

AGENDA

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

**JANUARY 4, 2016
REGULAR WORK SESSION MEETING
7:00 P.M.
(810) 229.0560**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. CALL TO THE PUBLIC
- E. AGENDA
- F. BUSINESS
 - 1. DISCUSSION/REQUEST FOR DIRECTION – E Grand River Sidewalk/Pathway
 - 2. BUILDING USE POLICY, ADMINISTRATIVE POLICY # 503 – Request for Moratorium on use of Station # 32
 - 3. SANITARY SEWER RATE SURVEY
 - 4. 2016-17 BUDGET PLANNING
 - a. Proposed Draft Budget
 - b. Capital Improvement Plan
- G. REPORTS AND CORRESPONDENCE
 - a. Email/Letter from Trustee Weaire
- H. CALL TO THE PUBLIC
- I. ADJOURNMENT

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

PROPOSED AGENDA

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MEMORANDUM

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

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

BTBT 01-04-16

Petition - Brighton Township Trustees-Sewer Refund *call to the public*

The First Amendment to the US Constitution "prohibits any law.....interfering with the right to peaceably assemble or prohibiting the petitioning for a governmental redress of grievances."

(precedence over Roberts Rules of Order)

The attached petition initiated by more than 130 citizens burdened by an unjust and illegal sewer tax. Having endured such over-taxation for 16 years. And having petitioned for relief numerous times during those 16 years. Now demand an immediate roll-call vote by the Elected Township Trustees on the following items:

Item 1. Repeal quarterly sewer tax and refund all winter and summer taxes for sewer capital exceeding \$4500 per home. Full refund for empty lots adjacent to homes with sewers. (yes/no).

Item 2. Immediate freeze of Township Cash and Capital Spending, including payments on sewer bond interest and principal, until the claims in Item 1 are resolved. (yes/no).

Item 3. Immediate release of an audited, complete and current sewer assessment role. (yes/no).

WORK SESSION

AGENDA NOTES

MEETING DATE: January 4, 2016

PERSON PLACING ITEM ON AGENDA: Township Manager

AGENDA TOPIC: East Grand River Ave. Sidewalk Pathway

EXPLANATION OF TOPIC:

On November 16, 2015 the Township Board authorized OHM to proceed with the survey and design work for the Phase 2 portion of the project (Woodruff Creek to the Kensington Metro park entrance). At that meeting the Board had discussion which material that the sidewalk along East Grand River would be built with (concrete v. asphalt). The Board also wanted confirmation as to the material that Green Oak would be installing between their fire station and Woodruff Creek. Green Oak Township has confirmed that they are installing concrete in that location. OHM has completed their survey work and need direction from the Township whether to design the project with concrete or asphalt.

Under ordinance section (16-08 (b) (2)), "Sidewalks shall be required along the entire site frontage of any development requiring site plan review and which is part of the Pathways Plan, and is designated as Planned or Priority A on the Proposed Pathway System (Map Six) of the Pathways Plan." The ordinance (16-08 (c) (2)) indicates that sidewalks shall be built with concrete.

If it is the desire of the Township Board to install sidewalk in a material other than concrete the Board has the option of pursuing a variance to the ordinance or making a change to the Zoning Ordinance language and Pathway Plan map. The timeframe to adopt the proposed ordinance is four months which could commence with a public hearing at the February Planning Commission meeting

SUPPORTING DOCUMENTS:

- Proposed Pathway Map #6 (adopted November 2009)
- Ordinance 16-08 excerpt
- OHM GIS project overlay (dated August 12, 2015)

POSSIBLE COURSES OF ACTION

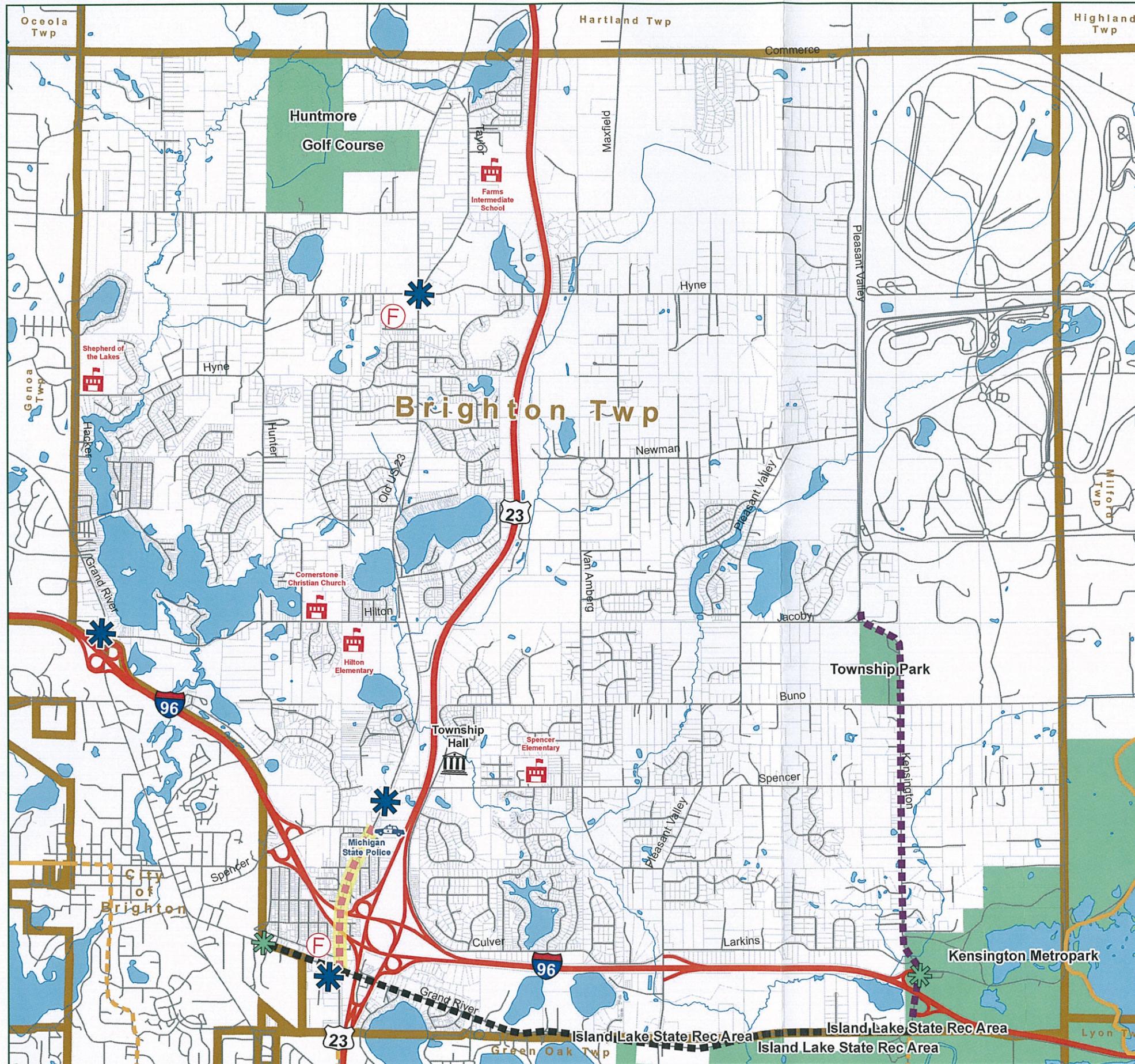
1. Direct OHM to design the East Grand River sidewalk with concrete per the existing ordinance and pathway plan.
2. Pursue a variance to the zoning ordinance to allow asphalt sidewalks.
3. Direct staff to proceed with zoning ordinance and pathway plan amendment.

SUGGESTED MOTION: Board Discretion

Map Six

Proposed Pathway System

Brighton Township, Michigan



- Township Pathways**
- Planned
 - Priority A
 - Priority B
- Connections**
- Pathway Connections

- Location**
- Path Located South/West of Road
(All other paths located North/
East of road)

- Regional Pathways**
- Existing
 - Planned

- Destinations**
- Activity Node
 - Police
 - Township Hall
 - Fire
 - School
 - Parks

Data Sources:
 Base Map - MCGI,
 Brighton Township
 Pathways - Genoa Twp,
 Southeast Livingston
 Greenways Plan

Community Planning Consultants

Adopted September 2006
 Revised November 2009

CHARTER TOWNSHIP OF BRIGHTON ZONING ORDINANCE

If after appropriate investigation, the zoning official and the fire chief determine that any private road has deteriorated to such disrepair that the Township may not be able to supply adequate police, fire and emergency vehicles access to property owners located on the private road, the zoning official shall give written notice of the violation to those property owners having access
5 onto the private road.

(a) If there is no reply from the property owners within the specified time limit, and repairs and corrective maintenance are not corrected or abated by the date specified, the zoning official shall request authorization for the Township Board to bring the road up to the design standards specified in *Sec. 16-04* and assess
10 owners of parcels on the private road for the improvements, plus an appropriate administration fee, to reimburse costs incurred by the Township as permitted by appropriate law. No public funds of the Township are to be used to build, repair or maintain the private road.

(b) If the property owners respond to the Township within the specified time limit of the original notice and request an extension of time, the zoning official shall review the information submitted with the reply. Upon finding that an extension is warranted because of unique circumstances and that an extension will not
15 cause imminent peril to life, health or property, the zoning official may request the Township Board to extend the specified time limit to a date certain if the Board concurs that:

1. The information requested pursuant to subsection (a) is impractical to
25 readily produce,
2. An extreme hardship exists, or
3. The reply indicates that the violation shall be corrected or abated by
30 the date certain and that all future maintenance will comply with the regulations as set forth herein.

(Ord. #231, 12/27/05)

35 Sec. 16-08 Bikepaths and Sidewalks

(a) **Intent.** It is hereby determined that bikepaths and sidewalks promote and provide for the public health, safety, and general welfare by achieving the following public purposes:

(1) Bikepaths and sidewalks provide a safer location for travel along roads for bicyclists and pedestrians than the edge of the traveled road.

5 (2) Bikepaths and sidewalks encourage and promote aerobic exercise.

(3) Bikepaths and sidewalks conserve energy and reduce air pollution by allowing for a convenient means of travel by bicycle or as a pedestrian, rather than utilizing a motor vehicle.

10

(4) Bikepaths and sidewalks reduce traffic congestion by providing a safe location for bicycles and pedestrians, which results in fewer vehicles on the road.

15

(b) Scope of Application

(1) Sidewalks shall be required along the entire site frontage of any development requiring site plan review and which is part of the Pathways Plan, and is designated as Planned or Priority A on the Proposed Pathway System (Map Six) of the Pathways Plan.

20

(2) Bikepaths shall be required along the entire site frontage of any development requiring site plan review and which is part of the Pathways Plan, and is designated as Priority B on the Proposed Pathway System (Map Six) of the Pathways Plan.

25

(3) The Planning Commission may waive the requirement for a bikepath or sidewalk along all or a portion of the site frontage if all of the following exist:

30

a. There will be significantly adverse impacts to regulated wetlands that cannot be mitigated.

b. The development of a boardwalk or other elevated structure is not practical based upon the cost estimates provided by the applicant's engineer.

35

c. All practical alternatives to provide a sidewalk or bikepath system elsewhere on site have been evaluated.

40

5 (4) In lieu of constructing the bike path or sidewalk, and only with the
recommendation of the Planning Commission and approval of the
Township Board, a developer may be allowed to pay to the Township a
sum of money equivalent to the actual cost of construction for the bike
path or sidewalk, including permit, engineering and inspection fees. The
actual cost of construction, including fees, shall be determined by the
Township Engineer and shall be based on current costs in the industry.
All funds collected shall be deposited in the Township Pathway Fund and
used for the construction of the pathway system. In all cases in which
10 payment for required bike paths or sidewalks is allowed in lieu of
construction, a written contract (development agreement), drafted by the
Township and indicating the sum of money to be paid to the Township
and associated provisions shall be executed by both the Developer and
Brighton Township as a condition of preliminary site plan approval. All
15 provisions of said contract, including the financial contribution to the
Township Pathway Fund, shall be satisfied prior to the issuance of any
building permits by the Township Building Department. Alternatively,
the applicant may be allowed to propose a development agreement
outlining the timeframe when sidewalk or pathway will be constructed or
20 monies deposited into the Township Pathway Fund by the applicant upon
recommendation and approval by the Planning Commission.

25 (5) Sidewalks shall be required along at least one (1) side of all internal roads
within any residential subdivision, residential site condominium, and
multiple family development requiring site plan review. The Planning
Commission may modify this requirement within residential developments
that have an overall density less than one (1) dwelling unit per acre
provided another type of pedestrian trail system is provided by the
applicant that meets the intent of this Section.

30 (c) **Pathway Design.** The following construction requirements shall apply to all
bikepaths and sidewalks:

35 (1) All bikepaths shall be a minimum five (5) foot wide asphalt and
constructed in accordance with the specifications of the Township
Engineering Standards and/or the Livingston County Road Commission.

(2) All sidewalks shall be a minimum five (5) foot wide concrete and
constructed to the specifications of the Township Engineer. Four (4) inch

class A unstamped, uncolored, and unstained concrete (6 inch at driveway crossings) on six (6) inch MDOT CI II sand sub base is required.

5 (3) All sidewalks and bikepaths shall be located within the right-of-way.

10 (4) Where walking trails are being provided within open space areas of residential developments, trails shall be a minimum of five (5) foot wide crushed aggregate stone, woodchip or asphalt, or wooden boardwalks in areas with sensitive environmental features. If providing asphalt pathways or concrete sidewalks, the same standards in (c)(1) and (c)(2) above shall apply.

15 (5) An inclined approach shall be required where sidewalks and bikepaths intersect curbs for barrier free access. Crosswalk pavement markings and signs may be required by the Planning Commission.

20 (6) Residential subdivisions or site condominiums shall provide pathway or sidewalk connections to adjacent residential subdivisions or site condominiums.

(d) **Installation**

25 (1) A certificate of occupancy shall not be issued until the required bikepath or sidewalk is installed along the road frontage.

30 (2) A performance guarantee, in lieu of bikepath or sidewalk construction, may be allowed by the Planning Commission in instances where utility and other infrastructure improvements are planned for the site within a two (2) year period. Under these circumstances, the bike path or sidewalk shall be constructed once the utility improvement is complete.

(Ord. # 246, 12/25/09), (Ord. #234, 12/28/06), (Ord. #231, 12/27/05)

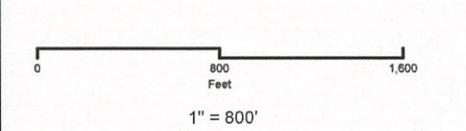


East Grand River Proposed Sidewalk

Charter Township
of Brighton



- Brighton Township Proposed Sidewalk
- Green Oak Township Proposed Sidewalk
- Parcels
- Right of Way



Source: Data provided by Livingston County, Brighton Township, and Microsoft Bing. OHM Advisors does not warrant the accuracy of the data and/or the map. This document is intended to depict the approximate spatial location of the mapped features within the Community and all use is strictly at the user's own risk.

Coordinate System: NAD 1983 StatePlane Michigan South FIPS 2113 IntlFeet

Map Published: August 12, 2015



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WORK SESSION

AGENDA NOTES

MEETING DATE: January 4, 2016

PERSON PLACING ITEM ON AGENDA: Township Manager

AGENDA TOPIC: Building Use Policy

EXPLANATION OF TOPIC:

Over the past month the Clerk's office received a request to use fire station #32. As is often the case, the application led staff to consult the Building Use Policy (#503) which was adopted in July of 2004. Unfortunately, that policy does not speak to the use of the multi-purpose meeting room at fire station #32. That is not to say that station #32 has not been utilized in the past but its use has been governed under administrative "past practice".

The recent request for building use was made by a resident for use on a holiday weekend. Access to the building, staff availability and potential costs to bring staff in to open the building were all considered. The application was ultimately approved but we will want to address unforeseen policy issues that came to light as a result of this usage request.

It is important for the Township to amend the existing policy to ensure that the past practices align with Township Board directive. I am requesting that the Board place a moratorium on the use of the fire station until March 1st to afford staff the opportunity to prepare an amended policy and the Board the opportunity to consider that policy for adoption .

SUPPORTING DOCUMENTS:

- Building Use Policy (#503)
- Existing Application For Use Forms (Township Hall and Fire Hall)
- Memo from Clerk Bollin regarding the Availability of the Township Board Room

SUGGESTED MOTION: Motion by _____ Supported by _____ to place a moratorium on the use of the Station #32 multi-use meeting room for non-governmental uses until March 1, 2016 to afford staff the opportunity to prepare an amended policy and the Board the opportunity to consider that policy for adoption .

CHARTER TOWNSHIP OF BRIGHTON

Administrative Policy No.:

503 (page 1 of 2)

Effective Date:

July 6, 2004

Policy Regarding:

BUILDING USE - TOWNSHIP MEETING ROOMS

The occupancy and use of the Township Hall shall always be under the direction and control of the Board.

The use of the Township Hall shall be limited to tax exempt organizations, homeowners' groups and associations, but shall not be used by any political organization.

The use of tobacco in any form and the use of alcohol or illegal drugs anywhere in or on the premises is prohibited. Gambling is prohibited on Township property. No business or commercial enterprise shall be undertaken in the occupancy of the Township Hall.

Application for use of the Township Meeting Rooms must be filed with the Township Clerk or his/her designee at least 10 days prior to the desired calendar date(s), listing the time, use, number in group, type of space and equipment needed, in detail. The application must be prepared and signed by a responsible representative of the applying organization. The applicant shall guarantee the clean up and repair of the premises and shall agree to pay the Township any costs incurred for said cleanup and repair. Such application must be submitted on the form provided by the Township Clerk's Office. Approval of any application will require the signature of the Township Clerk or Deputy Clerk.

Approvals may be canceled with 24 hour notice by the applicant. Any reservation, even after approval, shall be subject to revocation and cancellation by the Clerk for a pre-emptive government purpose.

Seating capacity as designated by the Township Building Official for the meeting rooms must be adhered to.

It must be mutually agreed that the permission to use the conference room does not include the use of equipment owned by the Township, such as P.A. system, VCR or slide projection equipment, coffee maker, copy machine, etc., unless specific arrangements have been made in advance and it is so stated on the application.

The Township Meeting Rooms must be vacated by 10:00 p.m., unless a later hour is approved by Township Clerk. It is the responsibility of the applicant to see that this policy is followed. Programs must be concluded in time to provide for the clearance of the building as stated on the application. The Township facilities must be returned to the same condition as they were found.

Policy 503 Use of Township Hall

Page 2 of 2

Any outside/inside signage to be used at the Township Conference room in conjunction with special use of these facilities must be in compliance with the Sign Ordinance. No signs will be placed without the authorization of Township Clerk or his/her designee. No decorations may be fastened to the walls with either tape or tacks or any other method which might mar the walls. Writing on erasable boards must be removed at the conclusion of building use.

Failure to cooperate with these restrictions and conditions may prohibit a group from using facilities at a future date.

The applicant shall also agree to indemnify, hold harmless, and defend the Township, its officers and employees from any and all liability of any kind or nature whatsoever including but not limited to personal injury, including death, or property damage arising out of the negligent use of the facilities to which the application applies.

APPLICATION FOR USE
BRIGHTON TOWNSHIP FIRE HALL
4363 BUNO ROAD
BRIGHTON, MICHIGAN 48114
Phone: 810.229.0560
Fax: 810.229.1778

DATE: _____

NAME: _____

ADDRESS: _____ PHONE: _____

_____ FAX: _____

NAME OF ORGANIZATION: _____

ADDRESS: _____

REQUESTED DATE: _____

BEGINNING TIME: _____ ENDING TIME: _____

NUMBER OF ATTENDEES EXPECTED: _____

OLD 23 FIRE STATION: _____ WEBER STREET: _____

The undersigned has received a copy of the Rules for Usage of Township Buildings and hereby agrees to observe in every respect the rules established by the Township; agrees to be on the premises at all times during the use of the Township Hall/Fire Hall; and further agrees to hold the Charter Township of Brighton harmless from any injury received or sustained while attending, playing in, going to and leaving from any activity which might be held on Township property located in the Township of Brighton, County of Livingston, Michigan.

Resident / Responsible Party

APPLICATION FOR USE
BRIGHTON TOWNSHIP HALL
4363 BUNO ROAD
BRIGHTON, MICHIGAN 48114
Phone: 810.229.0560
Fax: 810.229.1778

DATE: _____

NAME: _____

ADDRESS: _____ PHONE: _____

_____ FAX: _____

NAME OF ORGANIZATION: _____

ADDRESS: _____

REQUESTED DATE: _____

BEGINNING TIME: _____ ENDING TIME: _____

NUMBER OF ATTENDEES EXPECTED: _____

BOARD ROOM: _____
(≥25 People)

CONFERENCE ROOM: _____
(≤25 People)

The undersigned has received a copy of the Rules for Usage of the Township Hall and hereby agrees to observe in every respect the rules established by the Township; agrees to be on the premises at all times during the use of the Township Hall; and further agrees to hold the Charter Township of Brighton harmless from any injury received or sustained while attending, playing in, going to and leaving from any activity which might be held on Township property located in the Township of Brighton, County of Livingston, Michigan.

Resident / Responsible Party

Memo

To: Clerk's Office Staff
From: Ann Bollin, Clerk
Date: December 10, 2015
Re: Additional Dates Available - Reservations for the Board Room
Scheduling of Meeting Rooms on Regular Work Session Meeting Dates and
Limited Number of Reservations / Quarter

Additional Dates Available - Reservations for the Board Room

Consistent with the BTBT's 2012 directive regarding the use of township hall on alternate dates (dates when we don't already have a regularly scheduled meeting) and in order to provide larger groups an opportunity to reserve the Board Room, below please find the available 2016 dates:

Tuesday May 24

Thursday June 9

Wednesday September 7

Thursday October 6

Please note:

The small conference room can be booked on any of the dates when a regular BTBT, PC or ZBA meeting is scheduled. Reservations will be accepted for use of the Board Room on regular board work session meeting dates however capacity requests cannot exceed what the SCR will accommodate in case the Board has to move their regular work session to the Board room.

The Board room can be booked for larger groups **only** in the evening on the four additional dates.

The Board room can only be scheduled on the above dates. The small conference room should **NOT** be booked until the large room is reserved on these dates.

Reservations are on a first come – first served basis.

No one group can reserve more than 1x per quarter.

All applicants must complete the Application for Use form prior to reserving the room. Applicants must return room to original condition (no furniture moving, etc.)

WORK SESSION

AGENDA NOTES

MEETING DATE: January 4, 2016

PERSON PLACING ITEM ON AGENDA: Township Manager

AGENDA TOPIC: Sanitary Sewer Rate Survey

EXPLANATION OF TOPIC:

At the October 19, 2015 Township Board meeting the Board received the Utilities Committee's recommendation for rate structures based on the eleven different scenarios. The Utilities Committee based their recommendation on the Sewer System Debt Service Analysis compiled by Ken Palka. The Board requested that staff perform a survey of adjacent communities to get an idea of what sewer rates are being charged in those communities.

As you can see from the results, there are numerous footnotes as each community is unique and explaining the differences between each community required additional explanation. The results are intended to provide a general comparison and is not an "apples to apples" comparison due to the variety of factors.

SUPPORTING DOCUMENTS:

- Sanitary Sewer Survey December 2015

SUGGESTED MOTION: None

SANITARY SEWER SURVEY - DECEMBER 2015

		Start-Up Costs*	Quarterly*
Flat/Unmetered Rates	Brighton Twp.	\$10,260	\$176
	Hamburg Twp.	\$5100 ^v	\$155.50
	Lyon Twp.	\$12,864	\$119.25 ^{iv}
	Green Oak Twp.	\$4,500 ^x	\$90
Flat/Unmetered & Metered Rates	Hartland Twp.	\$8,467.89	\$207.65 ^{vii}
	Howell Twp.	\$4,600	\$188.31 ^{ix}
	Brighton City	\$7,198	\$155.22/174.72 ^{vi}
	Milford Village	\$3,500	\$171.5 ⁱ
	Fowlerville	\$5,300	121.74 ^{ix}
Metered Rates	Howell City	\$3,000	\$128/148.25 ⁱⁱⁱ
	Genoa Twp.	\$7,000	\$110.49-\$201.76 ⁱⁱ
Authority with Varying Rates	Oceola Twp.	\$7,000	\$110.49

*Per REU

- i. Flat rate based on usage of 30,000 gallons per quarter. Metered rate on same usage is \$153.90. \$60 per quarter fee will be added for future debt.
- ii. Rates are \$110.49, \$120 and \$201.76 depending on the district for flat sewer.
- iii. Rates are estimates. Based on 25,000/30,000 gallon usage (\$4.07 per 1000 gallons) and RTS \$26.25
- iv. Rates will increase to \$122.83 in 2016 and to \$126.51 in 2017.
- v. If sewer main extension required, it's another \$2,500; grinder station is \$3200.
- vi. Rates are estimates. Based on usage of 25,000/30,000 gallons per quarter for a .75 meter (\$3.90 per 1,000 gallons). \$174.72 is also flat rate.
- vii. \$207.65 is rate for grinder users. \$173.66 for gravity users. Metered rates would be over \$200 assuming 25,000 gallon usage (\$7.35 per 1,000 gallons).
- ix. Amount is the flat rate. Metered rate would presumably be higher (\$9.00 per thousand gallons).
- ix. Per quarter flat rate. Metered rate (\$8.36 per 1000 gallons) would be \$219/260.80 for 25,000/30,000 gallons usage.
- x. Amount is cost for tap-in for gravity users. It is \$14,000 for grinder users (which includes cost of grinder and sewer line extension).

Sewer Survey Results - December 2015

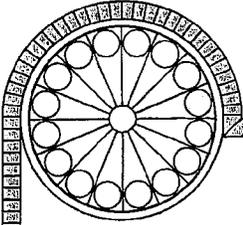
	Municipalities	Serviced	Management	REU Usage	Sewer Tap Fee	Sewer Con. Fee	Billing	G.S.	Ownership	Vendor	Meters	Debt Fee	User Charge	Serv. User	Year	Bond Debt
X	Hamburg (Township)	Yes	Municipality	Yes	Yes	Yes ¹	Quarterly	Yes	Yes	Yes	No	Yes ¹⁴	Yes ¹⁵	3000	1989	Yes-\$9.1M
X	Fowlerville (Village)	Yes	Municipality	Yes	Yes ²	Yes	Quarterly	No	N/A	N/A	Some ¹⁸	No	Yes ¹⁹	1900	2005	Yes-\$2.3M
X	Howell (Township)	Yes	Municipality	Yes	Yes	Yes	Monthly	Yes	No	No	Some	Yes	No	631	1993	Yes-\$12.3M
X	Howell (City)	Yes	Municipality	Yes	Yes	No	Bimonthly	No	N/A	N/A	Yes ¹²	No	Yes	3000	1936	Yes-\$3.1M
X	Oceola (Township)	Yes	Authority	Yes	Yes	No	Quarterly	Yes	Yes ⁷	Yes	Yes	No	Yes	2204	1989	No
X	Genoa (Township)	Yes	Authority	Yes	Yes	No	Quarterly	Yes	Yes	No	Yes	Yes ²⁰	Yes	3874	1989	Yes-\$6M ¹³
X	Brighton (City)	Yes	Municipality	Yes ⁵	Yes	Yes	Bimonthly	Yes	No	No	Yes	Yes ²¹	Yes ²²	2992	1938	Yes-\$7.3M
X	Hartland (Township)	Yes	Municipality	Yes	Yes	No	Quarterly	Yes	Yes	Yes	Some	Yes ⁹	Yes	2500	1986	Yes-\$18M
X	Green Oak (Township)	Yes	Municipality	Yes	Yes	No	Quarterly	Yes	Yes	Yes	No	No	Yes	875	2000	Yes-\$11.4M
X	Lyon (Township)	Yes	Municipality	Yes	Yes ²	Yes	Quarterly	Yes	Yes	Yes	No	No ³	No ⁴	2444	1995	Yes-\$4M
X	Milford (Township)	Not yet	Municipality	Yes	Yes	Yes	Quarterly	No	N/A	N/A	No	Not yet	Yes	9	2009	Yes-N/A
X	Milford (Village)	Yes	Municipality	Yes ⁵	Yes	Yes ⁶	Quarterly	Yes	Yes	No	Yes	Yes ⁸	Yes	2376	1960	Yes-\$10.3M ¹⁷
X	Brighton (Township)	Yes	Municipality	Yes	Yes	Yes	Quarterly	Yes	Yes	Yes	No	Yes	Yes	1466	2002	Yes-\$9.9M

1. Sewer Connection Fee is part of the Sewer Tap Fee.
2. Sewer Tap Fee is part of the the Sewer Connection Fee.
3. Built into the rate.
4. Built into the rate.
5. Base rates are based on meter size, which correlates to REU concept.
6. Sewer Connection Fee is the same as Sewer Tap Fee.
7. They are owned by the Authority.
8. The charge is \$0.22 per thousand gallons.
9. The charge is \$15.94 per REU per quarter.
10. \$28 per REU
11. Commercial properties are metered at \$8.10 per 1000 gallons.
12. Size of water meter determines fee usage rate.
13. This estimate is at the low end. MHOG was unsure of how much debt is owed on one of their districts.
14. \$52.40 is for debt charge.
15. \$103.10 is for O & M.
16. RTS charge of \$34.72.
17. This amount is soon to be issued.
18. Residential not based upon metered water usage.
19. \$5.00 per quarter.
20. Not all areas are charged debt service; amount varies.
21. \$37.29 for smallest meter per quarter.
22. \$20.43 per quarter.

12/17/2015

SANITARY SEWER SURVEY - DECEMBER 2015

Municipalities	Column 1	What is the name of the municipality?
Serviced	Column 2	Does the municipality provide sewer service?
Management	Column 3	Does the municipality or an authority manage the sewer service?
REU Usage	Column 4	Does your municiplaity make use of the REU concept?
Sewer Tap Fee	Column 5	Does the municipality charge a sewer tap fee?
Sewer Con. Fee	Column 6	Does the municipality charge a sewer connection fee?
Billing	Column 7	How often does the municipality issue bills?
G.S.	Column 8	Does the municipality have grinder stations?
Ownership	Column 9	Does the municipality own or maintain the grinder stations?
Vendor	Column 10	Does the municipality or a municipality approved vendor install the grinders?
Meters	Column 11	Are sewer bills calculated upon metered water usage?
Debt Fee	Column 12	Does the municipality charge a "Debt Service Charge?"
User Charge	Column 13	Does the municiplaity charge a "User Charge?"
Serv. User	Column 14	How many properties within the municipality receive public sewer service?
Year	Column 15	When did the municipal system become operational?
Bond Debt	Column 16	Does the sewer system have any current debt?



CHARTER TOWNSHIP OF BRIGHTON

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PROPOSED DRAFT BUDGET
FY' 2016-2017

Budget

2016-2017

Memorandum

Date: December 1, 2015
To: Brighton Township Board of Trustees
From: Township Manager *BM*
SUBJECT: FY 2016-17 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 provides policy direction. We begin meeting in January for budget work sessions in anticipation of a March 2016 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 +1%
- Revenue Sharing – We have seen recent payments from the State that have been less than projected and as a result have decreased the future projections until we have a better data
- Planning and Zoning fees will continue to be a moving target which will parallel the strength of the construction market and overall economy.
- While 2016 is a big election year there are no anticipated reimbursements.
- All other revenue is anticipated to be consistent with historic trends.

General Fund Expenditures

- Inflation Calculation – In all employee wage line items I have included a 2.5% inflation adjustment. This is merely illustrative as the exact figure does not get released by BLS until mid-January 2016.
- Economic Development – The Township will want to discuss what the participation figure will be for the upcoming year. A gap remains between what LCEDC would like Brighton Township to contribute and what the Board was willing to pay.
- Hospitalization – We remain a few months away from getting renewal information from our health care broker. He has provided a preliminary estimate of a 5% increase. This has been included for illustrative purposes.
- Health Savings Account – The Township contribution has been reduced to reflect the 5% health care premium increase.
- Staffing – After a year 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 the allocation for dust Control and possible county match project.
- Collet Environmental Obligations continue

- Water and Sewer Infrastructure – No specific projects have been identified. The amount budgeted was lowered to accommodate the transfer for the pathway project.
- Parks and Recreation – I have included a figure as a “place holder”. However, given the evolving discussions we will want to finalize
- Transfers from the General Fund to the various Funds (pathway, park, cemetery, future roads)

Other Funds

- Municipal Water – Included the anticipated LCWA MOA settlement amount.
- Sewer Capital Reserve – Continue the practice of transferring funds from O&M after the conclusion of the audit.
- 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.
- Pathway Fund – Phase 2 of the pathway plan is in the survey/ design phase. Construction is projected for summer 2016. A transfer from the general fund will be required.
- Future Road Improvement – I have met with the Road Commission and they are preparing 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.

2016 - 2017

12/1/2015

Brighton Township

----- Current Year -----

BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

	FYE 2012 TOTAL	FYE 2013 TOTAL	FYE 2014 TOTAL	Prior Yr 2015 Actual	Original Budget	Amended Budget	Actual Thru October	Requested
Revenues								
Dept: 000								
402.000 PROPERTY TAXES	847,293.73	840,382.30	855,319	887,396.90	875,000	875,000	0	883,750
423.000 MOBILE HOME FEES	271.50	276.50	275	272.00	270	270	159	270
445.000 INTEREST/PENALTIES	88.01	1,356.18	808	914.28	800	800	22	800
447.000 PROPERTY TAX ADMIN FEE	237,968.67	243,979.02	247,474	256,704.12	245,000	245,000	152,018	255,000
448.000 SUMMER TAX COLLECTION SVC CHG	26,367.90	26,361.90	26,326	24,948.90	26,000	26,000	24,895	26,000
448.100 DOG LICENSE COLLECTION FEE	688.50	585.00	539	544.50	600	600	347	540
451.000 CABLE TV FEE	276,133.53	285,217.10	289,458	312,574.72	305,000	305,000	90,219	325,000
460.000 TELECOMM. R.O.W. MAINT FEE	12,452.72	12,938.26	12,976	12,449.50	13,000	13,000	10,398	12,400
465.000 LICENSE /PERMITS	0.00	25.00	50	0.00				
481.000 SIGN PERMITS	525.00	550.00	900	375.00	500	500	150	500
482.000 TENANT OCCUPANCY	540.00	1,620.00	1,740	1,200.00	1,200	1,200	300	1,200
482.100 TEMPORARY USE	1,300.00	1,300.00	1,700	1,300.00	1,200	1,200	900	1,300
482.200 LAND USE PERMIT	8,750.00	12,250.00	16,775	15,715.00	14,000	14,000	13,585	14,000
482.300 HOME OCCUPATIONS	120.00	60.00	120	120.00	100	100	120	100
574.000 STATE REVENUE SHARING	1,282,291.00	1,295,257.00	1,312,515	1,371,273.00	1,370,000	1,370,000	670,130	1,340,260
607.000 ADMINISTRATIVE FEE SEWER	4,500.00	4,500.00	4,800	4,800.00	4,800	4,800	2,400	4,800
609.000 PLANNING FEES	10,826.36	46,850.00	57,512	45,872.40	40,000	40,000	50,997	40,000
609.100 ZONING FEES	4,600.00	5,750.00	8,050	15,070.00	8,000	8,000	6,900	8,000
615.000 PLAN REVIEW FEE	925.00	1,200.00	900	1,250.00	1,000	1,000	1,400	1,000
622.000 SOIL REMOVAL FEE	150.00	0.00	4,150	0.00	4,000	4,000	4,200	0
625.000 ADDRESSING	150.00	750.00	1,160	720.00	250	250	530	250
627.000 SALE OF TRASH TAGS	240.00	150.00	30	195.00	200	200	150	200
645.000 SALE OF MATERIALS	3,161.76	3,700.54	3,052	2,333.58	3,000	3,000	1,896	3,000
645.100 FOIA SALE OF MATERIALS	405.00	1,022.54	515	698.73	500	500	254	400
646.000 SALE OF INVENTORY	450.00	0.00	0	0.03	100	100	0	100
650.000 SALE OF CEMETERY LOTS	455.00	0.00	1,450	2,225.00				0
655.000 NSF FEE	0.00	665.00	595	560.00	100	100	0	100
656.000 FINES				0	0	0	50	0
664.000 INTEREST EARNED	29,612.17	42,474.09	10,387	25,912.99	30,000	30,000	8,762	25,000
664.405 INT- LOAN WATER BOND PAYOFF			0	11,500.00	11,500	11,500	11,500	11,500
664.589 INTEREST CAPITAL RES LOAN 2012		2,800.00	0	2,800.00	2,800	2,800	2,800	2,800
664.590 INTEREST SEWER O & M LOAN 2004	4,297.00	4,297.00	0	4,297.00	4,300	4,300	4,297	4,297
664.592 INTEREST CAP DEBT LOAN 2004	8,620.00	8,620.00	39,217	8,620.00	8,620	8,620	8,620	8,620
664.594 INTEREST CAP DEBT LOAN 2013			0	12,000.00	12,000	12,000	12,000	12,000
664.595 INTEREST CAP DEBT LOAN 09/13			0	2,000.00	2,000	2,000	2,000	2,000
664.596 INTEREST CAP DEBT LOAN 12/13			0	2,000.00	2,000	2,000	2,000	2,000
667.000 RENT- CELL TOWER	75,087.04	77,816.94	79,186	81,853.42	79,000	79,000	81,956	82,000
667.200 RENT- MSP			137,484	137,484.00	137,490	137,490	80,199	137,490
669.591 CCA SAD INTEREST	29,066.40	23,592.60	18,407	13,604.40	9,029	9,029	47	4,364
669.805 LAKESHORE SAD INTEREST	12,280.53	10,430.83	8,371	6,178.28	4,577	4,577	86	2,975
671.000 OTHER REVENUE	525.00	750.69	95	31.34	500	500	500	500
672.591 CCA SAD REV	91,800.00	87,480.00	79,920	79,920.00	75,240	75,240	0	72,720
672.805 LAKESHORE SAD REV	25,062.18	30,510.46	30,510	23,972.50	21,793	21,793	0	21,249
675.000 COMCAST/ AT&T PEG FEES	53,085.96	22,911.00	23,916	29,250.56	27,992	27,992	403	33,000

676.000 REIMBURSEMENT	11,411.50	7,584.18	19,320	7,823.40	7,500	7,500	13,180	<u>0</u>
677.000 REIMBURSEMENT-SCHOOL ELECTIOI	16,472.90	16,733.88	9,449	5,769.22	4,600	4,600	0	<u>0</u>
678.000 REINMBURSEMENT-STATE PRIMARY	21,776.77		0	0.00	32,000	32,000	22,396	<u>0</u>
687.000 REFUNDS	8,186.92	879.35	403	532.38	100	100	771	<u>100</u>
691.000 UNREALIZED GAINS/LOSS			0	0.00				
692.000 REALIZED GAINS/LOSS			0	7,784.33				
694.000 CASH OVER AND SHORT	29.15	10.32	1	4.39				
699.257 TRAN IN BUDGET STABLILZ	-533.17	-2,230.68	0	0.00	900	900	0	<u>900</u>
699.871 TRANS IN FROM SANITATION	654.11			0.00				
Total Revenues	3,107,434	3,167,215	3,305,855	3,422,851	3,388,561	3,388,561	1,283,537	3,342,485

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Brighton Township

----- Current Year -----

BUDGET WORKSHEET
Fund: 101 - GENERAL FUND

	FYE 2012 TOTAL	FYE 2013 TOTAL	FYE 2014 TOTAL	Prior Yr 2015 Actual	Original Budget	Amended Budget	Actual Thru October	Requested
Expenditures								
Dept: 101 LEGISLATIVE-TWSP BOARD								
702.000 SALARY-ELECTED	27,734.90	27,628.64	27,735	27,734.91	28,000	28,691	15,818	29,735
715.000 FICA	2,158.36	2,123.61	1,719	1,719.47	2,000	2,043	981	2,000
715.010 MEDICARE	504.58	486.14	402	401.93	410	420	229	431
716.400 HRA / HSA HSA ADMINISTRATION FEE	673.00	673.00	781	0.00				0
716.600 DISCRETIONARY INCREASE	7,079.00	6,489.84	0	0.00	23,600	2,493	0	17,000
717.000 LIFE INSURANCE	322.11	178.44	194	189.56	200	200	107	205
718.000 PENSION	6,907.68	6,907.68	6,908	6,907.68	6,910	7,083	4,274	7,433
718.100 PENSION FEES	538.17	555.89	536	518.67	600	600	-48	600
727.000 SUPPLIES	140.36	75.30	100	284.37	500	500	0	500
811.100 WORKERS'COMP	41.20	42.23	26	21.92	100	101	65	100
818.000 CONSULTING	1,775.00	731.63	5,000	2,577.28	10,000	10,000	620	10,000
819.000 ENGINEERING SERVICES	7,295.90	6,787.75	14,345	20,579.00	15,000	15,000	5,185	15,000
860.000 EDUCATION	520.35	834.59	334	549.50	2,400	2,400	175	2,400
873.000 MILEAGE/TRAVEL	0.00	125.43	360	95.42	200	200	8	200
900.000 PRINTING & PUBLISHING	8,414.10	7,250.50	10,249	10,355.00	9,000	9,000	6,501	9,000
900.100 ORDINANCE CODIFICATION	2,196.99	550.00	550	550.00	8,000	8,000	4,434	8,000
958.000 DUES	8,272.00	8,031.00	8,060	8,310.00	9,000	9,000	7,959	9,000
958.700 ECONOMIC DEVOPMENT	18,000.00	18,000.00	0	18,000.00	15,000	15,000	0	15,000
958.750 SMALL BUSINESS DEVELOPMENT	2,000.00	2,000.00	2,000	0.00	2,000	2,000	0	2,000
969.000 CONTINGENCIES	0.00	102.83	0	197.86	1,000	1,000	0	1,000
LEGISLATIVE-TWSP BOARD	94,574		79,299	98,993	133,920	113,731	46,308	129,604

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Brighton Township

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BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

	FYE 2012 TOTAL	FYE 2013 TOTAL	FYE 2014 TOTAL	Prior Yr 2015 Actual	Original Budget	Amended Budget	Actual Thru October	Requested
Dept: 171 SUPERVISOR								
702.000 SALARY-ELECTED	28,663.12	28,573.22	28,583	28,663.12	28,700	29,414	16,359	<u>30,751</u>
715.000 FICA	1,778.46	1,771.64	1,778	1,778.46	1,800	1,844	1,014	<u>1,906</u>
715.010 MEDICARE	416.04	414.44	416	416.04	500	510	237	<u>500</u>
717.000 LIFE INSURANCE	98.65	59.18	65	64.66	100	100	38	<u>100</u>
718.000 PENSION	2,857.40	2,857.40	2,857	2,857.40	2,900	2,971	1,768	<u>3,075</u>
718.100 PENSION FEES	167.56	188.65	196	157.06	200	200	-117	<u>200</u>
727.000 SUPPLIES	29.50	49.00	0	0.00	50	50	0	<u>200</u>
811.100 WORKERS'COMP	41.20	42.23	26	21.92	60	62	41	<u>65</u>
860.000 EDUCATION	303.00	0.00	436	0.00	600	600	0	<u>600</u>
873.000 MILEAGE/TRAVEL	0.00	0.00	174	0.00	200	200	0	<u>200</u>
958.000 DUES	0.00	0.00	0	0.00	200	200	0	<u>200</u>
969.000 CONTINGENCIES	0.00	0.00	0	0.00	500	500	0	<u>500</u>
970.000 CAPITAL OUTLAY	713.00	0.00	864	0.00	2,000	2,000	0	<u>2,000</u>
SUPERVISOR	35,088	33,956	35,495	33,979	37,810	38,651	19,340	40,297

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Brighton Township

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BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Dept: 172 ADMINISTRATION-MANAGER

	FYE 2012	FYE 2013	FYE 2014	Prior Yr 2015	Original	Amended	Actual Thru	Requested
	TOTAL	TOTAL	TOTAL	Actual	Budget	Budget	October	
703.000 SALARY-NOT ELECTED	82,470.20	55,907.55	80,373	82,679.71	88,240	98,131	52,870	107,625
706.000 HOURLY FULL TIME			10,310	35,748.90	38,310	38,310	22,199	61,443
707.000 HOURLY- PART TIME	4,136.32	6,457.59	-1,134	2,186.55	16,672	16,672	6,383	0
715.000 FICA	5,319.46	4,182.99	5,873	7,607.79	9,010	9,623	5,143	10,619
715.010 MEDICARE	1,246.35	978.31	1,374	1,779.18	2,110	2,253	1,203	2,484
716.000 HOSPITALIZATION INSURANCE	11,753.60	5,340.36	0	6,373.69	26,730	26,730	3,716	26,730
716.100 HRA / HSA	0.00	25.00	0	0.00				1,390
716.500 PAYMENT IN LIEU OF HEALTH INS	1,000.00		1,833	2,000.00	2,000	2,000	1,500	3,200
717.000 LIFE INSURANCE	251.27	198.88	323	516.00	550	550	297	550
718.000 PENSION	6,464.12	4,535.05	5,048	5,711.98	7,730	8,323	4,706	9,719
719.000 DISABILITY INS	1,156.04	654.32	1,565	2,249.37	2,390	2,390	1,311	2,367
727.000 SUPPLIES	479.32	323.46	199	147.60	500	500	218	500
730.000 POSTAGE	124.24	140.69	299	151.42	300	300	112	300
804.000 CONTRACTED SERVICES		11,020.00	0	40.00				0
811.100 WORKERS'COMP	319.61	353.08	232	201.93	610	652	415	719
818.000 CONSULTING	0.00	80.00	150	868.12	1,000	1,000	230	1,000
826.010 TEMPORARY EMPLOYMENT	18,699.22	23,016.73	0					0
860.000 EDUCATION	0.00	354.00	595	1,198.70	4,000	4,000	675	4,000
873.000 MILEAGE/TRAVEL	26.78	0.00	716	79.78	1,800	1,800	1,718	1,000
958.000 DUES	646.00	110.00	805	882.56	1,950	1,950	0	1,950
969.000 CONTINGENCIES	0.00	154.37	86	0.00	1,000	1,000	206	1,000
970.000 CAPITAL OUTLAY	1,117.90	4,010.49	0	0.00	2,000	2,000	0	2,000
ADMINISTRATION-MANAGER	135,210	117,843	108,647	150,423	206,902	218,184	102,902	238,596

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Brighton Township

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BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Dept: 191 ELECTIONS

	FYE 2012 TOTAL	FYE 2013 TOTAL	FYE 2014 TOTAL	Prior Yr 2015 Actual	Original Budget	Amended Budget	Actual Thru October	Requested
702.000 SALARY-ELECTED	13,444.85	16,071.90	7,758	11,696.44	8,940	9,175	5,095	19,276
704.000 WAGES - DEPUTY	905.39	799.50	10,377	18,605.64	26,900	27,515	10,586	31,042
706.000 HOURLY FULL TIME	1,512.69	1,930.28	1,423	2,726.29	17,430	17,474	1,354	3,684
707.000 HOURLY- PART TIME	21,062.63	33,450.68	667	-638.38	4,030	4,030	3,814	10,800
714.000 ELECTION WORKER	16,031.75	36,917.50	3,140	32,824.62	34,000	34,000	9,952	39,000
715.000 FICA	2,173.27	3,283.35	1,254	2,403.14	2,630	2,685	1,293	4,018
715.010 MEDICARE	504.17	767.88	293	546.62	620	633	302	940
716.000 HOSPITALIZATION INSURANCE	5,373.91	7,111.22	3,398	5,670.81	4,890	4,890	2,372	8,625
716.100 HRA / HSA	556.52	600.02	141	331.73				1,229
717.000 LIFE INSURANCE	73.33	132.96	48	116.16	100	100	56	165
718.000 PENSION	139.03	193.46	47	99.89	1,150	1,162	374	1,532
719.000 DISABILITY INS	19.35	27.48	26	44.40	30	30	21	76
727.000 SUPPLIES	4,509.57	7,341.59	1,394	5,264.93	8,100	8,100	2,487	6,000
730.000 POSTAGE	5,959.24	10,170.25	2,561	8,634.68	8,000	8,000	3,239	9,300
737.000 SMALL EQUIPMENT EXPENSE	254.98	0.00	0	0.00	600	600	0	600
811.100 WORKERS'COMP	89.15	145.47	50	53.15	160	164	111	232
818.100 CONSULTING-ACCURACY TESTING	1,115.00	7,836.50	550	7,510.16	8,000	8,000	741	8,000
860.000 EDUCATION	278.00	649.00	150	99.50	3,700	3,500	0	2,500
873.000 MILEAGE/TRAVEL	180.54	261.88	309	79.30	1,000	1,000	228	1,000
900.000 PRINTING & PUBLISHING	1,258.26	200.00	1,254	270.00	400	400	80	600
931.000 EQUIPMENT MAINTENANCE & REPAIR	0.00	0.00	0	1,680.84	600	800	782	2,000
940.000 EQUIPMENT RENTAL	200.00	294.43	0	758.75	300	300	100	600
958.000 DUES		60.00	165	0.00	200	200	0	200
969.000 CONTINGENCIES	0.00	0.00	0	0.00	1,000	1,000	0	1,000
970.000 CAPITAL OUTLAY	410.00	0.00	0	0.00	1,000	1,000	0	500
ELECTIONS	76,052	128,245	35,005	98,679	133,780	134,758	42,987	152,919

2016 - 2017

12/1/2015

Brighton Township

----- Current Year -----

BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Dept: 209 ASSESSOR

	FYE 2012 TOTAL	FYE 2013 TOTAL	FYE 2014 TOTAL	Prior Yr 2015 Actual	Original Budget	Amended Budget	Actual Thru October	Requested
703.000 SALARY-NOT ELECTED	63,770.21	65,993.59	59,974	67,708.48	68,460	68,460	38,968	70,170
706.000 HOURLY FULL TIME	36,381.81	60,824.60	64,404	69,557.71	74,680	74,680	37,403	56,008
707.000 HOURLY- PART TIME		0.00	0		0	0	1,972	20,467
707.090 WAGES - CLERICAL O/T	0.00		0	0.00	930	930	0	930
708.000 PER DIEM COMP	2,940.00	2,940.00	2,940	1,785.00	4,000	4,000	315	4,000
715.000 FICA	6,674.81	8,134.50	8,640	8,865.69	9,280	9,280	5,032	9,200
715.010 MEDICARE	1,557.83	1,902.53	2,021	2,073.33	2,170	2,170	1,177	2,152
716.000 HOSPITALIZATION INSURANCE	19,042.59	30,549.42	40,779	45,372.68	48,870	48,870	32,039	45,110
716.100 HRA / HSA	2,000.00	3,166.13	3,316	2,103.57				6,300
716.500 PAYMENT IN LIEU OF HEALTH INS	5,629.32	5,629.32	5,629	5,629.32	5,630	5,630	2,815	800
717.000 LIFE INSURANCE	502.00	709.50	774	683.76	690	690	369	785
718.000 PENSION	9,297.34	9,573.72	5,001	4,899.62	8,120	8,120	4,722	7,799
719.000 DISABILITY INS	1,436.80	1,897.30	2,604	2,572.68	2,580	2,580	1,363	2,530
727.000 SUPPLIES	1,143.28	982.09	569	766.79	1,200	1,200	334	1,500
730.000 POSTAGE	4,766.02	4,689.61	4,732	4,988.49	5,200	5,200	626	5,300
811.100 WORKERS'COMP	893.05	1,119.37	682	482.27	1,340	1,340	916	1,316
826.010 TEMPORARY EMPLOYMENT	11,813.27	2,557.40	0					0
860.000 EDUCATION	383.00	1,479.82	1,929	1,471.64	3,000	3,000	1,254	3,000
873.000 MILEAGE/TRAVEL	0.00	49.95	127	162.29	200	200	125	200
900.000 PRINTING & PUBLISHING	2,241.63	2,093.32	2,447	2,202.43	2,600	2,600	1,925	2,800
958.000 DUES	200.00	335.00	814	311.00	900	900	45	900
969.000 CONTINGENCIES	0.00	0.00	0	0.00	500	500	0	500
970.000 CAPITAL OUTLAY	2,535.78	4,281.50	1,200	0.00	4,400	4,400	0	6,500
								0
ASSESSOR	173,229	208,909	208,582	221,737	244,750	244,750	131,400	248,267

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BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

	FYE 2012	FYE 2013	FYE 2014	Prior Yr 2015	Original	Amended	Actual Thru	Requested
	TOTAL	TOTAL	TOTAL	Actual	Budget	Budget	October	
Dept: 215 TOWNSHIP CLERK								
702.000 SALARY-ELECTED	40,334.46	37,501.36	46,021	43,757.45	50,620	51,952	29,011	44,978
704.000 WAGES - DEPUTY	25,292.32	11,152.87	14,259	12,440.67	14,490	14,821	6,711	13,304
706.000 HOURLY FULL TIME	38,844.71	37,314.10	63,223	67,010.51	75,320	77,308	40,716	34,189
707.000 HOURLY- PART TIME	10,948.95	18,797.22	48	954.55	10,070	2,870	735	2,000
715.000 FICA	7,305.61	6,417.32	7,842	7,630.94	9,330	9,556	4,917	8,660
715.010 MEDICARE	1,712.80	1,500.96	1,834	1,800.12	2,190	2,243	1,150	2,026
716.000 HOSPITALIZATION INSURANCE	34,692.74	33,524.26	44,750	59,164.03	68,420	68,420	46,790	54,735
716.100 HRA / HSA	2,570.53	3,899.11	3,285	1,353.16				8,222
717.000 LIFE INSURANCE	398.52	447.59	877	722.40	750	750	433	725
718.000 PENSION	4,106.16	3,466.36	2,335	2,147.67	6,800	6,950	3,966	6,673
719.000 DISABILITY INS	620.71	597.40	1,278	1,216.56	1,240	1,240	857	1,628
727.000 SUPPLIES	1,294.87	1,628.01	1,024	691.18	1,200	1,200	1,054	1,400
730.000 POSTAGE	485.80	521.57	184	103.16	400	400	116	400
737.000 SMALL EQUIPMENT EXPENSE	0.00	0.00	0	0.00	600	600	0	300
807.000 AUDIT SERVICES	8,625.00	9,400.00	9,350	9,600.00	12,000	12,000	9,600	12,000
811.100 WORKERS'COMP	355.39	424.44	277	169.72	530	545	355	493
826.010 TEMPORARY EMPLOYMENT SERVICES					0	7,200	7,140	0
826.200 RECORD RETENTION SERVICES	2,862.48	1,968.85	1,841	130.00	3,000	3,000	0	3,000
860.000 EDUCATION	1,851.18	1,900.00	2,078	1,259.25	2,000	2,000	700	2,000
873.000 MILEAGE/TRAVEL	862.32	516.22	758	1,063.42	1,000	1,000	505	1,100
900.200 NEWSLETTER	2,875.37	2,848.96	3,067	2,848.96	5,000	5,000	1,424	0
958.000 DUES	665.00	783.90	602	635.00	500	500	285	500
969.000 CONTINGENCIES	0.00	0.00	0	0.00	300	300	0	300
970.000 CAPITAL OUTLAY	500.00	1,824.99	0	380.00	500	500	0	3,000
TOWNSHIP CLERK	187,205	176,435	204,933	215,079	266,260	270,355	156,465	201,633

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Fund: 101 - GENERAL FUND

	FYE 2012 TOTAL	FYE 2013 TOTAL	FYE 2014 TOTAL	Prior Yr 2015 Actual	Original Budget	Amended Budget	Actual Thru October	Requested
Dept: 253 TREASURER								
702.000 SALARY-ELECTED	53,779.31	53,573.26	53,779	55,353.89	59,560	61,127	34,105	64,253
704.000 WAGES - DEPUTY	34,477.04	35,804.65	37,407	39,526.11	41,100	42,182	23,611	44,346
704.030 WAGES- DEPUTY O/T	0.00	77.27	0	0.00	100	100	0	200
707.000 HOURLY- PART TIME	19,257.58	21,622.28	20,483	19,970.92	27,510	27,510	13,455	27,510
715.000 FICA	6,653.93	6,883.99	6,983	7,156.95	8,070	8,234	4,464	8,443
715.010 MEDICARE	1,556.13	1,609.96	1,633	1,673.90	1,890	1,928	1,044	1,974
716.000 HOSPITALIZATION INSURANCE	36,101.32	36,571.78	36,701	36,830.12	46,000	46,000	14,795	18,249
716.100 HRA / HSA	2,601.07	3,249.52	2,687	1,898.05				3,150
716.500 PAYMENT IN LIEU OF HEALTH INS					2,000	2,000	1,500	2,000
717.000 LIFE INSURANCE	457.15	580.56	581	542.92	600	600	366	610
718.000 PENSION	3,153.22	3,112.77	1,511	1,430.41	5,380	5,508	3,230	4,888
719.000 DISABILITY INS	462.12	523.12	625	521.20	650	650	469	910
727.000 SUPPLIES	663.00	711.10	321	468.40	1,500	1,500	166	1,500
727.250 PROPERTY TAX FORMS	2,835.75	3,082.65	4,626	3,196.45	3,400	3,400	1,659	3,400
730.000 POSTAGE	8,511.77	8,630.53	9,022	9,171.25	10,130	10,130	4,502	10,500
737.000 SMALL EQUIPMENT EXPENSE	105.99	0.00	0	131.96	1,100	1,100	0	1,100
807.000 AUDIT SERVICES	8,700.00	9,400.00	9,350	9,600.00	9,600	9,600	9,600	9,600
809.000 BANK FEES	0.00	0.00	0	0.00	500	500	0	500
811.100 WORKERS'COMP	254.85	270.08	173	135.19	430	441	290	438
818.000 CONSULTING	143.44	0.00	0	549.62	500	500	0	500
860.000 EDUCATION	3,172.66	1,991.59	2,210	1,767.75	4,000	4,000	1,525	4,000
873.000 MILEAGE/TRAVEL	291.32	363.53	176	442.55	500	500	176	500
958.000 DUES	170.00	290.83	395	110.00	500	500	0	500
969.000 CONTINGENCIES	0.00	0.00	0	0.00	500	500	0	500
970.000 CAPITAL OUTLAY	2,588.48	4,155.00	0	0.00	2,000	2,000	1,253	2,000
TREASURER	185,936	192,504	188,663	190,478	227,520	230,510	116,210	211,571

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Fund: 101 - GENERAL FUND

Dept: 265 TOWNSHIP HALL/GROUNDS

	FYE 2012	FYE 2013	FYE 2014	Prior Yr 2015	Original	Amended	Actual Thru	Requested
	TOTAL	TOTAL	TOTAL	Actual	Budget	Budget	October	
707.000 HOURLY- PART TIME	4,120.46	625.77	122	67.50	5,000	5,000	1,352	<u>5,000</u>
715.000 FICA	270.68	38.79	8	4.19	320	320	84	<u>320</u>
715.010 MEDICARE	63.96	9.07	2	0.98	80	80	20	<u>80</u>
727.000 SUPPLIES	13,666.90	13,197.30	9,817	11,964.14	13,500	13,500	5,574	<u>14,000</u>
730.000 POSTAGE	-145.38	2,641.18	-560	516.51	700	700	1,132	<u>1,000</u>
737.000 SMALL EQUIPMENT EXPENSE	561.97	3,644.93	0	225.97	1,000	1,000	0	<u>1,000</u>
804.000 CONTRACTED SERVICES	1,826.79	1,753.25	2,758	2,361.90	2,500	2,500	1,190	<u>2,500</u>
811.100 WORKERS'COMP	128.30	116.11	77	67.15	185	185	127	<u>185</u>
818.000 CONSULTING	1,269.75	2,669.25	0	1,000.00	6,000	6,000	0	<u>6,000</u>
920.000 UTILITIES	14,976.99	15,488.68	18,708	16,333.35	18,000	18,000	5,885	<u>18,000</u>
921.000 STREET LIGHTING	7,933.24	8,631.50	8,746	8,359.46	9,000	9,000	4,148	<u>9,000</u>
930.000 BUILDING MAINTENANCE & REPAIR	10,726.97	12,359.29	10,141	17,364.85	15,000	15,000	12,962	<u>20,000</u>
931.000 EQUIPMENT MAINTENANCE & REPAIR	10,079.46	4,700.14	5,683	5,181.88	10,000	10,000	10,016	<u>10,000</u>
932.000 GROUNDS MAINTENANCE & REPAIR	8,136.10	12,603.07	12,538	14,236.38	20,000	20,000	7,207	<u>20,000</u>
956.000 DRAIN ASSESSMENT/PPTY TAX				509.40				
965.000 CHARGEBACK TAXES	19,113.29	24,028.87	17,881	3,105.57	15,000	15,000	196	<u>15,000</u>
969.000 CONTINGENCIES	0.00	0.00	0	0.00	500	500	0	<u>500</u>
974.000 CAPITAL IMPROVEMENTS	3,919.50	16,637.00	2,102	3,565.00	45,000	45,000	0	<u>25,000</u>
977.000 CAPITAL OUTLAY- EQUIPMENT	9,000.00	0.00	0	0.00	1,000	1,000	0	<u>1,000</u>
TOWNSHIP HALL/GROUNDS	105,649	119,144	87,923	84,864	162,785	162,785	49,893	148,585

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Fund: 101 - GENERAL FUND

Dept: 276 CEMETERY

932.000 GROUNDS MAINTENANCE & REPAIR

CEMETERY

FYE 2012 TOTAL	FYE 2013 TOTAL	FYE 2014 TOTAL	Prior Yr 2015 Actual	Original Budget	Amended Budget	Actual Thru October	Requested
	3,205.01	4,770	4,378.69	10,000	10,000	3,019	<u>10,000</u>
0	3,205	4,770	4,379	10,000	10,000	3,019	10,000

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Fund: 101 - GENERAL FUND

Dept: 299 OTHER CHARGES & SERVICES

	FYE 2012 TOTAL	FYE 2013 TOTAL	FYE 2014 TOTAL	Prior Yr 2015 Actual	Original Budget	Amended Budget	Actual Thru October	Requested
718.000 PENSION	2,317.26	5,954.30	0	0.00	1,000	1,000	0	1,000
737.000 SMALL EQUIPMENT EXPENSE	200.00	0.00	0	0.00	500	500	0	500
804.000 CONTRACTED SERVICES	13,298.34	15,155.97	11,316	15,989.32	20,000	20,000	12,556	20,000
804.800 CONTRACTED SERVICES-MSP			0	4,208.34	12,000	12,000	8,197	12,000
811.000 LIABILITY INSURANCE	30,390.11	27,541.01	26,530	27,422.06	30,000	30,000	28,378	30,000
811.200 IDENTITY THEFT INSURANCE	777.00	634.55	777	777.00	780	780	389	780
826.100 COMPUTER SUPPORT SERVICES	14,665.82	16,390.70	15,582	15,761.16	8,500	17,500	10,953	17,500
827.000 LEGAL	101,553.45	63,042.15	52,925	46,031.56	105,000	96,000	35,216	96,000
853.000 TELEPHONE	9,338.21	9,337.53	8,381	7,921.92	13,000	13,000	3,998	15,000
861.000 GAS AND OIL	831.57	1,073.96	1,242	1,205.58	1,500	1,500	406	1,500
931.000 EQUIPMENT MAINTENANCE & REPAIR	4,179.93	5,162.23	3,547	5,202.22	8,000	8,000	3,352	8,000
933.000 VEHICLE MAINTENANCE & REPAIR	781.42	1,360.73	1,157	1,298.02	1,500	1,500	66	1,500
940.000 EQUIPMENT RENTAL	2,180.76	1,655.76	1,656	1,655.76	2,200	2,200	803	2,200
951.000 LEASE-BACK MSP/DIETZ		45,828.00	137,484	137,484.00	137,500	137,500	68,742	137,500
969.000 CONTINGENCIES	0.00	85.00	0	0.00	500	500	0	500
970.000 CAPITAL OUTLAY	0.00	25,824.00	29,614	3,562.91	40,000	40,000	3,273	40,000
971.100 CAPITAL OUTLAY MSP								
OTHER CHARGES & SERVICES	180,514	219,046	290,211	270,520	381,980	381,980	176,329	383,980

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Fund: 101 - GENERAL FUND

Dept: 336 FIRE DEPARTMENT

	FYE 2012 TOTAL	FYE 2013 TOTAL	FYE 2014 TOTAL	Prior Yr 2015 Actual	Original Budget	Amended Budget	Actual Thru October	Requested
804.700 CONTRACTED SERVICES- BAFA		2,385.40	3,932	4,628.50	5,000	5,000	3,441	<u>5,000</u>
818.000 CONSULTING	1,289.75	2,669.25	200	0.00	7,000	7,000	0	<u>7,000</u>
921.000 STREET LIGHTING	279.82	317.75	348	307.71	350	350	127	<u>350</u>
923.000 WATER /SEWER FEE	1,519.15	1,393.05	322	410.50	1,500	1,500	208	<u>1,500</u>
930.000 BUILDING MAINTENANCE & REPAIR	31,812.84	1,131.84	4,258	3,217.05	5,000	5,000	1,327	<u>5,000</u>
931.000 EQUIPMENT MAINTENANCE & REPAIR	10,145.50	136.23	0	947.00				
932.000 GROUNDS MAINTENANCE & REPAIR	10,481.50	2,864.91	2,776		5,000	5,000	0	<u>5,000</u>
956.000 DRAIN ASSESSMENT/PRPTY TAX	45.75	90.75	60	0.00	50	50	0	<u>50</u>
970.000 CAPITAL OUTLAY		0.00	0					
974.000 CAPITAL IMPROVEMENTS		0.00	59,400	12,031.36	25,000	25,000	203	<u>25,000</u>
FIRE DEPARTMENT	55,534	10,989	71,296	21,542	48,900	48,900	5,306	<u>48,900</u>

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Fund: 101 - GENERAL FUND

Dept: 400 PLANNING

	FYE 2012 TOTAL	FYE 2013 TOTAL	FYE 2014 TOTAL	Prior Yr 2015 Actual	Original Budget	Amended Budget	Actual Thru October	Requested
703.000 SALARY-NOT ELECTED	55,731.95	55,498.72	52,093	52,385.22	54,140	54,140	30,818	55,494
708.000 PER DIEM COMP	6,560.00	7,680.00	8,040	10,120.00	11,000	11,000	4,820	11,000
715.000 FICA	3,413.09	3,434.08	3,450	3,248.46	3,360	3,360	1,911	3,441
715.010 MEDICARE	798.13	803.14	807	759.69	790	790	447	805
716.000 HOSPITALIZATION INSURANCE	17,138.31	18,285.94	18,351	19,325.62	20,160	20,160	14,165	18,608
716.100 HRA / HSA	267.68	79.30	2,315	0.00				2,599
717.000 LIFE INSURANCE	225.90	232.20	232	213.36	227	227	124	230
718.000 PENSION	5,026.80	4,822.47	2,216	2,083.52	2,890	2,890	1,891	3,885
719.000 DISABILITY INS	776.76	879.36	1,051	965.94	1,000	1,000	617	1,199
727.000 SUPPLIES	400.00	574.76	443	472.63	1,000	1,000	564	1,000
730.000 POSTAGE	185.84	2,064.46	395	615.11	2,000	2,000	610	2,000
803.000 CONTRACTED-SPECIAL PROJECTS	0.00	18,905.08	10,579	2,343.90	50,000	50,000	0	50,000
811.100 WORKERS'COMP	221.45	196.18	123	160.12	560	560	379	572
819.000 ENGINEERING SERVICES	8,225.11	45,333.64	45,978	41,550.00	45,000	45,000	36,668	45,000
860.000 EDUCATION	453.80	0.00	50	360.00	1,000	1,000	230	1,000
873.000 MILEAGE/TRAVEL	127.65	0.00	0	0.00	200	200	0	200
900.900 PUBLISHING	946.40	1,200.00	2,235	2,650.00	2,000	2,000	590	2,000
958.000 DUES	120.00	0.00	0	60.00	120	120	0	120
964.000 REFUNDS		1,267.50	0	0				
969.000 CONTINGENCIES	0.00	0.00	0	0.00	500	500	0	500
970.000 CAPITAL OUTLAY		0.00	0	10,861.62	17,500	17,500	-830	5,000
PLANNING	100,619	161,257	148,358	148,195	213,447	213,447	93,004	204,653

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Fund: 101 - GENERAL FUND

Dept: 412 CODE ENFORCEMENT

	FYE 2012	FYE 2013	FYE 2014	Prior Yr 2015	Original	Amended	Actual Thru	Requested
	TOTAL	TOTAL	TOTAL	Actual	Budget	Budget	October	
703.000 SALARY-NOT ELECTED	5,809.79	6,154.20	6,183	6,354.58	6,570	6,570	3,736	6,727
715.000 FICA	379.23	381.68	383	393.91	410	410	232	417
715.010 MEDICARE	88.75	89.18	90	92.11	100	100	54	98
716.000 HOSPITALIZATION INSURANCE	1,904.28	2,031.80	2,039	2,272.58	2,450	2,450	1,717	2,256
716.100 HRA / HSA	29.73	7.70	257	0.00				315
717.000 LIFE INSURANCE	25.12	25.81	26	25.80	30	30	15	30
718.000 PENSION	558.55	535.91	246	252.88	990	990	227	0
719.000 DISABILITY INS	86.36	97.76	117	116.88	130	130	75	146
	1,071.00			30.00				
727.000 SUPPLIES	30.00	75.00	8	0.00	100	100	0	100
730.000 POSTAGE	0.00	0.00	0	26.48	100	100	0	100
811.100 WORKERS'COMP	118.55	105.56	47	0.00	70	70	48	70
969.000 CONTINGENCIES	0.00	0.00	169	0.00	500	500	0	500
CODE ENFORCEMENT	10,101	9,505	9,565	9,565	11,450	11,450	6,104	10,759

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Fund: 101 - GENERAL FUND

Dept: 426 EMERGENCY PREPAREDNESS

	FYE 2012 TOTAL	FYE 2013 TOTAL	FYE 2014 TOTAL	Prior Yr 2015 Actual	Original Budget	Amended Budget	Actual Thru October	Requested
920.000 UTILITIES	373.54	401.30	377	396.00	500	500	198	<u>500</u>
935.000 TORNADO SIREN REPAIR	92,380.00	3,400.00	4,851	4,633.74				<u>5000</u>
EMERGENCY PREPAREDNESS	92,754	3,801	5,228	5,030	500	500	198	5,500

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Fund: 101 - GENERAL FUND

	FYE 2012 TOTAL	FYE 2013 TOTAL	FYE 2014 TOTAL	Prior Yr 2015 Actual	Original Budget	Amended Budget	Actual Thru October	Requested
Dept: 445 DRAINS								
727.000 SUPPLIES	0.00	0.00	0	0.00	100	100	0	<u>100</u>
804.000 CONTRACTED SERVICES	3,752.39	4,138.24	716	823.88	3,000	3,000	172	<u>3,000</u>
959.000 DRAIN AT LARGE	7,379.38	9,289.99	4,505	8,680.64	10,000	10,000	0	<u>10,000</u>
962.000 PERMIT FEES	500.00	500.00	500	130.47	500	500	0	<u>500</u>
DRAINS	11,632	13,928	5,721	9,635	13,600	13,600	172	13,600

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Fund: 101 - GENERAL FUND

Dept: 446 ROADS

	FYE 2012 TOTAL	FYE 2013 TOTAL	FYE 2014 TOTAL	Prior Yr 2015 Actual	Original Budget	Amended Budget	Actual Thru October	Requested
819.000 ENGINEERING SERVICES	0.00	0.00	1,483	602.50	5,000	5,000	0	<u>5,000</u>
822.000 DUST CONTROL	36,368.43	46,797.84	29,176	38,641.23	55,000	55,000	45,179	<u>55,000</u>
974.000 CAPITAL IMPROVEMENTS			0	85,264.09	100,000	100,000	86,590	<u>100,000</u>
ROADS	36,368	46,798	30,659	124,508	160,000	160,000	131,769	160,000

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Fund: 101 - GENERAL FUND

	FYE 2012 TOTAL	FYE 2013 TOTAL	FYE 2014 TOTAL	Prior Yr 2015 Actual	Original Budget	Amended Budget	Actual Thru October	Requested
Dept: 525 ENVIRONMENTAL								
804.000 CONTRACTED SERVICES	880.30	800.00	800	800.00	2,000	2,000	800	<u>2,000</u>
818.200 CONSULT-COLLET DUMP MONITORIN	30,790.26	27,048.07	20,917	22,293.38	26,100	26,100	11,829	<u>26,100</u>
827.000 LEGAL	11,243.18	18,074.40	19,846	19,073.10	18,000	18,000	1,207	<u>16,000</u>
967.000 PROJECT COSTS	5,532.82	22,668.49	10,247	7,344.60	7,000	7,000	2,708	<u>8,000</u>
ENVIRONMENTAL	48,446	68,591	51,810	49,511	53,100	53,100	16,544	52,100

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BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Dept: 528 MUNICIPAL REFUSE COLLECTION

826.000 CONTRACTS

MUNICIPAL REFUSE COLLECTION

FYE 2012 TOTAL	FYE 2013 TOTAL	FYE 2014 TOTAL	Prior Yr 2015 Actual	Original Budget	Amended Budget	Actual Thru October	Requested
1,173.16	0	1,299	1,694.40	3,200	3,200	2,100	<u>3,200</u>
1,173	0	1,299	1,694	3,200	3,200	2,100	3,200

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BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Dept: 536 SEWER AND WATER

	FYE 2012 TOTAL	FYE 2013 TOTAL	FYE 2014 TOTAL	Prior Yr 2015 Actual	Original Budget	Amended Budget	Actual Thru October	Requested
708.000 PER DIEM COMP	1,200.00	675.00	1,875	975.00	1,500	1,500	750	1,500
804.000 CONTRACTED SERVICES	0.00	0.00	13,981	20,374.25	5,000	15,000	14,839	5,000
819.000 ENGINEERING SERVICES	5,043.00	7,673.75	1,568	8,894.00	10,000	5,000	1,717	10,000
827.000 LEGAL	0.00	1,250.00	5,213	2,417.98	10,000	5,000	0	10,000
969.000 CONTINGENCIES			0	0.00	500	500	0	500
970.200 CAPITAL OUTLAY- LAND			0	26,579.14				
974.000 CAPITAL IMPROVEMENTS		0.00	473,516	498,408.00	500,000	500,000	0	200,000
SEWER AND WATER	6,243	9,599	496,153	557,648	527,000	527,000	17,306	227,000

Brighton Township

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BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

Dept: 751 PARKS AND RECREATION

	FYE 2012 TOTAL	FYE 2013 TOTAL	FYE 2014 TOTAL	Prior Yr 2015 Actual	Original Budget	Amended Budget	Actual Thru October	Requested
804.000 CONTRACTED SERVICES	75,000.00	57,210.75	56,195	62,803.00	95,000	110,700	102,007	<u>111,000</u>
818.000 CONSULTING	0.00	0	0	0.00	15,000	15,000	0	<u>0</u>
969.000 CONTINGENCIES	0	0	0	0				
PARKS AND RECREATION	75,000	57,211	56,195	62,803	110,000	125,700	102,007	111,000

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BUDGET WORKSHEET
Fund: 101 - GENERAL FUND

	FYE 2012 TOTAL	FYE 2013 TOTAL	FYE 2014 TOTAL	Prior Yr 2015 Actual	Original Budget	Amended Budget	Actual Thru October	Requested
Dept: 890 CONTINGENCY								
827.200 CONT LIABILITY-TAX APPEALS	0.00	0.00	0		10,000	10,000	0	<u>10,000</u>
827.300 BONDS	0.00	0.00	0					
827.400 ELECTION EQUIP	0.00	0.00	0					
827.500 DELINQUENT TAXES			0					
955.000 MICELLANEOUS				4,281.61				
CONTINGENCY	0	0	0	4,282	10,000	10,000	0	10,000

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BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

	FYE 2012 TOTAL	FYE 2013 TOTAL	FYE 2014 TOTAL	Prior Yr 2015 Actual	Original Budget	Amended Budget	Actual Thru October	Requested
Dept: 999 TRANSFERS								
998.405 ADVANCE TO MUNICIPAL WATER			1,675,600					
999.208 TRANSFER OUT TO PARKS			50,000	50,000.00	50,000	50,000	50,000	<u>50,000</u>
999.209 TRANSFER OUT TO CEMETERY FUND			10,000	10,000.00	10,000	10,000	10,000	<u>10,000</u>
999.249 TRAN OUT TO BUILDING DEPT	0.00	10,290.90	0	0.00				<u>0</u>
999.257 TRAN OUT TO BUDGET STABILIZ	-533.17	-2,230.68	0		900	900	0	<u>900</u>
999.395 TRAN OUT TO WATER BOND		0.00	0					<u>0</u>
999.592 TRANS OUT TO DEBT SERVICE		0.00	0					<u>0</u>
999.702 TRANSFER OUT TO PATHWAY FUND			10,000	153,384.54	110,000	110,000	110,000	<u>410,000</u>
999.792 TRANSFER OUT TO FUTURE ROADS	1,790,000.00		150,000	2,600,000.00	250,000	250,000	250,000	<u>250,000</u>
TRANSFERS	1,789,467	8,060	220,000	2,813,385	420,900	420,900	420,000	720,900

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BUDGET WORKSHEET

Fund: 101 - GENERAL FUND

	FYE 2012 TOTAL	FYE 2013 TOTAL	FYE 2014 TOTAL	Prior Yr 2015 Actual	Original Budget	Amended Budget	Actual Thru October	Requested
TOTAL EXPENDITURES	3,345,260	1,578,037	2,327,916	5,167,416	3,377,804	3,393,501	1,639,363	3,333,064
TOTALS REVENUES/EXPENDITURES	-237,826	1,589,178	977,939	-1,744,565	10,757	-4,940	-355,826	9,421

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BUDGET WORKSHEET

Fund: 208 - PARKS

Revenues

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

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BUDGET WORKSHEET

Fund: 209 - CEMETERY FUND

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

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BUDGET WORKSHEET

Fund: 212 - LIQUOR LAW ENFORCEMENT FUND

	Prior Year	Original Budget	Amended Budget	Actual Thru October	Requested
Revenues					
470.000 LIQUOR LICENSE FEES	8,037	7,700	7,700	8,505	<u>8,500</u>
664.000 INTEREST EARNED	133	100	100	79	<u>100</u>
Total Revenues	8,170	7,800	7,800	8,584	8,600
Expenditures					
703.000 SALARY-NOT ELECTED	4,855	4,930	4,930	2,802	<u>5,044</u>
715.000 FICA	301	310	310	174	<u>313</u>
715.010 MEDICARE	70	80	80	41	<u>74</u>
716.000 HOSPITALIZATION INSURANCE	1,505	1,750	1,750	1,423	<u>353</u>
716.100 HRA / HAS					<u>237</u>
717.000 LIFE INSURANCE	19	20	20	11	<u>25</u>
718.000 PENSION	185	920	920	171	<u>353</u>
719.000 DISABILITY INS	85	90	90	56	<u>109</u>
811.100 WORKERS'COMP	11	60	60	39	<u>52</u>
970.000 CAPITAL OUTLAY	0	8,300	8,300	8,254	<u>0</u>
Total Expenditures	7,031	16,460	16,460	12,971	6,560

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BUDGET WORKSHEET

Fund: 249 - BUILDING DEPARTMENT FUND

----- Current Year -----

	Prior Year	Original Budget	Amended Budget	Actual Thru October	Requested
Revenues					
664.000 INTEREST EARNED	5	0	0	2	<u> </u>
Total Revenues	5	0	0	2	0

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BUDGET WORKSHEET

Fund: 257 - BUDGET STABILIZATION FUND

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

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BUDGET WORKSHEET

Fund: 405 - MUNICIPAL WATER FUND

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

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BUDGET WORKSHEET

Fund: 589 - SEWER CAPITAL RESERVE

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

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BUDGET WORKSHEET

Fund: 590 - SEWER O & M FUND

	Prior Year	Original Budget	Amended Budget	Actual Thru October	Requested
Revenues					
642.000 USAGE CHARGE	697,790	708,992	708,992	426,885	<u>741,080</u>
643.000 LATE CHARGE	13,656	12,000	12,000	7,598	<u>12,000</u>
644.000 DELINQUENT FEE ON TAXES	5,816	5,000	5,000	5,568	<u>5,000</u>
664.000 INTEREST EARNED	490	200	200	318	<u>200</u>
671.000 OTHER REVENUE	0	0	0	5,459	<u>0</u>
671.002 OTHER REVENUE-NORTHWINDS	0	0	0	1,320	<u>0</u>
676.000 REIMBURSEMENT	7,517	0	0	11,688	<u>0</u>
Total Revenues	725,269	726,192	726,192	458,836	758,280

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BUDGET WORKSHEET

Fund: 590 - SEWER O & M FUND

Expenditures

Dept: 537 ADMINISTRATION

	Prior Year	Original Budget	Amended Budget	Actual Thru October	Requested
727.000 SUPPLIES	1,100	500	500	0	<u>500</u>
730.000 POSTAGE	1,722	2,200	2,200	1,885	<u>2,200</u>
807.000 AUDIT SERVICES	4,800	4,800	4,800	4,800	<u>4,800</u>
809.000 BANK FEES	0	100	100	0	<u>100</u>
818.000 CONSULTING	6,223	8,000	8,000	11,815	<u>8,000</u>
826.100 COMPUTER SUPPORT SERVICES	2,378	2,800	2,800	1,748	<u>2,800</u>
827.000 LEGAL	1,247	6,000	6,000	510	<u>6,000</u>
900.000 PRINTING & PUBLISHING	0	200	200	0	<u>200</u>
961.000 ADMINISTRATIVE FEE	4,800	4,800	4,800	2,400	<u>4,800</u>
Dept: 537 ADMINISTRATION	22,270	29,400	29,400	23,158	29,400

Dept: 540 OPERATION AND MAINTENANCE

727.000 SUPPLIES	21,679	35,000	35,000	18,520	<u>35,000</u>
804.300 CONTRACTED SERVICES- FIXED	191,000	193,708	193,708	112,996	<u>196,454</u>
804.400 CONTRACT SERVICES-NON ROUTINE	36,592	25,000	25,000	22,807	<u>35,000</u>
804.500 CONTRACT SERV-SLUDGE REMOVAL	30,018	30,000	30,000	26,757	<u>30,100</u>
811.000 LIABILITY INSURANCE	27,097	26,400	26,400	25,678	<u>26,000</u>
853.000 TELEPHONE	1,040	1,200	1,200	610	<u>1,200</u>
920.000 UTILITIES	101,136	110,000	110,000	47,189	<u>105,000</u>
930.000 BUILDING MAINTENANCE & REPAIR	1,604	12,000	12,000	1,792	<u>12,000</u>
930.100 BUILDING SECURITY ALARM	515	550	550	346	<u>550</u>
931.000 EQUIPMENT MAINTENANCE & REPAIR	8,747	25,000	25,000	4,245	<u>25,000</u>
932.000 GROUNDS MAINTENANCE & REPAIR	9,262	11,000	11,000	2,297	<u>11,000</u>
936.000 COLLECTION SYS MAINT REPAIR	149,927	95,000	105,000	114,233	<u>150,000</u>
962.000 PERMIT FEES	3,510	3,500	3,500	62	<u>3,500</u>
968.100 TRAN TO RESERVE FUND	0	30,000	20,000	0	<u>0</u>
969.000 CONTINGENCIES	0	3,000	3,000	0	<u>3,000</u>
Dept: 540 OPERATION AND MAINTENANCE	582,127	601,358	601,358	377,532	633,804

Dept: 900 CAPITAL OUTLAY

970.000 CAPITAL OUTLAY	0	30,000	30,000	21,580	<u>40,000</u>
971.000 GRINDER PUMPS/PARTS	40,492	40,000	40,000	30,358	<u>40,000</u>

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

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BUDGET WORKSHEET

Fund: 592 - SEWER DEBT SERVICE

----- Current Year -----

	Prior Year	Original Budget	Amended Budget	Actual Thru October	Requested
Revenues					
616.000 TAP IN FEE	817,784	102,600	102,600	326,252	<u>102,600</u>
642.100 CAPITAL COSTS CHARGE	696,847	698,418	698,418	409,993	<u>709,688</u>
643.000 LATE CHARGE	14,915	13,000	13,000	8,450	<u>13,000</u>
644.000 DELINQUENT FEE ON TAXES	7,130	7,000	7,000	6,631	<u>7,000</u>
664.000 INTEREST EARNED	6,539	4,000	4,000	5,341	<u>4,000</u>
669.000 INTEREST FROM SAD PMT	263,344	213,537	213,537	1,544	<u>173,501</u>
669.200 INTEREST FROM SAD- SPENCER	8,464	7,621	7,621	0	<u>6,774</u>
694.000 CASH OVER AND SHORT	0	0	0	1	<u>0</u>
Total Revenues	1,815,023	1,046,176	1,046,176	758,212	1,016,563
Expenditures					
Dept: 000					
827.000 LEGAL	0	1,000	1,000	0	<u>1,000</u>
968.000 DEPRECIATION	840,053	840,000	840,000	0	<u>840,000</u>
997.007 BOND ISSUANCE-AMORTIZATION	33,696	33,695	33,695	0	<u>33,690</u>
Dept: 000	873,749	874,695	874,695	0	874,690
Dept: 905 DEBT SERVICE					
990.300 INT EXP- GF LOAN	8,620	8,620	8,620	8,620	<u>8,620</u>
990.500 INT EXP GF LOAN 2013- 1.2 M	12,000	12,000	12,000	12,000	<u>12,000</u>
990.600 INT EXP GF LOAN 09/13 \$200,000	2,000	2,000	2,000	2,000	<u>2,000</u>
990.700 INT EXP GF LOAN 12/13 \$200,000	2,000	2,000	2,000	2,000	<u>2,000</u>
999.002 BOND PAYMENT-INTEREST	485,413	452,713	452,713	226,250	<u>263,334</u>
999.003 AGENT FEES	300	300	300	150	<u>300</u>
Dept: 905 DEBT SERVICE	510,333	477,633	477,633	251,020	288,254
Total Expenditures	1,384,082	1,352,328	1,352,328	251,020	1,162,944

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BUDGET WORKSHEET

Fund: 593 - SPENCER SEWER DEBT SERVICE

----- Current Year -----

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

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BUDGET WORKSHEET

Fund: 701 - TRUST AND AGENCY FUND

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

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BUDGET WORKSHEET

Fund: 702 - PATHWAYS FUND

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

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BUDGET WORKSHEET

Fund: 703 - CURRENT TAX COLLECTIONS FUND

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

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BUDGET WORKSHEET

Fund: 792 - FUTURE ROAD IMPROVEMENT

----- Current Year -----

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

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BUDGET WORKSHEET

Fund: 793 - CONSTRUCTION ESCROW

Revenues

Dept: 000

664.000 INTEREST EARNED

Total Revenues

Prior Year	Original Budget	Amended Budget	Actual Thru October	Requested
0	200	200	532	<u>200</u>
0	200	200	532	200

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BUDGET WORKSHEET

Fund: 812 - SAD ROAD MAINTENANCE

----- Current Year -----

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

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BUDGET WORKSHEET

Fund: 812 - SAD ROAD MAINTENANCE

----- Current Year -----

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

Brighton Township

2016 - 2017

12/1/2015

BUDGET WORKSHEET

Fund: 814 - ROAD PROJECTS

----- Current Year -----

	Prior Year	Original Budget	Amended Budget	Actual Thru October	Requested
Revenues					
Dept: 000					
664.000 INTEREST EARNED	136	200	200	94	<u>100</u>
Dept: 000	136	200	200	94	100
Dept: 061 ROSE ANN DRIVE- SAD					
664.000 INTEREST EARNED	4	5	5	6	<u>5</u>
669.000 INTEREST FROM SAD PMT	1,403	1,800	1,800	0	<u>936</u>
672.000 SPECIAL ASSESSMENTS	7,218	7,220	7,220	0	<u>7,218</u>
ROSE ANN DRIVE- SAD	8,625	9,025	9,025	6	8,159
Total Revenues	8,761	9,225	9,225	100	8,259

Brighton Township

2016 - 2017

12/1/2015

----- Current Year -----

BUDGET WORKSHEET

Fund: 865 - STREET LIGHTING FUND

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

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

Brighton Township

2016 - 2017

12/1/2015

BUDGET WORKSHEET

Fund: 865 - STREET LIGHTING FUND

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

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

Brighton Township

2016 - 2017

12/1/2015

BUDGET WORKSHEET

Fund: 871 - MUNICIPAL REFUSE

----- Current Year -----

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

Brighton Township

2016 - 2017

12/1/2015

BUDGET WORKSHEET

Fund: 880 - SAD AQUATICS

----- Current Year -----

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

Memorandum

Date: December 28, 2015
To: Brighton Township Board of Trustees
From: Township Manager
SUBJECT: January 4, 2016 Work Session - Capital Improvement Plan

In the back of your budget binder you will find two tabs that pertain to the Capital Improvement Plan. The second tab is labeled "CIP redlined" and has all the changes from that are proposed from the original 2009/2015 CIP. The first tab is labeled "DRAFT CIP" and this is a clean version whereby all the redlined elements have been incorporated or removed.

The CIP and financial analysis (also known as the Cash Flow Summary Scenario #1) are the basis for most of the infrastructure expenditures in the annual budget and will be the basis for much of our budgetary discussions.

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

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SANITARY SEWER SYSTEM	<u>TBD</u>
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ROADS.....	<u>TBD</u>
CEMETERIES, PARKS AND PATHWAYS.....	<u>TBD</u>
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.

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 2,500 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 2,500 REUs (residential equivalent units), for a predicted flow of 260 gallons per day per residence, resulting in the 650,000 MGD treatment plant capacity.

Revenues to support the annual financial obligations of the sanitary sewer system come from three primary sources. First, from the Special Assessment Districts enacted for the original sanitary system and the Spencer Road Extension. Second, from tap-in-fees paid by new users connecting to the system. Third, from a specific 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 will retire 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 to proceed with issuing refunding bonds in the amount of \$7,900,000 which will be paid off in 2020.

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>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
04/01/16 thru 3/31/17	\$ 1,620,000.00	\$ 263,333.33	\$ 1,883,333.33
04/01/17 thru 3/31/18	\$ 1,625,000.00	\$ 188,000.00	\$ 1,813,000.00
04/01/18 thru 3/31/19	\$ 1,580,000.00	\$ 155,000.00	\$ 1,735,000.00
04/01/19 thru 3/31/20	\$ 1,560,000.00	\$ 91,800.00	\$ 1,651,800.00
04/01/20 thru 10/1/20	\$ 1,515,000.00	\$ 60,600.00	\$ 1,575,600.00
			\$ 8,658,733.33

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 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 – assuming there is the feasibility of raising the current capital cost charge again, including collecting such charge on SAD included vacant parcels. This is frequently referred to as a readiness-to-serve charge.
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)

<u>Asset #</u>	<u>Asset Name</u>	<u>Cost to Replace or Rehabilitate</u>
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 23	\$15,000
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.

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 capital plan contains a recommendation to budget for the transfer of \$80,000 per year into the reserve fund (plus grinder pump replacements). 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.

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.

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.

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

As a final note on more immediate financial planning, Township officials should not lose 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

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 PASER¹ 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>	<u>Dec-15</u>
Jacoby Road	Pleasant Valley to Jacoby	0.79	2	\$350,000
Kensington Road	Buno to Round About	0.55	2	\$210,000
Spencer Road	I-96 to Old US 23	0.4	2	
Flint Road	I-96 to Ridgefield	0.2	3	
Kensington Road	Buno to Hybe	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 County Line	1.6	3	\$400,000
Hyne Road	Hacker to Old US 23	2.55	3	\$700,000
Pleasant Valley Road	Spencer to Jacoby	2.3	3	\$575,000
Pleasant Valley Road	Stobart to Commerce	3.56	3	\$1,100,00
Corlett Road	Newman and Hyne	1	Gravel	\$120,000
Spencer Road	Pleasant Valley to Kensington	1.27	Gravel	\$100,000

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 earmarked \$2,200,000 towards this project and will need to discuss how much additional money would be available to offset the project gap.

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.

**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.

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.

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.

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.

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 as 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.

**CAPTIAL IMPROVEMENT PLAN
AND
FISCAL ANALYSIS
2015/2016 – 2020/2021
2009/2010 – 2014/2015**

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**CAPITAL IMPROVEMENT PLAN
AND
FISCAL ANALYSIS**
2015/2016 – 2020/2021
~~2009/2010 – 2014/2015~~

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~~ January 8, 2008.

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 17,791,673 people residing in the Township consisting of 5,950 households. SEMCOG has projected the 2020 population to be 19,300,134 persons. For years Brighton Township enjoyed steady population growth but by the end of 2008, growth in terms of new housing starts has slowed dramatically. This trend is a slowdown 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.

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

Special Assessment Districts and Bonds (SADs)

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

Federal Funds (Grants)

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

County Contract Bonds

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

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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 ~~July 2009~~ September 30, 2015, there are approximately 1,150,000 residential and 4260 commercial customers connected to the system, or approximately 175 percent of all Township households. The treatment plant was originally sized to serve up to 2,500 residential equivalent units (REUs) and the current customer load equates to 2,2021,728 (REUs).

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

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

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

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

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

Brighton Township Sanitary Sewer Drainage District to proceed with issuing refunding bonds in the amount of \$7,900,000 which will be paid off in 2020.

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 20015 refunding bonds and total annual amortization requirements:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
4-01-09 thru 3-31-10	\$1,535,000	\$799,832	\$2,334,832
4-01-10 thru 3-31-11	\$1,540,000	\$734,063	\$2,274,062
4-01-11 thru 3-31-12	\$1,545,000	\$676,212	\$2,221,213
4-01-12 thru 3-31-13	\$1,575,000	\$613,812	\$2,188,812
4-01-13 thru 3-31-18	\$8,190,000	\$2,047,260	\$10,237,260
4-01-18 thru 3-31-20	\$4,945,000	\$319,980	\$5,264,980
<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
<u>04/01/16 thru 3/31/17</u>	<u>\$ 1,620,000.00</u>	<u>\$ 263,333.33</u>	<u>\$ 1,883,333.33</u>
<u>04/01/17 thru 3/31/18</u>	<u>\$ 1,625,000.00</u>	<u>\$ 188,000.00</u>	<u>\$ 1,813,000.00</u>
<u>04/01/18 thru 3/31/19</u>	<u>\$ 1,580,000.00</u>	<u>\$ 155,000.00</u>	<u>\$ 1,735,000.00</u>
<u>04/01/19 thru 3/31/20</u>	<u>\$ 1,560,000.00</u>	<u>\$ 91,800.00</u>	<u>\$ 1,651,800.00</u>
<u>04/01/20 thru 10/1/20</u>	<u>\$ 1,515,000.00</u>	<u>\$ 60,600.00</u>	<u>\$ 1,575,600.00</u>
			<u>\$ 8,658,733.33</u>

With annual operating costs running at about \$580,726,000 and user charges allocated to O & M, and related income, running about the same; the obvious biggest challenge for the Township is to meet the required debt retirement obligations of \$1,883,333.33 2,274,063 in 20106 - 20147 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 2009/10 budget originally displayed annual revenue for debt retirement derived from the quarterly capital charge of \$275,000. This was based on 1,720 REUs paying \$40.50 per quarter. Effective July 1, 2009 the quarterly capital charge increased to \$50.50 per REU, raising an annualized amount of \$347,000 based on 1,720 REUs. Effective September 1, 2009, 308 vacant parcels were added to the capital charge payors list for the first time and eight additional REUs were added due to new construction, bringing the total REU count to 1,728 actual users, plus 308 vacant parcels for a total of 2,036 for billing purposes.

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

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

1. User Debt Service charges – assuming there is the feasibility of raising the current capital cost charge again, including collecting such charge on SAD included vacant parcels. This is frequently referred to as a readiness-to-serve charge.
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, and 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)

<u>Asset #</u>	<u>Asset Name</u>	<u>Cost to Replace or Rehabilitate</u>
<u>36</u>	<u>Return Activated Sludge (RAS)/ Pump 3 & Motor</u>	<u>\$17,500</u>
<u>38</u>	<u>WAS Plug Control Valve</u>	<u>\$18,000</u>
<u>216</u>	<u>Sludge Storage Tank Decant / Valves</u>	<u>\$40,000</u>
<u>34</u>	<u>Return Activated Sludge (RAS) / Pump 1 & Motor</u>	<u>\$20,000</u>
	<u>Lift Station 3 Motor Controls Pump Station 3 – Old</u>	
<u>102</u>	<u>23</u>	<u>\$15,000</u>
<u>123</u>	<u>Pump 1 Pump Station 6</u>	<u>\$9,000</u>
<u>29</u>	<u>Secondary Effluent Sample - Pump 1</u>	<u>\$2,500</u>
<u>24/35</u>	<u>Return Activated Sludge (RAS) - pump 2 and motor</u>	<u>\$22,500</u>
<u>185</u>	<u>Parshall Flume Indicator</u>	<u>\$8,000</u>
<u>26</u>	<u>RAS Flowmeter #1</u>	<u>\$5,500</u>
<u>27</u>	<u>RAS Flowmeter #2</u>	<u>\$5,500</u>
<u>28</u>	<u>WAS Flowmeter</u>	<u>\$5,500</u>
<u>32</u>	<u>Building Sump Pumps 1 and 2</u>	<u>\$35,000</u>
<u>49 / 50</u>	<u>Scum Pump and Motor</u>	<u>\$35,000</u>
<u>60</u>	<u>Oxidation Ditch #2 Rotor #3</u>	<u>\$80,000</u>
<u>61</u>	<u>Oxidation Ditch #2 Rotor #4</u>	<u>\$80,000</u>
<u>FIVE YEAR CIP TOTAL</u>		<u>\$399,000</u>

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.

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

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

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

2. Pump Station Wetwell Cleaning

Not truly a capital improvement, but since it requires a major capital outlay and is critical to pump station operations, is included herein for expenditure planning purposes. The wetwells at pump stations have not been cleaned for some time, if ever. The plant operators recommend that a sewer maintenance/rehabilitation contractor be retained to pressure clean wetwells at every pump station. Estimated

cost for cleaning, repairs and waste disposal for all eight wetwells is \$28,000. It is recommended this work be completed within the next 24 months. The average frequency for this type of cleaning is every five to six years. This however can vary wildly depending on the rate of silt, grit, grease and foreign solids build up.

3. Ultraviolet Disinfection System Capacity Upgrade

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

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

4. Sewer System Capital Reserve

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.

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

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

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This capital plan contains a recommendation to budget for the transfer of \$870,000 per year into the reserve fund (plus grinder pump replacements). ~~As can be calculated, at this rate and with planned expenditures as listed above at the end of this six-year planning cycle there will be about \$300,000 remaining in the fund. It is important that the Township continuously build reserve fund savings. can be seen from this analysis the importance of continuously building reserve fund revenues.~~ Wastewater treatment and facilities such as pumps, electrical panels, HVAC equipment; operate in a very corrosive environment and at about the 20-year life cycle major parts replacement is usually required. This figure could easily exceed \$1,000,000. ~~It is therefore important now, after ten years of operation, that the Township follow the adopted asset management plan for the treatment plant and collection system. It is planned that the \$70,000 would continue to be generated as part of the sewer system O&M annual budget and would require an incremental rate adjustment. Current budget figures indicate that about \$10.00 would need to be pledged from the O&M portion of the user charge to fulfill the \$70,000 goal. This would require an increase of approximately \$6.00 from the current O&M charge of \$4.50 pledged for this purpose.~~

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.

SANITARY SEWER 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	Permanent Generator Installation at Pump Station #2	\$85,000	\$85,000	SS Fund			\$85,000			
2	Pump Station Wetwell Cleaning	\$28,000	\$28,000	SS Fund		\$28,000				
3	Ultraviolet Disinfection System Capacity Upgrade	\$110,000	\$110,000	SS Fund					\$110,000	
4	Sewer System Capital Reserve	Reserve		SS Fund	\$30,975	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000

SS Fund represents the Sanitary Sewer Fund.

WATER SUPPLY SYSTEM

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

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

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

Background

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

In the early part of this decade 2002, Township officials made a decision to make available a public water supply to more densely developed areas of the Township. This involved purchasing capacity and participating in the LCWA, which member communities includes Brighton Township, as well as Green Oak and Hamburg Townships (the City of Brighton was also included at that time). The current service area includes developed areas east and north of the city of Brighton, in the area of Grand River Avenue along Old US-23. Today there are over 255 commercial and residential properties accounting for approximately 400277 water service REU purchased through LCWA residential customers and eight commercial customers who equal 78 REU's. Originally, the Township purchased a a filtration capacity from LCWA of 400 REU's. In 2015, LCWA conducted a Water Reliability Study and General Plan which focused on planning items including population and water demand for three separate planning periods (existing, 5-year, and 20 year) In April of 2015 it was the consensus of the Brighton Township Board that future demand for LCWA water in Brighton Township should be based upon the following projection: 150 REU within 5 years and another 250 REU in years 6-20. In November of 2015, the Brighton Township Board authorized the purchase of filtration capacity for 135 additional REU which brings the total Brighton Township allotment to 535. As of this report writing date, there is above noted

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

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. Since 2005 these proceeds have been used to make annual bond payments on the original \$1,620,000 bond issue. As of March 31, 2009 there was \$558,478 remaining in the Municipal Water Fund and there will be a balance after 2009 - 2010 bond debt payments of \$449,045 available to assist in retiring the bond issue. Annual payments range between \$110,000 and \$118,000 and unless another source is found the general fund will have to be relied on in the future.~~

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

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

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

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

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 ~~34~~ customer connected to

the system, which accounts for 332 REUs. There exists the potential of serving at least 280 REUs, a likely combination of commercial and residential customers.

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

Capital Improvement Program

~~In 2015, the LCWA member communities approved fulfilling the phase 1 components of the LCWA Master Operating Agreement. This included construction of filters (7 & 8) and settling the financial obligations (e.g. filters 5 & 6, historic balance due from the original construction, and partial booster station payment) by each member community. Each member community is scheduled to settle the financial obligation for phase 1 by April 30, 2016.~~

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

Financial Considerations

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

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

Water System Capital Improvement Bond Series 2003

2009	Principal and Interest	\$109,433.75
2010	————— " —————"	\$108,027.50

2011	"	"	\$111,421.25
2012	"	"	\$109,608.75
2013	"	"	\$112,640.00
2014	"	"	\$115,468.75
2015	"	"	\$113,098.75
2016	"	"	\$115,535.25
2017	"	"	\$112,871.25
2018	"	"	\$115,103.75
2019	"	"	\$116,934.38
2020	"	"	\$113,465.63
2021	"	"	\$114,881.25
2022	"	"	\$116,065.63
2023	"	"	\$117,018.75
2024	"	"	\$117,681.25
2025	"	"	\$118,050.00
2026	"	"	\$118,181.25
2027	"	"	\$118,075.00
2028	"	"	\$117,731.00

\$441,697

May 1, 2013 is the first call date.

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

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

2010	\$108,927.50	} \$448,000 available
2011	\$111,421.25	
2012	\$109,608.75	
2013	\$112,640.00	
	<u>\$441,697.50</u>	

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

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

Using \$1,300,000 of the Collett Dump unused funds plus existing fund balance of \$448,000; the Township could make bond payments for 2010, 2011, 2012 and 2013 and call the water system bonds and pay off the remainder of the debt obligation. If this scenario is not followed then the pay-off of bonds will require a combination of remaining reserves, further

~~appropriations from the general fund and most likely the imposition of some sizable debt service charge to water customers on either a quarterly or annual basis, most likely a very unacceptable proposal for current water customers.~~

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

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

Future Expansion

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

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

It should be noted that on January 1, 2020 the FIB authority will expire unless extended by Resolution of the legislative body of the Townships the system is located in, namely Brighton and Green Oak. Although physical connections have been put in place to accommodate the integration of the FIB system into the LCWA system, discussions about the expiration of the authority have not yet taken place between the two respective 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 ~~declining- 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 ~~capital- 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~~ ~~weight tax~~, 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~~5~~ 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 poses a real challenge to capital planning for roads for all units of local government in Livingston County and all of Michigan. ~~The Livingston County Road Commission reports that in 2007, 2008 and 2009 they experienced a 5% reduction in revenue each year and they are looking at a 7% reduction for 2010.~~

For years Brighton Township officials have recognized that in order to advance ~~many~~ 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. In the current 2009—2010 and the prior two fiscal years the general fund has contributed \$250,000 each year to the Road Fund. As of March 31, 2009 the fund balance was \$1,763,023. Add the 09—10 budget allocation of \$250,000 for a total of \$2,013,023 available for road improvements.~~ 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

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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 PASER¹ 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

Using the criteria established in the road prioritization policy, the following list of candidates for consideration was developed. The list includes preliminary cost estimates for planning purposes that were based on 2007 dollars.

Surface Type	Street Name	Traffic Count [#]	Surface Rating	Length (feet)	Candidate For:	Cost per foot	Preliminary estimate
Paved	Hunter Road	3152	3-5	5330	Pavement Reconstruction	\$135	\$1,080,000
	Van Amberg Road	2736	3-4	10650	Pavement Rehabilitation	\$78	\$1,250,000
Gravel	Spencer Road (PV to Kens)	1053	NA	6800	Paving	\$130	\$1,380,000
	Pleasant Valley Road	817	NA	6264	Gravel Maintenance	\$50	\$580,000
	Larkins Road (PV to Kens)	695	NA	8530	Gravel Maintenance	\$50	\$650,000

[#]PASER or Pavement Surface Evaluation and Rating—a system including manuals for rating different forms of road pavement surfaces. Published by the Transportation Information Center, University of Wisconsin.

Capital Improvement Program

1.—Reconstruct Hunter Road between Hilton and Hyne. The pavement surface throughout this section of roadway contains numerous sections of badly failed road surface. While not on the federal aid system, the Township should explore obtaining this designation with support of the Road Commission. Further the Township should explore cost participation from the Road Commission to a matching amount of 50% of total project costs. Detailed design engineering should be undertaken to determine the most cost effective fix for the roadway. The project is proposed for construction in the 2011—2012 fiscal year.

Probable cost: \$1,200,000

2.—Resurfacing of Van Amberg Road between Spencer and Newman. The pavement is in the process of deteriorating and could be given many useful years through a rehabilitation program. Again, the Township should seek project cost participation from the Road Commission. The project is proposed for the 2013—2014 fiscal year.

Probable cost: \$1,250,000

3-1. 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>	<u>Dec-15</u>
<u>Jacoby Road</u>	<u>Pleasant Valley to Jacoby</u>	<u>0.79</u>	<u>2</u>	<u>\$350,000</u>
<u>Kensington Road</u>	<u>Buno to Round About</u>	<u>0.55</u>	<u>2</u>	<u>\$210,000</u>
<u>Spencer Road</u>	<u>I-96 to Old US 23</u>	<u>0.4</u>	<u>2</u>	
<u>Flint Road</u>	<u>I-96 to Ridgefield</u>	<u>0.2</u>	<u>3</u>	
<u>Kensington Road</u>	<u>Buno to Hybe</u>	<u>2.4</u>	<u>3</u>	
<u>Old US 23</u>	<u>South from Hilton</u>	<u>1.5</u>	<u>3</u>	
<u>Spencer Road</u>	<u>Old US 23 to US 23 bridge</u>	<u>0.1</u>	<u>3</u>	
<u>Stobart Road</u>	<u>Kensington to County Line</u>	<u>1.6</u>	<u>3</u>	<u>\$400,000</u>
<u>Hyne Road</u>	<u>Hacker to Old US 23</u>	<u>2.55</u>	<u>3</u>	<u>\$700,000</u>
<u>Pleasant Valley Road</u>	<u>Spencer to Jacoby</u>	<u>2.3</u>	<u>3</u>	<u>\$575,000</u>
<u>Pleasant Valley Road</u>	<u>Stobart to Commerce</u>	<u>3.56</u>	<u>3</u>	<u>\$1,100,00</u>
<u>Corlett Road</u>	<u>Newman and Hyne</u>	<u>1</u>	<u>Gravel</u>	<u>\$120,000</u>
<u>Spencer Road</u>	<u>Pleasant Valley to Kensington</u>	<u>1.27</u>	<u>Gravel</u>	<u>\$100,000</u>

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

MDOT I-96 / US-23 Interchange Improvement

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

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

It is anticipated that the project will be eligible for federal highway grant funding, with local cost sharing. Due to the deteriorated roads throughout the county, the limited federal dollars available for all projects and the recent influx of local communities offering matching dollars from locally approved road millages, these federal dollars are very competitive. On March 2, 2015 the Township Board earmarked \$2,200,000 towards this project and will need to discuss how much additional money would be available to offset the project gap.

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Financial Considerations

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

Given the economic condition of Michigan's road agencies and stagnant declining 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.

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

Building Authority 1999 Bond Issue
Payments Remaining

2009	Principal and Interest	\$193,376
2010	" "	\$197,916
2011	" "	\$197,050
2012	" "	\$195,855
2013	" "	\$199,239
2014	" "	\$197,195
2015	" "	\$199,715
2016	" "	\$196,793
2017	" "	\$198,375
2018	" "	\$199,375
2019	" "	\$199,875

Public Facility Capital Improvement Program

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

Proposed capital projects include the following:

1. Resolve Township Hall drainage problem whereby the existing stormwater detention pond overflows directly into a wetland and construct a separate "rain garden" facility capable of holding and slowing stormwater runoff and allowing water to percolate into soils.

2010 - 2011 _____ Probable cost: \$25,000

2. Correct stormwater drainage problem at Old US-23 fire station by disconnecting detention pond from County Drain #4 and outlet into a new "rain garden" facility to slow stormwater runoff and allow for ground percolation.

2010 - 2011 _____ Probable cost: \$25,000

3. Reconfigure certain offices in Township Hall. Move assessing upstairs to combine service counters to create greater efficiency and security. In the lower level create more badly needed storage space. Note, a detailed study for this project has not been done.

2012 - 2013 _____ Probable cost: \$200,000.

4. ~~Acquire all new election equipment to replace existing worn tabulators and AutoMARK machines. This would include eleven tabulators, plus memory card and seven AutoMARK machines. It is proposed the funds be reserved for this purpose beginning in 2010/11 and the actual purchase be completed in 2013/14 as depicted on page 26.~~

————— Probable cost: \$100,000

5. ~~Purchase and install a new document scanner to digitize and provide storage for records from assessing, planning and building departments.~~

2014 - 2015 ————— Probable cost: \$20,000

Financial Considerations

The general fund will continue to provide payments for Building Authority debt. Capital improvements will likewise require funding from the general fund through the annual budgeting process. The specific projects listed in this CIP are not included in the current budget and would therefore require future budgeting with the only source available, the general fund. Sometimes it is wise to display future projects or needs even if they remain unfunded.

PUBLIC FACILITIES AND BUILDING AUTHORITY

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	Township Hall drain-redirect	\$25,000	\$25,000	General Fund unfunded		\$25,000				
2	Old US-23 Fire Station drain	\$25,000	\$25,000	General Fund unfunded		\$25,000				
3	Township Hall Office update	\$200,000	\$200,000	General Fund unfunded				\$200,000		
4	New election equipment	\$100,000	\$100,000	General Fund*		\$20,000	\$20,000	\$20,000	\$40,000	
5	Acquire document scanner	\$20,000	\$20,000	General Fund unfunded						\$20,000
6										

* 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. ~~The 2009/10 budget is \$9,000 for maintenance and repair.~~

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 sitepark 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~~Development is expected to start within the next few years and will feature 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.

~~There exists a~~ 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. and it appears work can begin on park improvements at any time. It was however once thought that gravel mining on the site would be completed by 2010. The slowed economy has changed this forecast and consideration should be given to the start of park development timing.~~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 plansobligations for Phase I of the park which were included in the DNR Trust grant request includedds, walking spaths, 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 total project-estimated cost of \$650,000(2008 figure).

A second series of Phase I improvements also includes the construction of an entry road, Sunset Ridge, 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-total 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~~09~~ the fund had a balance of \$824,094~~508,943~~. The 2001~~59~~/2010~~6~~ appropriation adds \$150,000 to that sum for a current estimated fund balance of \$658,943~~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; Sunset 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 ~~intensifies~~ 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 ~~with work starting in 2012 and ending in 2014. 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

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	Phase I Sunset Park Development	\$650,000	\$325,000	Park Fund 50% Grant 50%				\$450,000	\$200,000	
2	Annual Capital Funding	\$50,000 per year	*	General Fund and Park Fund	\$150,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
3										
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 ~~and likely to be~~ 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~~99~~ there was \$194,16356,506~~506~~ 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.

In 2005 and 2006 Township officials worked to prepare and reach consensus on a Pathways Plan. It is likely that 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 finalized in September 2006 and likely to be revised in December 2009 is a well conceived professional document and included in its preparation was a Pathways Committee, the Planning Commission, the Township Board, consultants and the public. The Plan includes numerous goals and describes pathways to connect residents to parks activity. The Plan includes a discussion of funding opportunities that includes contributions from the general fund, developer funds, donations, the possibility of coordination with State (MDOT) and County (LCRC) road improvement projects and a listing of numerous possible grant agencies, programs and opportunities.

Capital Improvement Program

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

- a. Coordinate with State and County agencies to apply for relevant transportation grants through MDOT and state recreation and land acquisition grants through the Department of Natural Resources.
- b. Develop public-private partnerships to generate funds toward pathway development.
- c. Establish a fund to dedicate development fees toward pathways.

Capital Improvement Program

1. Proposes continuation of budgeting \$10,000 from the General Fund to the Pathways Fund. ~~It does not appear at this time that budgeting additional funds is possible.~~

2. East Grand River Corridor Sidewalk

~~There is an East Grand River Corridor Plan that was adopted January 12, 2006 that calls for sidewalks to be extended along East Grand River between the east City limits to Kensington Metro Park.~~

~~As an initial project, the East Grand River Corridor Sidewalk is an excellent example of meeting the Pathways Plan goals. With this project a combination of funding sources will be used including \$150,000 from the Pathways fund, \$75,000 from the East Grand River Corridor Fund and \$25,000 be generated from businesses fronting the sidewalk who have previously expressed a willingness to support such a project. Proposed is a five-foot wide concrete sidewalk between Old US-23 and Knowlson.~~

~~Probable cost: \$250,000~~

~~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.~~

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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
4	See Pathways Plan*	TBD	Goal 50%	General Fund Unfunded**	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
5	East Grand River Corridor Sidewalk	\$250,000		Pathways fund \$150,000 Corridor fund \$75,000 Business owners \$25,000		\$250,000				

* 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~~ ~~Over at least~~ the past ~~decades~~ ~~six years~~ 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. ~~beginning around 2011. As noted in the Capital Improvement Program sections of this report, T~~ ~~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. ~~Today Just a few years ago~~ Michigan ~~leads~~ the nation in unemployment, many major area corporations ~~are were~~ in bankruptcy, and most local communities, including counties and the State ~~were are~~ in fiscal crises. Tax revenues at all levels ~~are were~~ declining, property tax rolls ~~are were~~ declining, State revenue sharing ~~has been was~~ cut, home foreclosure rates ~~are 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~~ must be undertaken to move forward, plan and decide on the measures the Township ~~would~~ will 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, ~~including the analysis undertaken as part of this CIP is outlined in the schedules that follow 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~~ will retire the original bond in 2009 and continue to exist until it is paid off in 2020. It ~~was~~ should be noted that refinancing of the 2005 sewer bond ~~could~~ can 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. ~~Refer back to page 8 of this report for details on each of the sanitary sewer bond issues.~~

New Financial Considerations

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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

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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.

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Conclusions

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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.

**SANITARY SEWER DEBT
SCHEDULES OF REVENUE SUPPORTING
DEBT SERVICE REQUIREMENTS**

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Schedule I

Displays a comparison of the original 2000 sanitary sewer system bond issue annual principal and interest payment requirements against the 2005 refunding bond issue and the net cash flow savings between those two bond issues. This schedule does not include the Spencer Road sewer debt.

Schedule II

Displays all annual revenue sources and the principal and interest payments required for the 2005 bond issue, with the assumption that the quarterly capital charge will increase annually \$10.00. This schedule also displays and assumes that in 2015 the 2005 bond issue will be refunded.

Schedule II contains key factors to be considered when seeking a plan and direction to the sewer systems debt obligations. This Schedule displays that without any additional action by the Township, that by the end of the 2012 – 2013 fiscal year, the balance in the sewer debt service fund will drop to a negative (\$373,789). The conclusion therefore is that additional steps must be undertaken.

Recommended Solution

It is a fact that the Township is very limited as to options to raise funds to meet sewer system debt obligations. Property with sewer service are already under a special assessment program, capital charges are proposed to continue to rise as part of quarterly user rates and new user connection fees are in place, but such revenues are literally non-existent. Other than returning to the electorate asking for new money, the only solution left is to borrow again from the Township's general fund. In the world of public fund accounting, the borrowing of funds from one to another, is an accepted practice as long as there is at some point the intent to make all funds whole, including interest. To this end the following is recommended:

1. **Create a Sewer Debt Reserve** account within the general fund and beginning with the 2010 – 2011 fiscal year, budget \$200,000 to be placed in the fund to be used when needed, to assist the sewer debt service fund in making annual bond debt payments; to the extent that other sewer system funds fall short. It is recommended that this be funded at the level of \$200,000 per fiscal year as long as needed until the sewer debt fund is in the black.
2. **Transfer the Collett Dump unused contingent liability funds** in the sum of \$1,200,000 to the Sewer Debt Reserve account (above) when such funds are needed to supplement general fund allocations.

Schedule III

Schedule III displays that taking these two actions, and with the assumptions displayed in Schedule II in place, it appears the Township can address its sewer debt payment obligations.

This option and recommendation will have its impact on the general fund and will affect the ability of the Township to sustain its current level of budgetary support for such things as roads, pathways, parks, etc; at least at prior levels. It will however from a fiduciary perspective maintain the Township's ability to meet its overall financial commitments and responsibilities.

Also in 2003 Board Resolution 03-24 was adopted authorizing the Township general fund to loan the sewer system debt fund \$431,000 to cover a shortfall in revenues at that time because of the slowed economy. The Board also set an annual interest charge on the \$431,000 at the rate of 2% and such payments are reflected in column K of Schedule III.

Interest

The Township Board in its adoption of the 2010/11 annual budget resolution should adopt a policy for interest payment to be made for all additional general fund loans and the Collett Reserve funds, used. This interest obligation could accrue and be paid back beginning after 2025 or sooner if economic conditions improve before this time. The Township's auditors can assist in setting up a proper reporting format.

Lots of Variables:

Assuming the recommendations contained herein are adopted, the data contained in Schedule III should be updated as part of the budget process each year. There are variables that will affect year to year ending balances. These include the rate of non-payment on either assessments or capital charges, the rate of foreclosures on property, or on the positive side, an increase in new user tap fee revenue. Also before general fund or Collett Reserve fund loans to the Sewer Debt Service Fund can be considered complete, interest as well as loan amounts will have to be paid back and by the time such loans are needed the Township Board should act to set an interest charge pay back policy.

BRIGHTON TWP SEWER - ORIGINAL DISTRICT
 CASH FLOW SUMMARY
 PER REQUEST OF UTILITY COMMITTEE
 STARTING 4/1/15
 PREPARED 9/5/15

- Assumptions - (1) No significant changes with original assessments.
 - (2) Includes several contracts paying over time.
 - (3) Rate remains at \$80.50; 10 new REU's per year added.
 - (4) Rate remains at \$10,260; 10 new REU's per year added.
 - (5) No interest from investments
 - (6) Current loan balance from G/F is \$2,031,000. Loan would be paid back 3/2022. No additional loans needed.
 - (7) Bonds are refinanced 9/15. Paid off by 9/2020.
 - (8) Misc chargebacks/fees projected \$10,000 per year.

SCENARIO 1

PERIOD	(1) BEGINNING BALANCE	(1) ORIGINAL ASSESSMENT	(1) ORIGINAL SPENCER ASSESSMENT	(2) INDIVIDUAL ASSESSMENTS	(3) QTRLY DS CHARGES	(4) \$10,260 NEW USER TAP FEE	(5) INTEREST FROM BANKS	(6) G/F LOANS	TOTAL RECEIPTS	(7) BOND PAYMENTS	(8) OTHER/FEES & CHARGES	(8) PRIN. & INTEREST PAYMENTS TO G/F	TOTAL DISBURSEMENTS	ENDING BALANCE
							0	0	0				0	0
4/1/2015 THRU 9/30/2015	2,808,065	0	0	0	350,739	244,172	0	0	594,911	1,876,250	5,000	12,310	1,893,560	1,509,416
10/01/2015 THRU 3/31/2016	1,509,416	927,387	20,609	47,899	351,544	0	0	0	1,347,439	136,933	5,000	12,310	154,243	2,702,612
4/1/2016 THRU 9/30/2016	2,702,612	0	0	0	352,349	51,300	0	0	403,649	1,746,400	5,000	12,310	1,763,710	1,342,551
10/01/2016 THRU 3/31/2017	1,342,551	862,853	19,815	46,435	353,154	51,300	0	0	1,333,557	94,000	5,000	12,310	111,310	2,564,798
4/1/2017 THRU 9/30/2017	2,564,798	0	0	0	353,959	51,300	0	0	405,259	1,719,000	5,000	12,310	1,736,310	1,233,747
10/01/2017 THRU 3/31/2018	1,233,747	811,857	19,020	44,970	354,764	51,300	0	0	1,281,911	77,500	5,000	12,310	94,810	2,420,848
4/1/2018 THRU 9/30/2018	2,420,848	0	0	0	355,569	51,300	0	0	406,869	1,657,500	5,000	12,310	1,674,810	1,152,907
10/01/2018 THRU 3/31/2019	1,152,907	771,161	18,226	43,508	356,374	51,300	0	0	1,240,569	45,900	5,000	12,310	63,210	2,330,266
4/1/2019 THRU 9/30/2019	2,330,266	0	0	0	357,179	51,300	0	0	408,479	1,605,900	5,000	12,310	1,623,210	1,115,535
10/01/2019 THRU 3/31/2020	1,115,535	730,465	17,432	42,045	357,984	51,300	0	0	1,199,226	30,300	5,000	12,310	47,610	2,267,151
4/1/2020 THRU 9/30/2020	2,267,151	0	0	0	358,789	51,300	0	0	410,089	1,545,300	5,000	12,310	1,562,610	1,114,630
10/01/2020 THRU 3/31/2021	1,114,630	0	16,638	0	359,594	51,300	0	0	427,532	0	5,000	1,136,455	1,141,455	400,707
4/1/2021 THRU 9/30/2021	400,707	0	0	0	360,399	51,300	0	0	411,699	0	5,000	452,727	457,727	354,679
10/01/2021 THRU 3/31/2022	354,679	0	15,844	0	361,204	51,300	0	0	428,348	0	5,000	450,000	455,000	328,027
4/1/2022 THRU 9/30/2022	328,027	0	0	0	0	0	0	0	0	0	5,000	0	5,000	323,027
10/01/2022 THRU 3/31/2023	323,027	0	15,049	0	0	0	0	0	15,049	0	5,000	0	5,000	333,076
4/1/2023 THRU 9/30/2023	333,076	0	0	0	0	0	0	0	0	0	5,000	0	5,000	328,076
10/01/2023 THRU 3/31/2024	328,076	0	14,255	0	0	0	0	0	14,255	0	5,000	0	5,000	337,331
4/1/2024 THRU 9/30/2024	337,331	0	0	0	0	0	0	0	0	0	0	0	0	337,331
10/01/2024 THRU 3/31/2025	337,331	0	0	0	0	0	0	0	0	0	0	0	0	337,331
4/1/2025 THRU 9/30/2025	337,331	0	0	0	0	0	0	0	0	0	0	0	0	337,331
10/01/2025 THRU 3/31/2026	337,331	0	0	0	0	0	0	0	0	0	0	0	0	337,331
4/1/2026 THRU 9/30/2026	337,331	0	0	0	0	0	0	0	0	0	0	0	0	337,331
10/01/2026 THRU 3/31/2027	337,331	0	0	0	0	0	0	0	0	0	0	0	0	337,331
4/1/2027 THRU 9/30/2027	337,331	0	0	0	0	0	0	0	0	0	0	0	0	337,331
10/01/2027 THRU 3/31/2028	337,331	0	0	0	0	0	0	0	0	0	0	0	0	337,331
4/1/2028 THRU 9/30/2028	337,331	0	0	0	0	0	0	0	0	0	0	0	0	337,331
10/01/2028 THRU 3/31/2029	337,331	0	0	0	0	0	0	0	0	0	0	0	0	337,331
4/1/2029 THRU 9/30/2029	337,331	0	0	0	0	0	0	0	0	0	0	0	0	337,331
10/01/2029 THRU 3/31/2030	337,331	0	0	0	0	0	0	0	0	0	0	0	0	337,331
4/1/2030 THRU 9/30/2030	337,331	0	0	0	0	0	0	0	0	0	0	0	0	337,331
	<u>4,103,723</u>		<u>156,888</u>	<u>224,857</u>	<u>4,983,601</u>	<u>859,772</u>	<u>0</u>	<u>0</u>	<u>10,328,841</u>	<u>10,534,983</u>	<u>90,000</u>	<u>2,174,592</u>	<u>12,799,575</u>	

Clerk

From: Trustee Lucille
Sent: Tuesday, December 29, 2015 2:13 PM
To: Supervisor; Clerk; Treasurer; Trustee Cathy; Trustee Mike; Trustee Patrick
Cc: Manager
Attachments: Appointment of FOIA Coordinator.docx

Good afternoon all,
I will be out of town for our Jan '16 meeting.

I have written a letter of support regarding the Clerk's recommendation of appointing a FOIA Coordinator outside of the Clerk's office.

Ann, please include my letter in Monday's bd pkt.

Thanks.

Lucille

P.S. Happy New Year

Lucille M Weaire / Trustee

Charter Township Of Brighton

4363 Buno Road

Brighton, MI 48114

239.919.4935

trusteelucille@brightontwp.com

December 29, 2015

Board of Trustees
4363 Buno Road
Brighton, MI 48114

RE: Appointment of FOIA Coordinator

Dear Fellow Board Members,

At the December 7, 2015 board meeting, the clerk recommended the transfer of FOIA responsibilities including the appointment of the FOIA coordinator to be transferred *outside* the clerk's office. The position of the FOIA coordinator is not part of the fiduciary duty of the clerk.

Our present clerk, along with carrying out her fiduciary duties is also involved with the following; LCWA, Secretary; Cemetery, Ord. 159, Sec. 2-207; Spring/Summer and Fall / Winter township newsletter; scheduling annual township record disposal, Large Item Drop Off, Member of the Brighton Chamber of Commerce, Spark and Michigan Township Association. The clerk has accepted these added duties and has always carried them off in a very professional manner.

The clerk is the keeper of records, however, every department at the township has records and it is their responsibility to be the "keeper" of their records. They must determine when to keep a record permanently and when it can be shredded / destroyed. So with all of the departments owning records, it comes down to who will be the FOIA coordinator. With the accolades the board has received from management regarding our smart, eager to learn, etc. new and present employees, we have a bountiful of candidate(s) to appoint to the position of FOIA Coordinator.

In closing, I am in full support of Clerk Ann M. Bollin's recommendation to transfer the FOIA responsibilities and the appointment of a FOIA Coordinator to be transferred *outside* the clerk's office.

Regards,

Lucille M. Weaire / Trustee