



Brighton City Council Meeting

Contact Information: City Hall • 200 N First St. • Brighton, Michigan 48116
(810) 227-1911 • www.brightoncity.org • info@brightoncity.org

This meeting will be conducted electronically.
Please visit the City website or the notice posted at City Hall for Zoom Meeting login instructions.

Regular Meeting December 17, 2020 – 7:30 p.m.

AGENDA

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

Consent Agenda Items

- a. Approval of Minutes: [Study Session of December 3, 2020](#)
- b. Approval of Minutes: [Regular Session of December 3, 2020](#)
- c. [Approval of the 2021 Boards and Commissions Meeting Schedule](#)
- d. Approval to Set a Public Hearing on the 1010 State Street Brownfield Plan for January 7, 2021

Correspondence

6. Call to the Public
7. Staff Updates
8. Updates from Councilmember Liaisons to Various Boards and Commissions

New Business

9. [Consider Approval of Request to Change Authorization from Tetra Tech Engineering Services for Design Phase Engineering of the Northwest Neighborhood Streets Improvement Project for an Additional \\$41,060](#)
10. [Consider Approval of the Lindhout and Associates Architectural Design and Project Administration Scope of Services in the Amount of 11.5% of Construction Costs for the Budgeted \(Funded by PEG Revenues\) City Council Chambers Renovation Project](#)
11. [Consider Approval of 2021 Retreat Schedule](#)

Other Business

12. Call to the Public
13. Adjournment



City Council Study Session

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

This meeting was conducted electronically.

MINUTES OF THE STUDY SESSION OF THE BRIGHTON CITY COUNCIL HELD ON DECEMBER 3, 2020

Call to Order

Mayor Pipoly called the Study Session to order at 6:30 p.m.

Roll Call

Present were Mayor Pipoly and Mayor Pro Tem Gardner, Councilmembers: Bohn, Muzzin, Pettengill, and Tobbe, all of whom disclosed their locations. Councilmember Emaus was absent. City Manager Nate Geinzer, City Clerk Tara Brown, Community Development Manager Mike Caruso, Finance Director Gretchen Gomolka, DPS Director Marcel Goch, Management Assistant Henry Outlaw, Police Chief Rob Bradford, DPS Superintendent Daren Collins, DPS Assistant Director Corey Brooks, Compliance Officer Josh Bradley, Economic Development Coordinator Denise Murray, Attorney Paul Burns, and Attorney Jeff Alber. There was one person in the audience.

Call to the Public

Mayor Pipoly opened the Call to the Public at 6:32 p.m. Hearing and seeing no comment, Mayor Pipoly closed the Call to the Public at 6:32 p.m.

Discussion of the 2021 Bond Program Outline

City Manager Geinzer began discussion outlining the 2021 Bond Program found in the regular meeting packet, specifically directing Council's attention to stub streets costs, terms of the bond and timeline. Mr. Geinzer relayed that with City's financial rating of AA+, Council can expect to see very low interest rates. He also presented staff recommended terms and contingency.

City Council discussed incorporating stub streets within the Bond Program as well as important infrastructure needs while ensuring the bond reaches out to as much capital as possible. Councilmember Bohn asked about the separation of DPS line items pertaining to the Northwest Neighborhood project. Mr. Geinzer noted the delineation was due to multiple funding sources between streets and utilities. Questions were raised about the payment structure in relation to the terms. Director Gomolka explained how the payment structure would work with each bond subcategory but noted the final bond program outline will come back for City Council approval and will contain all of the funding, term, interest, and payment information.

City Council discussed the terms of each bond project category and overall contingency percentage. It was added by Manger Geinzer that if an emergency repair were to occur, bond funds could be redirected. Manager Geinzer asked that if Council approves the proposed bond program and would like to include the stub streets, to include that information in the motion. Councilmember Bohn noted the cost of the various stub streets range quite a bit in cost and asked if it was due to different repair needs. Director Goch confirmed each stub streets needs vary ranging from a full reconstruct with curb and gutter to a mill and fill. Councilmember Pettengill asked if the stub street projects will include sidewalks, Director Goch stated the streets will be in alignment with the Capital Improvement Plan.

Call to the Public

Mayor Pipoly opened the Call to the Public at 7:23 p.m. Hearing and seeing no comment, Mayor Pipoly closed the Call to the Public at 7:23 p.m.

Adjournment

Motion by Councilmember Pettengill, seconded by Councilmember Tobbe to adjourn the Study Session at 7:232 p.m. **The motion carried without objection by roll call vote.**



Brighton City Council Meeting

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This meeting was conducted electronically.

MINUTES OF THE REGULAR MEETING OF THE BRIGHTON CITY COUNCIL HELD ON DECEMBER 3, 2020

1. Call to Order

Mayor Pipoly called the meeting to order at 7:30 p.m.

2. Pledge of Allegiance

3. Roll Call

Present were Mayor Pipoly and Mayor Pro Tem Gardner, Councilmembers: Bohn, Muzzin, Pettengill, and Tobbe, all of whom disclosed their locations. Councilmember Emaus was absent. City Manager Nate Geinzer, City Clerk Tara Brown, Community Development Manager Mike Caruso, Finance Director Gretchen Gomolka, DPS Director Marcel Goch, Management Assistant Henry Outlaw, Police Chief Rob Bradford, DPS Superintendent Daren Collins, DPS Assistant Director Corey Brooks, Compliance Officer Josh Bradley, Economic Development Coordinator Denise Murray, Attorney Paul Burns, and Attorney Jeff Alber. There were two persons in the audience.

Motion by Mayor Pro Tem Gardner, seconded by Councilmember Pettengill to excuse Councilmember Tobbe for personal reasons. **The motion carried without objection by roll call vote.**

4. Consider Approval of the Agenda

Motion by Mayor Pro Tem Gardner, seconded by Councilmember Pettengill to approve the agenda as presented. **The motion carried without objection by roll call vote.**

5. Consider Approval of Consent Agenda Items

Motion by Councilmember Pettengill, seconded by Mayor Pro Tem Gardner to approve the consent agenda as presented. **The motion carried without objection by roll call vote.**

Consent Agenda Items

- a. Approval of Minutes: Study Session of November 19, 2020
- b. Approval of Minutes: Regular Session of November 19, 2020
- c. Acceptance of Quarterly Financial Statement and Investment Reports
- d. Approval of Agreement with Brighton Area Schools to Collect Operating Property Taxes on the City's Summer 2020 Tax Bills
- e. Approval of Agreement with Livingston Educational Services Agency to Collect Operating Property Taxes on the City's Summer 2020 Property Tax Bills
- f. Approval of Agreement with Livingston County for Designated Assessor per Public Act 660
- g. Appointment to Various Boards and Commissions

Correspondence

6. Call to the Public

Mayor Pipoly opened the Call to the Public at 7:35 p.m.

Susan Bakhaus spoke about the appointment of various board and commission members and compliance with the City Charter.

Mayor Pipoly closed the Call to the Public at 7:37 p.m.

7. Staff Updates

Chief Bradford updated City Council on Officer Eccles and his movement through training. The City of Brighton Police will be increasing patrol within the southern neighborhoods in response to recent thefts in the area.

Director Goch noted Consumers Energy has completed their work along Grand River, however they were unable to finish greenbelt restoration which will be completed early spring. Leaf bag and vacuuming has ended, residents who still have bags of leaves should store them for pick up in early 2021.

Mayor Pro Tem Gardner noted that she recently took three bags of leaves to Tuthill Farm for compost for a nominal charge.

Management Assistant Outlaw stated temporary parking signage along Main Street and Grand River will be in place by December 11, 2020 to help business with curbside and carry out services.

8. Updates from Councilmember Liaisons to Various Boards and Commissions

Councilmember Pettengill thanked Boy Scout Troop 350 for helping elderly and physically challenged families with fall cleanup. While out working, the Boy Scouts also helped when they noticed an elderly woman clearing her yard waste. Ms. Pettengill also thanked the DPS for helping carry away the yard waste and to WHMI for the nice news article about the Boy Scouts yard waste cleanup efforts.

Councilmember Muzzin noted the Brighton Area Fire Authority meets December 10, 2020.

Councilmember Tobbe stated the SEMCOG executive committee will be meeting virtually on December 4, 2020.

Mayor Pipoly relayed the DDA is scheduled to meet December 15, 2020. The Holiday Light Patronicity campaign concluded and raised over \$10,000 from many generous donations and the Brighton Shopping Pass is now available for purchase through participating non-profit organizations, please visit the City of Brighton website for more information.

New Business

9. Consider Approval of Three-Year Professional Services Agreement Renewal with the Economic Development Council of Livingston County

City Manager Geinzer introduced the agenda item noting if approved, this will be the third three-year renewal with Ann Arbor SPARK. The SPARK team provides a variety of business development initiatives throughout the City and County such as market entry strategy, project management, key introductions, and talent services. It is important to note, SPARK has kept their 2018 contribution levels and SPARK has been budgeted.

Marcia Gebarowski, from EDCLC SPARK, presented a detailed annual recap. Ms. Gebarowski outlined the SPARK team, the growing Livingston County team, and highlighted several initiatives and partnerships from 2020.

Motion by Councilmember Tobbe, seconded by Councilmember Pettengill to approve the three-year professional services agreement renewal with the Economic Development Council of Livingston County. **The motion carried without objection by roll call vote.**

10. Discussion of 2021 Bond Program Outline and Consider Staff Direction

City Manager Geinzer introduced the agenda item noting the referendum period has ended and direction will be needed to prepare the bond authorizing resolution and the key aspects of the bond during the study session. He asked that City Council provide clarification on bond terms, contingency, and direction for stub streets.

Mayor Pipoly asked what would be brought back to City Council, if all terms are approved, and what is needed to move forward. Mr. Geinzer noted that if Council approves of terms, the key structure of the bond program will be brought back for final approval.

Mayor Pro Tem Gardner asked if the small portion of Rickett Road be included in the Rickett Road phase two

project. She also asked about the variation in terms and the logic of one term over another. Director Goch stated little Rickett Road is included in the scope of the Rickett Road phase two project.

Motion by Councilmember Muzzin, seconded by Councilmember Bohn to direct City staff to finalize the 2020/2021 bond program outline to include the stub streets and bonding terms for 2A – 12 years, 2B – 10 years, 2C – 10 years, and 2D - 15 years with a contingency of 10%. **The motion carried without objection by roll call vote.**

Other Business

11. Call to the Public

Mayor Pipoly opened the Call to the Public at 8:28 p.m. Hearing and seeing no comment, Mayor Pipoly closed the Call to the Public at 8:28 p.m.

12. Adjournment

Motion by Mayor Pro Tem Gardner, seconded by Councilmember Tobbe to adjourn the Study Session at 8:29 p.m. **The motion carried without objection by roll call vote.**

Tara Brown, City Clerk

Shawn Pipoly, Mayor



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL December 17, 2020

SUBJECT: 2021 BOARDS AND COMMISSION MEETING SCHEDULE NOTICE

ADMINISTRATIVE SUMMARY

The 2021 Boards and Commission meeting schedule has been set. Pending approval by City Council (and the Planning Commission on December 21, 2020) the meeting schedule notice will be published in accordance with the City of Brighton Charter Section 9.8 Notice of Meetings and the Open Meeting Act 15.265 Sec. 5(2). Please note, the Brownfield Redevelopment Authority will meet as needed.

RECOMMENDATION

It is the recommendation of staff that City Council approves the 2021 Boards and Commission meeting schedule notice.

Prepared by: Tara Brown, City Clerk

Approved by: Nate Geinzer, City Manager

**CITY OF BRIGHTON
OPEN MEETINGS ACT
PUBLIC NOTICE OF MEETINGS 2021**

The City of Brighton and all City Boards and Commissions utilize the office of the City Clerk located in the Brighton City Hall, 200 N. First Street, Brighton, MI 48116, as their principal office and they hold all of their regular meetings in the City Council Chambers within the municipal building unless otherwise noticed. They utilize (810) 227-1911 as their official telephone number. **Some meeting dates have been changed or canceled due to a holiday and/or request of the board/commission.** Those public bodies having regularly scheduled meetings have established the following dates and times:

CITY COUNCIL MEETING

First and Third Thursday of each month
Study Session at 6:30 p.m.
Regular Session at 7:30 p.m.

January 07 & 21	July 01 & 15
February 04 & 18	August 05 & 19
March 04 & 18	September 02 & 16
April 01 & 15	October 07 & 21
May 06 & 20	November 04 & 18
June 07 & 17	December 02 & 16

PLANNING COMMISSION

First and Third Monday of each month
Regular Session 7:00 p.m.
Submittals are due 30 days prior to meeting

January 25	July 19
February 22	August 02 & 16
March 15	September 20
April 05 & 19	October 08 & 18
May 03 & 17	November 15
June 07 & 21	December 06 & 20

ZONING BOARD OF APPEALS

Second Thursday of each month
Regular Session at 7:00 p.m.
Submittals are due 30 days prior to meeting

January 14, 2021	July 08, 2021
February 11, 2021	August 12, 2021
March 11, 2021	September 09, 2021
April 08, 2021	October 14, 2021
May 13, 2021	December 09, 2021
June 10, 2021	

DOWNTOWN DEVELOPMENT AUTHORITY BOARD*

Third Tuesday of each month
Regular Session at 7:15 a.m.

January 19, 2021	July 20, 2021
February 16, 2021	August 17, 2021
March 16, 2021	September 21, 2021
April 20, 2021	October 19, 2021
May 18, 2021	November 16, 2021
June 15, 2021	December 21, 2021

* The Brownfield Redevelopment Authority will meet as needed.

BRIGHTON ARTS & CULTURE COMMISSION

Second Monday of each month
Regular Session at 5:30 p.m.

January 11, 2021	July 12, 2021
February 08, 2021	August 09, 2021
March 08, 2021	September 13, 2021
April 12, 2021	October 11, 2021
May 10, 2021	November 08, 2021
June 14, 2021	December 13, 2021

BOARD OF REVIEW 2021

March 08, 2021	8:00 a.m. -9:00 a.m.	Organizational Meeting
	9:00 a.m.-12:00 p.m.	Appeals
	1:00 p.m.-5:00 p.m.	Appeals
March 10, 2021	5:00 p.m.-9:00 p.m.	Appeals
March 22, 2021	9:00 a.m.- 12:00 p.m.	Appeals
	1:00 p.m.- 4:00 p.m.	Appeals
July 20, 2021	9:30 a.m.	Meeting
December 14, 2021	9:00 a.m.	Meeting



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL DECEMBER 17, 2020

SUBJECT: CONSIDER APPROVAL OF REQUEST TO CHANGE AUTHORIZATION FROM TETRA TECH ENGINEERING SERVICES FOR DESIGN PHASE ENGINEERING OF THE NORTHWEST NEIGHBORHOOD STREETS IMPROVEMENT PROJECT FOR AN ADDITIONAL \$41,060.

BACKGROUND

- As Council is aware, Tetra Tech has been working on the design engineering for the Northwest Neighborhood Street Improvement Project since it was awarded at the May 16, 2019 Council meeting. Because of the scope and size of this project, staff knew that there were going to be some unforeseen obstacles that would arise and would need to be addressed at that time. As the design process moved forward, we held meetings with residents and discussions were held between Council and staff that influenced the outcome of the final design. There were also changes that had to be made to areas that had previously been engineered due to new developments within the footprint of the project. These changes, among other necessary requests by City staff, resulted in increased time and labor outside of the scope of the original design engineering proposal.

ADMINISTRATIVE SUMMARY

- The original proposal for final design and permitting services consisted of a not-to-exceed budget of \$136,500. This would include the Sanitary Sewer Collection and Water Distribution systems, installation of a new Storm Sewer Collection system, and adding new curb and gutter drainage to reconstructed streets, and changes to sidewalk locations. At this time in the design process, Tetra Tech has exhausted the approved \$136,500 and has accumulated an additional \$68,140 in services within the scope of work of the proposal. As staff did not receive invoicing for the work completed since January of this year, we were unaware of the overages. While Tetra Tech has acknowledged that the City is not responsible for the additional \$68,140, they are asking to be compensated for out-of-scope services that were requested by staff that were necessary to move forward with the project. The explanation for the additional \$41,060 worth of work is listed in the Request to Change Authorization (RCA) provided and has been discussed between Community Development, Public Services, and our engineering representative.
- With the amount of design work that was needed for the Northwest Neighborhood project and prospective development moving forward in the area, changes were necessary as these developments progressed. Unfortunately, these modifications took place after some of the original design work was completed. Three examples of this were the Uptown on First project, future development at 504 N. Second Street, and utility and survey modifications at the Lindbom School site. Even with the additional costs, the work was necessary and will benefit the City in the future.



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL DECEMBER 17, 2020

- In addition to those three changes, there were two other areas that needed further attention outside the original scope of work, specifically, the end of North Third Street and the corner of North Fourth Street and Walnut. These locations required extra time as the engineer had to develop conceptual drawings for staff and Council to review and then submit them to CSX for approval. As the design progressed, it was determined that a more comprehensive assessment was needed at the North Fourth Street and Walnut intersection. This required the engineer to prepare title work, perform surveys and field staking, and revise the alignment of the road.
- The remaining charges in the RCA involve additional soil borings for geo technical work and a request from staff that developed during a utility coordination meeting with DTE, Comcast, and AT&T. There are approximately 14 poles used or shared by these utilities that have to be relocated in the project area. In the meeting, it was determined that having these poles moved before or early in the construction project would keep interference with the City's street contractor to a minimum. This will require Tetra Tech to attend an onsite meeting with staff and the utility companies, generate and add proposed locations to the drawings, and field stake them for the utility companies to use.
- At this time the project design is complete and we are waiting on permitting from the Michigan Department of Environment, Great Lakes, and Energy before we can move forward with the bidding process. Attached is the RCA from Tetra Tech for your review. Additional funding will be provided through Local Streets via a transfer from the streets millage.

RECOMMENDATION

Approval of Request to Change Authorization from Tetra Tech Engineering Services for Design Phase Engineering of the Northwest Neighborhood Street Improvement Project for an additional \$41,060.

Prepared by: Marcel Goch, Public Services Director

Approved by: Nate Geinzer, City Manager

Attachments: Request to Change Authorization



REQUEST TO CHANGE AUTHORIZATION (RCA)

PROJECT NAME:	<u>Northwest Neighborhood (NWN) 2020 Street Improvements</u>	DATE:	<u>11/6/2020</u>
PROJECT NUMBER:	<u>200-12766-16002</u>	RCA NO.:	<u>1</u>
PROJECT MANAGER:	<u>Gary Markstrom</u>		
PERSON INITIATING REQUEST:	<u>Kari Jozwik</u>		

DESCRIPTION OF ADDITIONAL WORK ITEM

The following necessary work was completed by Tetra Tech that was outside the scope of services listed in the Tetra Tech Final Design Phase Proposal, dated April 29, 2019. We are requesting additional compensation to cover the cost overage from the additional design work.

REASON(S) FOR ADDITIONAL WORK

1. Tetra Tech worked closely with the private development of Uptown on First Townhomes, located near the intersection of Chestnut and First Street. Grading profiles for the proposed 1st Street widening, sidewalk and driveway profiles for the private development were developed and coordinated. Temporary and permeant driveway details were included were developed to minimize conflicts and reduce NWN construction costs.(\$5,100)
2. The lack of road right-of-way on E. Walnut, near the CSX right-of-way, resulted in additional work. Tetra Tech attended right-of-way acquisition meetings with the City, City Council and the City's attorney. Tetra Tech obtained titlework, prepared multiple versions of certified surveys, revised the alignment of the roadway, met with property owners of Lot 19 and Lot 20, and field staked the proposed limits of the new right-of-way. (\$11,855)
3. Tetra Tech has worked with the private development that is considering developing 504 North Second Street. Revisions to the NWN documents were made with roadway grades and utilities to accommodate a future private development at this location. (\$3,360)
4. The utility plans were modified to accommodate the proposed private planned unit developed preliminary site plan for West Village, located at the Lindbom School site. (\$2,760)
5. Conceptual layouts for the termination of 3rd Street within the CSX right-of-way was provided. Concepts were discussed with City Council and CSX. A new CSX project initiation form and application was submitted to CSX for this work. Demolition, construction drawings, and cost estimates were prepared for this additional work. (\$4,720)
6. Tetra Tech provided additional survey work on Chestnut Street, west of 5th Street. This part of the roadway is joined with the former Lindbom property. Coordination with the City's attorney was required to review the City's property transfer and determine the City's legal rights to the right-of-way. (\$2,420)
7. Design assistance was provided to the City and City Council to confirm the vision of the NWN with the master plan. Drawing presentation and meeting discussions was prepared to show sidewalk connectivity options and street parking / multiple driveway usage. (\$4,735)
8. The original proposal included an allowance for soil borings and geotechnical investigation in the amount of \$13,000. The final invoice for the subconsultant services totaled \$15,180. The difference of \$2,180 is included in this RCA.



- 9. A utility coordination meeting was held on October 29, 2020 with City staff and public utility companies with interest within the project limits. There are approximately 14 poles owned by either DTE or AT&T that will need to be located for the proposed utility and street improvements. It should be noted that several of the DTE poles also support Comcast infrastructure that will need to be relocated after DTE relocates their poles. Also, several of the poles are used for public street lighting.

To minimize having multiple contractors working in the project and to prevent potential working conflicts and/or delays, it is recommended the poles be relocated before the City awarded Contractor is heavily embedded in construction. Relocating the poles prior to construction will also street lighting to remain operational during the project construction which is critical in maintaining pedestrian and neighborhood safety near a construction work zone.

In order to accomplish the pole relocation task prior to initiation of the Northwest Neighborhood construction phase, the following work is anticipated: (\$3,930)

- a. Coordination and review of DTE and AT&T proposed locations is required. The utilities companies will provide preliminary drawings of the proposed locations for the City and Tetra Tech to review.
- b. A field meeting will be held with City representatives, Tetra Tech, DTE and AT&T to finalize the proposed pole locations.
- c. Tetra Tech will import the agreed upon proposed pole locations into the construction drawings.
- d. Coordinate points for the proposed pole locations will be generated by Tetra Tech and field staked. It has been assumed one (1) staking of the poles will be required and the work will be completed in one (1) day.

ENGINEERING FEE

Current Contract Amount	\$ 204,640
Total RCA 1	<u>\$ 41,060</u>
New Contract Amount	\$ 245,700

AUTHORIZING TT UNIT OFFICER

DATE

11/06/2020

CUSTOMER CONCURRENCE:

DATE:



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL December 17, 2020

SUBJECT: LINDHOUT ASSOCIATES ARCHITECTURAL DESIGN AND PROJECT ADMINISTRATION SCOPE OF SERVICES FOR THE BUDGETED (FUNDED BY PEG REVENUES) CITY COUNCIL CHAMBERS RENOVATION PROJECT

ADMINISTRATIVE SUMMARY

- City Council budgeted the use of \$100,000 in accumulated Public, Educational, and Governmental (PEG) Fees for the renovation of City Council Chambers, our “studio.”
- The purpose outlined above is an appropriate use of these funds. PEG (Public, Educational and Government Access TV) Fees may not be used for other non-related purposes. Every U.S. city has the right to collect a cable television franchise fee from the cable TV companies that serve its community. These fees can include PEG dollars which are designated only for capital expenditures that finance day-to-day operations of public-access channels, including studios where the programming is filmed. The City Council chambers and related audio visual equipment comprise the studio for broadcasting City Council meetings. The current balance of unspent PEG fees is approximately \$91,500. If current cash flows of incoming PEG fees remain consistent with the first quarter’s payment the City will have approximately \$102,000 in unspent (not including this project) PEG Fees
- Based on City Council and Staff discussions, the following scope summary and aforementioned project budget was submitted to Lindhout Associates to form the basis of the proposal:
 - Reconfiguration of the dais to facilitate ADA and security concerns.
 - Updating certain technologies to integrate high definition video, upgrade the A/V room, and utilized existing equipment where feasible.
 - Integration of technology into dais for multiple users and functions.
 - Improve emergency response alternatives with additional access and egress points.
 - Improve exterior security measures on the western wall of the chambers.
 - Improve sound control issues noted during closed sessions.
 - Provide new chamber furnishings.
 - Evaluate noted wall cracking.
 - Evaluate furniture storage options.
- The proposal does include coordination with existing A/V and Security Technology Contractors to ensure continuity in design and integration with existing systems.
- As noted, this project is budgeted for in the Fiscal Year 2020/2021 Budget. Additionally, moving forward now, assuming the ability to continue to meet virtually, would help limit any impact of public meetings.
- To efficiently and effectively include City Council participation in the City Council Chambers Renovation Project, it is recommended that the City Council Rules & Procedures Task Force’s scope be expanded to include involvement in this project.



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

December 17, 2020

RECOMMENDATION

It is the recommendation of staff that City Council approves the Lindhout Associates Architectural Design and Project Administration Scope of Services in the Amount of 11.5% of Construction Costs (Currently Estimated at \$10,300).

It is further recommended that the City Council Rules and Procedures Task Force's scope be expanded to include involvement in the City Council Chambers Renovation Project.

Prepared by: Nate Geinzer, City Manager

Reviewed by: Gretchen Gomolka, Finance Director
Marcel Goch, DPS Director
Rob Bradford, Chief of Police

Approved by: Nate Geinzer, City Manager



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL December 17, 2020

SUBJECT: 2021 RETREAT SCHEDULE

ADMINISTRATIVE SUMMARY

- The following retreat schedules are being presented for consideration, based on the feedback received from City Council:
 - Truncated Schedule –
 - Tuesday, January 26, 2021 - 6:00 PM
 - Wednesday, January 27, 2021 - 6:00 PM
 - Thursday, January 28, 2021 - 6:00 PM
 - Extended Schedule –
 - Wednesday, January 27, 2021 - 6:00 PM
 - Wednesday, February 24, 2021 - 6:00 PM
 - Wednesday, March 10, 2021 - 6:00 PM
- The goal would be to be finished by 9:00 PM each evening.
- Based on the feedback received, the following topics are being planned for the retreat discussions. Other topics may be added depending on an assessment of agenda capacity.
 - Community Enrichment
 - Marijuana Land Uses
 - FY 2021/22 Budget Priorities
 - Survey Data
 - Wastewater Treatment Plant CIP Needs/Process Assessment
- Other topics of expressed interest will be worked into a future study session schedule.

RECOMMENDATION

It is the recommendation of staff that City Council approves one of the above retreat schedules.

Prepared &

Approved by: Nate Geinzer, City Manager