

## PROPOSED AGENDA

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

**DECEMBER 5, 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. APPROVAL OF AGENDA
- F. BILLS
  - 1. December 5, 2016
- G. BUSINESS
  - 1. APPOINTMENT OF TOWNSHIP BOARD LIAISONS
  - 2. 2017-18 BUDGET PLANNING
    - a. Proposed Draft Budget / Capital Improvement Plan
- H. CALL TO THE PUBLIC
- I. CLOSED EXECUTIVE SESSION – Trial or Settlement Strategy in Connection with litigation specifically Dennis Shoner and Barbara Potocki et al V. Brighton Township including Written Legal Communication dated November 22, 2016 and November 29, 2016
- J. ADJOURNMENT

*Board Packets are available on our website: [www.brightontwp.com](http://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.*

---

---

**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](mailto:clerk@brightontwp.com)

**BRIGHTON TOWNSHIP**

12/5/2016

**ACCOUNTS PAYABLE**

**ACCOUNTS PAYABLE:**

GENERAL FUND	\$45,411.43
LIQUOR LAW	\$10.65
SEWER O & M	\$45,267.81
SPENCER SEWER DEBT	\$150.00
FUTURE ROAD IMPROVEMENT	\$53,011.38
CONSTRUCTION ESCROW	\$4,025.75
STREETLIGHTS	\$1,590.03

<b>TOTAL ACCOUNTS PAYABLE TO APPROVE</b>	<b>\$149,467.05</b>
--	---------------------

VENDOR APPROVAL SUMMARY REPORT  
 BOT 12-5-16

Date: 12/01/2016  
 Time: 10:27am  
 Page: 1

CHARTER TOWNSHIP OF BRIGHTON

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
1ST HEATING AND COOLING	1ST HEATIN	HIGH EFFICIENCY FURNACE	2,782.00	0.00
AMERICAN AWARDS & ENGRAVING	AMERIC	NAME PLATES- x 6	84.00	0.00
ANGEL CLEANING COMPANY LLC	ANGEL	CLEANING SERVICE	624.00	0.00
APPLIED IMAGING	APPLIED	COPIER METER/MAINTENANCE	307.49	0.00
B & N LAWN INC	B&N	7 OF 7 LAWN MAINTENANCE PMTS	1,618.56	0.00
BUSINESS IMAGING GROUP, INC	BUSINESS I	WINTER NEWSLETTER- QTY 9000	1,424.48	0.00
JILL CAMPBELL	CAMPBEL	MILEAGE	12.96	0.00
CONSUMERS ENERGY	CONSUMERS	UTILITIES	0.00	697.25
CUSTOM ELECTRIC SERVICE LLC	CUSTOM ELE	PARKING LOT LIGHTS- SERVICE	269.59	0.00
BRUCE & JULIE DIETZ	DIETZ/BRUC	MSP RENT- NOVEMBER	0.00	11,457.00
DTE	DTE	UTILITIES	0.00	2,893.09
DTE ENERGY	DTE ENERGY	STREETLIGHTS	8,082.19	0.00
DUBOIS-COOPER ASSOCIATES	DUBOIS	10 IN MLD FV NEO	397.80	0.00
DYKEMA GOSSETT PLLC	DYKEMA	LEGAL SERVICES	22,619.68	0.00
FIRE PROTECTION PLUS, INC	FIRE PROTE	WET FIRE SPRINKLER INSPECTION	188.00	0.00
FISH WINDOW CLEANING	FISH	GUTTER CLEANING	1,025.00	0.00
ROXANNE GARBER	GARBER	COUNTY ELECTION RECOUNT	19.50	0.00
GBS INC	GBS INC	ACCURACY TESTING - GENERAL	835.00	0.00
GREEN OAK TOWNSHIP	GREEN OA	MAINTENANCE SERVICES	24.34	0.00
HARRIS & LITERSKI	HARRIS &	LEGAL SERVICES	2,367.00	0.00
HARTLAND SEPTIC INC	HARTLAND S	9085 RIDGEFIELD DR	280.00	0.00
HOME DEPOT CREDIT SERVICES	HOME DEPOT	SUPPLIES	63.86	0.00
INFRASTRUCTURE ALTERNATIVES,	INFRASTRUC	EXTRA SERVICES OCTOBER 2016	6,001.32	0.00
INTERNATIONAL INSTITUTE OF	INTERN	ANNUAL MEMBERSHIP- STEPHENS	100.00	0.00
LEGALSHIELD	PRE-PAID L	IDENTITY THEFT INSURANCE	64.75	0.00
LINCOLN NATIONAL LIFE INS CO	LINCOLN	DISABILITY INSURANCE	0.00	794.47
LIVINGSTON COUNTY CLERK	LIV CTY CL	REIMBURSE PRIMARY ELECTION	5,996.26	0.00
LIVINGSTON COUNTY ROAD COMM	LIV CTY RD	KENSINGTON ROAD-	53,011.38	0.00
LIVINGSTON COUNTY TREASURER	LIV CTY TR	SPENCER SEWER AGENT FEES	150.00	0.00
LIVINGSTON CTY PRESS & ARGUS	GANNET	LEGAL NOTICES	1,775.00	0.00
MASTER MEDIA SUPPLY	MASTER MED	SUPPLIES- PAPER	209.94	0.00
MICHIGAN ASSESSORS ASSOCIATION	MAA	ANNUAL MEMBERSHIP- x 4	300.00	0.00
MICHIGAN MUNICIPAL RISK	MI MUN RIS	LIABILITY INS- RETENTION- 25%	13,704.00	0.00
MISS DIG SYSTEM INC	MISS DIG	MEMBERSHIP/MAINTENANCE	856.57	0.00
ORCHARD, HILTZ & MCCLIMENT INC	OHM	1840 S OLD US 23- INSP	4,025.75	0.00
PAETEC	PAETEC	TELEPHONE	0.00	681.71
PROVIDEO SYSTEMS INC	PROVIDEO	BOARD ROOM AUDIO/VISUAL EQUIP	2,919.00	0.00
QUILL CORPORATION	QUILL	SUPPLIES	358.06	0.00
STANDARD INSURANCE CO.	STANDARD I	LIFE INSURANCE	0.00	305.36
LYNNE VIACHES	VIACHES	NOVEMBER 8, GENARAL ELECTION	36.50	0.00
WATER TECH LLC	WATER TECH	TWSP HALL WATER SAMPLE TESTING	37.00	0.00
WEX BANK	EXXON	FUEL	0.00	67.19
Grand Total:			132,570.98	16,896.07

INVOICE APPROVAL LIST BY FUND  
BOT 12-5-16

Date: 12/01/2016  
Time: 10:34am  
Page: 1

CHARTER TOWNSHIP OF BRIGHTON

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept: LEGISLATIVE-TWSP BOARD							
101-101-717.000		LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	29376	45471	11/30/2016	17.47
101-101-900.000		PRNT/PUBL	LIVINGSTON CTY PRESS & ARGUS LEGAL NOTICES	29407	6698946	12/05/2016	1,535.00
Total LEGISLATIVE-TWSP BOARD							1,552.47
Dept: SUPERVISOR							
101-171-717.000		LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	29376	45471	11/30/2016	6.13
Total SUPERVISOR							6.13
Dept: ADMINISTRATION-MANAGER							
101-172-717.000		LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	29376	45471	11/30/2016	63.70
101-172-719.000		DISABILITY	LINCOLN NATIONAL LIFE INS CO DISABILITY INSURANCE	29378	45469	11/30/2016	261.22
Total ADMINISTRATION-MANAGER							324.92
Dept: ELECTIONS							
101-191-714.000		ELEC WORK	LYNNE VIACHES NOVEMBER 8, GENARAL ELECTION	29415	45437	12/05/2016	36.50
101-191-714.000		ELEC WORK	ROXANNE GARBER COUNTY ELECTION RECOUNT	29395	45475	12/05/2016	19.50
101-191-717.000		LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	29376	45471	11/30/2016	13.85
101-191-719.000		DISABILITY	LINCOLN NATIONAL LIFE INS CO DISABILITY INSURANCE	29378	45469	11/30/2016	6.10
101-191-818.100		CONSULTING	LIVINGSTON COUNTY CLERK REIMBURSE GENERAL ELECTION	29404	45445	12/05/2016	3,101.10
101-191-818.100		CONSULTING	LIVINGSTON COUNTY CLERK REIMBURSE PRIMARY ELECTION	29404	45446	12/05/2016	2,895.16
101-191-818.100		CONSULTING	GBS INC ACCURACY TESTING - GENERAL	29396	16-29005	12/05/2016	835.00
101-191-873.000		MILES/TRAV	JILL CAMPBELL MILEAGE	29387	45473	12/05/2016	12.96
101-191-900.000		PRNT/PUBL	LIVINGSTON CTY PRESS & ARGUS LEGAL NOTICES	29407	6698946	12/05/2016	150.00
Total ELECTIONS							7,070.17
Dept: ASSESSOR							
101-209-717.000		LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	29376	45471	11/30/2016	58.80

INVOICE APPROVAL LIST BY FUND  
BOT 12-5-16

Date: 12/01/2016  
Time: 10:34am  
Page: 2

CHARTER TOWNSHIP OF BRIGHTON

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND						
Dept: ASSESSOR						
101-209-719.000	DISABILITY	LINCOLN NATIONAL LIFE INS CO DISABILITY INSURANCE	29378	45469	11/30/2016	204.55
101-209-727.000	SUPPLIES	QUILL CORPORATION SUPPLIES	29414	2021332	12/05/2016	19.99
101-209-958.000	DUE	MICHIGAN ASSESSORS ASSOCIATION ANNUAL MEMBERSHIP- x 4	29409	45457	12/05/2016	300.00
Total ASSESSOR						583.34
Dept: TOWNSHIP CLERK						
101-215-717.000	LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	29376	45471	11/30/2016	65.78
101-215-719.000	DISABILITY	LINCOLN NATIONAL LIFE INS CO DISABILITY INSURANCE	29378	45469	11/30/2016	131.60
101-215-900.200	NEWSLETTER	BUSINESS IMAGING GROUP, INC WINTER NEWSLETTER- QTY 9000	29386	246407	12/05/2016	1,424.48
101-215-958.000	DUE	INTERNATIONAL INSTITUTE OF ANNUAL MEMBERSHIP- STEPHENS	29402	45474	12/05/2016	100.00
Total TOWNSHIP CLERK						1,721.86
Dept: TREASURER						
101-253-717.000	LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	29376	45471	11/30/2016	55.13
101-253-719.000	DISABILITY	LINCOLN NATIONAL LIFE INS CO DISABILITY INSURANCE	29378	45469	11/30/2016	73.57
Total TREASURER						128.70
Dept: TOWNSHIP HALL/GROUNDS						
101-265-727.000	SUPPLIES	QUILL CORPORATION SUPPLIES	29414	2021332	12/05/2016	116.17
101-265-727.000	SUPPLIES	QUILL CORPORATION SUPPLIES	29414	2057547	12/05/2016	33.99
101-265-727.000	SUPPLIES	QUILL CORPORATION SUPPLIES	29414	1827171	12/05/2016	121.68
101-265-727.000	SUPPLIES	QUILL CORPORATION SUPPLIES	29414	1821944	12/05/2016	66.23
101-265-727.000	SUPPLIES	MASTER MEDIA SUPPLY SUPPLIES- PAPER	29408	75435	12/05/2016	209.94
101-265-727.000	SUPPLIES	AMERICAN AWARDS & ENGRAVING NAME PLATES- x 6	29382	31541	12/05/2016	84.00
101-265-920.000	UTILITIES	DTE UTILITIES	29373	45468	11/30/2016	909.60

INVOICE APPROVAL LIST BY FUND  
BOT 12-5-16

Date: 12/01/2016  
Time: 10:34am  
Page: 3

CHARTER TOWNSHIP OF BRIGHTON

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept: TOWNSHIP HALL/GROUNDS							
101-265-920.000		UTILITIES	CONSUMERS ENERGY	29374		11/30/2016	107.19
			UTILITIES		45472		
101-265-921.000		ST LTG	DTE ENERGY	29390		12/05/2016	781.13
			STREETLIGHTS		2472033		
101-265-930.000		BLDG M&R	FIRE PROTECTION PLUS, INC	29393		12/05/2016	188.00
			WET FIRE SPRINKLER INSPECTION		09038		
101-265-930.000		BLDG M&R	FISH WINDOW CLEANING	29394		12/05/2016	575.00
			WINDOW CLEANING INSIDE & OUT		3046-29071		
101-265-930.000		BLDG M&R	FISH WINDOW CLEANING	29394		12/05/2016	450.00
			GUTTER CLEANING		3046-29072		
101-265-930.000		BLDG M&R	GREEN OAK TOWNSHIP	29397		12/05/2016	24.34
			MAINTENANCE SERVICES		1-000-020		
101-265-930.000		BLDG M&R	WATER TECH LLC	29416		12/05/2016	37.00
			TWSP HALL WATER SAMPLE TESTING		38918		
101-265-930.000		BLDG M&R	ANGEL CLEANING COMPANY LLC	29383		12/05/2016	624.00
			CLEANING SERVICE		11		
101-265-932.000		GRNDS M&R	CUSTOM ELECTRIC SERVICE LLC	29388		12/05/2016	269.59
			PARKING LOT LIGHTS- SERVICE		3733		
101-265-932.000		GRNDS M&R	B & N LAWN INC	29385		12/05/2016	185.72
			6 OF 7 LAWN MAINTENANCE PMTS		852983		
101-265-932.000		GRNDS M&R	B & N LAWN INC	29385		12/05/2016	185.72
			7 OF 7 LAWN MAINTENANCE PMTS		853984		
101-265-977.000			PROVIDEO SYSTEMS INC	29413		12/05/2016	2,919.00
			BOARD ROOM AUDIO/VISUAL EQUIP		19973		
Total TOWNSHIP HALL/GROUNDS							7,888.30
Dept: CEMETERY							
101-276-932.000		GRNDS M&R	B & N LAWN INC	29385		12/05/2016	370.71
			6 OF 7 LAWN MAINTENANCE PMTS		852983		
101-276-932.000		GRNDS M&R	B & N LAWN INC	29385		12/05/2016	370.71
			7 OF 7 LAWN MAINTENANCE PMTS		853984		
Total CEMETERY							741.42
Dept: OTHER CHARGES & SERVICES							
101-299-811.000		LIABIL INS	MICHIGAN MUNICIPAL RISK	29410		12/05/2016	4,613.12
			LIABILITY INS- GENERAL- 25%		45458		
101-299-811.000		LIABIL INS	MICHIGAN MUNICIPAL RISK	29410		12/05/2016	2,650.00
			LIABILITY INS- RETENTION- 25%		45459		
101-299-811.200		IDENTITY T	LEGALSHIELD	29403		12/05/2016	64.75
			IDENTITY THEFT INSURANCE		45435		
101-299-827.000		LEGAL	DYKEMA GOSSETT PLLC	29392		12/05/2016	371.00
			LEGAL SERVICES		3098309		

INVOICE APPROVAL LIST BY FUND  
BOT 12-5-16

Date: 12/01/2016  
Time: 10:34am  
Page: 4

CHARTER TOWNSHIP OF BRIGHTON

Fund	Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND							
Dept: OTHER CHARGES & SERVICES							
	101-299-827.000	LEGAL	HARRIS & LITERSKI LEGAL SERVICES	29398	163330	12/05/2016	300.00
	101-299-827.000	LEGAL	HARRIS & LITERSKI LEGAL SERVICES	29398	163329	12/05/2016	1,909.00
	101-299-853.000	TELEPHONE	PAETEC TELEPHONE	29380	68644027	11/30/2016	582.88
	101-299-861.000	GAS & OIL	WEX BANK FUEL	29377	47635671	11/30/2016	67.19
	101-299-931.000	EQUIPT M&R	APPLIED IMAGING COPIER METER/MAINTENANCE	29384	871739	12/05/2016	307.49
	101-299-951.000	LEASE-BACK	BRUCE & JULIE DIETZ MSP RENT- NOVEMBER	29379	45440	11/30/2016	11,457.00
Total OTHER CHARGES & SERVICES							22,322.43
Dept: FIRE DEPARTMENT							
	101-336-921.000	ST LTG	DTE ENERGY STREETLIGHTS	29390	2472033	12/05/2016	28.81
	101-336-930.000	BLDG M&R	1ST HEATING AND COOLING HIGH EFFICIENCY FURNACE	29381	4088	12/05/2016	2,782.00
Total FIRE DEPARTMENT							2,810.81
Dept: PLANNING							
	101-400-717.000	LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	29376	45471	11/30/2016	20.21
	101-400-719.000	DISABILITY	LINCOLN NATIONAL LIFE INS CO DISABILITY INSURANCE	29378	45469	11/30/2016	96.88
	101-400-900.900	PUBLISHING	LIVINGSTON CTY PRESS & ARGUS LEGAL NOTICES	29407	6698946	12/05/2016	90.00
Total PLANNING							207.09
Dept: CODE ENFORCEMENT							
	101-412-717.000	LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	29376	45471	11/30/2016	2.45
	101-412-719.000	DISABILITY	LINCOLN NATIONAL LIFE INS CO DISABILITY INSURANCE	29378	45469	11/30/2016	11.74
Total CODE ENFORCEMENT							14.19
Dept: EMERGENCY PREPAREDNESS							
	101-426-920.000	UTILITIES	DTE UTILITIES	29373	45468	11/30/2016	39.60
Total EMERGENCY PREPAREDNESS							39.60

INVOICE APPROVAL LIST BY FUND  
BOT 12-5-16

Date: 12/01/2016  
Time: 10:34am  
Page: 5

CHARTER TOWNSHIP OF BRIGHTON

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Abbrev	Invoice Description	Number	Number	Date		
Fund: GENERAL FUND							
						Fund Total	45,411.43
Fund: LIQUOR LAW ENFORCEMENT FUND							
Dept:							
212-000-717.000	LIFE INS	STANDARD INSURANCE CO.	29376		11/30/2016		1.84
		LIFE INSURANCE		45471			
212-000-719.000	DISABILITY	LINCOLN NATIONAL LIFE INS CO	29378		11/30/2016		8.81
		DISABILITY INSURANCE		45469			
				Total			10.65
						Fund Total	10.65
Fund: SEWER O & M FUND							
Dept:							
590-000-203.000	NEW CONNEC	INFRASTRUCTURE ALTERNATIVES,	29401		12/05/2016		1,320.00
		EXTRA SERVICES OCTOBER 2016		18293			
				Total			1,320.00
Dept: ADMINISTRATION							
590-537-827.010	LITIGATION	DYKEMA GOSSETT PLLC	29392		12/05/2016		22,248.68
		SHONER & POTOCKI VS BT		3098308			
590-537-827.010	LITIGATION	HARRIS & LITERSKI	29398		12/05/2016		158.00
		LEGAL SERVICES		163329			
				Total ADMINISTRATION			22,406.68
Dept: OPERATION AND MAINTENANCE							
590-540-727.000	SUPPLIES	HOME DEPOT CREDIT SERVICES	29400		12/05/2016		63.86
		SUPPLIES		45490			
590-540-804.300	CONT-FIXED	INFRASTRUCTURE ALTERNATIVES,	29401		12/05/2016		4,681.32
		EXTRA SERVICES OCTOBER 2016		18293			
590-540-804.400	NON ROUTIN	MISS DIG SYSTEM INC	29411		12/05/2016		856.57
		MEMBERSHIP/MAINTENANCE		20170089			
590-540-811.000	LIABIL INS	MICHIGAN MUNICIPAL RISK	29410		12/05/2016		4,090.88
		LIABILITY INS- GENERAL- 25%		45458			
590-540-811.000	LIABIL INS	MICHIGAN MUNICIPAL RISK	29410		12/05/2016		2,350.00
		LIABILITY INS- RETENTION- 25%		45459			
590-540-853.000	TELEPHONE	PAETEC	29380		11/30/2016		98.83
		TELEPHONE		68644027			
590-540-920.000	UTILITIES	DTE ENERGY	29390		12/05/2016		5,682.22
		UTILITIES		45450			

INVOICE APPROVAL LIST BY FUND  
BOT 12-5-16

Date: 12/01/2016  
Time: 10:34am  
Page: 6

CHARTER TOWNSHIP OF BRIGHTON

Fund	Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: SEWER O & M FUND							
Dept: OPERATION AND MAINTENANCE							
	590-540-920.000	UTILITIES	CONSUMERS ENERGY UTILITIES	29374	601010039133	11/30/2016	590.06
	590-540-920.000	UTILITIES	DTE UTILITIES	29373	45468	11/30/2016	1,943.89
	590-540-932.000	GRNDS M&R	B & N LAWN INC 6 OF 7 LAWN MAINTENANCE PMTS	29385	852983	12/05/2016	252.85
	590-540-932.000	GRNDS M&R	B & N LAWN INC 7 OF 7 LAWN MAINTENANCE PMTS	29385	853984	12/05/2016	252.85
	590-540-936.000	SYST MAINT	DUBOIS-COOPER ASSOCIATES 10 IN MLD FV NEO	29391	1032284	12/05/2016	397.80
	590-540-936.000	SYST MAINT	HARTLAND SEPTIC INC 9085 RIDGEFIELD DR	29399	11141602	12/05/2016	280.00
Total OPERATION AND MAINTENANCE							21,541.13
Fund Total							45,267.81
Fund: SPENCER SEWER DEBT SERVICE							
Dept:							
	593-000-999.003	Agnt Fee	LIVINGSTON COUNTY TREASURER SPENCER SEWER AGENT FEES	29406	45436	12/05/2016	150.00
Total							150.00
Fund Total							150.00
Fund: FUTURE ROAD IMPROVEMENT							
Dept: KENSINGTON RD							
	792-088-967.000	PRJCT COST	LIVINGSTON COUNTY ROAD COMM KENSINGTON ROAD-	29405	1-2016	12/05/2016	53,011.38
Total KENSINGTON RD							53,011.38
Fund Total							53,011.38
Fund: CONSTRUCTION ESCROW							
Dept:							
	793-000-224.964	AWP/C&C	ORCHARD, HILTZ & MCCLIMENT INC C & C SPORTS INSPECTIONS	29412	181352	12/05/2016	1,013.50
	793-000-224.972	DUE TO BRI	ORCHARD, HILTZ & MCCLIMENT INC BRIGHTOTON CHRYSLER JEEP	29412	185019	12/05/2016	480.75

INVOICE APPROVAL LIST BY FUND  
 BOT 12-5-16

Date: 12/01/2016  
 Time: 10:34am  
 Page: 7

CHARTER TOWNSHIP OF BRIGHTON

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Abbrev	Invoice Description	Number	Number	Date		
Fund: CONSTRUCTION ESCROW							
Dept:							
793-000-224.973	GM BLDG 25	ORCHARD, HILTZ & MCCLIMENT INC	29412		12/05/2016		1,901.00
		GM SAFETY LAB- INSP		182021			
793-000-224.975	DUE TO HUR	ORCHARD, HILTZ & MCCLIMENT INC	29412		12/05/2016		505.50
		HCMA ADMIN PARKING LOT-INSP		182023			
793-000-224.976	BLOCKADE	ORCHARD, HILTZ & MCCLIMENT INC	29412		12/05/2016		125.00
		1840 S OLD US 23- INSP		182022			
				Total			4,025.75
					Fund Total		4,025.75
Fund: STREET LIGHTING FUND							
Dept: COUNTRY CLUB ANNEX LT							
865-070-921.000	ST LTG	DTE ENERGY	29390		12/05/2016		691.79
		STREETLIGHTS		2472033			
				Total COUNTRY CLUB ANNEX LT			691.79
Dept: DONALD DRIVE LIGHT							
865-071-921.000	ST LTG	DTE ENERGY	29390		12/05/2016		17.58
		STREETLIGHTS		2472033			
				Total DONALD DRIVE LIGHT			17.58
Dept: BRANDYWINE FARMS LIGHT							
865-072-921.000	ST LTG	DTE ENERGY	29390		12/05/2016		63.07
		STREETLIGHTS		2472033			
				Total BRANDYWINE FARMS LIGHT			63.07
Dept: HARVEST HILLS LIGHTS							
865-073-921.000	ST LTG	DTE ENERGY	29390		12/05/2016		63.07
		STREETLIGHTS		2472033			
				Total HARVEST HILLS LIGHTS			63.07
Dept: GREENFIELD POINTE LIGHTS							
865-074-921.000	ST LTG	DTE ENERGY	29390		12/05/2016		63.07
		STREETLIGHTS		2472033			
				Total GREENFIELD POINTE LIGHTS			63.07
Dept: BRIGHTON GARDENS							
865-075-921.000	ST LTG	DTE ENERGY	29390		12/05/2016		70.33
		STREETLIGHTS		2472033			
				Total BRIGHTON GARDENS			70.33

INVOICE APPROVAL LIST BY FUND  
 BOT 12-5-16

Date: 12/01/2016  
 Time: 10:34am  
 Page: 8

CHARTER TOWNSHIP OF BRIGHTON

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: STREET LIGHTING FUND							
Dept: EAGLE HEIGHTS							
865-076-921.000		ST LTG	DTE ENERGY STREETLIGHTS	29390	2472033	12/05/2016	33.76
							-----
Total EAGLE HEIGHTS							33.76
Dept: GREENFIELD SHORES 1-2-3-4 LOP							
865-077-921.000		ST LTG	DTE ENERGY STREETLIGHTS	29390	2472033	12/05/2016	70.33
							-----
Total GREENFIELD SHORES 1-2-3-4 LOP							70.33
Dept: DE MARIA LIGHTS							
865-078-921.000		ST LTG	DTE ENERGY STREETLIGHTS	29390	2472033	12/05/2016	33.76
							-----
Total DE MARIA LIGHTS							33.76
Dept: RAVENSWOOD LIGHTS							
865-079-921.000		ST LTG	DTE ENERGY STREETLIGHTS	29390	2472033	12/05/2016	67.51
							-----
Total RAVENSWOOD LIGHTS							67.51
Dept: MAPLE RIDGE SUB							
865-080-921.000		ST LTG	DTE ENERGY STREETLIGHTS	29390	2472033	12/05/2016	33.76
							-----
Total MAPLE RIDGE SUB							33.76
Dept: ALGER PINES							
865-081-921.000		ST LTG	DTE ENERGY STREETLIGHTS	29390	2472033	12/05/2016	63.07
							-----
Total ALGER PINES							63.07
Dept: SHENANDOAH							
865-082-921.000		ST LTG	DTE ENERGY STREETLIGHTS	29390	2472033	12/05/2016	65.29
							-----
Total SHENANDOAH							65.29
Dept: SHENANDOAH POND HOMEOWNERS							
865-084-921.000		ST LTG	DTE ENERGY STREETLIGHTS	29390	2472033	12/05/2016	64.44
							-----
Total SHENANDOAH POND HOMEOWNERS							64.44
Dept: OAKS AT BEACH LAKE							
865-085-921.000		ST LTG	DTE ENERGY STREETLIGHTS	29390	2472033	12/05/2016	189.20

INVOICE APPROVAL LIST BY FUND  
 BOT 12-5-16

Date: 12/01/2016  
 Time: 10:34am  
 Page: 9

CHARTER TOWNSHIP OF BRIGHTON

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: STREET LIGHTING FUND							
Dept: OAKS AT BEACH LAKE							
							-----
						Total OAKS AT BEACH LAKE	189.20
							-----
						Fund Total	1,590.03
							-----
						Grand Total	149,467.05





# Memorandum

Date: December 1, 2016  
To: Brighton Township Board of Trustees  
From: Township Manager suggested  
SUBJECT: FY 2017-18 Budget

---

Attached is the first draft of the FY 2016-17 Brighton Township budget. As in previous years, many of the figures will change over the next few months as more reliable cost estimates become available and as the Township Board provides policy direction. We will begin our introduction to the draft budget at our December 5<sup>th</sup> Work Session. This will afford us a great opportunity to bring the newly elected officials up to speed on the “big-picture” conversations that we will be having over the next few months. As with previous years our budget work sessions beginning in January will focus on the minutia of the proposed budget in anticipation of a March 2017 adoption. Listed below are some of the key comments and assumptions related to this first draft.

## General Fund Revenue

- Property Taxes – To be determined but an early estimate has been included at +.075%. This past year we experienced a Headlee rollback and will be taken into consideration in the future.
  - This line can be impacted in the future if pending developments (e.g. Deerfield and Encore Village) come to fruition. To maintain a conservative approach these developments are not factored into the budget at this time in the General Fund nor Sewer Fund.
- Revenue Sharing – Our largest single revenue source. Last year we saw payments from the State that were less than projected and as a result propose continuing with a flat projection until we have better data. Previous Boards have opted out of participating in CVTRS which is a State program to provide additional revenue but with strings attached.
- Planning and Zoning fees will continue to be a moving target which will parallel the strength of the construction market and overall economy.
- Unlike some other years we do not project any election related reimbursements.
- All other revenue is anticipated to be consistent with historic trends.

## General Fund Expenditures

- Inflation Calculation – To account for the 16-17 Fiscal Year budget all employee wage line items I have included a 2.9% inflation adjustment. This is merely illustrative as the exact figure does not get released by BLS until mid- January 2017.
- Economic Development – The Township will want to discuss what the participation figure will be (if any) for the upcoming year. After the initial participation agreement, the LCEDC sought a funding increase and the Board chose not to participate at that level.

- Hospitalization – We remain a few months away from getting renewal information from our health care broker. With the long-term uncertainty of the Affordable Care Act I have included a factor of + 10%. This has been included for illustrative purposes.
- Health Savings Account (HSA)– The Township contribution has been reduced to reflect the 10% health care premium illustrative increase.
- Staffing – After a few years of experiencing employee turnover we do not anticipate any staffing changes which would impact wage and benefits in the next fiscal year.
- Road Maintenance - continue allocation for dust control and anticipated county match project.
- Collet environmental obligations continue.
- Fire Department – I have included a figure in the capital improvement line to address the parking lot at fire station #32. This figure is based upon the type of repair that was needed at station #33 this past year.
- Water and Sewer Infrastructure – No specific projects have been identified.
- Parks and Recreation – I have included a figure as requested by SELCRA earlier in the year. However, given the discussions that have taken place over the last year, and the new make up of the Township Board, I would anticipate that this will be one of our more significant conversations.
- Transfers from the General Fund to the various Funds (pathway, park, cemetery, future roads)

#### Other Funds

- Municipal Water – The FY 16-17 included the anticipated LCWA MOA settlement amount. There is a slight chance that this transaction won't take place until FY17-18. We have included the addition of new REU purchases by Kroger. They will proceed with the metering appeal process.
- Sewer Taps – We continue to use the Boards previously approved assumption of 10 REU per year. Potential Deerfield and Encore Village REU are not incorporated here.
- Sewer Capital Reserve – Continue the practice of transferring funds from O&M after the conclusion of the audit. As was evidenced in 2016, a system malfunction (such as the infiltration near manhole #301) can happen at any time and we need to budget accordingly.
- Sewer O&M – With the adoption of the Asset Management Plan in place the Township will be better equipped to address major infrastructure repairs. Grinder pump replacements will continue to be an increasing expense within this department. In light of pending litigation a standing line item has been added to account for the defense of that suit.
- Pathway Fund – With the completion of phase 2 the Township will need to assess and potentially update the pathway plan to take into account next phase priorities.
- Future Road Improvement – We will continue to work with the Road Commission regarding potential projects and pricing which have not been incorporated into this document. I anticipate that this material will be available for the Boards first budget work session in January. As has been the past practice, staff will provide a map and list of possible projects which the Board can make their selection from based upon road condition rating and traffic counts. You will notice that the LCRC did not undertake the Spencer project that we budgeted for in 16-17. I have carried that into the current fiscal year however Federal dollars may become available.

## Capital Improvement Plan (CIP)

As part of the FY 2016-17 budget process the Township Board vetted and provided feedback on the Capital Improvement Plan towards adoption of a new CIP document. I have attached the draft document that the Board had created through February of 2016. It was at that time that work towards adopting the new document stalled as staff diverted their efforts toward the citizen inquiries related to the sewer system, March 3<sup>rd</sup> sewer system presentation and more recently the pending sewer system litigation. I would estimate that the attached document was 99.9% ready for review by the Planning Commission and ultimately adoption by the Township Board. With that being said, we will want to review the document beginning in January to make any changes that may have come up this past year (e.g. pending litigation). I am including it at this time as a tool for the new members to consult as they review the first draft of the proposed budget.

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

Month: 10/31/2016	Prior Year Actual	Current Year			Requested
		Original Budget	Amended Budget	Actual Thru October	
Fund: 101 - GENERAL FUND					
Revenues					
Dept: 000					
402.000 PROPERTY TAXES	914,866	900,000	900,000	0	\$ 925,000
410.000 DELIQU PERSONAL PROPERTY TAXES	0	0	0	2,427	\$ -
423.000 MOBILE HOME FEES	274	270	270	160	\$ 270
445.000 INTEREST/PENALTIES	35	800	800	35	\$ 500
447.000 PROPERTY TAX ADMIN FEE	266,391	255,000	255,000	165,305	\$ 268,000
448.000 SUMMER TAX COLLECTION SVC CHG	24,895	26,000	26,000	24,979	\$ 25,000
448.100 DOG LICENSE COLLECTION FEE	566	540	540	270	\$ 550
451.000 CABLE TV FEE	332,986	325,000	325,000	84,728	\$ 340,000
460.000 TELECOMM. R.O.W. MAINT FEE	10,398	12,400	12,400	14,992	\$ 12,500
465.000 LICENSE/PERMITS	40	0	0	420	\$ -
481.000 SIGN PERMITS	450	500	500	600	\$ 500
482.000 TENANT OCCUPANCY	1,020	1,200	1,200	780	\$ 1,000
482.100 TEMPORARY USE	1,200	1,300	1,300	900	\$ 1,300
482.200 LAND USE PERMIT	17,910	14,000	14,000	9,025	\$ 14,000
482.300 HOME OCCUPATIONS	120	100	100	60	\$ 120
574.000 STATE REVENUE SHARING	1,338,318	1,350,000	1,350,000	449,756	\$ 1,350,000
607.000 ADMINISTRATIVE FEE SEWER	4,800	4,800	4,800	2,400	\$ 4,800
609.000 PLANNING FEES	77,049	40,000	40,000	44,103	\$ 40,000
609.100 ZONING FEES	11,500	8,000	8,000	7,130	\$ 8,000
615.000 PLAN REVIEW FEE	2,560	1,000	1,000	5,675	\$ 1,000
625.000 ADDRESSING	770	250	250	380	\$ 250
627.000 SALE OF TRASH TAGS	240	200	200	75	\$ 200
645.000 SALE OF MATERIALS	2,147	3,000	3,000	1,322	\$ 2,000
645.100 FOIA SALE OF MATERIALS	356	400	400	611	\$ 400
646.000 SALE OF INVENTORY	0	100	100	0	\$ -
650.000 SALE OF CEMETERY LOTS	0	0	0	2,200	\$ -
655.000 NSF FEE	350	100	100	0	\$ 100
664.000 INTEREST EARNED	22,152	25,000	25,000	8,023	\$ 25,000
664.405 INT- LOAN WATER BOND PAYOFF	11,500	11,500	11,500	0	\$ 11,500
664.589 INTEREST CAPITAL RES LOAN 2012	2,800	2,800	2,800	0	\$ 2,800
664.590 INTEREST SEWER O & M LOAN 2004	4,297	4,297	4,297	0	\$ 4,297
664.592 INTEREST CAP DEBT LOAN 2004	8,620	8,620	8,620	0	\$ 8,620
664.594 INTEREST CAP DEBT LOAN 2013	12,000	12,000	12,000	0	\$ 12,000
664.595 INTEREST CAP DEBT LOAN 09/13	2,000	2,000	2,000	0	\$ 2,000

664.596 INTEREST CAP DEBT LOAN 12/13	2,000	2,000	2,000	0	\$ 2,000
667.000 RENT- CELL TOWER	119,037	82,000	82,000	47,360	\$ 83,000
667.200 RENT- MSP	137,484	137,490	137,490	68,742	\$ 137,484
668.000 RENT- MEETING ROOM	0	0	0	100	\$ -
669.591 CCA SAD INTEREST	8,789	4,277	4,277	45	\$ -
669.805 LAKESHORE SAD INTEREST	4,561	2,898	2,898	95	\$ 1,373
671.000 OTHER REVENUE	952	500	500	220	\$ 500
672.591 CCA SAD REV	75,960	71,280	71,280	0	\$ -
672.805 LAKESHORE SAD REV	23,972	20,704	20,704	0	\$ 19,613
675.000 COMCAST/ AT&T PEG FEES	34,429	33,000	33,000	8,529	\$ 35,000
676.000 REIMBURSEMENT	13,180	0	0	10,311	\$ -
678.000 REINBURSEMENT-STATE PRIMARY	46,965	0	0	23,759	\$ -
687.000 REFUNDS	1,336	100	100	1,852	\$ 100
699.257 TRAN IN BUDGET STABILIZ	0	900	900	0	\$ 2,000
699.999 APPROPRIATION TRAN IN FUND BAL	0	50,000	50,000	0	\$ -
Dept: 000	<u>3,541,275</u>	<u>3,416,326</u>	<u>3,416,326</u>	<u>987,369</u>	<u>\$ 3,342,777</u>
Total Revenues	<u>3,541,275</u>	<u>3,416,326</u>	<u>3,416,326</u>	<u>987,369</u>	<u>\$ -</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	Current Year			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 101 - GENERAL FUND					
Expenditures					
702.000 SALARY - ELECTED		29,100			
715.000 FICA		1,800			
715.010 MEDICARE	413	431	431	220	
716.600 DISCRETIONARY INCREASE	0	29,160	29,160	0	
727.000 SUPPLIES	41	500	500	0	
811.100 WORKERS'COMP	68	100	100	57	
818.000 CONSULTING	620	10,000	10,000	1,100	
819.000 ENGINEERING SERVICES	9,354	15,000	15,000	621	
860.000 EDUCATION	175	2,400	2,400	0	
873.000 MILEAGE/TRAVEL	21	200	200	25	
900.000 PRINTING & PUBLISHING	11,604	9,000	9,000	3,050	
900.100 ORDINANCE CODIFICATION	4,434	8,000	8,000	800	
958.000 DUES	8,159	9,000	9,000	8,744	
958.700 ECONOMIC DEVOPMENT	0	15,000	15,000	0	
958.750 SMALL BUSINESS DEVELOPMENT	0	2,000	2,000	0	
969.000 CONTINGENCIES	421	1,000	1,000	0	
LEGISLATIVE-TWSP BOARD	<u>72,876</u>	<u>140,801</u>	<u>140,801</u>	<u>35,023</u>	<u>\$ 144,551</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 171 SUPERVISOR					
702.000 SALARY-ELECTED	29,514	30,100	30,100	15,693	\$ 30,872
715.000 FICA	1,830	1,870	1,870	973	\$ 1,915
715.010 MEDICARE	428	500	500	228	\$ 448
717.000 LIFE INSURANCE	65	100	100	38	\$ 76
718.000 PENSION	2,922	3,050	3,050	1,731	\$ 3,088
718.100 PENSION FEES	3	200	200	45	\$ 200
727.000 SUPPLIES	0	200	200	10	\$ 200
811.100 WORKERS'COMP	43	65	65	36	\$ 65
860.000 EDUCATION	0	600	600	0	\$ 600
873.000 MILEAGE/TRAVEL	0	200	200	0	\$ 200
958.000 DUES	0	200	200	0	\$ 200
969.000 CONTINGENCIES	0	500	500	0	\$ 500
970.000 CAPITAL OUTLAY	0	2,000	2,000	0	\$ 2,000
SUPERVISOR	34,805	39,585	39,585	18,754	\$ 40,364

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 172 ADMINISTRATION-MANAGER					
703.000 SALARY-NOT ELECTED	98,908	105,000	105,000	54,923	\$ 108,045
706.000 HOURLY FULL TIME	45,239	59,000	59,000	30,847	\$ 60,680
707.000 HOURLY- PART TIME	6,615	500	500	64	\$ 500
715.000 FICA	9,477	10,400	10,400	5,470	\$ 10,660
715.010 MEDICARE	2,217	2,500	2,500	1,279	\$ 2,500
716.000 HOSPITALIZATION INSURANCE	4,244	3,900	4,191	2,213	\$ 7,497
716.100 HRA/HSA	0	1,390	1,800	1,800	\$ 1,000
716.500 PAYMENT IN LIEU OF HEALTH INS	2,100	3,200	3,200	2,400	\$ 3,200
717.000 LIFE INSURANCE	555	710	710	391	\$ 788
718.000 PENSION	8,336	9,400	9,400	5,641	\$ 9,126
719.000 DISABILITY INS	2,320	2,400	2,400	1,829	\$ 3,229
727.000 SUPPLIES	379	500	500	450	\$ 500
730.000 POSTAGE	283	300	300	118	\$ 300
811.100 WORKERS'COMP	430	720	720	393	\$ 723
818.000 CONSULTING	374	1,000	1,000	0	\$ 1,000
860.000 EDUCATION	675	4,000	4,000	75	\$ 4,000
873.000 MILEAGE/TRAVEL	1,851	1,000	1,000	868	\$ 1,000
958.000 DUES	895	1,950	1,950	110	\$ 1,950
969.000 CONTINGENCIES	671	1,000	1,000	0	\$ 1,000
970.000 CAPITAL OUTLAY	210	2,000	2,000	0	\$ 2,000
ADMINISTRATION-MANAGER	185,779	210,870	211,571	108,871	\$ 219,698

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 191 ELECTIONS					
702.000 SALARY-ELECTED	9,217	18,900	18,900	9,982	\$ 9,676
704.000 WAGES - DEPUTY	22,849	30,300	30,300	8,710	\$ 22,256
706.000 HOURLY FULL TIME	4,161	3,600	3,600	2,545	\$ -
707.000 HOURLY- PART TIME	5,220	10,800	10,800	3,871	\$ 2,000
714.000 ELECTION WORKER	29,307	39,000	39,000	13,759	\$ -
715.000 FICA	2,570	4,000	4,000	1,557	\$ 2,104
715.010 MEDICARE	601	930	930	364	\$ 493
716.000 HOSPITALIZATION INSURANCE	3,387	7,800	7,792	4,696	\$ 3,392
716.100 HRA/HSA	0	1,230	1,599	1,599	\$ 2,000
717.000 LIFE INSURANCE	95	170	170	63	\$ 83
718.000 PENSION	717	1,520	1,520	616	\$ 388
719.000 DISABILITY INS	35	80	80	43	\$ -
727.000 SUPPLIES	6,476	6,000	6,630	5,209	\$ 4,000
730.000 POSTAGE	6,092	9,300	10,200	6,844	\$ 2,000
737.000 SMALL EQUIPMENT EXPENSE	0	600	600	0	\$ 300
811.100 WORKERS'COMP	115	230	230	120	\$ 123
818.100 CONSULTING-ACCURACY TESTING	1,751	8,000	8,000	835	\$ -
860.000 EDUCATION	651	2,500	2,500	242	\$ 2,000
873.000 MILEAGE/TRAVEL	548	1,000	1,000	16	\$ 1,000
900.000 PRINTING & PUBLISHING	230	600	750	80	\$ 300
931.000 EQUIPMENT MAINTENANCE & REPAIR	782	2,000	2,000	442	\$ 1,800
940.000 EQUIPMENT RENTAL	300	600	600	99	\$ -
958.000 DUES	130	200	200	0	\$ 400
969.000 CONTINGENCIES	0	1,000	1,000	0	\$ 500
970.000 CAPITAL OUTLAY	0	500	5,500	0	\$ 30,000
<b>ELECTIONS</b>	<b>95,234</b>	<b>150,860</b>	<b>157,901</b>	<b>61,692</b>	<b>\$ 84,815</b>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

Month: 10/31/2016	Prior Year Actual	Current Year			Requested
		Original Budget	Amended Budget	Actual Thru October	
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 209 ASSESSOR					
703.000 SALARY-NOT ELECTED	68,985	68,500	68,500	35,809	\$ 70,444
706.000 HOURLY FULL TIME	60,948	54,700	54,700	28,579	\$ 56,226
707.000 HOURLY- PART TIME	11,084	20,000	20,000	10,216	\$ 20,547
707.090 WAGES - CLERICAL O/T	179	930	930	0	\$ 1,000
708.000 PER DIEM COMP	1,470	4,000	4,000	315	\$ 4,000
715.000 FICA	8,933	9,000	9,000	4,663	\$ 9,235
715.010 MEDICARE	2,089	2,100	2,100	1,091	\$ 2,160
716.000 HOSPITALIZATION INSURANCE	48,269	40,540	40,531	23,402	\$ 45,220
716.100 HRA/HSA	0	6,300	8,200	8,200	\$ 4,000
716.500 PAYMENT IN LIEU OF HEALTH INS	2,881	800	800	600	\$ 800
717.000 LIFE INSURANCE	627	650	650	361	\$ 727
718.000 PENSION	7,605	7,650	7,650	4,546	\$ 5,136
719.000 DISABILITY INS	2,368	2,560	2,560	1,432	\$ 2,529
727.000 SUPPLIES	699	1,500	1,500	212	\$ 1,500
730.000 POSTAGE	4,588	5,300	5,300	270	\$ 5,300
811.100 WORKERS'COMP	948	1,300	1,300	746	\$ 1,321
860.000 EDUCATION	1,918	3,000	3,000	1,296	\$ 3,500
873.000 MILEAGE/TRAVEL	184	200	200	103	\$ 200
900.000 PRINTING & PUBLISHING	3,686	2,800	2,800	150	\$ 2,800
958.000 DUES	280	900	900	387	\$ 900
969.000 CONTINGENCIES	0	500	500	0	\$ 500
970.000 CAPITAL OUTLAY	2,936	6,500	6,500	0	\$ 2,000
ASSESSOR	<u>230,677</u>	<u>239,730</u>	<u>241,621</u>	<u>122,378</u>	<u>\$ 240,045</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

Month: 10/31/2016	Prior Year Actual	Current Year			Requested
		Original Budget	Amended Budget	Actual Thru October	
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 215 TOWNSHIP CLERK					
702.000 SALARY-ELECTED	52,373	43,900	43,900	22,808	\$ 54,829
704.000 WAGES - DEPUTY	10,870	13,000	13,000	8,497	\$ 22,256
706.000 HOURLY FULL TIME	74,159	77,500	77,500	39,894	\$ 83,387
707.000 HOURLY- PART TIME	975	10,400	10,400	2,733	\$ 10,400
715.000 FICA	8,712	9,000	9,000	4,584	\$ 10,613
715.010 MEDICARE	2,037	2,100	2,100	1,072	\$ 2,482
716.000 HOSPITALIZATION INSURANCE	68,231	50,240	50,223	28,828	\$ 61,266
716.100 HRA/HSA	0	8,230	10,701	10,701	\$ 4,000
717.000 LIFE INSURANCE	743	740	740	426	\$ 896
718.000 PENSION	6,672	6,550	6,550	3,834	\$ 5,528
719.000 DISABILITY INS	1,519	1,630	1,630	921	\$ 1,702
727.000 SUPPLIES	1,675	1,400	1,400	980	\$ 2,000
730.000 POSTAGE	208	400	400	36	\$ 500
737.000 SMALL EQUIPMENT EXPENSE	270	300	300	0	\$ 300
807.000 AUDIT SERVICES	9,600	12,000	12,000	9,600	\$ 9,600
811.100 WORKERS'COMP	367	520	520	297	\$ 604
826.200 RECORD RETENTION SERVICES	1,290	3,000	3,000	525	\$ 3,000
860.000 EDUCATION	787	2,000	2,000	803	\$ 2,000
873.000 MILEAGE/TRAVEL	1,186	1,100	1,100	133	\$ 1,000
900.200 NEWSLETTER	3,734	5,000	5,000	1,424	\$ 4,000
958.000 DUES	600	500	500	300	\$ 600
969.000 CONTINGENCIES	0	300	300	0	\$ 300
970.000 CAPITAL OUTLAY	0	3,000	3,000	0	\$ 1,000
TOWNSHIP CLERK	246,008	252,810	255,264	138,396	\$ 282,263

**BUDGET WORKSHEET**

FYE 2017-2018

Br

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 253 TREASURER					
702.000 SALARY-ELECTED	61,591	62,700	62,700	32,789	\$ 64,504
704.000 WAGES - DEPUTY	42,645	43,300	43,300	22,747	\$ 52,645
704.030 WAGES- DEPUTY O/T	100	200	200	0	\$ 200
707.000 HOURLY- PART TIME	24,365	25,000	25,000	13,293	\$ 23,972
715.000 FICA	8,062	8,500	8,500	4,360	\$ 8,750
715.010 MEDICARE	1,885	1,950	1,950	1,020	\$ 2,047
716.000 HOSPITALIZATION INSURANCE	21,691	17,490	17,496	10,121	\$ 26,934
716.100 HRA/HSA	0	3,150	4,100	4,100	\$ 3,000
716.500 PAYMENT IN LIEU OF HEALTH INS	2,000	2,000	2,000	1,500	\$ -
717.000 LIFE INSURANCE	607	610	610	333	\$ 682
718.000 PENSION	5,373	4,800	4,800	2,896	\$ 4,686
719.000 DISABILITY INS	830	910	910	515	\$ 910
727.000 SUPPLIES	1,323	1,500	1,500	209	\$ 1,500
727.250 PROPERTY TAX FORMS	3,322	3,400	3,400	1,658	\$ 3,400
730.000 POSTAGE	8,837	10,500	10,500	4,319	\$ 10,500
737.000 SMALL EQUIPMENT EXPENSE	750	1,100	1,100	146	\$ 1,100
807.000 AUDIT SERVICES	9,600	9,600	9,600	9,600	\$ 9,600
809.000 BANK FEES	0	500	500	0	\$ 1,200
811.100 WORKERS'COMP	300	440	440	249	\$ 458
818.000 CONSULTING	0	500	500	118	\$ 500
860.000 EDUCATION	1,525	4,000	4,000	0	\$ 4,000
873.000 MILEAGE/TRAVEL	176	500	500	11	\$ 500
958.000 DUES	110	500	500	0	\$ 500
969.000 CONTINGENCIES	0	500	500	0	\$ 500
970.000 CAPITAL OUTLAY	1,253	2,000	2,000	0	\$ 2,000
TREASURER	196,345	205,650	206,606	109,984	\$ 224,088

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 265 TOWNSHIP HALL/GROUNDS					
707.000 HOURLY-PART TIME	2,595	5,000	5,000	1,266	\$ 5,000
715.000 FICA	161	320	320	79	\$ 320
715.010 MEDICARE	38	80	80	18	\$ 80
727.000 SUPPLIES	12,298	14,000	14,000	5,289	\$ 14,000
730.000 POSTAGE	305	1,000	1,000	1,858	\$ 1,000
737.000 SMALL EQUIPMENT EXPENSE	0	1,000	1,000	0	\$ 1,000
804.000 CONTRACTED SERVICES	1,769	2,500	2,500	1,742	\$ 2,500
811.100 WORKERS'COMP	132	185	185	105	\$ 185
818.000 CONSULTING	0	6,000	6,000	0	\$ 6,000
920.000 UTILITIES	14,908	18,000	18,000	5,722	\$ 18,000
921.000 STREET LIGHTING	8,281	9,000	9,000	4,439	\$ 9,000
923.000 WATER /SEWER FEE	0	2,600	2,600	0	\$ -
930.000 BUILDING MAINTENANCE & REPAIR	21,823	20,000	20,000	5,933	\$ 21,000
931.000 EQUIPMENT MAINTENANCE & REPAIR	10,261	10,000	10,000	4,536	\$ 11,000
932.000 GROUNDS MAINTENANCE & REPAIR	15,945	20,000	20,000	3,677	\$ 22,000
965.000 CHARGEBACK TAXES	14,405	15,000	15,000	2,413	\$ 10,000
969.000 CONTINGENCIES	0	500	500	0	\$ 500
974.000 CAPITAL IMPROVEMENTS	0	70,000	70,000	9,935	\$ 30,000
977.000 CAPITAL OUTLAY- EQUIPMENT	0	1,000	1,000	0	\$ 1,000
TOWNSHIP HALL/GROUNDS	<u>102,921</u>	<u>196,185</u>	<u>196,185</u>	<u>47,012</u>	<u>\$ 152,585</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 276 CEMETERY					
932.000 GROUNDS MAINTENANCE & REPAIR	4,380	10,000	10,000	2,486	\$ 10,000
CEMETERY	<u>4,380</u>	<u>10,000</u>	<u>10,000</u>	<u>2,486</u>	<u>\$ 10,000</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 299 OTHER CHARGES & SERVICES					
718.000 PENSION	0	1,000	1,000	0	\$ 36,000
737.000 SMALL EQUIPMENT EXPENSE	0	500	500	0	\$ 500
804.000 CONTRACTED SERVICES	25,850	20,000	20,000	6,062	\$ 20,000
804.800 CONTRACTED SERVICES-MSP	8,197	12,000	12,000	1,654	\$ 12,000
811.000 LIABILITY INSURANCE	28,378	30,000	30,000	21,677	\$ 30,000
811.200 IDENTITY THEFT INSURANCE	777	780	780	389	\$ 780
826.100 COMPUTER SUPPORT SERVICES	16,667	17,500	17,500	15,933	\$ 17,500
827.000 LEGAL	81,421	96,000	96,000	36,395	\$ 96,000
853.000 TELEPHONE	8,472	15,000	15,000	4,005	\$ 10,000
861.000 GAS AND OIL	758	1,500	1,500	317	\$ 1,500
931.000 EQUIPMENT MAINTENANCE & REPAIR	6,663	8,000	8,000	2,778	\$ 8,000
933.000 VEHICLE MAINTENANCE & REPAIR	125	1,500	1,500	521	\$ 1,500
940.000 EQUIPMENT RENTAL	1,614	2,200	2,200	811	\$ 2,200
951.000 LEASE-BACK MSP/DIETZ	137,484	137,500	137,500	68,742	\$ 137,500
969.000 CONTINGENCIES	0	500	500	0	\$ 500
970.000 CAPITAL OUTLAY	11,959	40,000	40,000	205	\$ 45,000
OTHER CHARGES & SERVICES	<u>328,365</u>	<u>383,980</u>	<u>383,980</u>	<u>159,489</u>	<u>\$ 418,980</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 336 FIRE DEPARTMENT					
804.700 CONTRACTED SERVICES- BAFA	6,126	5,000	5,000	2,840	\$ 5,500
818.000 CONSULTING	0	7,000	7,000	625	\$ 7,000
921.000 STREET LIGHTING	329	350	350	137	\$ 350
923.000 WATER /SEWER FEE	416	1,500	1,500	208	\$ 1,500
930.000 BUILDING MAINTENANCE & REPAIR	1,578	5,000	5,000	0	\$ 5,000
932.000 GROUNDS MAINTENANCE & REPAIR	947	5,000	5,000	0	\$ 5,000
956.000 DRAIN ASSESSMENT/PRPTY TAX	0	50	50	0	\$ 50
974.000 CAPITAL IMPROVEMENTS	2,947	25,000	55,000	8,689	\$ 275,000
FIRE DEPARTMENT	<u>12,343</u>	<u>48,900</u>	<u>78,900</u>	<u>12,499</u>	<u>\$ 299,400</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 400 PLANNING					
703.000 SALARY-NOT ELECTED	53,723	54,140	54,140	29,152	\$ 55,710
708.000 PER DIEM COMP	8,845	11,000	11,000	2,780	\$ 11,000
715.000 FICA	3,331	3,400	3,400	1,807	\$ 3,454
715.010 MEDICARE	779	800	800	423	\$ 808
716.000 HOSPITALIZATION INSURANCE	20,860	16,730	16,719	9,653	\$ 18,653
716.100 HRA/HSA	0	2,600	3,383	3,383	\$ 1,650
717.000 LIFE INSURANCE	213	230	230	124	\$ 250
718.000 PENSION	3,178	3,800	3,800	2,134	\$ 2,229
719.000 DISABILITY INS	1,093	1,200	1,200	678	\$ 1,198
727.000 SUPPLIES	663	1,000	1,000	669	\$ 1,000
730.000 POSTAGE	824	2,000	2,000	399	\$ 2,000
803.000 CONTRACTED-SPECIAL PROJECTS	43	100,000	100,000	14,736	\$ 20,000
811.100 WORKERS'COMP	392	570	570	323	\$ 574
819.000 ENGINEERING SERVICES	72,750	45,000	45,000	38,313	\$ 45,000
860.000 EDUCATION	1,680	1,000	1,000	337	\$ 1,000
873.000 MILEAGE/TRAVEL	0	200	200	0	\$ 200
900.900 PUBLISHING	1,930	2,000	2,000	1,070	\$ 2,000
958.000 DUES	0	120	120	60	\$ 120
969.000 CONTINGENCIES	0	500	500	0	\$ 500
970.000 CAPITAL OUTLAY	10,225	5,000	5,000	0	\$ 1,000
PLANNING	<u>180,529</u>	<u>251,290</u>	<u>252,062</u>	<u>106,041</u>	<u>\$ 168,346</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 412 CODE ENFORCEMENT					
703.000 SALARY-NOT ELECTED	6,613	6,600	6,600	3,433	\$ 6,753
715.000 FICA	410	420	420	213	\$ 419
715.010 MEDICARE	96	100	100	50	\$ 100
716.000 HOSPITALIZATION INSURANCE	2,529	2,030	2,027	1,170	\$ 2,261
716.100 HRA/HSA	0	315	410	410	\$ 200
717.000 LIFE INSURANCE	26	30	30	15	\$ 31
718.000 PENSION	383	460	460	259	\$ 270
719.000 DISABILITY INS	132	150	150	82	\$ 146
727.000 SUPPLIES	0	100	100	0	\$ 100
730.000 POSTAGE	0	100	100	0	\$ 100
811.100 WORKERS'COMP	50	70	70	40	\$ 70
969.000 CONTINGENCIES	0	500	500	0	\$ 500
CODE ENFORCEMENT	<u>10,239</u>	<u>10,875</u>	<u>10,967</u>	<u>5,672</u>	<u>\$ 10,950</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 426 EMERGENCY PREPAREDNESS					
920.000 UTILITIES	396	500	500	198	\$ 500
935.000 TORNADO SIREN REPAIR	3,853	5,000	5,000	0	\$ 5,000
EMERGENCY PREPAREDNESS	<u>4,249</u>	<u>5,500</u>	<u>5,500</u>	<u>198</u>	<u>\$ 5,500</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 445 DRAINS					
727.000 SUPPLIES	0	100	100	0	\$ 100
804.000 CONTRACTED SERVICES	966	3,000	3,000	982	\$ 3,000
959.000 DRAIN AT LARGE	9,722	10,000	10,000	0	\$ 10,000
962.000 PERMIT FEES	127	500	500	0	\$ 500
DRAINS	<u>10,815</u>	<u>13,600</u>	<u>13,600</u>	<u>982</u>	<u>\$ 13,600</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 446 ROADS					
819.000 ENGINEERING SERVICES	363	5,000	5,000	0	\$ 5,000
822.000 DUST CONTROL	45,179	55,000	55,000	33,609	\$ 55,000
974.000 CAPITAL IMPROVEMENTS	86,590	100,000	100,000	0	\$ 100,000
ROADS	<u>132,132</u>	<u>160,000</u>	<u>160,000</u>	<u>33,609</u>	<u>\$ 160,000</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 525 ENVIRONMENTAL					
804.000 CONTRACTED SERVICES	800	2,000	2,000	0	\$ 2,000
818.200 CONSULT-COLLET DUMP MONITORING	23,498	26,100	26,100	9,951	\$ 26,000
827.000 LEGAL	5,465	16,000	16,000	4,912	\$ 16,000
967.000 PROJECT COSTS	4,452	8,000	8,000	2,618	\$ 8,000
ENVIRONMENTAL	<u>34,215</u>	<u>52,100</u>	<u>52,100</u>	<u>17,481</u>	<u>\$ 52,000</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 528 MUNICIPAL REFUSE COLLECTION					
826.000 CONTRACTS	2,102	3,200	3,200	0	\$ 3,200
MUNICIPAL REFUSE COLLECTION	<u>2,102</u>	<u>3,200</u>	<u>3,200</u>	<u>0</u>	<u>\$ 3,200</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 536 SEWER AND WATER					
708.000 PER DIEM COMP	1,125	1,500	1,500	0	\$ 1,500
804.000 CONTRACTED SERVICES	14,839	5,000	5,000	0	\$ 5,000
819.000 ENGINEERING SERVICES	8,154	10,000	10,000	939	\$ 10,000
827.000 LEGAL	0	10,000	10,000	120	\$ 10,000
969.000 CONTINGENCIES	0	500	500	0	\$ 500
974.000 CAPITAL IMPROVEMENTS	0	170,000	170,000	0	\$ 200,000
SEWER AND WATER	<u>24,118</u>	<u>197,000</u>	<u>197,000</u>	<u>1,059</u>	<u>\$ 227,000</u>

BUDGET WORKSHEET

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 751 PARKS AND RECREATION					
804.000 CONTRACTED SERVICES	102,007	111,000	111,000	94,491	\$ 150,000
PARKS AND RECREATION	<u>102,007</u>	<u>111,000</u>	<u>111,000</u>	<u>94,491</u>	<u>\$ 150,000</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 890 CONTINGENCY					
827.200 CONT LIABILITY-TAX APPEALS	0	10,000	10,000	0	\$ 10,000
CONTINGENCY	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>\$ 10,000</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 999 TRANSFERS					
999.208 TRANSFER OUT TO PARKS	50,000	50,000	50,000	50,000	\$ 50,000
999.209 TRANSFER OUT TO CEMETERY FUND	10,000	10,000	10,000	10,000	\$ 10,000
999.257 TRAN OUT TO BUDGET STABILIZ	0	900	900	0	\$ 2,000
999.702 TRANSFER OUT TO PATHWAY FUND	110,000	410,000	410,000	410,000	\$ 100,000
999.792 TRANSFER OUT TO FUTURE ROADS	250,000	250,000	250,000	250,000	\$ 250,000
TRANSFERS	<u>420,000</u>	<u>720,900</u>	<u>720,900</u>	<u>720,000</u>	<u>\$ 412,000</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 101 - GENERAL FUND					
Expenditures					
Total Expenditures	<u>2,430,139</u>	<u>3,414,836</u>	<u>3,458,743</u>	<u>1,796,117</u>	<u>\$ 3,329,385</u>
 GENERAL FUND	 <u>1,111,136</u>	 <u>1,490</u>	 <u>-42,417</u>	 <u>-808,748</u>	 <u>\$ 13,392</u>
 Grand Total:	 1,111,136	 1,490	 -42,417	 -808,748	 \$ 13,392

BUDGET WORKSHEET

FYE 2017-2018

Brighton Township

	Prior Year Actual	Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 208 - PARKS					
Revenues					
Dept: 000					
664.000 INTEREST EARNED	3,383	2,400	2,400	1,737	2400
699.101 TRANSFER IN-GENERAL FUND	50,000	50,000	50,000	50,000	50000
Dept: 000	<u>53,383</u>	<u>52,400</u>	<u>52,400</u>	<u>51,737</u>	<u>52,400</u>
PARKS	<u>53,383</u>	<u>52,400</u>	<u>52,400</u>	<u>51,737</u>	<u>52,400</u>

BUDGET WORKSHEET

FYE 2017-2018

Brighton Township

Month: 10/31/2016	Prior Year Actual	Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Fund: 209 - CEMETERY FUND					
Revenues					
Dept: 000					
664.000 INTEREST EARNED	232	100	100	125	200
699.101 TRANSFER IN-GENERAL FUND	10,000	10,000	10,000	10,000	10000
Dept: 000	<u>10,232</u>	<u>10,100</u>	<u>10,100</u>	<u>10,125</u>	<u>10,200</u>
CEMETERY FUND	<u>10,232</u>	<u>10,100</u>	<u>10,100</u>	<u>10,125</u>	<u>10,200</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 212 - LIQUOR LAW ENFORCEMENT FUND					
Revenues					
Dept: 000					
470.000 LIQUOR LICENSE FEES	8,505	8,500	8,500	8,638	8600
664.000 INTEREST EARNED	160	100	100	75	100
Dept: 000	<u>8,665</u>	<u>8,600</u>	<u>8,600</u>	<u>8,713</u>	<u>8,700</u>
Total Revenues	<u>8,665</u>	<u>8,600</u>	<u>8,600</u>	<u>8,713</u>	<u>8,700</u>
Expenditures					
Dept: 000					
703.000 SALARY-NOT ELECTED	4,960	5,000	5,000	2,574	5065
715.000 FICA	308	310	310	160	315
715.010 MEDICARE	72	80	80	37	80
716.000 HOSPITALIZATION INSURANCE	2,031	1,530	1,520	1,097	1700
716.100 HRA/HSA	0	240	308	308	150
717.000 LIFE INSURANCE	19	30	30	11	30
718.000 PENSION	287	350	350	194	203
719.000 DISABILITY INS	99	110	110	62	109
811.100 WORKERS'COMP	41	60	60	34	53
Total Expenditures	<u>7,817</u>	<u>7,710</u>	<u>7,768</u>	<u>4,477</u>	<u>7,705</u>
LIQUOR LAW ENFORCEMENT FUND	<u>848</u>	<u>890</u>	<u>832</u>	<u>4,236</u>	<u>995</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 249 - BUILDING DEPARTMENT FUND					
Revenues					
Dept: 000					
664.000 INTEREST EARNED	5	0	0	2	0
671.000 OTHER REVENUE	0	0	0	3	0
Dept: 000	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>	<u>0</u>
Total Revenues	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>	<u>0</u>
 BUILDING DEPARTMENT FUND	 <u>5</u>	 <u>0</u>	 <u>0</u>	 <u>5</u>	 <u>0</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 257 - BUDGET STABILIZATION FUND					
Revenues					
Dept: 000					
664.000 INTEREST EARNED	2,032	2,000	2,000	1,356	2000
699.101 TRANSFER IN-GENERAL FUND	0	900	900	0	
Dept: 000	<u>2,032</u>	<u>2,900</u>	<u>2,900</u>	<u>1,356</u>	<u>2,000</u>
Total Revenues	<u>2,032</u>	<u>2,900</u>	<u>2,900</u>	<u>1,356</u>	<u>2,000</u>
 Expenditures					
Dept: 000					
999.000 TRANSFER OUT	0	2,000	2,000	0	2000
Dept: 000	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>
Total Expenditures	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>
 BUDGET STABILIZATION FUND	<u>2,032</u>	<u>900</u>	<u>900</u>	<u>1,356</u>	<u>0</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 405 - MUNICIPAL WATER FUND					
Revenues					
Dept: 000					
610.000 COMMODITY SURCHARGE	1,238	900	900	870	1000
616.000 TAP IN FEE	131,100	0	0	5,700	102600
664.000 INTEREST EARNED	2,589	1,000	1,000	1,357	1000
676.300 SETTLEMENT LCWA -M.O.A.	0	232,670	232,670	0	0
Dept: 000	<u>134,927</u>	<u>234,570</u>	<u>234,570</u>	<u>7,927</u>	<u>104,600</u>
Total Revenues	<u>134,927</u>	<u>234,570</u>	<u>234,570</u>	<u>7,927</u>	<u>104,600</u>
Expenditures					
Dept: 000					
804.600 CONTRACT SERVICES- CITY MAINT	7,489	3,800	3,800	0	4000
990.300 INT EXP- GF LOAN	11,500	11,500	11,500	0	11500
Dept: 000	<u>18,989</u>	<u>15,300</u>	<u>15,300</u>	<u>0</u>	<u>15,500</u>
Total Expenditures	<u>18,989</u>	<u>15,300</u>	<u>15,300</u>	<u>0</u>	<u>15,500</u>
MUNICIPAL WATER FUND	<u>115,938</u>	<u>219,270</u>	<u>219,270</u>	<u>7,927</u>	<u>89,100</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 589 - SEWER CAPITAL RESERVE					
Revenues					
Dept: 000					
664.000 INTEREST EARNED	1,826	1,000	1,000	1,223	1500
671.000 OTHER REVENUE	0	0	0	14	0
699.590 TRANSFER IN FROM SEWER O&M	185,400	0	104,000	104,000	0
Dept: 000	<u>187,226</u>	<u>1,000</u>	<u>105,000</u>	<u>105,237</u>	<u>1,500</u>
Total Revenues	<u>187,226</u>	<u>1,000</u>	<u>105,000</u>	<u>105,237</u>	<u>1,500</u>
 Expenditures					
Dept: 000					
990.300 INT EXP- GF LOAN	2,800	2,800	2,800	0	2800
Dept: 000	<u>2,800</u>	<u>2,800</u>	<u>2,800</u>	<u>0</u>	<u>2,800</u>
Total Expenditures	<u>2,800</u>	<u>2,800</u>	<u>2,800</u>	<u>0</u>	<u>2,800</u>
 SEWER CAPITAL RESERVE	<u>184,426</u>	<u>-1,800</u>	<u>102,200</u>	<u>105,237</u>	<u>-1,300</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

Month: 10/31/2016	Prior Year Actual	Current Year			Requested
		Original Budget	Amended Budget	Actual Thru October	
Fund: 590 - SEWER O & M FUND					
Revenues					
Dept: 000					
642.000 USAGE CHARGE	742,705	753,304	753,304	449,996	770500
643.000 LATE CHARGE	14,741	12,000	12,000	7,855	12000
644.000 DELINQUENT FEE ON TAXES	5,527	5,000	5,000	11,402	5000
655.000 NSF FEE	35	0	0	35	0
664.000 INTEREST EARNED	604	200	200	245	200
671.000 OTHER REVENUE	6,392	0	0	34	0
676.000 REIMBURSEMENT	11,688	0	0	9,144	0
Dept: 000	<u>781,692</u>	<u>770,504</u>	<u>770,504</u>	<u>478,711</u>	<u>787,700</u>
Total Revenues	<u>781,692</u>	<u>770,504</u>	<u>770,504</u>	<u>478,711</u>	<u>787,700</u>

Expenditures					
Dept: 537 ADMINISTRATION					
727.000 SUPPLIES	449	500	500	0	500
730.000 POSTAGE	2,674	2,200	2,200	995	2200
807.000 AUDIT SERVICES	4,800	4,800	4,800	4,800	4800
809.000 BANK FEES	0	100	100	0	100
809.100 NSF CHECKS RETURNED	0	0	0	370	0
818.000 CONSULTING	14,900	8,000	8,000	3,945	8000
819.000 ENGINEERING SERVICES	1,038	0	0	2,318	5000
826.100 COMPUTER SUPPORT SERVICES	2,174	2,800	2,800	567	2800
827.000 LEGAL	1,398	6,000	6,000	451	1000
827.010 LEGAL-SHONER & POTOCKI V BT	0	0	74,538	34,538	100000
900.000 PRINTING & PUBLISHING	0	200	200	0	0
961.000 ADMINISTRATIVE FEE	4,800	4,800	4,800	2,400	4800
ADMINISTRATION	<u>32,233</u>	<u>29,400</u>	<u>103,938</u>	<u>50,384</u>	<u>129,200</u>

Dept: 540 OPERATION AND MAINTENANCE					
727.000 SUPPLIES	30,208	35,000	35,000	9,728	35000
804.300 CONTRACTED SERVICES- FIXED	193,708	196,454	196,454	114,598	200000
804.400 CONTRACT SERVICES-NON ROUTINE	33,671	35,000	35,000	33,542	40000
804.500 CONTRACT SERV-SLUDGE REMOVAL	26,757	30,100	30,100	22,915	30000
811.000 LIABILITY INSURANCE	25,678	26,000	26,000	12,881	26000
853.000 TELEPHONE	1,099	1,200	1,200	644	1200
920.000 UTILITIES	91,475	105,000	105,000	49,347	105000

930.000 BUILDING MAINTENANCE & REPAIR	2,235	12,000	12,000	3,893	12000
930.100 BUILDING SECURITY ALARM	576	550	550	322	550
931.000 EQUIPMENT MAINTENANCE & REPAIR	12,034	25,000	25,000	10,736	25000
932.000 GROUNDS MAINTENANCE & REPAIR	8,380	11,000	11,000	2,682	11000
936.000 COLLECTION SYS MAINT REPAIR	119,539	150,000	150,000	131,910	150000
936.001 INFILTRATION MANHOLE 300A	0	0	35,000	33,510	0
962.000 PERMIT FEES	3,270	3,500	3,500	500	3500
968.100 TRAN TO RESERVE FUND	185,400	0	104,000	104,000	0
969.000 CONTINGENCIES	0	3,000	3,000	480	3000
OPERATION AND MAINTENANCE	<u>734,030</u>	<u>633,804</u>	<u>772,804</u>	<u>531,688</u>	<u>642,250</u>
Dept: 900 CAPITAL OUTLAY					
970.000 CAPITAL OUTLAY	27,755	40,000	40,000	29,924	40000
971.000 GRINDER PUMPS/PARTS	50,096	40,000	40,000	29,420	40000
974.000 CAPITAL IMPROVEMENTS	0	10,000	10,000	0	10000
CAPITAL OUTLAY	<u>77,851</u>	<u>90,000</u>	<u>90,000</u>	<u>59,344</u>	<u>90,000</u>
Dept: 905 DEBT SERVICE					
990.300 INT EXP- GF LOAN	4,297	4,297	4,297	0	4297
DEBT SERVICE	<u>4,297</u>	<u>4,297</u>	<u>4,297</u>	<u>0</u>	<u>4,297</u>
Total Expenditures	<u>848,411</u>	<u>757,501</u>	<u>971,039</u>	<u>641,416</u>	<u>736,547</u>
SEWER O & M FUND	<u>-66,719</u>	<u>13,003</u>	<u>-200,535</u>	<u>-162,705</u>	<u>51,153</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	Current Year			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 592 - SEWER DEBT SERVICE					
Revenues					
Dept: 000					
616.000 TAP IN FEE	377,552	102,600	102,600	133,380	102600
642.100 CAPITAL COSTS CHARGE	709,825	711,950	711,950	417,795	720960
643.000 LATE CHARGE	15,243	13,000	13,000	8,423	13000
644.000 DELINQUENT FEE ON TAXES	4,524	7,000	7,000	6,690	7000
664.000 INTEREST EARNED	9,299	4,000	4,000	12,119	10000
669.000 INTEREST FROM SAD PMT	219,220	170,230	170,230	2,117	127470
669.200 INTEREST FROM SAD- SPENCER	7,618	6,780	6,780	0	5927
671.000 OTHER REVENUE	51	0	0	100	0
Dept: 000	<u>1,343,332</u>	<u>1,015,560</u>	<u>1,015,560</u>	<u>580,624</u>	<u>986,957</u>
Total Revenues	<u>1,343,332</u>	<u>1,015,560</u>	<u>1,015,560</u>	<u>580,624</u>	<u>986,957</u>
Expenditures					
Dept: 000					
827.000 LEGAL	0	1,000	1,000	0	1000
968.000 DEPRECIATION	839,833	840,000	840,000	0	840000
997.007 BOND ISSUANCE-AMORTIZATION	202,171	33,690	33,690	0	
Dept: 000	<u>1,042,004</u>	<u>874,690</u>	<u>874,690</u>	<u>0</u>	<u>841,000</u>
Dept: 905 DEBT SERVICE					
990.300 INT EXP- GF LOAN	8,620	8,620	8,620	0	8620
990.500 INT EXP GF LOAN 2013- 1.2 M	12,000	12,000	12,000	0	12000
990.600 INT EXP GF LOAN 09/13 \$200,000	2,000	2,000	2,000	0	2000
990.700 INT EXP GF LOAN 12/13 \$200,000	2,000	2,000	2,000	0	2000
999.002 BOND PAYMENT-INTEREST	340,276	263,340	263,340	126,400	188000
999.003 AGENT FEES	150	300	300	0	500
DEBT SERVICE	<u>365,046</u>	<u>288,260</u>	<u>288,260</u>	<u>126,400</u>	<u>213,120</u>
Total Expenditures	<u>1,407,050</u>	<u>1,162,950</u>	<u>1,162,950</u>	<u>126,400</u>	<u>1,054,120</u>
SEWER DEBT SERVICE	<u>-63,718</u>	<u>-147,390</u>	<u>-147,390</u>	<u>454,224</u>	<u>-67,163</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	Current Year			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 593 - SPENCER SEWER DEBT SERVICE					
Revenues					
Dept: 000					
664.000 INTEREST EARNED	679	200	200	319	300
669.000 INTEREST FROM SAD PMT	14,032	12,480	12,480	0	10914
Dept: 000	<u>14,711</u>	<u>12,680</u>	<u>12,680</u>	<u>319</u>	<u>11,214</u>
Total Revenues	<u>14,711</u>	<u>12,680</u>	<u>12,680</u>	<u>319</u>	<u>11,214</u>
Expenditures					
Dept: 000					
968.000 DEPRECIATION	22,233	22,000	22,000	0	22000
999.001 BOND PAYMENT INT- SPENCER RD	17,555	15,890	15,890	15,888	14180
999.003 AGENT FEES	300	300	300	150	300
Dept: 000	<u>40,088</u>	<u>38,190</u>	<u>38,190</u>	<u>16,038</u>	<u>36,480</u>
Total Expenditures	<u>40,088</u>	<u>38,190</u>	<u>38,190</u>	<u>16,038</u>	<u>36,480</u>
SPENCER SEWER DEBT SERVICE	<u>-25,377</u>	<u>-25,510</u>	<u>-25,510</u>	<u>-15,719</u>	<u>-25,266</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 701 - TRUST AND AGENCY FUND					
Revenues					
Dept: 000					
664.000 INTEREST EARNED	0	0	0	6	0
694.000 CASH OVER AND SHORT	0	0	0	3	0
Dept: 000	<u>0</u>	<u>0</u>	<u>0</u>	<u>9</u>	<u>0</u>
Total Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>9</u>	<u>0</u>
 TRUST AND AGENCY FUND	<u>0</u>	<u>0</u>	<u>0</u>	<u>9</u>	<u>0</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 702 - PATHWAYS FUND					
Revenues					
Dept: 000					
664.000 INTEREST EARNED	617	300	300	273	300
699.101 TRANSFER IN-GENERAL FUND	110,000	410,000	410,000	410,000	100000
Dept: 000	<u>110,617</u>	<u>410,300</u>	<u>410,300</u>	<u>410,273</u>	<u>100,300</u>
Total Revenues	<u>110,617</u>	<u>410,300</u>	<u>410,300</u>	<u>410,273</u>	<u>100,300</u>
Expenditures					
Dept: 000					
967.000 PROJECT COSTS	148,489	600,000	600,000	57,706	0
Dept: 000	<u>148,489</u>	<u>600,000</u>	<u>600,000</u>	<u>57,706</u>	<u>0</u>
Total Expenditures	<u>148,489</u>	<u>600,000</u>	<u>600,000</u>	<u>57,706</u>	<u>0</u>
PATHWAYS FUND	<u>-37,872</u>	<u>-189,700</u>	<u>-189,700</u>	<u>352,567</u>	<u>100,300</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 703 - CURRENT TAX COLLECTIONS FUND					
Revenues					
Dept: 000					
655.000 NSF FEE	0	0	0	175	0
664.000 INTEREST EARNED	0	0	0	711	0
671.000 OTHER REVENUE	0	0	0	101	0
694.000 CASH OVER AND SHORT	0	0	0	149	0
Dept: 000	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,136</u>	<u>0</u>
Total Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,136</u>	<u>0</u>
 CURRENT TAX COLLECTIONS FUND	 <u>0</u>	 <u>0</u>	 <u>0</u>	 <u>1,136</u>	 <u>0</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 792 - FUTURE ROAD IMPROVEMENT					
Revenues					
Dept: 000					
664.000 INTEREST EARNED	12,634	6,000	6,000	6,384	6000
699.101 TRANSFER IN-GENERAL FUND	250,000	250,000	250,000	250,000	250000
Dept: 000	<u>262,634</u>	<u>256,000</u>	<u>256,000</u>	<u>256,384</u>	<u>256,000</u>
Total Revenues	<u>262,634</u>	<u>256,000</u>	<u>256,000</u>	<u>256,384</u>	<u>256,000</u>
Expenditures					
Dept: 087 SPENCER-W OF 23					
967.000 PROJECT COSTS	0	390,000	390,000	0	390000
SPENCER-W OF 23	<u>0</u>	<u>390,000</u>	<u>390,000</u>	<u>0</u>	<u>390,000</u>
Dept: 088 KENSINGTON RD					
967.000 PROJECT COSTS	0	210,000	210,000	0	0
KENSINGTON RD	<u>0</u>	<u>210,000</u>	<u>210,000</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>0</u>	<u>600,000</u>	<u>600,000</u>	<u>0</u>	<u>390,000</u>
FUTURE ROAD IMPROVEMENT	<u>262,634</u>	<u>-344,000</u>	<u>-344,000</u>	<u>256,384</u>	<u>-134,000</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 793 - CONSTRUCTION ESCROW					
Revenues					
Dept: 000					
664.000 INTEREST EARNED	0	200	200	523	0
Dept: 000	0	200	200	523	0
Total Revenues	0	200	200	523	0
 CONSTRUCTION ESCROW	0	200	200	523	0

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

Month: 10/31/2016	Prior Year Actual	Current Year			Requested
		Original Budget	Amended Budget	Actual Thru October	
Fund: 812 - SAD ROAD MAINTENANCE					
Revenues					
Dept: 031 PARKLAWN SAD					
664.000 INTEREST EARNED	33	50	50	29	50
672.000 SPECIAL ASSESSMENTS	14,629	13,260	13,260	0	13260
PARKLAWN SAD	<u>14,662</u>	<u>13,310</u>	<u>13,310</u>	<u>29</u>	<u>13,310</u>
Dept: 033 DONALD/STUHRBURG SAD					
664.000 INTEREST EARNED	18	10	10	10	10
672.100 SPECIAL ASSESSMENTS	1,560	1,560	1,560	0	1560
DONALD/STUHRBURG SAD	<u>1,578</u>	<u>1,570</u>	<u>1,570</u>	<u>10</u>	<u>1,570</u>
Dept: 038 LINK ROAD MAINTENANCE					
664.000 INTEREST EARNED	3	10	10	0	6000
LINK ROAD MAINTENANCE	<u>3</u>	<u>10</u>	<u>10</u>	<u>0</u>	<u>6,000</u>
Dept: 039 TRACEY LANE SAD					
664.000 INTEREST EARNED	5	10	10	7	10
672.000 SPECIAL ASSESSMENTS	7,789	6,500	6,500	0	3250
TRACEY LANE SAD	<u>7,794</u>	<u>6,510</u>	<u>6,510</u>	<u>7</u>	<u>3,260</u>
Dept: 040 RIDGECREST S.A.D.					
664.000 INTEREST EARNED	13	10	10	5	4875
RIDGECREST S.A.D.	<u>13</u>	<u>10</u>	<u>10</u>	<u>5</u>	<u>4,875</u>
Dept: 054 BIRCHCREST					
664.000 INTEREST EARNED	6	10	10	4	10
672.000 SPECIAL ASSESSMENTS	5,968	4,875	4,875	0	4950
BIRCHCREST	<u>5,974</u>	<u>4,885</u>	<u>4,885</u>	<u>4</u>	<u>4,960</u>
Dept: 069 BEN HUR FARMS					
664.000 INTEREST EARNED	6	0	0	7	10
672.000 SPECIAL ASSESSMENTS	8,891	3,250	3,250	0	3520
BEN HUR FARMS	<u>8,897</u>	<u>3,250</u>	<u>3,250</u>	<u>7</u>	<u>3,530</u>
Total Revenues	<u>38,921</u>	<u>29,545</u>	<u>29,545</u>	<u>62</u>	<u>0</u>
Expenditures					
Dept: 031 PARKLAWN SAD					
967.000 PROJECT COSTS	6,592	13,260	13,260	2,469	13260
PARKLAWN SAD	<u>6,592</u>	<u>13,260</u>	<u>13,260</u>	<u>2,469</u>	<u>13,260</u>
Dept: 033 DONALD/STUHRBURG SAD					
967.100 ADDTL PROJECT COSTS	1,065	6,500	6,500	0	6950
DONALD/STUHRBURG SAD	<u>1,065</u>	<u>6,500</u>	<u>6,500</u>	<u>0</u>	<u>6,950</u>
Dept: 038 LINK ROAD MAINTENANCE					
967.000 PROJECT COSTS	2,027	0	0	1,869	7500

LINK ROAD MAINTENANCE	2,027	0	0	1,869	7,500
Dept: 039 TRACEY LANE SAD					
967.000 PROJECT COSTS	1,789	6,500	6,500	2,775	8700
TRACEY LANE SAD	1,789	6,500	6,500	2,775	8,700
Dept: 040 RIDGECREST S.A.D.					
967.000 PROJECT COSTS	1,350	2,900	2,900	2,382	3800
RIDGECREST S.A.D.	1,350	2,900	2,900	2,382	3,800
Dept: 054 BIRCHCREST					
967.000 PROJECT COSTS	4,363	4,875	4,875	3,076	6200
BIRCHCREST	4,363	4,875	4,875	3,076	6,200
Dept: 055 KENDOR					
967.000 PROJECT COSTS	0	0	0	1,928	4950
KENDOR	0	0	0	1,928	4,950
Dept: 069 BEN HUR FARMS					
967.000 PROJECT COSTS	1,598	3,250	3,250	6,723	3250
BEN HUR FARMS	1,598	3,250	3,250	6,723	3,250
Total Expenditures	18,784	37,285	37,285	21,222	54,610
SAD ROAD MAINTENANCE	20,137	-7,740	-7,740	-21,160	-54,610

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	Current Year -----			Requested
		Original Budget	Amended Budget	Actual Thru October	
Month: 10/31/2016					
Fund: 814 - ROAD PROJECTS					
Revenues					
Dept: 000					
664.000 INTEREST EARNED	187	100	100	95	100
Dept: 000	<u>187</u>	<u>100</u>	<u>100</u>	<u>95</u>	<u>100</u>
Dept: 061 ROSE ANN DRIVE- SAD					
664.000 INTEREST EARNED	12	10	10	16	10
669.000 INTEREST FROM SAD PMT	940	410	410	0	0
672.000 SPECIAL ASSESSMENTS	8,120	6,320	6,320	0	0
ROSE ANN DRIVE- SAD	<u>9,072</u>	<u>6,740</u>	<u>6,740</u>	<u>16</u>	<u>10</u>
Total Revenues	<u>9,259</u>	<u>6,840</u>	<u>6,840</u>	<u>111</u>	<u>110</u>
 ROAD PROJECTS	 <u>9,259</u>	 <u>6,840</u>	 <u>6,840</u>	 <u>111</u>	 <u>110</u>

BUDGET WORKSHEET

FYE 2017-2018

Brighton Township

Month: 10/31/2016	Fund: 865 - STREET LIGHTING FUND	Prior Year Actual	Current Year		Requested	
			Original Budget	Amended Budget		Actual Thru October
Revenues						
Dept: 070 COUNTRY CLUB ANNEX LT						
672.000	SPECIAL ASSESSMENTS	7,858	7,180	7,180	0	8090
	COUNTRY CLUB ANNEX LT	<u>7,858</u>	<u>7,180</u>	<u>7,180</u>	<u>0</u>	<u>8,090</u>
Dept: 071 DONALD DRIVE LIGHT						
672.000	SPECIAL ASSESSMENTS	17	190	190	0	170
	DONALD DRIVE LIGHT	<u>17</u>	<u>190</u>	<u>190</u>	<u>0</u>	<u>170</u>
Dept: 072 BRANDYWINE FARMS LIGHT						
672.000	SPECIAL ASSESSMENTS	680	660	660	0	710
	BRANDYWINE FARMS LIGHT	<u>680</u>	<u>660</u>	<u>660</u>	<u>0</u>	<u>710</u>
Dept: 073 HARVEST HILLS LIGHTS						
672.000	SPECIAL ASSESSMENTS	680	660	660	0	710
	HARVEST HILLS LIGHTS	<u>680</u>	<u>660</u>	<u>660</u>	<u>0</u>	<u>710</u>
Dept: 074 GREENFIELD POINTE LIGHTS						
672.000	SPECIAL ASSESSMENTS	737	660	660	0	760
	GREENFIELD POINTE LIGHTS	<u>737</u>	<u>660</u>	<u>660</u>	<u>0</u>	<u>760</u>
Dept: 075 BRIGHTON GARDENS						
672.000	SPECIAL ASSESSMENTS	759	730	730	0	790
	BRIGHTON GARDENS	<u>759</u>	<u>730</u>	<u>730</u>	<u>0</u>	<u>790</u>
Dept: 076 EAGLE HEIGHTS						
672.000	SPECIAL ASSESSMENTS	365	360	360	0	380
	EAGLE HEIGHTS	<u>365</u>	<u>360</u>	<u>360</u>	<u>0</u>	<u>380</u>
Dept: 077 GREENFIELD SHORES 1-2-3-4 LOP						
672.000	SPECIAL ASSESSMENTS	759	730	730	0	790
	GREENFIELD SHORES 1-2-3-4 LOP	<u>759</u>	<u>730</u>	<u>730</u>	<u>0</u>	<u>790</u>
Dept: 078 DE MARIA LIGHTS						
672.000	SPECIAL ASSESSMENTS	365	360	360	0	380
	DE MARIA LIGHTS	<u>365</u>	<u>360</u>	<u>360</u>	<u>0</u>	<u>380</u>
Dept: 079 RAVENSWOOD LIGHTS						
672.000	SPECIAL ASSESSMENTS	729	710	710	0	750
	RAVENSWOOD LIGHTS	<u>729</u>	<u>710</u>	<u>710</u>	<u>0</u>	<u>750</u>
Dept: 080 MAPLE RIDGE SUB						
672.000	SPECIAL ASSESSMENTS	365	360	360	0	380
	MAPLE RIDGE SUB	<u>365</u>	<u>360</u>	<u>360</u>	<u>0</u>	<u>380</u>
Dept: 081 ALGER PINES						
672.000	SPECIAL ASSESSMENTS	680	660	660	0	710
	ALGER PINES	<u>680</u>	<u>660</u>	<u>660</u>	<u>0</u>	<u>710</u>

Dept: 082 SHENANDOAH						
672.000	SPECIAL ASSESSMENTS	705	680	680	0	730
	SHENANDOAH	<u>705</u>	<u>680</u>	<u>680</u>	<u>0</u>	<u>730</u>
Dept: 084 SHENANDOAH POND HOMEOWNERS						
672.000	SPECIAL ASSESSMENTS	808	680	680	0	740
	Revenues					
	SHENANDOAH POND HOMEOWNERS	<u>808</u>	<u>680</u>	<u>680</u>	<u>0</u>	<u>740</u>
Dept: 085 OAKS AT BEACH LAKE						
672.000	SPECIAL ASSESSMENTS	1,871	1,970	1,970	0	1940
	OAKS AT BEACH LAKE	<u>1,871</u>	<u>1,970</u>	<u>1,970</u>	<u>0</u>	<u>1,940</u>
	Total Revenues	<u>17,378</u>	<u>16,590</u>	<u>16,590</u>	<u>0</u>	<u>18,030</u>
Expenditures						
Dept: 070 COUNTRY CLUB ANNEX LT						
921.000	STREET LIGHTING	7,341	7,180	7,180	3,285	8090
	COUNTRY CLUB ANNEX LT	<u>7,341</u>	<u>7,180</u>	<u>7,180</u>	<u>3,285</u>	<u>8,090</u>
Dept: 071 DONALD DRIVE LIGHT						
921.000	STREET LIGHTING	187	190	190	84	170
	DONALD DRIVE LIGHT	<u>187</u>	<u>190</u>	<u>190</u>	<u>84</u>	<u>170</u>
Dept: 072 BRANDYWINE FARMS LIGHT						
921.000	STREET LIGHTING	669	660	660	299	710
	BRANDYWINE FARMS LIGHT	<u>669</u>	<u>660</u>	<u>660</u>	<u>299</u>	<u>710</u>
Dept: 073 HARVEST HILLS LIGHTS						
921.000	STREET LIGHTING	669	660	660	299	710
	HARVEST HILLS LIGHTS	<u>669</u>	<u>660</u>	<u>660</u>	<u>299</u>	<u>710</u>
Dept: 074 GREENFIELD POINTE LIGHTS						
921.000	STREET LIGHTING	669	660	660	299	760
	GREENFIELD POINTE LIGHTS	<u>669</u>	<u>660</u>	<u>660</u>	<u>299</u>	<u>760</u>
Dept: 075 BRIGHTON GARDENS						
921.000	STREET LIGHTING	746	730	730	334	790
	BRIGHTON GARDENS	<u>746</u>	<u>730</u>	<u>730</u>	<u>334</u>	<u>790</u>
Dept: 076 EAGLE HEIGHTS						
921.000	STREET LIGHTING	360	360	360	160	380
	EAGLE HEIGHTS	<u>360</u>	<u>360</u>	<u>360</u>	<u>160</u>	<u>380</u>
Dept: 077 GREENFIELD SHORES 1-2-3-4 LOP						
921.000	STREET LIGHTING	746	730	730	334	790
	GREENFIELD SHORES 1-2-3-4 LOP	<u>746</u>	<u>730</u>	<u>730</u>	<u>334</u>	<u>790</u>
Dept: 078 DE MARIA LIGHTS						
921.000	STREET LIGHTING	360	360	360	160	380
	DE MARIA LIGHTS	<u>360</u>	<u>360</u>	<u>360</u>	<u>160</u>	<u>380</u>
Dept: 079 RAVENSWOOD LIGHTS						
921.000	STREET LIGHTING	716	710	710	321	750
	RAVENSWOOD LIGHTS	<u>716</u>	<u>710</u>	<u>710</u>	<u>321</u>	<u>750</u>

Dept: 080 MAPLE RIDGE SUB					
921.000 STREET LIGHTING	360	360	360	160	380
MAPLE RIDGE SUB	<u>360</u>	<u>360</u>	<u>360</u>	<u>160</u>	<u>380</u>
Dept: 081 ALGER PINES					
921.000 STREET LIGHTING	674	660	660	299	710
ALGER PINES	<u>674</u>	<u>660</u>	<u>660</u>	<u>299</u>	<u>710</u>
Dept: 082 SHENANDOAH					
921.000 STREET LIGHTING	695	680	680	310	730
SHENANDOAH	<u>695</u>	<u>680</u>	<u>680</u>	<u>310</u>	<u>730</u>
Dept: 084 SHENANDOAH POND HOMEOWNERS					
921.000 STREET LIGHTING	686	680	680	306	740
SHENANDOAH POND HOMEOWNERS	<u>686</u>	<u>680</u>	<u>680</u>	<u>306</u>	<u>740</u>
Dept: 085 OAKS AT BEACH LAKE					
921.000 STREET LIGHTING	2,008	1,970	1,970	899	1940
OAKS AT BEACH LAKE	<u>2,008</u>	<u>1,970</u>	<u>1,970</u>	<u>899</u>	<u>1,940</u>
Total Expenditures	<u>16,886</u>	<u>16,590</u>	<u>16,590</u>	<u>7,549</u>	<u>18,030</u>
STREET LIGHTING FUND	<u>492</u>	<u>0</u>	<u>0</u>	<u>-7,549</u>	<u>0</u>

BUDGET WORKSHEET

FYE 2017-2018

Brighton Township

Month: 10/31/2016	Prior Year Actual	Current Year			Requested
		Original Budget	Amended Budget	Actual Thru October	
Fund: 871 - MUNICIPAL REFUSE					
Revenues					
Dept: 056 RAVENSWOOD					
664.000 INTEREST EARNED	36	20	20	21	20
RAVENSWOOD	<u>36</u>	<u>20</u>	<u>20</u>	<u>21</u>	<u>20</u>
Dept: 529 WOODLAND/AIRWAY ASSESSMENT					
664.000 INTEREST EARNED	118	80	80	67	75
672.100 SPECIAL ASSESSMENTS	50,357	50,360	50,360	0	50360
WOODLAND/AIRWAY ASSESSMENT	<u>50,475</u>	<u>50,440</u>	<u>50,440</u>	<u>67</u>	<u>50,435</u>
Total Revenues	<u>50,511</u>	<u>50,460</u>	<u>50,460</u>	<u>88</u>	<u>50,455</u>
Expenditures					
Dept: 056 RAVENSWOOD					
967.000 PROJECT COSTS	26,928	0	0	20,196	0
RAVENSWOOD	<u>26,928</u>	<u>0</u>	<u>0</u>	<u>20,196</u>	<u>0</u>
Dept: 529 WOODLAND/AIRWAY ASSESSMENT					
967.100 ADDTL PROJECT COSTS	47,673	50,360	50,360	29,395	50360
WOODLAND/AIRWAY ASSESSMENT	<u>47,673</u>	<u>50,360</u>	<u>50,360</u>	<u>29,395</u>	<u>50,360</u>
Total Expenditures	<u>74,601</u>	<u>50,360</u>	<u>50,360</u>	<u>49,591</u>	<u>50,360</u>
MUNICIPAL REFUSE	<u>-24,090</u>	<u>100</u>	<u>100</u>	<u>-49,503</u>	<u>95</u>

**BUDGET WORKSHEET**

FYE 2017-2018

Brighton Township

	Prior Year Actual	----- Current Year -----		Requested
		Original Budget	Amended Budget	
Month: 10/31/2016				
Fund: 880 - SAD AQUATICS				
Revenues				
Dept: 107 CLARK LAKE AQUATICS				
664.000 INTEREST EARNED	22	40	40	6
CLARK LAKE AQUATICS	<u>22</u>	<u>40</u>	<u>40</u>	<u>6</u>
Requested				10
Dept: 550 WOODLAND LAKE AQUATIC				
664.000 INTEREST EARNED	421	200	200	215
672.000 SPECIAL ASSESSMENTS	69,205	66,200	66,200	7,833
687.000 REFUNDS	0	0	0	120
WOODLAND LAKE AQUATIC	<u>69,626</u>	<u>66,400</u>	<u>66,400</u>	<u>8,168</u>
Requested				69,200
Total Revenues	<u>69,648</u>	<u>66,440</u>	<u>66,440</u>	<u>8,174</u>
Requested				69,210
Expenditures				
Dept: 107 CLARK LAKE AQUATICS				
967.000 PROJECT COSTS	5,927	0	0	2,750
CLARK LAKE AQUATICS	<u>5,927</u>	<u>0</u>	<u>0</u>	<u>2,750</u>
Requested				1,254
Dept: 550 WOODLAND LAKE AQUATIC				
967.000 PROJECT COSTS	75,070	156,200	156,200	56,178
WOODLAND LAKE AQUATIC	<u>75,070</u>	<u>156,200</u>	<u>156,200</u>	<u>56,178</u>
Requested				150,000
Total Expenditures	<u>80,997</u>	<u>156,200</u>	<u>156,200</u>	<u>58,928</u>
Requested				151,254
SAD AQUATICS	<u>-11,349</u>	<u>-89,760</u>	<u>-89,760</u>	<u>-50,754</u>
Requested				-82,044

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

**TABLE OF CONTENTS**

---

**CAPITAL IMPROVEMENT PLAN ..... 2**

**SANITARY SEWER SYSTEM ..... TBD**

**WATER SUPPLY SYSTEM..... TBD**

**ROADS..... TBD**

**CEMETERIES, PARKS AND PATHWAYS..... TBD**

**APPENDIX A SANITARY SEWER SYSYTEM DEBT SCHEDULE ..... TBD**

**CAPITAL IMPROVEMENT PLAN  
AND  
FISCAL ANALYSIS  
2015/2016 – 2020/2021**

**INTRODUCTION/LEGAL AUTHORITY**

The Capital Improvement Plan (CIP) is an essential planning tool for the development of the social, physical, fiscal and economic well-being of the Charter Township of Brighton. This plan is a positive effort to strengthen the sustainability of public facilities and services and provides a framework for the realization of community goals and objectives as envisioned in the Township’s Master Plan for future land use adopted May 19, 2014.

In a practical sense, the CIP process allows the Township to identify, prioritize and implement capital projects and funding over multiple years. Public improvements originating from the CIP process will serve to improve the quality of life for all Township residents. As the community matures, policy makers will look to the CIP for answers in addressing public needs.

Legal authority for capital improvement planning is found in State law. Specifically, Act 168 of the Public Acts of 1959, the Township Planning Act, and reaffirmed in Act 33 of the Public Acts of 2008; which essentially provide that:

“For the purpose of furthering the desirable future development of a local unit of government after adoption of a master plan, the community shall prepare a coordinated and comprehensive program of public improvements. The program will show public capital expenditures and improvements, in the general order of their priority, that may be needed or desirable and can be undertaken within a six-year period for the purpose of furthering the community’s desired development.”

**CIP GOAL**

**TO PLAN FOR AND GUIDE NEEDED CAPITAL IMPROVEMENTS AND EXPENDITURES IN A FISCALLY SOUND MANNER AND TO ENSURE THAT THESE IMPROVEMENTS ARE CONSISTENT WITH THE GOALS AND POLICIES OF THE CHARTER TOWNSHIP OF BRIGHTON, THE EXPECTATIONS OF ITS RESIDENTS AND ARE FINANCIALLY REALISTIC AND ACHIEVABLE.**

## **BRIGHTON TOWNSHIP TODAY**

Brighton Township is located on the southeast side of Livingston County, and is within a short driving distance of a number of metropolitan areas such as Detroit, Lansing, Ann Arbor and Flint. The Township has the benefit of having access to both I-96 and US-23, making it a logical center for residences and businesses. Benefiting from its desirable location, Brighton is one of Livingston County's most populated Townships.

The Township has experienced steady growth over the last three decades, partly due to its location, but more significantly due to its highly attractive topography and natural features. Most of the community consists of gently rolling hills, an abundance of woodlands, wetlands and several small bodies of water, over 20 named small lakes, many small ponds and streams. The environment has allowed Brighton Township to draw the interest of new single family housing developments making the community one of the most desirable places to live in southeast Michigan. Much of the housing stock is relatively new with almost 80% of the single family homes built since 1970. Over 50% of the land use consists of larger lot single family housing, 12% vacant, 12% industrial, 19% wetlands and 5% water surface.

As of the 2010 census, there were 17,791 people residing in the Township consisting of 5,950 households. SEMCOG has projected the 2020 population to be 19,300 persons. For years Brighton Township enjoyed steady population growth but by the end of 2008, growth in terms of new housing starts slowed dramatically. The slowdown was consistent with new housing decline seen throughout southeast Michigan and the rest of the nation.

Fortunately, Brighton Township as well as the rest of Southeast Michigan has experienced resurgence in new housing starts and related growth. In 2014 the Township saw 71 new home starts and 54 new homes in 2015 and witnessed the opening of a newly constructed 98,000 square foot headquarters for Lake Trust Credit Union to house over 300 employees. It is hoped by all that the Great Recession of this past decade is over and that economic recovery will continue.

Today Brighton Township offers a range of community facilities to its residents and businesses and cooperates with different agencies to provide important public utilities. The quality, availability and cost of these services are among the many factors influencing growth and redevelopment. Residential, commercial and especially industrial users make location decisions based, in part, upon the ability of a community to meet present and future needs in a cost-effective manner. As competition between communities grows and as technology advances, citizens and business owners expect more from their local government to keep pace with its societal advances and to continually upgrade its facilities and services.

Therefore Township officials have worked continuously to capitalize on funding and economic opportunities to assist with the demands imposed on the infrastructure and services the Township has in place or desires for the future. Challenges include planning, financing, operating and maintaining all community assets and thus the critical need for a capital improvement plan which will offer a wide view of needs, goals and hopefully a blue print that will achieve continued community success.

## **DEFINITION: BUDGET VS. PLAN**

The Capital Improvement Plan identifies major capital projects with cost estimates anticipated in capital over a six-year period. The program is intended to serve existing and anticipated development in the Township. Projects are listed on a priority basis and reflect the fiscal year in which they are proposed. The Plan also includes a financial analysis of various capital funds and discussion for providing the financial means for implementing planned projects. Note that typical of any community, some projects may remain unfunded at this time.

The representations contained in this plan reflect input from the Township's administration. The actual budgets, however, for the designated years are determined annually by the Township Board in accordance with State law. The Board may add, delete, or otherwise change priorities as they deem necessary within the annual budget review and approval process.

Each year as a capital budget is implemented, the next five-year cycle is reevaluated and an additional year is added to comprise a six-year plan. Capital improvements in the fourth, fifth and sixth years are often projects desired but not yet ready for implementation.

### **CAPITAL IMPROVEMENT PLANNING – AN OVERVIEW**

Capital improvement planning involves, to varying degrees, the following steps:

- **Inventory** – an assessment and compilation of existing and future project needs.
- **Financial Analysis** – an analysis of all existing and potential fiscal resources.
- **Determining Priorities** – the task of comparing needs and desired projects against financial resources and other criteria.
- **Establishing Goals and Objectives** – Asking the questions: What do we want to accomplish? How can we get there? And, how do we pay for it?
- **Develop a Schedule** – look at a logical sequence, relating needs with financial resources.
- **Garner Support** – from appropriate local officials, other funding or cooperating agencies and, most importantly, the community.
- **Implement the Plan** – consider incorporating the first year of the capital plan into the next operating budget.
- **Review and Update** – each year review and update both the capital budget and six-year plan.

### **THE BENEFITS OF CAPITAL IMPROVEMENT PROGRAMMING**

All communities need to develop a capital improvement program. With time, public facilities need major repair, replacement or expansion. Maintaining and upgrading a community's capital stock requires significant financial investment. This investment must be weighed

against other community needs and analyzed in light of community goals. Brighton Township, like many townships, is under pressure to make efficient use of capital resources and must make difficult choices. There are more needs than can be satisfied at once, and the selection of one investment over another may shape the development of the Township for years to come. The benefits of this systematic approach to planning capital projects include the following:

- Focuses attention on community goals, needs and capacities.
- Optimizes use of the taxpayer's dollar.
- Encourages the most efficient government by requiring multi-year planning.
- Assists in maintaining a sound and stable community financial program.
- Enhances opportunities for participation in federal or state grant-in-aid programs.
- Calls attention to the unmet needs of the Township.

## **CIP CRITERIA**

The CIP is a planning tool and not a promise of funding. Significant capital projects are identified with cost estimates and prioritized. Lesser capital expenditures for such things as copiers and personal computers, are anticipated in the Township's general budget.

The following criteria are used to include a capital project or expenditure within the CIP:

- The project must impact the Township-at-large or address a major need.
- The project represents a public facility.
- The project represents a physical improvement.
- The project requires the expenditure of at least \$20,000. Some CIP projects under \$20,000 may be included if they are part of a larger network or system.

From year to year, CIP projects are subject to change in response to community needs and available funding. Cost estimates for projects contained herein are based on current dollars.

## **ONGOING COSTS**

Many capital improvements require ongoing operational and/or maintenance costs. When projects are implemented it is assumed in the CIP that individual departments would include these costs in their operating budgets.

## **CAPITAL PROGRAM FUNDING**

Government, like private industry, must generate adequate revenues to fund operations, capital improvements, and debt retirement. Revenues available to local government are taxes, fees, user charges, state and federal revenue sharing including grants, special assessments, and contributions from developers.

Capital improvements can be financed through existing budgetary appropriations (pay as you go) or debt financing. The two approaches are explained as follows.

### **Pay-as-you-go**

Under this approach, capital projects are financed from monies dedicated specifically for capital improvements. Annual tax levies and fund balances can be used to implement capital projects or purchases. Funding may be derived from:

- Approved annual budgetary capital outlay
- Dedicated millage approved by voters and earmarked for specific purposes such as roads, parks, drains, etc.
- Existing accumulated fund balances or funds reserved for capital improvements.

### **Debt Financing**

The following debt financing instruments are available:

#### **General Obligation Bonds (GO Bonds)**

Perhaps the most flexible of all capital funding sources, GO bonds can be used for the design or construction of any capital project. These bonds are financed through property taxes. In financing through this method, the taxing power of the Township is pledged to pay interest and principal to retire the debt. Voter approval is required. To minimize the need for property tax increases, the Township can make every effort to coordinate new bond issues with the retirement of previous bonds. GO bonds are authorized by a variety of state statutes.

#### **Capital Improvement Bonds**

A relatively new bond available is the sale of so called “capital improvement bonds.” However, these bonds require funding from an existing source of money such as any authorized but not levied millage or a portion of any existing millage or revenue stream that can be pledged for bond debt retirement. While these do not require voter approval, they are subject to referendum and most communities have few excess funds to utilize this tool.

### **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.

### **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)**

The federal government makes funds available to communities through numerous grants and programs. 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 used for repayment from the Township to the County.

### **Developer Contributions**

Sometimes capital improvements are required to serve new development. Where funding is not available for the Township to construct such improvements, developers may agree to voluntarily contribute their share or to install the facilities themselves so the development can proceed.

## 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 plant located at 5901 Pleasant Valley Road. The Township also owns and maintains all grinder pumps that service 90% of sanitary sewer customers. As of September 30, 2015, there are approximately 1,150 residential and 260 commercial customers connected to the system, or approximately 17 percent of all Township households. The treatment plant was originally sized to serve up to 2,700 residential equivalent units (REUs) and the current customer load equates to 2,202 (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 2,700 REUs (residential equivalent units), for a predicted flow of 240 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 debt service charge component of the quarterly sewer bill paid by all who have paid for an REU. A 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 retired the original 2000 bond in 2009. 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 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.

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 2015 refunding bonds and total annual amortization requirements:

<u>Period Ending</u>	<u>Principal</u>	<u>Interest</u>	<u>Debt Service</u>
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
	<u>\$ 7,900,000.00</u>	<u>\$ 758,733.33</u>	<u>\$ 8,658,733.33</u>

With annual operating costs running at about \$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 in 2016 - 2017 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.

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) additional revenue must be derived from a combination of the following sources:

1. Debt Service Charges –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

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**

The forgoing discussion is important to capital planning for the future because as the sanitary sewer system ages, reserve funds should be accumulated for repairs, major maintenance, and replacement. This is especially important for the treatment plant, pump stations and grinder pump replacement.

In August 2015 The Township Board adopted the “Brighton Township Wastewater System Asset Management Plan”. The purpose of the Asset Management Plan (AMP) is to provide a basis for determining needed annual capital reserves for asset replacement of Brighton Township Wastewater Treatment Plant (WWTP), sanitary sewage pump stations and the individual sanitary grinder pumps. The AMP also serves as a basis for the 10 year wastewater capital improvement plan.

The Township’s overall goal is to have adequate capital reserves to maintain the WWTP, sanitary sewage pump stations, and the individual sanitary grinder pumps throughout the Township. An asset inventory for 219 WWTP and pump station assets, as well as 796 active grinder pumps, has been developed to help support this goal. The Ten Year CIP is labeled as Appendix H of the AMP. Years 1-5 are listed below:

**YEARS 1-5 (Current – 2019)**

<b><u>Asset #</u></b>	<b><u>Asset Name</u></b>	<b><u>Cost to Replace or Rehabilitate</u></b>
36	Return Activated Sludge (RAS)/ Pump 3 & Motor	\$17,500
38	WAS Plug Control Valve	\$18,000
216	Sludge Storage Tank Decant / Valves	\$40,000
34	Return Activated Sludge (RAS) / Pump 1 & Motor	\$20,000
102	Lift Station 3 Motor Controls Pump Station 3 – Old	\$15,000

23

123	Pump 1 Pump Station 6	\$9,000
29	Secondary Effluent Sample - Pump 1	\$2,500
24/35	Return Activated Sludge (RAS) - pump 2 and motor	\$22,500
185	Parshall Flume Indicator	\$8,000
26	RAS Flowmeter #1	\$5,500
27	RAS Flowmeter #2	\$5,500
28	WAS Flowmeter	\$5,500
32	Building Sump Pumps 1 and 2	\$35,000
49 / 50	Scum Pump and Motor	\$35,000
60	Oxidation Ditch #2 Rotor #3	\$80,000
61	Oxidation Ditch #2 Rotor #4	\$80,000

---

**FIVE YEAR CIP TOTAL                      \$399,000**

For illustrative purposes: the Township would want to budget no less than \$80,000 per year to meet this five year CIP schedule. This figure does not include setting aside funds for 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.

**Sewer System Capital Reserve**

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.

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 \$80,000 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. It is important that the Township continuously build reserve fund savings. 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.

**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)

SANITARY SEWER SYSTEM



SS Fund represents the Sanitary Sewer Fund.

## WATER SUPPLY SYSTEM

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, the Livingston Community Water Authority (LCWA) and a portion of the Township is served by the City of Brighton.

In 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, member communities include Brighton Township, 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 water service REU purchased through LCWA. Originally, the Township purchased 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. Plans for future expansion of this system are outlined in a later section of this document.

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.

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.

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. 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.

. 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, Brighton Township property owners accounted for 404 REUs (Residential Equivalent Units) serviced by the LCWA system.

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.

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 customer connected to the system, which accounts for 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 \$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.

Looking ahead to the more immediate future, there are no Township initiated capital projects anticipated at this time. 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 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; the Township could made bond payments for 2010, 2011, 2012 and 2013 and call the water system bonds and pay off the remainder of the debt obligation. 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 long-term economic uncertainty the Township should not itself incur new debt. Development whether residential or commercial is too risky 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 Townships. The area served by the FIB authority is depicted on the attached "Water Service Areas" map excerpted from the Township Master Plan.

**WATER SUPPLY SYSTEM**

Reference No.	PROJECT	TOTAL COST	TWP. COST	PROJECTED FUNDING & SOURCE	SIX-YEAR FUNDING SCHEDULE					
					2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
1	No projects planned*									
2										
3										
4										
5										
6										

\* There are no projects planned at the time of drafting this original CIP.

## ROADS

By state law, all public roads in townships are under the jurisdiction and ownership of county road commissions. Therefore, Brighton Township must look to the Livingston County Road Commission (LCRC) for all road maintenance and improvements. As many townships like Brighton have grown in population changing from very rural to more suburban, so have the demands on road maintenance and the need for surface paving improvements. At the same time, largely because of state mandated limits on revenues and finance formulas, financial resources available to county road agencies have been severely restricted and in fact today LCRC, like all of Michigan's county road commissions, is under great financial duress with actual revenues stagnant and operating costs increasing. This is not a new phenomenon and is a situation that has placed more and more burden on local communities if road improvements are to be undertaken.

The primary source of money for road maintenance and new road construction has traditionally been funds received from the Michigan gas tax and vehicle registration fees, through Act 51 of 1951. For LCRC and all other Michigan county road agencies, this source of funding alone has proved woefully inadequate just for proper maintenance, let alone major reconstruction. In fact, from 2000 to 2007 Act 51 receipts grew by only 1% per year, far from annual cost increases for equipment, asphalt, concrete and manpower wages and benefits. Beginning in 2007 and again in 2008, Act 51 monies have together dropped as much as 10%. This decline in revenue posed a real challenge to capital planning for roads for all units of local government in Livingston County and all of Michigan.

For years Brighton Township officials have recognized that in order to advance desired local road improvements that local community financial contributions would improve opportunities for LCRC to actually move projects forward. Local contributions can take the form of special assessment districts, developer contributions and Township contributions from the general fund; or in the future a dedicated road millage could be a possibility if approved by voters.

Currently the Township has no bonded indebtedness for any road projects. Historically funds have been saved up for projects and implemented only after sufficient funds to pay for the Township's share of a project have been available. With the exception of FY 2014-15 during which the General Fund transferred \$350,000, prior years have seen a transfer of \$250,000 into the Roads Fund. . It should be noted that road improvement 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

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<sup>1</sup> 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

### **Capital Improvement Program**

1. The Township has had the foresight in the past to establish and annually budget money into a road fund for future needed improvements and this practice should be continued. In 2009 – 2010 \$250,000 was budgeted to be placed in the Road Fund. The capital plan displays continuation of this practice. A footnote has been added to

the capital spending schedule however that notes the suggested level of annual funding may be adjusted depending on other annual budgetary priorities. The annual contribution has been dropped to \$150,000 given other budget demands.

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:

<u>Road Segment</u>	<u>Cross Streets</u>	<u>Length in Miles</u>	<u>Rating</u>
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

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**

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 any anticipated funding gap which will help ensure that the project is selected for the three-year funding program by the County Federal Aid Committee.

### **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. 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.

Given the economic condition of Michigan's road agencies and stagnant revenues facing road commissions, many local communities, cities, villages and townships are successfully seeking separately authorized millages to have funds available for construction and re-construction of roads, both local streets and primary collector roads. The evidence is clear that roads throughout southeast Michigan are in poor condition and the prospect for the future, unless something changes, are dire. The point here is that someday this may be an issue if the Township is to preserve the attractiveness and quality of life residents have come to expect.

Yet another concept is to place a bond issue before the voters for certain specific road improvements. If a bond is approved the Township may levy whatever millage is required to meet the annual debt principal and interest payments. The problem generally with this approach is it usually involves a road or two which may only generate support from voters who use such road or roads. On the other hand if several major roads appealing to a large segment of voters were proposed in a bond issue this might garner wide spread community support.

The advantage of a bond over a millage, is that with a bond issue road improvement projects can be undertaken within a two to three year time frame. With a millage funds must be saved up over time and projects will take a longer time frame.

ROADS

Reference No.	PROJECT	TOTAL COST	TWP. COST	PROJECTED FUNDING & SOURCE	SIX-YEAR FUNDING SCHEDULE					
					2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
1	Reconstruct Hunter, Hilton to Hyne	\$1,200,000	\$600,000	Township funds 50% LCRC 50%		\$600,000	\$600,000			
2	Resurface Van Amberg, Spencer to Newman	\$1,250,000	\$625,000	Township funds 50% LCRC 50%				\$1,000,000	\$250,000	
3	Annual Capital Funding	\$150,000 per year	*	General Fund	\$250,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
4										
5										
6										

\* Suggested level of annual funding however may be needed for other priorities such as to retire sewer debt.

**PUBLIC FACILITIES  
AND  
BUILDING AUTHORITY**

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.

**Public Facility Capital Improvement Program**

There are no public facility capital improvements planned during the six year time of this CIP.

**PUBLIC FACILITIES AND BUILDING AUTHORITY**


\* Funds to be reserved for election equipment purchase.

## CEMETERIES, PARKS AND PATHWAYS

### CEMETERIES

Brighton Township is responsible for maintenance and operation of three cemeteries that all have their origins dating back to the 1800's. The cemeteries are:

The Bird Cemetery is in Section 14 on the south side of Pleasant Valley Road just west of Kensington Road.

Pleasant Valley Cemetery is in Section 22 and is located on Pleasant Valley Road between Waycross and Jacoby Roads.

Kensington Baptist Cemetery is in Section 35 on the west side of Kensington Road north of East Grand River.

There currently is no indebtedness in the Cemetery Fund. There is however a continuing need for maintenance and occasional repair. In 2007 – 2008 the Township set up a Perpetual Care Fund with an expected annual allocation of \$10,000. The thought is at someday the fund will generate sufficient interest to provide for annual maintenance and care.

#### **Capital Improvement Program**

There are no capital improvements planned at this time to any of the cemeteries.

#### **Financial Considerations**

The cemeteries do not present fiscal issues for the Township at this time.

## PARKS

Currently there are no developed Township-owned parks or recreation facilities in the community. Township residents rely on County or State parks, schools, privately owned facilities, or Township lakes and streams for recreation.

The only Township-owned parkland is "Sunset Park," located along Kensington Road just south of Jacoby Road, which was established through a public/private development agreement between Brighton Township and Sunset Sand and Gravel and its assignee, Eclipse Excavating LLC. This 61 acre site was actually acquired as part of a consent agreement and the land can only be used as a park in the future. A site plan was developed in anticipation of future development and at that time proposed both active and passive recreation areas, picnic areas, a fishing dock, wading beach, tot lot, jogging path, fitness course, sledding hill, cross country skiing areas, and an active recreation area with tennis courts and fields for sports like: soccer, lacrosse, and rugby.

The Planned Unit Development Agreement with Sunset Sand and Gravel has been assumed by Clearwater Development as a result of acquisition of the property. As of December 2015, the Township and Clearwater are in arbitration toward the resolution of the Planned Unit Development Agreement as the Township is seeking Clearwater to abide by the terms of that Agreement. Access to the site, preliminary site grading and infrastructure installation by the owner of the Sunset /Clearwater property must be completed prior to the Township investing any resources in the future park. The original intent was to develop and open the park to the public once mining operations were completed. However, given the pending arbitration, any plans for park development are on hold until the lawsuit is resolved.

The Township's plans for Phase I of the park which were included in the DNR Trust grant request included, walking paths, a fishing deck; picnic area at waters edge; three (3) 180 ft. by 270 ft. multi-purpose athletic fields; construction of a 2, 300 sq.ft. building to include concession, restrooms, and storage; and service to the building which includes septic, well, electrical system and site restoration (seeding) for an estimated cost of \$650,000(2008 figure).

A second series of Phase I improvements also includes the construction of an entry road, off Jacoby Road and a 175 space athletic field parking lot, park sign, asphalt and woodchip paths, storm drainage, and site restoration with three inches (3") of top soil depth over the entire area for an estimate cost of \$760,000 (2008 figure).

Some years ago a Parks Fund was set up with revenues coming into the Fund from a \$75,000 donation from Sunset Sand and Gravel, Inc., and from the Township general fund through annual budgetary appropriations. As of March 31, 2015 the fund had a balance of \$824,094. The 2015/2016 appropriation adds \$50,000 to that sum for a current estimated fund balance of \$874,094, to which interest earning should be added. Continuing to add to

this fund on an annual basis may be prudent depending on the fiscal priorities of the Township as a whole.

It should be noted that under the “Joint Planned Development Agreement” between Sunset Sand and Gravel LLC and the Township; Clearwater Development shall install on-site well and sewage disposal systems for the park up to \$30,000; bring electrical service to the site up to \$10,000, rough grade athletic field areas, construct access roads and parking areas, pay for improvements at the Jacoby and Kensington Road intersection, pay for and install an entrance sign, seed and mulch perimeter slopes. There are more details in the Agreement and at such time as park development becomes a reality it is recommended that Township officials review the Agreement to insure proper enforcement of all terms and obligations contained therein.

The Township is a member of the Southeast Livingston County Recreation Authority (SELCRA) and has twice applied for grant assistance to develop Sunset Park through the Michigan Natural Resources Trust Fund. It is the Townships intent to continue to pursue grant funding to assist in development of the park in the future.

One question that remains unclear is who will ultimately fund the parks operations and maintenance once the park property is ready for use. It was the original intent that SELCRA would operate and maintain the park. However at present the funding role and fiscal capability of SELCRA is not clear. Will this Authority fund all recreation operations and maintenance or just recreational programming? Will the Township have funding responsibility for some operations and some maintenance? Will SELCRA fund all maintenance? It seems that this matter must be clearly defined as park development goals move closer to achievement. Costs for maintenance could be substantial depending on the size and use of facilities.

### **Capital Improvement Program**

1. Phase I development at Sunset Park.

Improvements are noted above, this CIP displays improvements to be made over a two-year period. However, the start of constructing improvements is unknown at this time.

2. The CIP anticipates the ongoing desire of Township residents to see Sunset Park development to move forward at a reasonable rate therefore it includes the continuation of budgeting or next phase developments at the rate of \$50,000 per year.



## Financial Considerations

Although unsuccessful twice before it is felt that an amended grant application should be submitted to the DNR for an MDNRTF grant assistance when the timing is right to proceed. Township staff should review DNR prior evaluations and explore if there may not be adjustments in the grant request that will enable the Township to secure grant assistance, as so many other local communities in southeast Michigan have.

A final reminder is to give appropriate consideration to the operating cost issue before improvements are undertaken. Once facilities are built the public will expect them to be adequately maintained. This includes mowing grass in playfields, daily cleaning of restrooms, litter removal, etc. Several area communities have placed such an item on the ballot i.e. for park development, maintenance and recreation programming; with a five or ten year sunset or renewal provision. This would be one way to protect the fiscal stability of the Township. This will become the trend for communities, to place new initiatives before the voters as the economy continues to impact the operation and budgets of local communities.

PARKS

4										
5										
6										

\* Suggested level of annual funding however may be needed for other priorities such as to retire sewer debt.

## PATHWAYS

A Pathways Fund has been set up to receive monies from the general fund, grants, or contributions from individuals or property developers in order to set aside funds for future sidewalks or bike paths. Expenditures are to be paid from this Fund to build Township Board approved pathways pursuant to the Pathways Master plan adopted in September 2006 revised in December 2009 which will include sidewalk or pathway along E. Grand River; along Old 23 from E. Grand River north to Spencer; and along Kensington from E. Grand River north to Sunset Park.

In 2005 and 2006 Township officials worked to prepare and reach consensus on a Pathways Plan. In December 2009, the plan will be revised to reflect the highest priority pathway and sidewalk areas. The Township recognized the importance of such a Plan to offer residents opportunity for a safer means of non-motorized travel, opportunities for exercise and connectivity with pathways in adjacent communities. The Plan 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.

As of March 31, 2015 there was \$194,163 in the fund. This is a relatively new fund thus the small amount of capital. In the current fiscal year an additional \$10,000 is budgeted from the general fund. In 2015 the Township constructed the first phase of the Priority One Pathway Plan Project; the East Grand River Sidewalk. This project involved construction of a five foot wide sidewalk along the north side of Grand River from east of US-23 to the Township sewer pump station (#1) driveway totaling approximately \$240,000.

Green Oak Township has extended the sidewalk in their jurisdiction from the pump station #1 terminus to the eastern edge of their fire station near Alan Drive. Both Green Oak Township and Brighton Township have directed their respective engineers to begin surveying and designing the sidewalk in their respective jurisdictions for the extension of the sidewalk/pathway toward Kensington Road and the Metro-park entrance.

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

### **Capital Improvement Program**

1. Proposes continuation of budgeting \$10,000 from the General Fund to the Pathways Fund.
2. East Grand River Corridor Sidewalk

Once Green Oak and Brighton Township complete their respective engineering for the design from Alan Drive to Kensington Road, it is anticipated that construction will be undertaken through funding in the FY 2016-17 budget. The estimated construction cost for the installation of approximately 5,300 feet of sidewalk (from the east side of Woodruff Creek to Kensington Road) and 1,700 feet of pathway along Kensington Road (northward to the Metropark entrance) is \$561,200 plus engineering.

### **Financial Considerations**

Pathway construction is expensive. Elements to consider when planning for a pathway projects is the anticipated amount of use, safety and connectivity. Construction cost factors that can cause projects to escalate in price are wetland and drain crossings, intersection crossings, frequency of driveways and severe gradient changes. Once enough funds are accumulated to construct a project, there is the possibility of securing grant assistance through the federally sponsored, MDOT administered Transportation Enhancement Grant Program where 65% to 75% grants are available on a competitive basis for non-motorized transportation projects. Other grant programs are also possible.

Probable costs for pathway construction per mile for a 5-foot wide asphalt path is approximately \$125,000 with no drain and wetland crossings and for a 5-foot wide concrete sidewalk it is \$200,000. Generally, concrete provides a longer lasting surface with less maintenance on the 5-foot wide cross-section.

PATHWAYS

Reference No.	PROJECT	TOTAL COST	TWP. COST	PROJECTED FUNDING & SOURCE	SIX-YEAR FUNDING SCHEDULE					
					2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
1	See Pathways Plan *	TBD	Goal 50%	General Fund Unfunded**	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

\* Numerous Pathway projects are listed and prioritized in the Pathways Master Plan but funding is not sufficient to start.

\*\* Proposes continuation of \$10,000 General Fund contribution.

## APPENDIX A

## SANITARY SEWER DEBT

Throughout the past decade Township officials have concentrated and expended considerable time and effort seeking feasible alternatives to address the predictable shortfall in Sanitary Sewer System revenues to meet debt requirements. , This has been the most critical issue facing the Township.

To recap, in 2000 Township officials along with numerous residents and property owners, together, made a decision to construct a sanitary sewer system including a wastewater treatment plant and issued municipal bonds in the principal amount of \$27,800,000. Ten years ago the economy was sound, Livingston County communities were rapidly growing and desirable areas like Brighton Township were the focus of land developer activity. The assumption in the year 2000 was that growth would continue at an unprecedented rate.

### **What happened?**

Needless to say economic factors, and assumptions, have all dramatically changed since the year 2000. Just a few years ago Michigan led the nation in unemployment, many major area corporations were in bankruptcy, and most local communities, including counties and the State were in fiscal crises. Tax revenues at all levels were declining, property tax rolls were declining, State revenue sharing was cut, home foreclosure rates were at all time highs and new land development was non-existent. This is not what was expected in 2000 and sets the stage for steps that needed to be undertaken to move forward, plan and decide on the measures the Township would out of necessity have to implement to meet the sanitary sewer system debt obligations.

### **Prior Financial considerations**

Since the summer of the 2003 calendar year, after receiving the prior year audit report, the Township Administration has been committed to addressing the sanitary sewer system cash flow issues and analyzing various options to meet long term debt obligations. Efforts to examine alternatives have also involved the Townships auditors and professional municipal bond financial advisors. The combined conclusions and recommendations of all involved, is outlined in the 2009-2010 Township Capital Improvement Plan and its Appendix with various schedules..

Key to understanding these schedules is to recall the sequence of debt financing that has taken place. In 2000 a bond in the amount of \$27,800,000 was issued to finance the construction of the original sanitary sewer system including the sewer collection system and the Township's 650,000 MGD wastewater treatment facility. In 2005, the original bond was refinanced with a new issue in the principal amount of \$17,900,000. The 2005 series bond would retire the original bond in 2009 and continue to exist until it is paid off in 2020. It was noted that refinancing of the 2005 sewer bond could take place in 2015 which was the first call date for the bond issue. In 2004 the Spencer Road Sewer Bonds were also issued in the amount of \$760,000.

## **New Financial Considerations**

The economic and financial outlook for the six year period contemplated in this Capital Improvement Plan is much more favorable than the five years proceeding. The economy has a whole is much improved, new home starts are rebounding, new commercial and industrial developments are increasing and accordingly the financial condition of the Sewer Debt Fund as evidenced by the September 30, 2015 quarterly sewer report is trending in a positive direction. Looking forward, a decision has been made to forecast ten (10) new sewer tap fees collected each year and that revenue deposited in the Sewer Debt Fund. At the current rate of \$10,260 per REU equates to an annual revenue stream of \$102,600 towards bond debt retirement.

## **Sanitary Sewer Debt Schedule**

Each year the Township Board directs the auditors to perform a cash flow summary to forecast the financial condition of the sewer system given various assumptions towards the goal of retiring the Township Sanitary Sewer Debt. New to the 2015 analysis was the inclusion of the updated schedule of principal and interest payments as a result of the 2015 Refunding Bonds in the amount of \$7,900,000. The attached Schedule (cash flow summary) incorporates the following assumptions:

- 1) No significant changes with original assessments
- 2) Includes several contracts for payment of REU over time
- 3) 10 new REU per year
- 4) Quarterly Debt Service Rate remains at \$80.50 throughout the schedule
- 5) Sewer Tap Fee remains at \$10,260 throughout the schedule.
- 6) No interest from Investments
- 7) Current loan balance from General Fund is \$2,031,000. No additional loans needed.

## **Conclusions**

Without raising the Sewer Tap Fee or quarterly debt service charge, and given the current debt service fund balance, payoff and retire the remaining principal and Interest on all sewer bonds by the end of the 2020/2021 fiscal year.

Pay back to the Township General Fund of all of the \$2,031,000 loaned to the Sewer Fund by March of 2022.

It is recommended that the Township Board continue the annual cash flow analysis to confirm that assumptions are realized and if the assumptions are either not met or exceed that they be adjusted accordingly.

## AGENDA NOTES

**MEETING DATE:** December 5, 2016

**PERSON PLACING ITEM ON AGENDA:** Township Manager

**AGENDA TOPIC:** Closed Session:

1. Shoner, Potocki, et al v. Brighton Township

**EXPLANATION OF TOPIC:**

The Open Meetings Act allows members of a public body to meet in closed session for the purpose of consulting with its attorney regarding trial or settlement strategy in connection with:

1. Specific pending litigation 15.268 Sec.8 (e).

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:**

- Attorney Communication dated November 22, 2016 (under confidential cover)
- Attorney Communication dated November 29, 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 the purpose of trial or settlement strategy in connection with specific pending litigation and to review written legal communication as permitted by the Open Meeting Act 15.268 Sec.8 (e).

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ that the Township Board meet in closed session for the purpose of trial or settlement strategy in connection with specific pending litigation and to review written legal communication as permitted by the Open Meeting Act 15.268 Sec.8 (e).

**ROLL CALL VOTE REQUIRED?** Yes (2/3)