immediately following the MDOT project, the plan is to widen Old US-23 from Grand River north to five lanes to connect to the existing five lane cross section south of the western leg of Spencer Road. The project as discussed would narrow to four lanes under the I-96 bridges and include a walkway on the west side of Old US 23.

It is anticipated that the project will be eligible for federal highway grant funding, with local cost sharing. Due to the deteriorated roads throughout the county, the limited federal dollars available for all projects and the recent influx of local communities offering matching

dollars from locally approved road millages, these federal dollars are very competitive. On March 2, 2015 the Township Board has earmarked $2,200,000 towards this project and is pursuing an agreement in 2016 with Livingston County Road Commission to address andy anticipated funding gap which will help ensure that the project is selected for the three-year funding program by the County Federal Aid Committee.

Comment [BV24]: Updated following 1/25

Financial Considerations

Today, Brighton Township has a population in the range of over 18,000 individuals. While traffic congestion does not appear to be a big issue, many of the Township's improved road surfaces appear to be aging. Good roads affect a community's quality of life and specifically, safety, motorized and non-motorized safety, property values, the attractiveness of a community and convenience. ~~Has consideration even been given to the~~ Consider the fact that as far as population is concerned Brighton Township has the same population as Auburn Hills or Birmingham; twice the population of Albion or Howell and almost three times the population of the City of Brighton.~~?~~ The cities of Farmington and Fenton each stand at 10,500 people and the point here is that roads in a community the size of the Township, are a big deal and can be an asset or detraction, depending on their condition.

PUBLIC FACILITIES
AND
BUILDING AUTHORITY

Comment [BV25]: Need to add a paragraph about the wisdom and past practice of setting aside funds on an annual basis to fund big ticket ites based on 1/25 meeting

The Township's community facilities and resources must be maintained and allowed to evolve and expand in harmony with development of the Township and change as the population and their needs change. Adequate modern building and working space is required to both maintain the Township's existing services and accommodate changes in service levels as may be reflected with new technology or the way Township business is done. This portion of the CIP addresses the buildings owned by the Township including Township offices on Buno Road and fire stations located at Weber Road and at Old US-23 at Hyne.

Over the last decade society has witnessed numerous changes in the needs of public facilities such as wiring and space for new data technology, energy and green technology and improvements, outfitting for ADA compliance for the disadvantaged, improved access, improved safety considerations and changes in the way public business is conducted.

The Building Authority Fund is the fund that was used to finance the Township Hall and Fire Department buildings. All payments come from the Township's General Fund.

Public Act 31 of 1948 authorizes townships to establish a building authority, which is a separate public entity with a three-member board. Building authorities are used as an instrument to finance public buildings such as town halls, fire stations, courts, public works garages etc., where sufficient funds exist that can be pledged to retire bonded debt to take on larger building projects. These bonds do not require a vote of the electorate since an existing revenue stream is being pledged to retire new debt. Under this arrangement the building authority issues bonds to finance a building, or major improvements to a building, which is then owned by the Authority, and rented to the Township. Rent paid is used to retire the debt and once paid off, the building is transferred to the Township.

In 1999 the Township Hall was expanded. At the same time the Fire Station at Hyne and Old US-23 was torn down and the new Station built (# 32). Financing of these two structures was done after selling a Building Authority Bond whose principal sum was $3,160,000.00.

The balance on the bond issue was paid off in April 2010. As of December 2015, the Township has no Building Authority debt.

~~Annual payments to retire those bonds peaked at about $395,000.00 annually in 2002 and 2003. The current demand on the General Fund to make these bond payments varies from $193,000 to $200,000 between now and 2019. The bonds will be paid off after the 2019 payments. The bond payment schedule is included as follows:~~

~~exercise and connectivity with pathways in adjacent communities. The Plan finalized in September 2006 and likely to be revised in December 2009 is a well conceived professional document and included in its preparation was a Pathways Committee, the Planning Commission, the Township Board, consultants and the public. The Plan includes numerous goals and describes pathways to connect residents to parks activity. The Plan includes a discussion of funding opportunities that includes contributions from the general fund, developer funds, donations, the possibility of coordination with State (MDOT) and County (LCRC) road improvement projects and a listing of numerous possible grant agencies, programs and opportunities.~~

~~Capital Improvement Program~~

To implement a Pathway network, the Pathways Plan identified as funding opportunity goals:

a. Coordinate with State and County agencies to apply for relevant transportation grants through MDOT and state recreation and land acquisition grants through the Department of Natural Resources.

b. Develop public-private partnerships to generate funds toward pathway development.

c. Establish a fund to dedicate development fees toward pathways.

In addition to the goals identified in the pathway plan the Township should continue to work with adjacent communities to ensure that logistics (timing, funding, and collaboration) are accounted for. Specifically, The Township should continue to coordinate with Green Oak Township towards the installation of a continuous pathway along Grand River from US-23 to Kensington Park and work with the City of Brighton to ensure that connectivity to the downtown is continuous

Comment [BV26]: Paragraph added following 1/25 meeting to stress the cooperation and planning with the neighboring communities.

Capital Improvement Program

AGENDA NOTES

MEETING DATE: February 16, 2016

PERSON PLACING ITEM ON AGENDA: Township Manager

AGENDA TOPIC: Review of Health Insurance Options and PA 152 action.

EXPLANATION OF TOPIC:

The Township Board discusses the annual health care obligation for the upcoming fiscal year during the budget work session. Staff has not yet received the renewal information. Staff will update the Board on the implementation this past year of the high deductible plan and the utilization of the Health Savings Account. In addition, the Board will need to take their annual action towards complying with the requirements of PA 152. Since 2011 the Board has opted out of this provision as permitted by the enabling legislation.

SUPPORTING DOCUMENTS:

- PA 152 – Informational "One Pager Plus" from the MML
- BTBT minutes 2/17/15 (excerpt

POSSIBLE COURSES OF ACTION: Exempt/Not Exempt the Charter Township of Brighton from the requirements of the Publicly Funded Health Insurance Contribution Act.

SUGGESTED MOTION: Moved by _____ Support by _____ to exempt the Charter Township of Brighton from the requirements of The Publicly Funded Health Insurance Contribution Act.

ROLL CALL VOTE REQUIRED? Yes

CAPS ON PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS

"Hard Cap" or "80/20" Rule

Public Act 152 (PA 152), **the** "Publicly Funded Health Insurance Contribution Act," was signed into law on September 24, 2011. The law applies to public employers and is effective September 27, 2011. Any collective bargaining agreement or other contract executed on or after September 15, 2011 also must comply.

PA 152 **creates a "hard cap" on the amount a public employer may** contribute to a medical benefit plan, which includes but is not limited to hospital and physician services, prescription drugs and related benefits. PA 152 provides an option to elect an 80% contribution cap rather than the hard cap, and it contains a provision to allow a local unit to opt-out entirely.

It remains unclear how the penalties for non-compliance with this Act will intersect with the requirements created by EVIP related to health care, and the penalties therein.

"Hard Cap"

For the medical benefit plan coverage year beginning on or after January 1, 2012, a public employer may not pay more of the annual costs for medical benefit plans than a total amount equal to:

- $5,500 times the number of employees with single person coverage
- $11,000 times the number of employees with individual and spouse coverage
- $15,000 times the number of employees with family coverage

A public employer may allocate its payments among its employees and elected officials as it sees fit. These caps will be adjusted by October 1 each year, to apply to the following calendar year, based on the change in the medical care component of the United States consumer price index (CPI) for the most recent 12-month period available from the United States Department of Labor, Bureau of Labor Statistics.

"80/20"

By a majority vote of its governing body, a public employer may opt-out of the hard cap and into an 80% cap option wherein the public employer may not pay more than 80% of the total annual costs of all the medical benefit plans it offers or contributes to for its employees and elected officials. See the next page for details on the option to opt-out entirely from these requirements.

The public employer may allocate employees' share of total annual costs of medical benefit plan as the employer sees fit. However, *elected* public officials must pay 20% or more of the total annual costs of the medical benefit plan.

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Complete Opt-Out

By a 2/3 vote of its governing body each year, a local unit of government may exempt itself from the requirements of this Act for the next year. An exemption is not effective for a city with a mayor who is both the chief executive and chief administrator, unless the mayor also approves the exemption.

Total Annual Costs

Both the hard cap and the 80% cap pertain to total annual costs of the medical benefit plan. These include the premium and all employer reimbursement of co-pays, deductibles, and payments into health savings accounts, flexible spending accounts or related accounts.

Collective Bargaining Agreements or Other Contracts

This law does not apply to existing collective bargaining agreements or other contracts until the agreements or contracts expire, are extended, or renewed. However, any collective bargaining agreement executed on or after September 15, 2011, must comply.

A public employer's expenditures for medical benefit plans under a collective bargaining agreement or other contract are to be excluded from the maximum payment formula under the hard cap provision.

Deductions

A public employer may deduct an **employee's or elected official's portion of the costs of medical benefit** plans from compensation due, and the employer may condition eligibility for the plan on the employee/elected official providing authorization to make such a deduction.

Penalties

Failure to comply with this Act will result in the State Treasurer reducing each Economic Vitality Incentive Program payment by 10% (EVIP, PA 63 of 2011) for the period of non-compliance. This penalty is separate and distinct from the health care component of the EVIP certification process. Action under this Act does not certify or disqualify you for regular EVIP payments.

REVIEW OF HEALTH INSURANCE AND PA 152

Manager provided an overview of the proposed mapped plan, alternative plans, and rates based on discussions with the health care consultant and review of the Township's objectives. Discussion included projected costs, increase in employee exposure, differences between a Health Reimbursement Arrangement (HRA) vs. Health Savings Account (HSA), expanded employee exposure in the future, consideration of future health care taxes based on level of plan(s) selected, and proposed budget amount in relation to maximum dollar threshold as previously discussed. Consensus was to continue exploring plan options including utilization of an HRA or HSA and to use the composite rates for budget purposes. Manager also summarized the Health Insurance Contribution Act and the Board's past actions and reasons for exempting out including ongoing commitment to monitor costs and look for innovative ways to reduce related expenses; unknown impact of the ACA; and the State should not interfere with local government decisions.

A. Bollin moved and C. Doughty seconded **to exempt the Charter Township of Brighton from the requirements for the Publicly Funded Health Insurance Contribution Act based on the discussion and consistent with previous Board actions.**

Ayes: L. Weaire, C. Doughty, M. Slaton, P. Michel, A. Bollin, D. Hawk, T. Murphy

Nays: None.

Motion carried.

FY' 2015-16 BUDGET PLANNING

Manager reviewed Memorandum dated February 11, 2015 highlighting changes to proposed budget based on previous meeting and led discussion on status of CIP update which will be completed following the adoption of the Asset Management Plan; road conditions and fund balances; upcoming meeting with the Livingston County Board of Commissioners and possible discussion on the possibility of the Road Commission selling bonds to fund road improvements; Federal Aid Committee meeting; MDOT Open House on I-96-US23 interchange project; and budget notes and associated charts will be included in the public hearing draft of the budget.

LIAISON REPORTS

L. Weaire – BAFA regular meeting was cancelled, upcoming Soup Out.

C. Doughty – No SELCRA meeting, upcoming Daddy Daughter Dance.

M. Slaton – PC update including concerns raised regarding ingress/egress and construction traffic for a proposed development.

A. Bollin – May election update, Legislation update.

D. Hawk – ZBA training by Township Attorney.

Manager Vick – REU allocations and billing update.

Trustee Lucille left the meeting at 9:11PM.

T. Murphy – Attended Supervisor meeting, update on website/technology.

ADJOURNMENT

P. Michel moved and M. Slaton seconded **to adjourn**. Motion carried.

The meeting adjourned at 9:17 P.M.

Respectfully submitted,

Ann M. Bollin, CMC, CMMC, Clerk

Thomas E. Murphy, Supervisor

AGENDA NOTES

MEETING DATE: February 16, 2016

PERSON PLACING ITEM ON AGENDA: Township Manager

AGENDA TOPIC: Closed Session

EXPLANATION OF TOPIC:

The Open Meetings Act allows members of a public body to meet in closed session for the purpose of consideration of material that is exempt from discussion or disclosure by State and Federal Statute 15.268 Sec.8 (h).

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:

- Written communication from Township Attorney dated February 9, 2016 (under confidential cover)

POSSIBLE COURSES OF ACTION: Go (or not go) into closed session.

RECOMMENDATION: It is recommended that the Township Board meet in closed session for consideration of a written legal communication as permitted by 15.268 Section 8(h) of the Open Meetings Act.

SUGGESTED MOTION: Motion by _____, supported by _____ that the Township Board meet in closed session for consideration of a written legal communication as permitted by 15.268 Section 8(h) of the Open Meetings Act.

ROLL CALL VOTE REQUIRED? Yes (2/3)