

# Brighton City Council Meeting

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City Hall Council Chambers • 200 N First St. • Brighton, Michigan 48116  
(810) 227-1911 • [www.brightoncity.org](http://www.brightoncity.org)

## **Regular Business Meeting November 1, 2018 – 7:30 p.m.**

### **AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Consider Approval of the Agenda

#### **Consent Agenda Items**

5. Approval of Minutes: Regular Meeting of October 18, 2018
6. Approval of Minutes: City Council Retreat of October 27, 2018
7. Approval of Minutes: City Council Retreat of October 28, 2018
8. Receipt of DDA and LDFA Annual Report
9. Acceptance of Quarterly Investment Report
10. Award of Bid: 2018 HVAC Services to Mechanical Design

#### **Correspondence**

11. Call to the Public
12. Staff Updates
13. Updates from Councilmember Liaisons to various Boards and Commissions

#### **New Business**

14. Consider Approval of Rich and Associates Proposal for Parking Consulting Services in the Amount of \$20,500
15. Consider Approval of the Addition of a Full-Time DPW/Utilities Clerical Position
16. Discussion of COBACH Maintenance Needs

#### **Other Business**

17. Call to the Public
18. Adjournment



# Brighton City Council Meeting

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## MINUTES OF THE REGULAR MEETING OF THE BRIGHTON CITY COUNCIL HELD ON OCTOBER 18, 2018

### 1. Call to Order

Mayor Muzzin called the Regular Meeting to order at 7:30 p.m.

### 2. Pledge of Allegiance

### 3. Roll Call

Present were Mayor Muzzin, Councilmembers: Bohn, Emaus, Gardner, Pettengill, Pipoly, and Tobbe. Staff: City Manager Nate Geinzer, City Clerk Tara Brown, DPW Director Marcel Goch, Finance Director Gretchen Gomolka, Deputy Clerk/Assistant to the DPW Director Patty Thomas, Deputy Chief of Police Craig Flood, and Attorney Paul Burns. There were approximately 27 persons in the audience.

### 4. Consider Approval of the Agenda

**Motion** by Mayor Pro Tem Pipoly, seconded by Councilmember Emaus to approve the agenda as amended moving item 7 to new business. **The motion carried unanimously.**

#### Consent Agenda Items

**Motion** by Councilmember Tobbe, seconded by Mayor Pro Tem Pipoly to approve the consent agenda as amended. **The motion carried unanimously.**

### 5. Approval of Minutes: Study Session of October 04, 2018

### 6. Approval of Minutes: Regular Meeting of October 04, 2018

#### Correspondence

### 8. Call to the Public

Mayor Muzzin opened the Call to Public at 7:31 p.m.

Troop 350 Boy Scout Adam Innes, a 2<sup>nd</sup> Class ranked Scout, would like to speak to City staff or a Councilmember about Constitutional Limits.

Mayor Muzzin closed the Call to Public at 7:38 p.m.

Mayor Muzzin stated that Councilmember Emaus would be delighted to speak to Mr. Innes at great length about Constitutional limits. Councilmember Emaus indicated that he will make arrangements with Mr. Innes.

### 9. Staff Updates

Deputy Chief Flood was proud to report that Brighton High School was named one of the top five unified schools in the country by ESPN and the Special Olympics, a pep rally was held to honor the school. Officers participated in a drive training at the GM Proving Grounds, testing several high speed vehicles in various road conditions.

DPW Director Goch stated that leaf pickup will begin on Monday, October 22, 2018 vacuuming daily from 9:00 a.m. to 2:00 p.m.

Finance Director Gomolka stated that the audit was complete and it was once again it was a pleasure to work with Plante Moran throughout the process.

Clerk Brown stated that over 38% of the absentee ballots have been returned and those voters who still have ballots should have them returned by 8:00 p.m. on November 6, 2018 to be counted for the General Election.

#### **10. Updates from Councilmember Liaisons to various Boards and Commissions**

Mayor Pro Tem Pipoly noted that the DDA met on October 16, 2018. The Cheresko project on Main Street is starting to take shape and the band shell amphitheatre is complete with the exception of a few small items. And boring samples to evaluate possible construction have been taken at a City parking lot.

Councilmember Bohn stated that the Planning Commission met on October 15, 2018 and approved a salt dome for 702 Advance Street and preliminary site plan approval for the Bluffs at Spring Hill which was initially tabled at the September meeting. The six concerns of the Planning Commission were met, Mr. Bohn noted that there are concerns from residents regarding density which will be handled at City Council.

Councilmember Tobbe stated that the PSD met on October 2, 2018.

Councilmember Gardner wished to thank all who spoke at all the calls to public, whether at City Council, Planning Commission, or other meetings. She noted the Council rules and wished to make sure that all are welcome and have their chance to voice concerns.

Councilmember Pettengill stated that the ZBA met on October 11, 2018. Three variances were approved.

Councilmember Emaus noted the Brighton Veteran Memorial Committee met to finalized plans for the Veteran's Day Parade which will be held on November 10, 2018 starting at 10:00 a.m. starting at Refrigeration Research. There will be a series of short presentations with Mitch Lane as the master of ceremonies. The deadline to get a paver installed before Veteran's Day is October 20, 2018. Mr. Emaus congratulated Brighton High School for achieving the high honors of being one of five in the country to receive the award from ESPN and the Special Olympics.

Mayor Muzzin commented that the band shell will have a soft opening for Veteran's Day, then remain closed for the winter. The Brighton Fire Authority met on October 11, 2018 and discussed potential ownership/purchase to expand the fire station on Webber.

#### **11. Receive Annual Audit Report and Presentation**

Director Gomolka introduced Martin Olejnik, Tim St. Andrew, and Zach Gielow, of Plante Moran. Mr. Olejnik presented audit findings to Council with a power point presentation for fiscal year ending June 30, 2018. Mr. Olejnik noted that the City of Brighton once again received the award for financial excellence. Among areas to

watch were unfunded legacy costs and depreciable capital, specifically the poor conditions of the roads and legacy costs.

Council and staff discussed the audit as presented, looking specifically at depreciable capital and OPEB.

### **New Business**

#### **12. Consider Approval of Extension of Plante Moran Auditing Services Through 2025**

Director Gomolka recommended the extension of Plante Moran auditing services through 2025, noting a savings of \$50,000.00 over seven years of the contract. Ms. Gomolka stated that Plante Moran's professionalism and tools provided to City makes Plante Moran extremely valuable. She noted that they are familiar with the City as they have been the City's auditor for more than fifteen years.

Mayor Pro Tem Pipoly stated that extending the services with Plante Moran makes perfect sense saving the City \$50,000.00 over the term of the contract.

Councilmember Tobbe stated that he would like to hold off and put the service out to bid for a proper evaluation. Mr. Tobbe would like to see what other firms may offer.

Mayor Pro Tem Pipoly noted previous Councils have discussed seeking bids from other firms; the transition from one accounting firm to another would be labor intensive and inefficient.

Councilmember Bohn stated that he was comfortable extending the services through 2025 because he feels Plante Moran is the gold standard in their field.

Director Gomolka noted that Plante Moran provides toolkits to implement new GASB rules and those kits are a huge time saver and very helpful. She indicated that she sees other municipalities struggle with new GASB rules and implementation.

Councilmember Emaus inquired how long the City has been with Plante Moran, Mayor Muzzin estimated about twenty years.

**Motion** by Mayor Pro Tem Pipoly, seconded by Councilmember Gardner to approve the extension of Plante Moran auditing services through 2025. **The motion passed 6-1, with Councilmember Tobbe voting no.**

#### **13. Discussion of Bid for the Purchase of Vacant Real Property – Parcel No. 4718-24-400-028**

Manager Geinzer indicated that no bids were received by October 8, 2018 for the vacant parcel. City staff asked Attorney Burns to have the appraiser, Mr. Widmer reevaluate his findings. Mr. Widmer recommended testing the market one more time at \$750,000.00. Manager Geinzer stated that if no bids are received the second time, staff would look at other options.

Councilmember Tobbe asked if there is any precedent for listing the property with a realtor. Attorney Burns indicated that municipalities generally list properties with a minimum bid. Manager Geinzer noted that there are

challenges associated with developing this property. Council discussed possible ideas for the property. Manager Geinzer noted that the property is currently zoned office research which allows for a mixed use component. Mr. Geinzer stated that the entire area needs to be rethought to bring a more walkable/pedestrian element to the property. Councilmember Emaus asked about the possibility to partition the property to sell to niche/smaller stores that do not compete with Target or MJR Theatre. Manager Geinzer indicate that City staff would help a developer envision the property for development, ultimately the developer could divide the property. Councilmember Tobbe would like to table this discussion for a possible study session to evaluate how it fits with the master plan. Council discussed the merits of tabling the discussion.

**Motion** by Councilmember Bohn, seconded by Mayor Pro Tem Pipoly to put Parcel No. 4718-24-400-025 for the purchase of vacant real property for a minimum bid of \$850,000.00. **The motion carried unanimously.**

**Motion** by Councilmember Gardner, seconded by Councilmember Tobbe to direct legal and staff to pursue broker options and or a realtor. **The motion carried unanimously.**

#### **7. Approval of Giffels Webster Proposal for the Preparation of the Annual CIP in the Amount of \$15,000**

Manager Geinzer stated that Giffels Webster is the City's planning consultant, is primarily utilized by Planning Commission. Mr. Geinzer indicated that due to staff turnover the annual CIP, which is state mandated and usually completed in house, will need to be outsourced this year. Mr. Geinzer remarked that this will also serve as a training opportunity to implement a new template for future use and funding will come from Community Development. Mr. Emaus wanted to clarify that this is due to cuts within the City and now due to budget cuts the City must outsource the CIP to comply with state statute. Councilmember Gardner expressed that this is a perfect fit due to her Planning Commission experience working with Giffels Webster and their quality work product.

Mayor Pro Tem Pipoly asked staff about the specific dollar amount in savings from the loss of staff. Manager Geinzer stated that the savings is more than \$15,000.00.

**Motion** by Councilmember Emaus, seconded by Mayor Pro Tem Pipoly to approve of Giffels Webster proposal for the preparation of the annual CIP in the amount of \$15,000.00. **The motion carried unanimously.**

#### **Other Business**

##### **14. Call to the Public**

Jim Vichich from the Brighton Historical Society spoke at length about several events that are scheduled for the COBACH center at the end of October.

**Motion** by Councilmember Emaus, seconded by Councilmember Gardner to extend Mr. Vichich's time for an additional two minutes. **The motion carried unanimously.**

Mr. Vichich stated that he has repaired twelve large headstones in the Village Cemetery and he thanked the DDA for the support for the silhouette project.

**15. Adjournment**

**Motion** by Councilmember Tobbe, seconded by Councilmember Emaus to adjourn the meeting at 8:59 p.m. **The motion carried unanimously.**

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Tara Brown, City Clerk

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James Muzzin, Mayor



**CITY OF BRIGHTON**  
**REPORT FROM THE CITY MANAGER TO CITY COUNCIL**  
November 1, 2018

**SUBJECT: SUBMISSION OF THE ANNUAL DDA AND LDFA REPORTS ON THE STATUS OF TAX INCREMENT FINANCING PLAN**

**ADMINISTRATIVE SUMMARY**

- Pursuant to MCL Public Act 197 of 1975 the annual reports on the status of the tax increment financing plans must be
  - Filed annually with the State of Michigan Tax Commission
  - Provided to City Council
- The attached reports were compiled using the audited DDA and LDFA numbers as of June 30, 2018.

Prepared by: Gretchen M. Gomolka, Finance Director

Approved by: Nate Geinzer, City Manager

**City of Brighton**  
**Annual Report on Status of Tax Financing Plan**  
**Downtown Development Authority(DDA) and Local Development Financing Authority(LDFA)**  
**Year Ending June 30, 2017**

	<b>DDA</b>	<b>LDFA</b>
<b>Revenue:</b>		
Tax Increment Revenues July	\$734,037	\$82,585
Tax Increment Revenues December	20,109	2,263
Interest	20,551	538
Other Income	<u>103,948</u>	<u>9,793</u>
TOTAL	878,645	95,179
<b>Bond Reserve</b>	\$0	\$0
<b>Expenditures:</b>		
Community Development	\$788,295	\$33,318
Sreetscape	111,111	0
Lease	41,268	0
Debt Service		
Principal	237,702	35,000
Interest	84,222	13,253
Agent Fees	<u>0</u>	<u>750</u>
TOTAL	1,262,598	82,321
<b>Outstanding Bonded Indebtedness</b>		
Principal	\$3,058,261	\$240,000
Interest	<u>462,561</u>	<u>41,165</u>
TOTAL	3,520,822	281,165
<b>Tax Increment Revenues Received</b>		
From County	\$131,972	\$14,850
From City of Brighton	601,978	67,735
From Fire and Park Authorities	<u>20,109</u>	<u>2,263</u>
TOTAL	754,059	84,848
<b>Number of Jobs Created</b>	Unknown	Unknown



## Downtown Development Authority

<b>Captured Values</b>	<b><u>2017 Taxable Value</u></b>	<b><u>Base Year Assessed Value</u></b>	<b><u>Captured Value</u></b>
Ad valorem PRE Real	\$2,301,701	\$134,532	\$2,167,169
Ad valorem non-PRE Real	97,062,672	29,658,068	67,404,604
Ad valorem industrial personal	1,699,100	836,000	863,100
Ad valorem commercial personal	11,734,350	5,640,600	6,093,750
Ad valorem utility personal	349,400	0	349,400
IFT New Facility real property, 50% SET exemption	3,296,900	0	3,296,900
IFT New Facility personal property on industrial class land	601,050	0	<u>601,050</u>
TOTAL CAPTURE DDA			\$ 80,775,973

## Local Development Financing Authority

<b>Captured Values</b>	<b><u>2015 Taxable Value</u></b>	<b><u>Base Year Assessed Value</u></b>	<b><u>Captured Value</u></b>
Ad valorem non-PRE Real	\$4,968,980	\$618,600	\$4,080,380
Ad valorem commercial personal	26,550	0	26,550
Ad valorem industrial personal	2,951,600	0	2,951,600
IFT New Facility real property, 50% SET exemption	3,296,900	0	3,296,900
IFT New Facility personal property on industrial class land	325,450	0	<u>325,450</u>
TOTAL CAPTURE LDFA			\$ 10,680,880



**CITY OF BRIGHTON**  
**REPORT FROM THE CITY MANAGER TO CITY COUNCIL**  
November 1, 2018

**SUBJECT: QUARTERLY INVESTMENT REPORT AS OF SEPTEMBER 30, 2018**

**ADMINISTRATIVE SUMMARY**

- The City's total investment/bank balance has increased by \$2,813,969 or 24.4% over last quarter to \$14,367,922.
- This increase follows the normal cash flow of the City as the majority of tax revenue is collected in the first quarter of the fiscal year, while expenditures tend to be constant throughout the year.
- Compared to the same quarter a year ago, the City's total investment/bank balance has increased by \$1,963,945 or 15.8%. This increase is the combined result of higher fund balance and the timing of payroll and accounts payable disbursements.
- The City's average rate of return on investments has increased from 1.04% to 1.41% over the last quarter, primarily due to the rising interest rates and the Treasurer moving money into higher yield accounts and CDs. We anticipate that this will continue to increase into the next quarter as we will have a full quarter realizing these higher rates.
- The City continues to earn below the benchmark 3-month Treasury Bill Rate and the Fed Funds Rate. This is primarily due to the need to properly diversify City funds in order to obtain the most FDIC insurance coverage at possible. We can achieve this through a single lower interest bearing investment that spreads our money across several different banks. This relieves the burden of the City tracking 40 or more different financial institutions. The City Treasurer noted rising interest rates at institutions that we do not having banking relationships with which prompted her to reach out to one of our current banks that provides us with a product that diversifies our holdings on the back end, ensuring 100% FDIC coverage. She was able to get them to raise our interest rate on this fund from 0.4% interest to 1.9% interest while still maintaining full FDIC coverage. This new rate took effect in October and is not reflected in this quarterly report. This and other changes will bring us closer in line with the 3-month Treasury Bill Rate and Fed Funds Rate.
- The City's deposits/investments with Flagstar Bank, Chief Financial Credit Union, The State Bank, and Michigan Class total 36.9%, 11.6%, 10.5%, and 17.5%, respectively, of the City's overall portfolio. The high ratio of deposits held in Flagstar is due to the receipt of tax revenue that had yet to be invested in other institutions.
- We continue to work within the primary objectives of the City's Investment Policy, which, in priority are; safety, liquidity, and return on investment.

Prepared by: Gretchen M. Gomolka, Finance Director

Approved by: Nate Geinzer, City Manager

BGM

MEMORANDUM

To: City Council  
From: Laura Hoshaw, Treasurer *A/H*  
Subject: Quarterly Investment Report  
Date: October 23, 2018

The City of Brighton currently has 12% of all investments held in 7 Certificates of Deposit (CDs) with various Michigan banks maturing in 12-months or less. The interest rates of these outstanding CDs range from 1.50% to a maximum of 2.60% and vary in amounts from \$250,000 to \$258,236. Investment in CDs protects interest revenue from market declines in the money market accounts. The general fund currently holds 6 CDs in the amount of \$1,508,236. The Utilities Reserve fund holds 1 CD in the amount of \$256,598. Staggering investment maturities provides an on-going steady interest income and also helps fund future accounts payable and payroll.

The remaining 88% of our total investments are earning interest rates ranging from 0% to 2.17% on our money market, savings, and checking accounts held at various financial institutions. We have three accounts that are earning 0% interest, two of which are at Old National Bank. One is a small balance account which allows our Police officers no fee money orders for out of county court warrants. The other is a tax account which gives our citizens another location to pay their property taxes. The third is our utility lockbox account at Independent Bank which is transferred weekly to an interest yielding savings account. These funds are completely liquid in nature and are available to use on demand. CDs require a penalty in interest; normally one month is forfeited, if they are needed prior to their maturity. Municipalities are allowed to only use Michigan banks for investment purposes.

Ten years after the housing collapse during the Great Recession, a new and different housing crisis has emerged. Back then, people were losing their homes as home values crashed and homeowners went underwater. Today, home values have rebounded, but people who want to buy a new home are often priced out of the market. There are too few homes and too many potential buyers.

The U.S. economy certainly appears as if it is in an ideal place: unemployment is at its lowest in nearly half a century, and the number of people voluntarily leaving jobs to find a new ones, an indicator of their confidence in the economy, is at a 20 year high. Economic growth this year is likely to be around 3%, more than what most economists think the economy is capable of in the medium term. But as the recent stock market nosedive reminds us, there are risks that could jolt the economy out of its strong position.

At their September meeting, The Federal Reserve raised the target range for the federal funds rate to 2% to 2-1/4%. Information received since the Federal Open Market Committee met in August indicates that the labor market has continued to strengthen and that economic activity has been rising at a strong rate. Job gains have been strong, on average, in recent months, and the unemployment rate has stayed low. Household spending and business fixed investment have grown strongly. On a 12 month basis, both overall inflation and inflation for items other than food and energy remain near 2%.

CITY OF BRIGHTON  
 QUARTERLY INVESTMENT REPORT  
 AS OF SEPTEMBER 30, 2018

<u>Investment Account</u>	<u>Account Balance</u>	<u>Maturity Date</u>	<u>Current % Interest Rate</u>	<u>Average R.O.R.</u>
OLD NATIONAL BANK-Checking	5,977	Immediate	0.00%	0.00%
OLD NATIONAL BANK-Juvenile	2,484	Immediate	0.00%	0.00%
Total Old National Bank	<u>8,461</u>			
1ST NATIONAL BANK	150,769	Immediate	0.15%	0.00%
Total 1st National Bank	<u>150,769</u>			
FIRST NATIONAL BANK OF AMERICA	235,961	Immediate	1.00%	0.02%
Total First National Bank of America	<u>235,961</u>			
HORIZON BANK-MM	252,840	Immediate	1.10%	0.02%
Total Wolverine Bank	<u>252,840</u>			
FLAGSTAR BANK-Refundable Deposit	506,712	Immediate	1.40%	0.05%
FLAGSTAR BANK-Combined Savings	3,646,144	Immediate	1.40%	0.36%
FLAGSTAR BANK-Flexible Spending	10,599	Immediate	0.70%	0.00%
FLAGSTAR BANK-A/P Checking	1,135,933	Immediate	0.70%	0.06%
Total Flagstar Bank	<u>5,299,388</u>			
CHIEF FINANCIAL CREDIT UNION-Platinum Sav	1,668,305	Immediate	1.20%	0.14%
Total Chief Financial Credit Union	<u>1,668,305</u>			
THE STATE BANK-Savings Account	1,511,835	Immediate	0.40%	0.04%
Total The State Bank	<u>1,511,835</u>			
INDEPENDENT BANK UTILITY LB-Checking	2,361	Immediate	0.00%	0.00%
INDEPENDENT BANK UTILITY LB-MM	962,087	Immediate	1.16%	0.08%
Total Independent Bank	<u>964,448</u>			
MICHIGAN CLASS	2,511,080	Immediate	2.17%	0.38%
Total Michigan Class	<u>2,511,080</u>			
CD-LEVEL ONE BANK	250,000	01/25/19	2.10%	0.04%
CD-OLD NATIONAL BANK	250,000	06/28/19	2.45%	0.04%
CD-CIBC BANK	250,000	09/30/19	2.60%	0.05%
CD-LEVEL ONE BANK	250,000	04/25/19	2.10%	0.04%
CD-CIBC BANK	250,000	05/29/19	2.35%	0.04%
CD-ANN ARBOR STATE BANK	256,598	01/30/19	1.50%	0.03%
CD-ANN ARBOR STATE BANK	258,236	09/01/19	2.55%	0.05%
Total Certificate of Deposits	<u>1,764,834</u>			
<b>TOTAL</b>	<u><u>14,367,922</u></u>		<b>27.03%</b>	<b>1.41%</b>
Three Month Treasury Bill Rate*				2.17%
Average Fed Funds Rate**				1.95%
City's Avg. R.O.R. over/(under) the 3-month T-Bill Rate				-0.75%
City's Avg. R.O.R. over/(under) the Avg. Fed Funds Rate				-0.54%



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL November 1, 2018

**SUBJECT: AWARD OF BID: 2018 HVAC SERVICES TO MECHANICAL DESIGN**

### ADMINISTRATIVE SUMMARY

- The City of Brighton recently placed an RFP on the Michigan Intergovernmental Trade Network (MITN) for City facility HVAC Maintenance services with the contract language that was approved by City Council.
- Six bids were received (see Bid Tabulation Below). The low bid for the bi-annual preventative maintenance on all HVAC systems at all City-owned facilities was \$3,972 from Mechanical Design of Wixom.
- The low bids for standard hourly rates on repairs ranged from \$85 to \$103. Emergency / Holiday rates ranged from \$115 to \$196. Staff cannot recall an instance when HVAC work was needed to be done on an emergency basis or on a holiday.
- While Mechanical Design’s hourly and emergency/holiday rates were not the low bid (\$98, \$147/\$196), the hourly rate was in the median range. The three-year average of repair hours on the City’s HVAC systems was 46 hours. In performing this analysis, it was determined that when adding Mechanical Design’s preventative maintenance charge and their hourly rate, they are the lowest and most qualified bidder. (see 3-Year Average HVAC Costs table below).
- All three of Mechanical Design’s references were favorable for service, equipment knowledge, and response time.
- The cost for HVAC Service for City buildings is included in the operating budget and there is sufficient funding to cover the estimated annual cost.

### BID TABULATION

Bidder	Bi-Annual PM Cost	Hourly Wages			Parts Mark Up (percentage)
		Standard	Emergency	Holiday	
Miller Boldt	\$11,876	\$103	\$129	\$149	15%
William E. Walter	\$14,515	\$85	\$170	\$170	7%
Dunbar	\$7,481	\$100	\$150	\$200	35%
Allied Building	\$4,910	\$85	\$115	\$115	15%
Tech Mechanical	\$6,354	\$99	\$148.50	\$148.50	20%
Mechanical Design	\$3,972	\$98	\$147	\$196	10%



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL November 1, 2018

### 3-YEAR AVERAGE HVAC COSTS

Bidder	Annual PM Cost	Standard Hourly Wage	Average Repair Costs	Total Average Annual Cost
Miller Boldt	\$23,752	\$103	\$4,738	\$28,490
William E. Walter	\$29,030	\$85	\$3,910	\$32,940
Dunbar	\$14,962	\$100	\$4,600	\$19,562
Allied Building	\$9,820	\$85	\$3,910	\$13,730
Tech Mechanical	\$12,708	\$99	\$4,554	\$17,262
<b>Mechanical Design</b>	<b>\$7,944</b>	<b>\$98</b>	<b>\$4,508</b>	<b>\$12,452</b>

### RECOMMENDATION

Staff is recommending awarding the three-year contract to Mechanical Design of Wixom for the preventative maintenance of HVAC equipment for City of Brighton buildings and on-call HVAC services with the ability to extend for one year when all terms and conditions are mutually agreed upon by both parties and pursuant to effective performance of their service.

Prepared by: Patty Thomas, Asst. to the DPW Director  
Marcel Goch, DPW Director

Approved by: Nate Geinzer, City Manager



# CITY OF BRIGHTON

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

November 1, 2018

**SUBJECT: CONSIDER APPROVAL OF RICH AND ASSOCIATES PROPOSAL FOR PARKING CONSULTING SERVICES IN THE AMOUNT OF \$20,500**

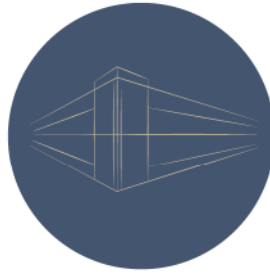
### ADMINISTRATIVE SUMMARY

- With continued growth in the downtown, pressures on the City's parking infrastructure continues to grow, with significant reliance on temporary parking lots, or leased lots, that do not provide long-term parking stability. In summary, the City has outgrown a long standing DBD parking ordinance that waves a developer's/business owner's responsibility to provide parking if space needs are below 65 spaces.
- Further, as discussed by the both City and DDA representatives, each surface parking lot is a lost opportunity for economic development and tax revenues for the City. The City Council Fiscal Realities Task Force most recently discussed this fact over the last couple of months.
- Over the years, the City's DDA has conducted multiple parking studies, most recently in 2015. The DDA also looked at the construction of a parking structure, but due to the design requirements dictated by the location and the limited increase in available new parking spaces, the project proved not to be feasible.
- Most recently discussed by both the Task Force and noted by City residents over the last couple years is where the responsibility for providing parking should fall. Currently in the DBD, the vast majority of Downtown's parking is paid for with general fund dollars by either the City or the DDA. The costs for maintaining the DBD's parking lots falls solely on taxpayer resources. Outside the DBD, the City does not provide parking.
- City Council and the DDA have discussed paid parking, parking enforcement, and other strategies multiple times over the last 10 years. Within the past two years as the City has been discussing its fiscal realities, both City officials and residents have posed the question of whether parking users and businesses within the downtown should have a more direct responsibility in the costs to provide parking. What is very clear is that the 65 space-parking waiver is not sustainable in its current form.
- The attached proposal by Rich and Associates, the City and DDA's parking consultant, would help the City evaluate and determine the role of paid parking in the development of a long-term sustainable parking strategy, it will review needs for future parking, including identifying locations for the construction of new surface, or structured parking opportunities, and look at the creation of a *Fee in Lieu of Parking* ordinance, as used in downtowns across the country.
- I would further note that the DDA has recently authorized soil borings of the North Street Parking lot. This data, as well as the findings of the Rich and Associates proposal, and the recommendations outlined in the Comprehensive Master Plan, will provide valuable insight to inform the assembly of a collaborative request for development proposals solicitation currently anticipated for release in the 1<sup>st</sup> quarter of 2019.
- The scope of work outlined in the attached proposal is estimated to take 6 months.
- Staff is recommending a budget amendment in Community Development - Consulting Services for fiscal year 2018-2019 in the amount of \$20,500 for Parking Consulting Services coming from General Fund fund balance, which saw an increase following fiscal year ended June 30, 2018.

### RECOMMENDATION

Approve the recommended budget amendment moving and Rich and Associates Proposal for Parking Consulting Services in the amount of \$20,500.

Prepared &  
Approved by: Nate Geinzer, City Manager



**RICH & ASSOCIATES**  
PARKING CONSULTANTS

October 15, 2018

Mr. Nate Geinzer  
City Manager  
City of Brighton  
200 North First Street  
Brighton, MI. 48116

RE: Parking Consulting Services Proposal– Downtown Parking Utility Plan

Dear Nate:

Based on our conversation last week, the following is a draft approach to the planning services we discussed.

**Scope 1 – Paid Parking Planning Services**

**Task 1 –Goals and Objectives**

Our team will meet with City officials to discuss long-term goals and objectives of a paid parking program. We recommend that the City's IT department and public works be included in this process.

**Task 2 – Draft Program**

The next step is to develop a draft program of a paid parking system. This includes, but is not limited to;

- identifying boundaries of the paid parking area or district,
- allocation plans of long-term and short-term parking both on-street and off-street,
- time limits (hours of operation day / night, weekdays and weekend days)
- pricing strategies,
- merchant validation program,
- technology options including multi-space meters versus single space, pay stations, payment options (credit card, pay by phone, etc.),
- operating and financial reporting applications,
- operational requirements including management and administration, communications, etc.,
- enforcement requirements including additional staffing, equipment requirements, etc.

**Task 3 – Preliminary Plan**

Based on the goals and objectives and the overall program, Rich & Associates will develop a draft plan for the location and placement of the parking equipment on the streets and at off-street lots. The purpose is to quantify the amount of equipment needed.



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#### **Task 4 – Technology Options**

Based on the above tasks we will review system and technology options that best meet the program requirements and goals. The review will include a review of systems used in similar communities, capital costs, infrastructure requirements, operating costs, serviceability, etc.

#### **Task 5 – Financial Projections**

The next step is to project revenue and expenses from the proposed paid parking program in order to determine pay-back period on the investment and available net revenues to contribute to a parking utility or improvement fund. We are proposing to conduct a parking space turnover and occupancy study of select on-street and off-street parking areas. This key parking utilization data is necessary to accurately project revenue.

Operating expense projections will include administrative expenses, additional enforcement if required, maintenance, etc. We will review the initial pro forma to determine the appropriate parking rate schedule to meet the program goals and objectives.

#### **Task 6 – Final Report**

Based on the work completed above, we will submit a draft report to the City for review and comment. We can also make a formal presentation of the final report to the City if desired.

#### **Proposed Cost of Services (Scope 1)**

Our proposed cost of services for the work described above is **Eleven Thousand Five Hundred Dollars (\$11,500)**.

The key to the successful implementation of paid parking in any downtown community is buy-in from the community, businesses, residents, etc. We recommend that if the City intends to pursue this initiative based on the completed report, that a series of public workshops be held to present the plan to the community and gather input.

#### **Scope 2 – Projected Parking Needs**

##### **Task 1 – Current Parking Demand Model**

The purpose of this task is to update the current parking demand model of downtown Brighton from the parking study completed in 2009 and updated in 2011. We will require from the City updated land-use data. From this data the demand model will be updated to analyze the current parking demand compared to current supply. In addition, we will show in tables and on maps the parking surplus or deficit conditions on each block.



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**Task 2 – Future Parking Demand Projections**

Once we have reviewed with the City and finalized our assessment of current demand, we will project future parking demand. We will review with the City proposed projects planned over the next 12 months, 2 years and 5 years. The data gathered from the review will be used on the demand model to project the future parking needs over the three durations. We will show in tables and on maps the projected parking surplus or deficit conditions on each block.

**Task 3 – Site Analysis**

Based on our analysis of future parking needs, we will meet with the City to identify locations for the construction of new surface or structured parking opportunities. This will include an estimate of the number of spaces that can be accommodated and an order of magnitude estimate of construction costs.

**Task 4 – Fee in Lieu Review**

Rich & Associates will review current fee-in-lieu ordinance as it relates to parking. We will benchmark other similar communities to determine application of similar program in comparison to the City of Brighton’s requirement. Based on this we will make a recommendation of the current requirements.

**Task 5 – Final Report**

A draft final report will be submitted to the City for review and comment. Modifications required will be made and a final report issued.

**Proposed Cost of Services (Scope 2)**

Our proposed cost of services for the work described above is **Nine Thousand Dollars (\$9,000)**.

I hope that this meets with your approval. If you have any questions, please contact me.

Sincerely,

**RICH & ASSOCIATES, INC.**  
PARKING CONSULTANTS

David N. Rich  
*Director of Project Development*



**CITY OF BRIGHTON**  
**REPORT FROM THE CITY MANAGER TO CITY COUNCIL**  
November 1, 2018

**SUBJECT: AUTHORIZATION OF THE ADDITION OF A FULL-TIME DPW/UTILITIES CLERICAL POSITION**

**ADMINISTRATIVE SUMMARY**

- As a part of the transition to a Department of Public Services, the department is in need of a full-time clerical position. This position will be the front office position responsible for first point of contact customer service and clerical needs supporting the entire Department of Public Services operation including Public Works, Waste Water, and Water divisions.
- The addition of this position will remove primary responsibilities for clerical duties from the Assistant to the DPW Director and the DPW Director. Freeing the time of these two positions is critically important given the amount of new work required of public services. Examples include, asset management, job tracking, expanded DEQ requirements, needed additions of a Fats, Oils, and Greases (FOG) Program and a Cross Connection Program, and much more.
- For the current fiscal year ending June 30, 2019, the general fund will experience personnel savings due to vacancies created by the departure of the Assistant to the City Manager/DDA Coordinator and the promotion of Mike Caruso to Community Development Manager. The position previously held by Mr. Caruso is currently in the process on being filled and it remains to be determined how long the Assistant to the City Manager will be vacant, however the city will experience savings from both of these temporary vacancies. Additionally, the City had budgeted to hire a Director for the Community Development department and will experience savings by promoting from within.
- The Clerical Union pay for a full-time employee is \$18.87 per hour after a three-month probationary period at \$18.40 per hour. If a new clerical employee is hired at the beginning of November, there will be eight (8) months remaining in our fiscal year. The cost for this new employee for the remainder of the fiscal year would be approximately \$42,000.
- Staff is recommending that City Council approve a new full-time DPS Clerical position. The funding for this position for the remainder of fiscal year 2018-2019 would be from savings experienced from the unfilled vacancy in the City Manager's Office. Funding for future years would become part of the annual budget process.

**RECOMMENDATION**

Approve the recommended addition of a full-time clerical position to assist the DPW and Utilities departments as they transition to the Department of Public Services.

Prepared by: Marcel Goch, DPW Director  
Gretchen Gomolka, Finance Director

Approved by: Nate Geinzer, City Manager