



City of Pleasant Ridge
23925 Woodward Avenue
Pleasant Ridge, Michigan 48069

**City Commission Meeting
January 13, 2015
Agenda**

Honorable Mayor, City Commissioners and Residents: This shall serve as your official notification of the Public Hearing and Regular City Commission Meeting to be held Tuesday, January 13, 2015, at 7:30 p.m., in the City Commission Chambers, 23925 Woodward Avenue, Pleasant Ridge, Michigan 48069. The following items are on the Agenda for your consideration:

PUBLIC HEARING AND REGULAR CITY COMMISSION MEETING – 7:30 P.M.

1. **Meeting Called to Order.**
2. **Pledge of Allegiance.**
3. **Roll Call.**
4. **PUBLIC DISCUSSION – items not on the Agenda.**
5. **Consideration of the Governmental Reports.**
6. **Consideration of the City Commission Liaison Reports.**
 - **Commissioner Foreman, Committee Liaison**
 - **Commissioner Perry – Planning and DDA**
 - **Commissioner Scott – Historical Commission**
 - **Commissioner Krzysiak - Recreation Commission**

7. **Consideration of the following Consent Agenda.**

All items listed on the Consent Agenda are considered to be routine by the City Commission, will be enacted by one motion and approved by a roll call vote. There will be no separate discussion of these items unless a City Commissioner or visitor so requests, in which event, the item will be removed from the consent agenda and considered as the last item of business.

- a. Consideration of the minutes of the Public Hearing and Regular City Commission Meeting held Tuesday, December 9, 2014.
- b. Consideration of the Monthly Disbursement Report.
- c. Consideration of the acceptance of written appeals at the March Board of Review Meetings.
- d. Consideration of the reappointment of Mr. Dave Beaver to the Pleasant Ridge Board of Review, term to expire December 31, 2017.
- e. Consideration of the Annual Permit for Work on State Trunkline Right of Way.
- f. Resolution in honor of the birthday of Dr. Martin Luther King, Jr.
- g. Proclamation recognizing January as Volunteer Blood Donor Month.

8. **Consideration of an ordinance to amend Section 2 of the Pleasant Ridge City Code, Administration, Division 9, I-696 Segregated Capital Asset Fund.**
9. **Consideration of the Pleasant Ridge Investment Policy.**
10. **Consideration of the City of Pleasant Ridge Investment Committee liaison.**
11. **Consideration of Supplemental Appropriation #A-2015-001.**
12. **Consideration of an ordinance to amend Chapter 26 of the Pleasant Ridge City Code, Zoning, Article 12: Schedule of Regulations, Section 26-12.2 General Requirements; and Article 13: General Provisions, Section 26-13.1 Accessory Uses, to prohibit Accessory Dwelling Units.**
 - a. **Public Hearing** – Solicitation of public comments on an ordinance to amend Chapter 26 of the Pleasant Ridge City Code, Zoning, Article 12: Schedule of Regulations, Section 26-12.2 General Requirements; and Article 13: General Provisions, Section 26-13.1 Accessory Uses, to prohibit Accessory Dwelling Units.
 - b. Ordinance to amend Chapter 26 of the Pleasant Ridge City Code, Zoning, Article 12: Schedule of Regulations, Section 26-12.2 General Requirements; and Article 13: General Provisions, Section 26-13.1 Accessory Uses, to prohibit Accessory Dwelling Units.
13. **Consideration of an ordinance to amend Chapter 26 of the Pleasant Ridge City Code, Zoning; Article 3: Zoning Districts and Map, Section 26-3.5 District Requirements; Article 4: Single Family Residential Districts; and Article 13: General Provisions, Section 26-13.1 Accessory Uses, to list Accessory Dwelling Units as a Special Land Use in the Single Family Residential Districts, and to establish specific standards applicable to Accessory Dwelling Units.**
 - a. **Public Hearing** – Solicitation of public comments on an ordinance to amend Chapter 26 of the Pleasant Ridge City Code, Zoning; Article 3: Zoning Districts and Map, Section 26-3.5 District Requirements; Article 4: Single Family Residential Districts; and Article 13: General Provisions, Section 26-13.1 Accessory Uses, to list Accessory Dwelling Units as a Special Land Use in the Single Family Residential Districts, and to establish specific standards applicable to Accessory Dwelling Units.
 - b. Ordinance to amend Chapter 26 of the Pleasant Ridge City Code, Zoning; Article 3: Zoning Districts and Map, Section 26-3.5 District Requirements; Article 4: Single Family Residential Districts; and Article 13: General Provisions, Section 26-13.1 Accessory Uses, to list Accessory Dwelling Units as a Special Land Use in the Single Family Residential Districts, and to establish specific standards applicable to Accessory Dwelling Units.
14. **Consideration of the Annual Meeting Schedule for the following Commissions:**
 - a. City Commission.
 - b. Historical Commission.
 - c. Planning Commission/Downtown Development Authority.
 - d. Recreation Commission.

15. **Consideration of the appointment to the Pleasant Ridge Planning Commission/Downtown Development Authority, to a full term, term to expire December 31, 2017.**
16. **Consideration of the appointment of a business owner to the Pleasant Ridge Planning Commission/Downtown Development Authority, to a full term, term to expire December 31, 2017.**
17. **Consideration of establishing a public hearing on February 10, 2015, at 7:30 p.m., to solicit public comments on the following items:**
 - a. Ordinance to amend Chapter 70, Traffic and Vehicles, by amending Section 70-55, Residential Parking Permits, and adding Section 70-56, Penalties, of the Pleasant Ridge City Code.
18. **Consideration of the Police Patrol Vehicle Purchase and Financing.**
19. **City Manager's Report.**
20. **Other Business.**
21. **Adjournment.**

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the City at least seventy-two (72) hours in advance of the meeting, if requesting accommodations.



*23925 Woodward Avenue
Pleasant Ridge, Michigan 48069*

Regular City Commission Meeting December 9, 2014

Having been duly publicized, Mayor Metzger called the meeting to order at 7:30 p.m.

Present: Commissioners Foreman, Krzysiak, Perry, Scott, Mayor Metzger.
Also Present: City Manager Breuckman, City Attorney Need, City Clerk Drealan
Absent: None.

Public Discussion

Ms. Suzanne Levin, 9 Maywood, expressed concern with the window advertisement in the new tanning salon on the corner of Sylvan and Woodward, and is disturbed by the fact that this does not represent what Pleasant Ridge truly is.

Mr. Eric Stempien, Romano Law Firm, 23880 Woodward, had previously presented a letter to the Commission before the meeting to address parking on Sylvan between Woodward and Indiana, and indicated that his firm wants to be included and involved in any and all discussions.

Mr. Robert Sakat, 8 Fairwood, commented that he notices that the Romano Law Firm staff does not utilize the parking lot at Fairwood and does not believe the firm should be afforded any privileges for parking on Sylvan.

Mr. Eric Stempien, Romano Law Firm, reported that there are 28 employees in the firm that park wherever they find spots available on the adjacent streets and surrounding lots, and that the parking lot spots near their building are made available for clients and other lawyers who do business with the firm.

City Manager Breuckman added that there was a town hall meeting that addressed permit parking on residential streets, and that residents would petition to request their street to have permits. The restricted area would be approximately 700-800 feet from Woodward, and permit parking would begin where the commercial area ends and the residential area starts. This will be an "opt-in" program in which two-thirds of the residents on a street have to petition the City to be included in the permit parking. Permit parking is actually an annoyance to residents if they own more than one car or have visitors. Breuckman suggested that the Romano Law Firm be mindful of the residents and reach out to those nearby in order to address any concerns neighbors may have. Breuckman also added that public parking lots are available every 350 feet along the business district and parking on Woodward Avenue. An ordinance amendment is in the works to be addressed at a future meeting.

Ms. Suzanne Levin, 9 Maywood, added that in major cities in other states, signage is used to prohibit parking on certain days during certain hours to allow for various city services and that Pleasant Ridge could possibly consider signage to address the parking issues.

Mr. Eric Stempien, Romano Law Firm, added that the Fairwood lot is normally full and is unaware of any parking complaints made against the firm. The firm does want to work with the City and asked for consideration. Breuckman suggested the firm meet with the residents in the first block of Sylvan.

Commissioner Foreman inquired as to the amended ordinance provision and City Manager Breuckman commented that it could be brought before the Commission in January with a public hearing in February.

Commissioner Krzysiak commended Mr. Stempien for coming before the Commission to address the parking concerns and encourages the law firm to meet with the Sylvan neighbors and to continue its participation with the future ordinance amendment.

Mayor Metzger added that it is important for the businesses and residents to work together to find solutions to problems such as parking.

City Manager Breuckman added that many of the buildings predated the redesign of Woodward and the angle parking, which created the public parking lots. The City is working on addressing parking issues by providing better signage and a map of parking availability that businesses can provide its clientele.

FY2014 Annual Audit

Mr. Aaron Stevens, CPA, Abraham & Gaffney, P.C. thanked Plante & Moran and the City staff for its cooperation during the audit. Mr. Stevens provided an overview of the independent audit. Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the USA. The auditor's responsibility is to express opinions on these financial statements based on the audit conducted. In its opinion, the financial statements referred to in the audit present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Pleasant Ridge. The total revenues for fiscal year 2013-2014 were approximately \$2,458,000 which is about a 3-percent increase over the 2012-2013 revenues; total expenditures were \$2,597,000 which is an increase about 6-percent; and the change in fund balance is a usage of approximately \$140,000, with a total ending fund balance of \$525,636. Property taxes make up 61-percent of the general fund revenue and city services are 19-percent. Public safety is 43-percent of the general fund expenditure and general government is 24-percent. The unassigned fund balance at 6/30/14 was \$436,318 and is approximately 17-percent of expenditures for the fiscal year, which is what is recommended by the Government Finance Association as a minimum balance (two months of operations).

14-3137

Motion by Commissioner Perry, second by Commissioner Scott, to receive and file the Audit of the City's Financial Statements for Fiscal Year ended June 30, 2014, as recommended.

Adopted: Yeas: Commissioner Perry, Scott, Foreman, Krzysiak, Mayor Metzger
 Nays: None.

Governmental Reports

Police Chief Kevin Nowak thanked the public for approving the millages in the November election. Police Nowak reported that staff positions have changed with the loss of a part-time officer to another police department, and the promotion of a part-time officer to full-time by a position created when Nowak was promoted to Chief of Police. Overall the City has been relatively quiet as far as any major crimes, but Chief Nowak warned citizens that with the upcoming holidays and shopping online, packages being left on front porches are a target for potential thieves. It is best to make arrangements with the shippers to either leave packages at a rear entrance or have neighbors watch out for deliveries. Also, when shopping at malls or large retailers, make sure you are putting your purchased items in the trunk and not in the interior of the car in plain view. Chief Nowak reminded residents to be mindful of when there are large amounts of snow to not park on the street so that plows can get through.

City Commission Liaison Reports

Commissioner Krzysiak encouraged residents to use their driveways during major snow storms. The Toddler/Parent Christmas Party will be held Saturday, December 20th, 10a to 11:30a. Contact the Community Center if you are interested in participating. 50-Plus Bingo Night will be Thursday, January 8th, 6:30p-8:30p. Gainsborough Park playground equipment has been installed and the area has been prepped, and the final surface will be applied weather permitting. The renovations of the shelter are 99-percent complete with some additional lighting installations to be done. Cards will be issued beginning in 2015.

Commissioner Foreman mentioned there were no school board meetings from the previous month to report. In the fall of 2015, a new Montessori program will be in the district to serve students who are 6 to 9-years-old. An information meeting will be held at Roosevelt on December 11th, 7:00p. Ferndale Education Foundation's Annual Dinner will be held on Friday, March 13th, 6:00p, Club Venetian Banquet Center, Madison Heights. Theme this year is The Oscars Red Carpet Event. Donations are being sought from area businesses or residents. Contact Mary Foreman at marefore@gmail.com. Ferndale Schools Website has been completely redesigned and provides a lot of information that is added on a daily basis. The Superintendent has a weekly blog and podcast. The calendar is updated regularly. The Community Menu has a link for the Ferndale Education Foundation, PTA groups, and others.

Commissioner Perry reported that the Planning Commission and the Downtown Development Authority (DDA) met on November 24th. Planning Commission recommended approval of an ordinance that will allow for accessory dwelling units in certain circumstances. A public hearing will be scheduled during this meeting. The Planning Commission discussed having a non-resident or property/business owner to serve on the Planning Commission and DDA, which will be discussed by the Commission during this meeting. The commentary for the Master Plan ended on December

3rd. The Planning Commission will review the comments at the December meeting. During the DDA meeting, City Manager Breuckman put out a call for projects for the Capital Improvement Plan (projects over \$10,000). Next Planning Commission and DDA Meetings will be held Monday, December 15th, due to the holidays.

Commissioner Scott thanked Commissioner Foreman for attending the meeting on his behalf. The upcoming speaker series starts January 15, 2015, to discuss the 25th Anniversary of I-696, at the Community Center. Next meeting for the Historical Commission is January 7, 2015, 7:00p.

Consent

Agenda

- Consideration of the Minutes of the Regular City Commission Meeting held Tuesday, November 18, 2014
- Consideration of the Monthly Disbursement Report
- Consideration of the reappointment of Ms. Cathie Gillis, Mr. Don Hoefler, and Mr. John Wright, to the Pleasant Ridge Historical Commission, term to expire December 31, 2017.
- Consideration of the reappointment of Mr. Sean O'Brien to the Pleasant Ridge Planning Commission/Downtown Development Authority, term to expire December 31, 2017.
- Consideration of the 2015 Federal Poverty Guidelines.

14-3138

Motion by Commissioner Foreman, second by Commissioner Perry, that the Consent Agenda, be approved, as listed.

Adopted: Yeas: Commissioner Foreman, Perry, Krzysiak, Scott, Mayor Metzger
Nays: None.

FY 2015 Oakland County Community Development Block Grant Community Application and Subrecipient Agreement

Clerk Drealan reported that the City is eligible for \$5,000 in a block grant through Oakland County that primarily comes from HUD. The program being recommended is a senior public services program in order to offset some of the costs for the various events provided through this program.

Mayor Metzger opened the public hearing at 8:15 pm.

With no comments or discussion, Mayor Metzger closed the public hearing at 8:16 pm.

14-3139

Motion by Commissioner Perry, second by Commissioner Foreman, that the Oakland County Community Development Block Grant Program Year 2015 Application and Subrecipient Agreement be approved, and that the Mayor be authorized to sign the agreement.

Adopted: Yeas: Commissioner Perry, Foreman, Krzysiak, Scott, Mayor Metzger
Nays: None.

Zoning Ordinance Amendment – Ordinance 407

City Manager Breuckman explained that the amendments proposed are a better fit to the City overall. One of the proposed changes is to amend the 30-ft. front yard setback to an established building line requirement in order to keep uniformity on streets. Another proposed change is reducing the maximum height of accessory buildings from 18 ft. to 15 ft., which is measured from the ridge. Another change is to establish a side yard sky plane setback requirement to restrict development in side yards to make sure new housing complies with existing houses. Another proposed change is in the R-1C and R-1D zoning districts is to increase the maximum lot coverage from 30-percent to 35-percent. All of the proposed changes already exist in neighboring communities. Mayor Metzger expressed his appreciation of the proposed sky plane amendment.

Mayor Metzger opened the public hearing opened at 8:27 pm.

Ms. Spirit Elbinger, 32 Devonshire, inquired if the cutting back of the number of trees and the height of them on public property is related to the amendments. Breuckman responded that surrounding trees can increase a value of a home by 15-percent. The City has not been able to invest in trees over the past few years, but the new millage may renew the tree program in the near future. Mayor Metzger added that the tree canopy is something that has been discussed, and the City continues to keep an eye on “older” trees and the condition of branches, etc.

With no further comments or discussion, Mayor Metzger closed the public hearing closed at 8:31 pm.

Commissioner Perry inquired as to how the 5-percent increase in lot coverage will affect neighborhoods, and what will the City’s position be on those who want to increase up to 40-percent lot coverage. Breuckman responded that anyone who is looking to increase lot coverage over the 35-percent recommendation will need to apply for a variance that will be dealt with on a case-by-case basis. The City is not seeking to have excessive lot coverage on most parcels and most variances could be denied. Perry also asked if the streets will appear more congested, and Breuckman responded that the streets will not change due to the fact the front yard setbacks will remain the same and that any area affected will be the backyard. Perry inquired if the sky plane will offset the whole “bigfoot housing” concern. Breuckman responded that it is a starting point, and as the City gains more experience with the amendment, this can be adjusted as time goes on.

Commissioner Foreman commented that the established front yard setback requirement could probably eliminate variance requests and allow residents to upgrade the front of their home within the established setback. Foreman also commended Breuckman for his visuals on the sky plane setback to assist in understanding the proposed amendment.

Commissioner Scott inquired if the sky plane applies to both sides of the home and Breuckman responded affirmatively.

Commissioner Krzysiak commented that the increase in lot coverage from 30 to 35-percent may encourage growing families to remodel their homes instead of moving to a bigger one, and remain in the neighborhood.

14-3140

Motion by Commissioner Perry, second by Commissioner Scott, that Ordinance 407 regarding the amendments listed on the agenda Item 10b, relating to Chapter 26, Zoning, of the Pleasant Ridge City Code, be approved, as recommended.

Adopted: Yeas: Commissioner Perry, Scott, Foreman, Krzysiak, Mayor Metzger
 Nays: None.

Ordinance to Amend Section 2 of the Pleasant Ridge City Code, Administration, Division 9, I-696 Segregated Capital Asset Fund (SCAF)

City Manager Breuckman explained that this a way of reclassifying the SCAF fund and open the City to new investments. Legislation changed in 2008 to allow investment of special revenues under the State pension fund act, and also allows for a wider array of investment options for the City to earn the possibility of greater interest and dividend returns, and long-term capital appreciation on principal. The public hearing will be on the ordinance amendment to create a Parks Special Revenue Fund, and to amend the “use of interest” to include “investment returns.” Also, a new Subsection 5 proposed will describe what the Parks Special Revenue Fund will be used for, which is operation and maintenance of the City’s recreational properties, including, without limitation, the salaries, wages, and benefits of the Parks & Recreation Department staff, general maintenance and repair of other park properties, recreational facilities and equipment within the Community Center or any city park, along with supplies used by the Parks & Recreation Department, and promotional and other expenses for recreational programming.

In Section 2-137, Invasion of principal or diversion of interest or investment returns, the proposed fund has all of the protections that exist today for the principal of SCAF. New subsections are being added, one of which is: (2) The principal balance of the parks special revenue fund shall be added to over time by means of retaining interest and investment returns generated by the fund at a rate that exceeds the annual rate of inflation to preserve the Parks Special Revenue Fund’s value in perpetuity. The interest and investment returns generated by the fund is in excess of the rate of inflation may be used to support the City’s parks and recreation operations and maintenance. Proposed (3) deals with the unique circumstance of loss due to market fluctuation, and reads in part, “...only interest or dividends shall be removed from the Parks Special Revenue Fund until the market value of the fund’s principal recovers and is higher than the amount established by said resolution(s), adjusted for inflation.” Section 4 adds that inflation shall be measured by the United States Bureau of Labor Statistics’ Consumer Price Index for All Urban Consumers.

Commissioner Foreman inquired as to Section 3, interest to keep up with inflation, and asked if the amount that is being contributed is protected and preserved, and cannot go below that amount. Breuckman responded affirmatively.

Mayor Metzger opened the public hearing opened at 8:47 pm.

Ms. Pat Church, 47 Oxford, inquired as to who will be overseeing the investments. City Manager Breuckman responded that the City has a committee made up of the City Treasurer, City Manager, City Clerk, and whomever the City Commission appoints to the committee. The investment policy lays out what can be invested in, which is normally securities that are traded on a major United States index.

Mr. Don Gillis, 6 Norwich, commended City Manager Breuckman for his time and efforts put into this on a highly professional level. Mr. Gillis mentioned that the amendment is due to the fact that investments are limited for the City. Mr. Gillis suggested that the City look into the possibility of having a private firm manage the fund instead of the Oakland County Treasurer. At a meeting on October 22, 2014, Mr. Gillis inquired as to a list of the parks that would benefit by the SCAF fund due to the fact that the definition of “park” can mean a whole host of things. To date, Mr. Gillis has not received this list. Mr. Gillis had suggested prior that an opinion of the Attorney General should be sought for this definition of parks and the maintenance of parks, or at least an opinion from the Michigan Municipal League. Mr. Gillis also expressed a concern about a primacy issue as to what the status of SCAF is as compared with the sub-fund. Mr. Gillis had asked at a prior meeting of City Manager Breuckman how much would be taken from the SCAF fund for the new fund, and Breuckman’s response was more than 50-percent. Mr. Gillis would like to know if that amount has been determined, and that the prior administration never believed that SCAF would be a Parks & Recreation fund. Mr. Gillis had drafted the original SCAF ordinance when he was city attorney many years ago. Mr. Gillis proposed a provision that states: “The Park sub-fund shall be deemed a non-interest bearing loan or advance from SCAF which must be returned to SCAF in whole or in part, and from time-to-time by the vote of the Commission.” Mr. Gillis also endorses a comment presented by Mr. Castelli (former Mayor) in that the allocation should not exceed the percentage that equals the percentage of SCAF interest spent to date on recreation purposes. Mr. Gillis stressed that the primary purpose of SCAF was to deal with an erosion of the tax base; and also commended the City Attorney on his carefully crafted opinion on this matter.

With no further comments or discussion, Mayor Metzger closed the public hearing closed at 9:11 pm.

Commissioner Foreman commended Mr. Gillis for his comments and the time spent on his research.

14-3141

Motion by Commissioner Krzysiak, second by Commissioner Foreman, that the ordinance to amend Section 2 of the Pleasant Ridge City Code, Administration, Division 9, I-696 Segregated Capital Asset Fund, be considered at the next Regular City Commission meeting to be held on January 13, 2015.

Commissioner Foreman presented an amended motion, second by Commissioner Krzysiak, that the ordinance to amend Section 2 of the Pleasant Ridge City Code, Administration, Division 9, I-696 Segregated Capital Asset Fund, be considered at the next Regular City Commission meeting to be held on January 13, 2015, to allow for additional time to consider the resident feedback that has been shared to date and for City staff to secure a second legal opinion on the applicability of PA 404 to this matter; and to allow for additional time for public review and comment.

Adopted: Yeas: Commissioner Krzysiak, Foreman, Perry
 Nays: Scott, Mayor Metzger

Commissioner Scott commented that he is in favor of the delay of 30 days, but not in favor of the second opinion. Mayor Metzger agrees that there is no need for a second opinion.

Non-Resident Business or Commercial Property Owner Member to the Pleasant Ridge Commission/DDA

City Manager Breuckman indicated that under state law the City has the ability to appoint two non-resident members to the Planning Commission/DDA. Having someone who is a business owner would provide a voice for the business community. The Planning Commission/DDA was in favor of this after discussion at the November 2014 meeting. Mayor Metzger stated there has been a disconnect between the City and the business community, and that it would be a great opportunity. Commission Foreman inquired if it could be added that the business owner representative should be required to reach out and meet with other business owners in the City to reach a broader spectrum of the community. Commissioner Perry added that she has received comments that the businesses are not being represented in the community and this would provide that avenue. Commissioner Krzysiak commented that having a business member on the Planning Commission/DDA could possibly smooth out some of the issues that develop between businesses and residents.

Establishing a Public Hearing on Tuesday, January 13, 2015, at 7:30 p.m

- Ordinance to amend Chapter 26 of the Pleasant Ridge City Code, Zoning, Article 12: Schedule of Regulations, Section 26-12.2 General Requirements; and Article 13: General Provisions, Section 26-13.1 Accessory Uses, to prohibit Accessory Dwelling Units.
- Ordinance to amend Chapter 26 of the Pleasant Ridge City Code, Zoning; Article 3: Zoning Districts and Map, Section 26-3.5 District Requirements; Article 4: Single Family Residential Districts; and Article 13: General Provisions, Section 26-13.1 Accessory Uses, to list Accessory Dwelling Units as a Special Land Use in the Single Family Residential Districts, and to establish specific standards applicable to Accessory Dwelling Units.

City Manager Breuckman reported that the ordinance is silent when it comes to accessory units, thus, the two proposed ordinances to either prohibit accessory dwelling units or allow accessory dwelling units under certain criteria. These issues are common to all communities. The “pros” to these proposed ordinances are: Increases housing choice for elderly or one-person households; responsive to changing household demographics; potential source of additional income for property owner; and increased tax revenue for the City. The “cons” are: Privacy for neighbors; increased parking and traffic; neighborhood character/neighbor objections; and enforcement. The ordinance to permit as a special use would establish this as a special use in residential districts subject to specific regulations, one being that there will be only one accessory dwelling unit allowed in conjunction with an existing attached single-family dwelling and that the lot has to have a minimum area of 5,000 sq.ft. in order to be eligible. The maximum size of the accessory dwelling unit shall not exceed 25-percent of the gross floor area of the primary dwelling unit or 750 sq.ft., whichever is less. The accessory dwelling unit can only be located and attached to an accessory structure. The accessory dwelling unit cannot have an exterior entrance that is visible from the parcel’s primary street frontage. The accessory dwelling unit shall be the only accessory structure on the property and apply with all setbacks and other requirements. The maximum height for an accessory dwelling unit shall be 17 ft. A minimum of three off-street parking spaces shall be provided onsite with one space specifically assigned to the accessory dwelling unit. Garage spaces may be counted towards the minimum parking requirement. One of the dwelling units has to be owner-occupied and shall have been owner-occupied by the current owner for a period of 12 months preceding the date of application to create an accessory dwelling unit. If the parcel ceases to be owner occupied, the

accessory dwelling unit may not be occupied. The accessory dwelling unit shall have a separate water meter tied to the City water main. A maximum of two bedrooms are permitted with an accessory dwelling unit, and occupancy shall be limited to no more than two persons. The property owner must register the accessory dwelling unit as a rental unit. Leasing or rental of the accessory dwelling unit for less than 180 days shall be prohibited, and signed lease agreements shall be provided to the City. A restricted covenant, a form to be approved by the city attorney, enforceable by the City, shall be recorded prior to the issuance of a building permit stipulating that the accessory dwelling unit may not be conveyed separately from the primary dwelling unit, and that the accessory dwelling unit may only be occupied if the owner of the parcel is an occupant of the principal or accessory dwelling unit. Enforcement is provided in the ordinance for the City to have inspections, hearings, etc. If the Planning Commission determines that the provisions of the subsection have been violated, the improvements added to convert the accessory structure to an accessory dwelling unit shall be removed within 45 days of its decision.

Mayor Metzger appreciated all the detail presented on these proposed ordinances not only by the City Manager, but by the engaging discussions held at the Planning Commission.

Breuckman added that the Planning Commission recommended the denial of the ordinance to prohibit accessory dwelling units and approval of allowing accessory dwelling units under certain circumstances.

14-3142

Motion by Commissioner Perry, second by Commissioner Foreman, that a public hearing to solicit comment on the proposed Ordinance to amend Chapter 26, Zoning, of the Pleasant Ridge City Code, regarding Accessory Dwelling Units, be established on Tuesday, January 13, 2015, at 7:30 p.m.

Adopted: Yeas: Commissioner Perry, Foreman, Krzysiak, Scott, Mayor Metzger
 Nays: None.

Commission Perry inquired how many properties could be affected by the 5,000 sq.ft. area. Breuckman will provide a map for the Commissioners. Perry is concerned with the loss of privacy for neighbors. Perry also wanted to clarify that the side yard setback is 3 ft., which Breuckman confirmed. Perry also added that residents have commented on the need of such a provision to keep families here and allow for them to expand their homes. Perry also commented that the restrictive aspects to the ordinance are helpful.

Commissioner Foreman on a follow-up to Perry's request to see the number of properties at 5,000 sq.ft., along with those that are 7,000 sq.ft., etc. Foreman also inquired if there has been a demand of requests to construct these types of accessory dwelling units. Breuckman knows of three in the past, but it is hard to predict the future.

Commissioner Scott added that Breuckman had provided him similar information in the past, so the work product may already be done. Scott inquired if there is a minimum garage height requirement, and Breuckman responded there is not.

City Manager's Report

City Manager Breuckman mentioned that the capital improvement plan is a precursor to the budget and is required by state law, which is a 6-year projection for capital improvements over \$10,000, i.e., replacing police cars, repaving roads, etc. Breuckman reported that the comments are in on the Master Plan and the Planning Commission will hold a public hearing in January 2015. Breuckman wished everyone a safe and happy holiday season.

Mayor Metzger mentioned the Oakland Park and Ridge Road intersection sewer repair, and Breuckman added that it was a good job and that the city was able to save some money on the project.

Other Business

Commissioner Perry mentioned that on the matter dealing the SCAF fund, a second opinion was recommended but no amount was indicated as to a cap. Breuckman suggested \$500 to \$1,200 would be the range for which he will seek a bid.

Commissioner Krzysiak introduced the next selection for the Book Club to be "Divided Highway," by Tom Lewis, to tie in with I-696 25th Anniversary. Discussion on the book will be Wednesday, January 21st, 7:30p, at the Community Center. City Manager Breuckman mentioned he used that book in his thesis.

Commissioner Krzysiak acknowledged a successful tree-lighting ceremony, and thanked all the staff and volunteers who put on the festive event.

With no further business or discussion, Mayor Metzger adjourned the meeting at 9:53 p.m.

Mayor Kurt Metzger

Amy M. Drealan, City Clerk
/mat

DECEMBER 2014**ACCOUNTS PAYABLE**

PAYROLL LIABILITIES \$ 5,476.38

TAX LIABILITIES \$ 336,968.38

ACCOUNTS PAYABLE \$ 249,396.63

TOTAL \$ 591,841.39

PAYROLL

December 10,2014 \$ 36,759.88

December 23, 2014 \$ 26,363.75

TOTAL \$ 63,123.63



CHECK REGISTER FOR CITY OF PLEASANT RIDGE
PAYROLL LIABILITIES
December 2014

PG 1

Check Date	Check	Vendor Name	Description	Amount
12/10/2014	1358	MIFOP	UNION DUES-DEC 2014	\$ 188.00
12/10/2014	1359	MISDU	FOC DEDUCTIONS	\$ 224.60
12/10/2014	1360	ROOSEN, VARCHETTI & OLIVIER	GARISHMENT FEES	\$ 393.90
12/10/2014	1361	M&T BANK - ICMA	RETIRMMENT CONTRIBUTIONS	\$ 714.11
12/10/2014	1362	ICMA RETIREMENT TRUST	DEFERRED COMP CONTRIBUTIONS	\$ 1,127.36
12/10/2014	1363	M&T BANK-ICMA	HEALTH RETIREMENT SAVINGS CONT	\$ 333.38
12/23/2015	1366	MISDU	FOC DEDUCTIONS	\$ 224.60
12/23/2014	1367	ROOSEN, VARCHETTI & OLIVIER	GARISHMENT FEES	\$ 259.40
12/23/2014	1368	M&T BANK - ICMA	RETIRMMENT CONTRIBUTIONS	\$ 624.11
12/23/2014	1369	ICMA RETIREMENT TRUST	DEFERRED COMP CONTRIBUTIONS	\$ 1,078.54
12/23/2014	1370	M&T BANK-ICMA	HEALTH RETIREMENT SAVINGS CONT	\$ 308.38
TOTAL PAYROLL LIABILITIES				<u><u>\$ 5,476.38</u></u>

CHECK REGISTER FOR CITY OF PLEASANT RIDGE
TAX LIABILITIES
December 2014

PG 2

Check Date	Check	Vendor Name	Description	Amount
12/03/2014	2242	BONNIE BURKE	SUMMER TAX OVERPAYMENT	\$ 700.26
12/03/2014	2243	CITY OF PLEASANT RIDGE-DDA	2014 TAX COLLECTIONS	\$ 1,657.34
12/03/2014	2244	CITY OF PLEASANT RIDGE-GENERAL	2014 TAX COLLECTIONS	\$ 73,182.87
12/03/2014	2245	FERNDALE PUBLIC SCHOOL	2014 TAX COLLECTIONS	\$ 35,233.63
12/03/2014	2246	OAKLAND COUNTY TREASURER	2014 TAX COLLECTIONS	\$ 58,617.66
12/03/2014	2247	PETER STENGER	SUMMER TAX OVERPAYMENT	\$ 142.87
12/17/2014	2248	CITY OF PLEASANT RIDGE-DDA	2014 TAX COLLECTIONS	\$ 2,581.04
12/17/2014	2249	CITY OF PLEASANT RIDGE-GENERAL	2014 TAX COLLECTIONS	\$ 60,069.61
12/17/2014	2250	FERNDALE PUBLIC SCHOOL	2014 TAX COLLECTIONS	\$ 28,045.25
12/17/2014	2251	OAKLAND COUNTY TREASURER	2014 TAX COLLECTIONS	\$ 76,737.85
TOTAL TAX LIABILITIES				<u>\$ 336,968.38</u>

CITY OF PLEASANT RIDGE CHECK REGISTER
ACCOUNTS PAYABLE
December 4, 2014

PG 3

Check Date	Check	Vendor Name	Description	Amount
12/04/2014	19264	ACCUSHRED, LLC	SHREDDING SERVICES	\$ 55.00
12/04/2014	19265	ANDERSON, ECKSTEIN & WESTRICK	ENGINEERING SERVICES	\$ 4,021.80
12/04/2014	19266	AQUATIC SOURCE	POOL MAINTENANCE	\$ 794.99
12/04/2014	19267	ARROW UNIFORM RENTAL	MAT RENTAL AND SUPPLIES	\$ 445.30
12/04/2014	19268	BCBS OF MICH	HEALTH BENEFITS	\$ 28,830.26
12/04/2014	19269	BOARD OF WATER COMMISSIONERS	IWC CHARGES - OCT 2014	\$ 687.04
12/04/2014	19270	BRILAR	DPW SERVICES	\$ 22,847.91
12/04/2014	19271	CAROUSEL ACRES INC.	TREE LIGHTING SUPPLIES	\$ 400.00
12/04/2014	19272	CITY OF BERKLEY	DISPATCH CONTRACT	\$ 3,394.61
12/04/2014	19273	CITY OF FERNDALE	FIRE CONTRACT PAYMENT	\$ 21,166.67
12/04/2014	19274	CITY OF PLEASANT RIDGE-GENERAL	CITY WATER USAGE	\$ 6,085.73
12/04/2014	19275	CREATIVE PRODUCT SOURCE, INC	POLICE DEPT SUPPLIES	\$ 220.66
12/04/2014	19276	DETROIT EDISON COMPANY	STREETLIGHTING	\$ 4,040.80
12/04/2014	19277	EMERGENCY DRAIN & PLMB	REFUND OF SEWER BOND	\$ 5,000.00
12/04/2014	19278	GREATAMERICAN FINANCIAL SRVS	TELECOMMUNICATION SERVICES	\$ 502.50
12/04/2014	19279	I & J AUTO TRUCK CENTER	POLIE VEHICLE MAINTENANCE	\$ 65.62
12/04/2014	19280	JANI-KING OF MICHIGAN, INC	JANITORIAL SERVICES	\$ 2,161.00
12/04/2014	19281	JOE PIZIK ELECTRIC INC.	REFUND OF PERMIT OVERPAYMENT	\$ 40.00
12/04/2014	19282	MMRMA	LIABILITY INSURANCE PREMIUM	\$ 12,126.50
12/04/2014	19283	QUILL CORPORATION	OFFICE SUPPLIES	\$ 169.60
12/04/2014	19284	SHARONS HEATING AND AIR COND	REFUND OF INSPECTION FEE	\$ 30.00
12/04/2014	19285	SOCRRA	REFUSE COLLECTION CONTRACT	\$ 14,780.64
12/04/2014	19286	STACK WOODWORKING	MUSEUM INTERIOR RENOVATIONS	\$ 1,800.00
12/04/2014	19287	STEWART PHOTOGRAPHY	TREE LIGHTING SUPPLIES	\$ 375.00
12/04/2014	19288	TECH RESOURCES, INC.	WEB HOSTING AND BACKUPS	\$ 94.90
12/04/2014	19289	VERIZON	WIRELESS SERVICES	\$ 50.08
12/04/2014	19290	VINCE RIZZO	MEETING & ELECTION SUPPLIES	\$ 231.00
12/04/2014	19291	WEX BANK	FUEL PURCHASES	\$ 1,597.94

Total For 12/4/2014:

\$ 132,015.55

CITY OF PLEASANT RIDGE CHECK REGISTER
ACCOUNTS PAYABLE
December 10, 2014

PG 5

Check Date	Check	Vendor Name	Description	Amount
12/10/2014	19292	21ST CENTURY MEDIA-MICHIGAN	PRINTING OF LEGAL ADDS	\$ 484.75
12/10/2014	19293	ADKISON, NEED & ALLEN P.L.L.C.	ATTORNEY SERVICES	\$ 2,233.00
12/10/2014	19294	ADVANCED MARKETING PARTNERS	PRINTING OF TAX STATEMENTS	\$ 326.00
12/10/2014	19295	ARROW UNIFORM RENTAL	MAT RENTAL & JANITORIAL SUPPLIES	\$ 227.49
12/10/2014	19296	BECKETT & RAEDER, INC.	PROFESSIONAL SERVICES	\$ 420.00
12/10/2014	19297	BEIER HOWLETT PC	CITY ATTORNEY CONTRACT	\$ 2,750.94
12/10/2014	19298	BOSTON MUTUAL LIFE INS. CO.-G	HEALTH CARE BENEFITS	\$ 155.00
12/10/2014	19299	CITY OF BERKLEY	NOVEMBER PRISONER BOARD	\$ 75.00
12/10/2014	19300	CITY OF PLEASANT RIDGE-GENERAL	NOV 2014 MERS CONTRIBUTION	\$ 17,019.27
12/10/2014	19301	COMMUNITY MEDIA NETWORK	CITY COMMISSION MTG RECORDINGS	\$ 200.00
12/10/2014	19302	CONSUMERS ENERGY	UTILITY SERVICES	\$ 1,232.31
12/10/2014	19303	KAREN SHEPLER	RECREATION PROGRAM	\$ 150.00
12/10/2014	19304	KENNETH BORYCZ	MECHANICAL INSPECTOR SERVICES	\$ 405.00
12/10/2014	19305	KEVIN NOWAK	MILEAGE REIMBURSEMENT	\$ 47.04
12/10/2014	19306	KEVIN STULTZ	ELECTRICAL INSPECTIONS SERVICES	\$ 611.25
12/10/2014	19307	MAT COURT RECORDING	TRANSCRIPTION SERVICES	\$ 225.00
12/10/2014	19308	OAKLAND COUNTY TREASURER	SEWAGE TREATMENT - NOV2014	\$ 44,686.20
12/10/2014	19309	RAY KEE	BUILDING INSPECTOR SERVICES	\$ 1,200.00
12/10/2014	19310	RENE KINWEN	RECREATION PROGRAM	\$ 528.00
12/10/2014	19311	SCHEER'S ACE HARDWARE	BUILDING MAINTENANCE SUPPLIES	\$ 75.55
12/10/2014	19312	SOCWA	WATER PURCHASES NOV 2014	\$ 10,226.11
12/10/2014	19313	TOSHIBA FINANCIAL SERVICES	COPIER LEASE CONTRACT	\$ 999.02
Total For 12/10/2014:				\$ 84,276.93

CITY OF PLEASANT RIDGE CHECK REGISTER
ACCOUNTS PAYABLE
December 18, 2014

PG 6

Check Date	Check	Vendor Name	Description	Amount
12/18/2014	19314	ARROW UNIFORM RENTAL	MAT RENTALS & JANITORIAL SUPPLIES	\$ 222.14
12/18/2014	19315	CITY OF FERNDALE	FIRE CONTRACT PAYMENT	\$ 21,166.67
12/18/2014	19316	CITY OF ROYAL OAK	WATER AND SEWER MAINTENANCE	\$ 131.97
12/18/2014	19317	ENGRAVING SPECIALISTS, INC.	MAYOR NAME PLATE	\$ 15.00
12/18/2014	19318	EUGENE LUMBERG	CITY ATTORNEY SERVICES	\$ 437.50
12/18/2014	19319	INTERMEDIA	TELEPHONE SERVICES	\$ 162.71
12/18/2014	19320	J & J AUTO TRUCK CENTER	VEHICLE MAINTENANCE & REPAIRS	\$ 17.00
12/18/2014	19321	LEGAL SHIELD	PRE PAID LEGAL SERVICES	\$ 25.90
12/18/2014	19322	MICH DEPT OF TRANSPORTATION	SIGNAL ENERGY	\$ 213.53
12/18/2014	19323	PLANTE & MORAN PLLC	ACCOUNTING TREASURY SERVICES	\$ 5,209.00
12/18/2014	19324	ZOGICS	WELLNESS CENTER WIPES	\$ 206.27
Total For 12/18/2014:				<u>\$ 335,037.22</u>

CITY OF PLEASANT RIDGE CHECK REGISTER
ACCOUNTS PAYABLE
December 23, 2014

PG 7

Check Date	Check	Vendor Name	Description	Amount
12/23/2014	19325	JOANNE MCGUIRE	BUILDING DEPOSIT REFUND	\$ 100.00
12/23/2014	19326	LISABETH HOCK	PROGRAM REFUND	\$ 160.00
12/23/2014	19327	MELANIE SEVALD	RENTAL DEPOSIT RETURN	\$ 620.00
12/23/2014	19328	PAM KAMPF	RENTAL DEPOSIT RETURN	\$ 686.40
12/23/2014	19329	SCOTT PIETRZAK	MILEAGE REIMBURSEMENT	\$ 301.34
12/23/2014	19330	STEVEN ELLISON	RENTAL DEPOSIT RETURN	\$ 100.00
Total For 12/23/2014:				<u><u>\$ 335,037.22</u></u>

CHECK REGISTER FOR CITY OF PLEASANT RIDGE
ELECTRONIC PAYMENTS
October 2014

PG 8

Check Date	Check	Vendor Name	Description	Amount
12/15/2014	1	AMERICAN PLANNING ASSOCIATION	MEMBERSHIPS AND DUES	\$ 536.00
12/15/2014	2	COMCAST	INTERNET AND TELEPHONE SERVICES	\$ 74.87
12/15/2014	3	DTE ENERGY	CITY UTILITY SERVICES	\$ 2,267.77
12/15/2014	4	ERADICO SERVICES INC	EXTERMINATOR SERVICES	\$ 96.00
12/15/2014	5	STATE OF MICHIGAN	PLEASANT RIDGE COMMUNITY POOL	\$ 66.00
12/15/2014	6	WOW! BUSINESS	WOW CABLE AND INTERNET TELEPHONE	\$ 288.08
TOTAL ELECTRONIC PAYMENTS				\$ 3,328.72



*23925 Woodward Avenue
Pleasant Ridge, Michigan 48069*

A RESOLUTION TO ESTABLISH A POLICY FOR ACCEPTANCE OF LETTERS OF PROTEST BY HOMEOWNERS FOR USE BY THE BOARD OF REVIEW FOR PROPERTY ASSESSMENT APPEALS AT THE MARCH BOARD OF REVIEW MEETINGS

In order to ease the burden on taxpayers, the assessor and the Board of Review and to ensure that all taxpayers have an equal opportunity to be heard by the Board of Review, the City of Pleasant Ridge hereby resolves, according to provisions of MCL 211.30(7) of the General Property Tax Act, that the Board of Review shall receive letters of protest regarding assessments from resident taxpayers from the first Tuesday in March until it adjourns from the public hearings for which it meets to hear such protests.

All notices of assessment change and all advertisements of Board of Review meetings are to include a statement that the resident taxpayers may protest by letter to the Board.

Adopted: Yeas:
 Nays:
 Absent:

IN WITNESS WHEREOF, I, Amy M. Drealan, duly certified Clerk of the City of Pleasant Ridge, do hereby attest that the Foregoing is a true and accurate copy of a Resolution adopted By the Pleasant Ridge City Commission at its Regular Meeting held Tuesday, January 8, 2015.

Amy M. Drealan, City Clerk



City of Pleasant Ridge

Amy M. Drealan, City Clerk

From: Amy M. Drealan, City Clerk
To: Jim Breuckman, City Manager
Date: January 9, 2015
Re: Agenda Item 8d

The City of Pleasant Ridge Board of Review consists of 3 members - all appointments are 3-year terms and a member may be appointed to serve two full terms. Appointments are made by the City Commission. Members must be "owners of property assessed for taxes in the City". The Board shall examine, review, and correct the assessment roll. The Board of Review meets annually for three consecutive days in March, and one day in July and December.

The March Board of Review is scheduled to hear valuation and classification appeals. Board has no jurisdiction over millage rates that are multiplied against taxable values in the tax billing process.

The July and December Boards of Review meet to correct qualified errors and to consider appeals related to Principal Residence Exemptions, Qualified Agricultural Exemptions and Poverty Exemptions.

At this time, there is one member, Mr. Dave Beaver, whose term expired December 31, 2014, and is eligible to serve another term. This would be Mr. Beaver second full term, term to expire December 31, 2017.

Please feel free to contact me should you wish to discuss this matter further.

PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES

This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipality an "Individual Permit for Use of State Highway Right of Way" or an "Annual Application and Permit for Miscellaneous Operations Within State Highway Right of Way".

RESOLVED WHEREAS, the _____
(city, village, township, etc.)

hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utility or other facilities, or to conduct other activities, on, over, and under State Highway right of way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without its specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
3. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
4. The GOVERNMENTAL AGENCY It will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
5. With respect to any activities authorized by PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.

6. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
7. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

NAME AND/OR TITLE

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the _____
(Name of Board, etc)

of the _____ of _____
(Name of GOVERNMENTAL AGENCY) (County)

at a _____ meeting held on the _____ day

of _____ A.D. _____.

SIGNATURE	TITLE	PRINT NAME
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City of Pleasant Ridge

RESOLUTION *in honor of* ***Dr. Martin Luther King, Jr.***

Whereas, *Monday, January 19, 2015, will be recognized as a National Day of Observance in honor of the birthday of Dr. Martin Luther King, Jr., and*

Whereas, *the Reverend Dr. Martin Luther King Jr. became a martyr by assassination April 4, 1968; his life ending at thirty-nine years by the bullet of bigotry; and*

Whereas, *the world has always feared and crucified the spiritual giants among mankind who become effective through example, dedication to true spiritual growth and personal sacrifice; and*

NOW, THEREFORE, *I, Kurt Metzger by virtue of the authority vested in me as Mayor, do hereby urge all our residents to recognize this special day and join us as we rededicate ourselves to the principles of justice and equality for all.*

Kurt Metzger, Mayor

SIGNED AND SEALED THIS 13TH DAY OF JANUARY, 2015



City of Pleasant Ridge

Mayoral Proclamation

WHEREAS,

In Southeast Michigan, there is need for 250,000 units of blood per year for the protection of patients, and there is a need for additional healthy, regular volunteer donors to join the ranks of those who already give of themselves so generously.

NOW, THEREFORE,

I, Kurt Metzger, on behalf of the entire City Commission, do hereby proclaim the month of January as "Volunteer Blood Donor Month" for the City of Pleasant Ridge and urge all citizens to pay tribute to those among us who donate for others in need. I urge all citizens in good health to donate regularly. I also urge all civic and service organizations and businesses, if they have not already done so, to form blood donors groups to provide for others.

Kurt Metzger, Mayor

SIGNED AND SEALED THIS 13TH DAY OF JANUARY, 2015



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: City Commission
Date: January 7, 2015
Re: Segregated Capital Asset Fund (SCAF) Investment Reclassification

Overview

Attached to this memo you will find items relating to the creation of a parks operations and maintenance special revenue fund within the SCAF. The items include a proposed amendment to the SCAF Ordinance (Chapter 2, Division 9 of the City Code) and letters from the City Attorney and a second opinion provided by attorney Timothy Currier regarding the proposed ordinance amendment and its authorization by State Law.

Background

The proposed ordinance amendment is necessary to create and govern the investment and use of monies generated by the parks operations and maintenance special revenue fund. The special revenue fund was made possible by an amendment to state law in 2008 that allows for investment of special revenue monies under the State pension fund act. This allows for a wider array of investment options for the City, opening up the possibility for greater interest and dividend returns and also for long-term capital appreciation on principal.

Requested Actions

Approval of the proposed amendment to the SCAF Ordinance (at least 4 concurring votes required).

DRAFT – December 22, 2014

DIVISION 9. I-696 SEGREGATED CAPITAL ASSET FUND

Sec. 2-131. Establishment and Definitions.

The city shall establish, and by this division does hereby establish, a special fund to be entitled I-696 segregated capital asset fund (referred to in this division as ``the fund"). The fund shall be inclusive of a fund invested under the terms of Section 1 of Public Act 20 of 1943 (MCL 129.91, as may be amended or superseded in the future), and a Parks Special Revenue Fund invested under the terms of Section 7a of Public Act 20 of 1943 (MCL 129.97a, as may be amended or superseded in the future).

(1) Definitions.

- (a) References to “the fund” shall mean the entire I-696 segregated capital asset fund, which includes the Parks Special Revenue Fund and the Remainder Fund as defined below.
- (b) “Parks Special Revenue Fund” means a separate account within the fund, which shall be invested under the terms of Section 7a of Public Act 20 of 1943 (MCL 129.97a, as may be amended or superseded in the future)
- (c) “Remainder Fund” is a separate account within the fund, invested under the terms of Section 1 of Public Act 20 of 1943 (MCL 129.91, as may be amended or superseded in the future), and which shall comprise the fund less any amounts allocated to the Parks Special Revenue Fund.

(Code 1979, § 2-101; Code 1997, § 2-131)

Sec. 2-132. Allocations.

There shall be allocated to the fund the following sums receivable from the state, forthwith upon such receipt, pursuant to the state's condemnation of city-owned property under Public Act No. 87 of 1980 (MCL 213.51 et seq.) (“the act”):

- (1) The amount of the state's “good faith offer” of just compensation for city property taken by the state, and for damages to remaining city-owned property, required to be paid by the state for the city's immediate use under the act.
- (2) Any additional amount received by the city as just compensation for city property taken, and for damages to remaining city-owned property, as a result of final judgment or settlement of the proceedings instituted pursuant to the act.
- (3) Interest on the amount received by the city from the state under subsection (1) of this section for the period from March 14, 1984, to date of receipt.
- (4) Interest on the amount received by the city from the state under subsection (2) of this section for the period from March 14, 1984, to date of receipt.

(Code 1979, § 2-102; Code 1997, § 2-132)

Sec. 2-133. Principal; investment by city.

All sums received by the city under section 2-132(1) through (4), inclusive, are hereby deemed to constitute the fund's principal. Such principal shall be invested and reinvested by the city at the highest level of return consistent with safety, prudence, and sound financial

DRAFT – December 22, 2014

practice in accordance with the City's adopted Investment Policy. The fund's principal shall not be invaded except as otherwise expressly provided in this division.

(Code 1979, § 2-103; Code 1997, § 2-133)

Sec. 2-134. Interest and investment returns.

All interest and investment returns received by the city on the fund's principal shall be used solely for the purposes set forth in section 2-135, except as otherwise expressly provided in this division.

(Code 1979, § 2-104; Code 1997, § 2-134)

Sec. 2-135. Use of interest and investment returns.

The purpose of the fund being to mitigate, to the maximum extent reasonably possible, the loss of and damage to city property, and related damage caused directly or indirectly to the city by the highway, the following uses for interest on the fund's principal (in such amounts and with such priorities as may be allocated and determined by the city commission from time to time) shall be exclusive until such time as such purposes have been achieved:

- (1) To replace lost recreational property or otherwise to enhance the city's recreation program.
- (2) To purchase needed capital equipment and/or to repair existing equipment, expenditures previously deferred for lack of sufficient city funds, such insufficiency being caused in major part by the erosion of the city's tax base attributable to the highway.
- (3) To fund such studies and furnish such seed monies as may be necessary or appropriate to initiate the city's evaluation of development and/or redevelopment projects designed to restore, or prevent the further erosion of the city's tax base, including, without limitation, the redevelopment or other revitalization of the city's commercial district on the east side of Woodward Avenue.
- (4) Such other uses as are consistent with the basic purpose of the fund as set forth in this section and which are properly characterized as uses designed to replace or to restore and repair capital assets of the city lost or damaged as a result of the highway.
- (5) Interest and investment returns earned from investment of the Parks Special Revenue Fund may be used for operation and maintenance of the City's recreational properties, including, without limitation, salaries, wages, benefits, and employer-paid employment taxes for the recreation director and other employees of the City's parks and recreation department allocable to parks operation and maintenance; general maintenance and repair of the Community Center building and swimming pool; general maintenance and repair of other park properties (including irrigation, lawn mowing, fertilization, and maintenance and replacement of landscaping); general maintenance and repair of all recreational facilities and equipment within the Community Center or any city park; supplies used by the parks and recreation department; and promotional and other expenses for recreational programming.
- (6) Upon realization of the purposes set forth in this section, interest on the fund's

DRAFT – December 22, 2014

principal then, but only then, except as otherwise expressly provided in this division, may be used for the city's general operating expenses and for purposes not directly or indirectly related to loss or damage sustained by the city as a result of the highway, as such purposes may be designated by the city commission.

(Code 1979, § 2-105; Code 1997, § 2-135)

Sec. 2-136. Administration.

- (1) The fund itself and all transactions relating thereto shall be established, administered and accounted for in accordance with this division and with such recommendations as may be furnished to the city by its auditors and approved by the city commission. If so recommended by the auditors, or if independently deemed appropriate by the city commission, the fund shall be included in any capital program of the city and hence shall be subject to the provisions of sections 6.07 and 6.08 of the Charter.
- (2) The Parks Special Revenue Fund shall be returned to the Remainder Fund in whole or in part from time to time by a majority vote of the city commission. Transfers from the Remainder Fund to the Parks Special Revenue Fund shall require the affirmative vote of four members of the city commission.

(Code 1979, § 2-106; Code 1997, § 2-136)

Sec. 2-137. Invasion of principal or diversion of interest or investment returns.

- (1) It is the enduring sense of the city commission that the public welfare requires that the fund's principal not be dissipated or depleted, and that interest on the fund's principal not be diverted to uses other than those specified in this division, unless and until the purposes of the fund have been achieved to the maximum extent reasonably possible. Accordingly, no invasion of the fund's principal or diversion of the fund's interest or investment returns shall occur except as may be required by the most urgent and compelling circumstances and in accordance with the following procedure: any resolution for invasion of the fund's principal or diversion of the fund's interest or investment returns shall first be introduced by any city commissioner by causing such resolution to be placed on the agenda for any regular meeting of the city commission or any special meeting called for such purpose. Such resolution, after its introduction, shall not be subject to immediate adoption but shall be set for public hearing. After such public hearing, the resolution may be moved for adoption and must be seconded. Adoption shall require the affirmative vote of four members of the commission and shall be supported by an express finding of the commission that the resolution is justified by compelling and urgent circumstances and express findings by the commission of the underlying facts supporting such conclusion.
- (2) The principal balance of the parks special revenue fund shall be added to over time by means of retaining interest and investment returns generated by the fund at a rate that exceeds the annual rate of inflation to preserve the parks special revenue fund's value. The interest and investment returns generated by the fund in excess of the rate of inflation may be used to support the City's parks and recreation operations and maintenance.

DRAFT – December 22, 2014

- (3) Should, due to market fluctuations which impact the value of the principal, the parks special revenue fund's principal value fall below the amount established by the City Commission by resolution upon its initial funding plus any future additions to the fund by City Commission resolution, adjusted for inflation, only interest or dividends shall be removed from the parks special revenue fund until the market value of the fund's principal recovers and is higher than the amount established by said resolution(s), adjusted for inflation.
- (4) For the purpose of this Section, inflation shall be measured by the United States Bureau of Labor Statistics' Consumer Price Index for All Urban Consumers (CPI-U).

(Code 1979, § 2-107; Code 1997, § 2-137)

Sec. 2-138. Interpretation of division.

The city commission shall have the sole right to construe and interpret this division and all provisions thereof, and its construction and interpretation shall be final, conclusive and binding on any and all persons or parties directly or indirectly affected thereby.

(Code 1979, § 2-108; Code 1997, § 2-138)

Sec. 2-139. Revocation and amendment of division.

This division may only be revoked or amended by the affirmative vote of four members of the city commission.

(Code 1979, § 2-109; Code 1997, § 2-139)

DIVISION 9. I-696 SEGREGATED CAPITAL ASSET FUND

Sec. 2-131. Establishment and Definitions.

The city shall establish, and by this division does hereby establish, a special fund to be entitled I-696 segregated capital asset fund (referred to in this division as ``the fund"). The fund shall be inclusive of a fund invested under the terms of Section 1 of Public Act 20 of 1943 (MCL 129.91, as may be amended or superseded in the future), and a Parks Special Revenue Fund invested under the terms of Section 7a of Public Act 20 of 1943 (MCL 129.97a, as may be amended or superseded in the future).

(1) Definitions.

- (a) References to “the fund” shall mean the entire I-696 segregated capital asset fund, which includes the Parks Special Revenue Fund and the Remainder Fund as defined below.
- (b) “Parks Special Revenue Fund” means a separate account within the fund, which shall be invested under the terms of Section 7a of Public Act 20 of 1943 (MCL 129.97a, as may be amended or superseded in the future)
- (c) “Remainder Fund” is a separate account within the fund, invested under the terms of Section 1 of Public Act 20 of 1943 (MCL 129.91, as may be amended or superseded in the future), and which shall comprise the fund less any amounts allocated to the Parks Special Revenue Fund.

(Code 1979, § 2-101; Code 1997, § 2-131)

Sec. 2-132. Allocations.

There shall be allocated to the fund the following sums receivable from the state, forthwith upon such receipt, pursuant to the state's condemnation of city-owned property under Public Act No. 87 of 1980 (MCL 213.51 et seq.) (“the act”):

- (1) The amount of the state's “good faith offer” of just compensation for city property taken by the state, and for damages to remaining city-owned property, required to be paid by the state for the city's immediate use under the act.
- (2) Any additional amount received by the city as just compensation for city property taken, and for damages to remaining city-owned property, as a result of final judgment or settlement of the proceedings instituted pursuant to the act.
- (3) Interest on the amount received by the city from the state under subsection (1) of this section for the period from March 14, 1984, to date of receipt.
- (4) Interest on the amount received by the city from the state under subsection (2) of this section for the period from March 14, 1984, to date of receipt.

(Code 1979, § 2-102; Code 1997, § 2-132)

Sec. 2-133. Principal; investment by city.

All sums received by the city under section 2-132(1) through (4), inclusive, are hereby deemed to constitute the fund's principal. Such principal shall be invested and reinvested by the city at the highest level of return consistent with safety, prudence, and sound

financial practice in accordance with the City's adopted Investment Policy. The fund's principal shall not be invaded except as otherwise expressly provided in this division.

(Code 1979, § 2-103; Code 1997, § 2-133)

Sec. 2-134. Interest and investment returns.

All interest and investment returns received by the city on the fund's principal ~~shall be deemed interest and~~ shall be used solely for the purposes set forth in section 2-135, except as otherwise expressly provided in this division.

(Code 1979, § 2-104; Code 1997, § 2-134)

Sec. 2-135. Use of interest and investment returns.

The purpose of the fund being to mitigate, to the maximum extent reasonably possible, the loss of and damage to city property, and related damage caused directly or indirectly to the city by the highway, the following uses for interest on the fund's principal (in such amounts and with such priorities as may be allocated and determined by the city commission from time to time) shall be exclusive until such time as such purposes have been achieved:

- (1) To replace lost recreational property or otherwise to enhance the city's recreation program.
- (2) To purchase needed capital equipment and/or to repair existing equipment, expenditures previously deferred for lack of sufficient city funds, such insufficiency being caused in major part by the erosion of the city's tax base attributable to the highway.
- (3) To fund such studies and furnish such seed monies as may be necessary or appropriate to initiate the city's evaluation of development and/or redevelopment projects designed to restore, or prevent the further erosion of the city's tax base, including, without limitation, the redevelopment or other revitalization of the city's commercial district on the east side of Woodward Avenue.
- (4) Such other uses as are consistent with the basic purpose of the fund as set forth in this section and which are properly characterized as uses designed to replace or to restore and repair capital assets of the city lost or damaged as a result of the highway.
- (5) Interest and investment returns earned from investment of the Parks Special Revenue Fund may be used for operation and maintenance of the City's recreational properties, including, without limitation, salaries, wages, benefits, and employer-paid employment taxes for the recreation director and other employees of the City's parks and recreation department allocable to parks operation and maintenance; general maintenance and repair of the Community Center building and swimming pool; general maintenance and repair of other park properties (including irrigation, lawn mowing, fertilization, and maintenance and replacement of landscaping); general maintenance and repair of all recreational facilities and equipment within the Community Center or any city park; supplies used by the parks and recreation department; and promotional and other expenses for recreational programming.

(56) Upon realization of the purposes set forth in this section, interest on the fund's principal then, but only then, except as otherwise expressly provided in this division, may be used for the city's general operating expenses and for purposes not directly or indirectly related to loss or damage sustained by the city as a result of the highway, as such purposes may be designated by the city commission.

~~(6) Nothing in this section shall preclude payment by the city from the fund's principal, forthwith upon the city's receipt of such principal, of such sums as may then be owed by the city to its technical advisors and consultants for services rendered by such advisors and consultants relating to I-696 and/or proceedings under the act; provided, however, upon receipt by the city of reimbursement from the state for any such expenditures, under applicable provisions of the act or otherwise, such reimbursed sums shall forthwith be reallocated to the fund's principal.~~

(Code 1979, § 2-105; Code 1997, § 2-135)

Sec. 2-136. Administration.

(1) The fund itself and all transactions relating thereto shall be established, administered and accounted for in accordance with this division and with such recommendations as may be furnished to the city by its auditors and approved by the city commission. If so recommended by the auditors, or if independently deemed appropriate by the city commission, the fund shall be included in any capital program of the city and hence shall be subject to the provisions of sections 6.07 and 6.08 of the Charter.

(2) The Parks Special Revenue Fund shall be returned to the Remainder Fund in whole or in part from time to time by a majority vote of the city commission. Transfers from the Remainder Fund to the Parks Special Revenue Fund shall require the affirmative vote of four members of the city commission.

(Code 1979, § 2-106; Code 1997, § 2-136)

Sec. 2-137. Invasion of principal or diversion of interest or investment returns.

(1) It is the enduring sense of the city commission that the public welfare requires that the fund's principal not be dissipated or depleted, and that interest on the fund's principal not be diverted to uses other than those specified in this division, unless and until the purposes of the fund have been achieved to the maximum extent reasonably possible. Accordingly, no invasion of the fund's principal or diversion of the fund's interest or investment returns shall occur except as may be required by the most urgent and compelling circumstances and in accordance with the following procedure: any resolution for invasion of the fund's principal or diversion of the fund's interest or investment returns shall first be introduced by any city commissioner by causing such resolution to be placed on the agenda for any regular meeting of the city commission or any special meeting called for such purpose. Such resolution, after its introduction, shall not be subject to immediate adoption but shall be set for public hearing. After such public hearing, the resolution may be moved for adoption and must be seconded. Adoption shall require the affirmative vote of four members of the

DRAFT – December 22, 2014

commission and shall be supported by an express finding of the commission that the resolution is justified by compelling and urgent circumstances and express findings by the commission of the underlying facts supporting such conclusion.

- (2) The principal balance of the parks special revenue fund shall be added to over time by means of retaining interest and investment returns generated by the fund at a rate that exceeds the annual rate of inflation to preserve the parks special revenue fund's value over time. The interest and investment returns generated by the fund in excess of the rate of inflation may be used to support the City's parks and recreation operations and maintenance.
- (3) Should, due to market fluctuations which impact the value of the principal, the parks special revenue fund's principal value fall below the amount established by the City Commission by resolution upon its initial funding plus any future additions to the fund by City Commission resolution, adjusted for inflation, only interest or dividends shall be removed from the parks special revenue fund until the market value of the fund's principal recovers and is higher than the amount established by said resolution(s), adjusted for inflation.
- (4) For the purpose of this Section, inflation shall be measured by the United States Bureau of Labor Statistics' Consumer Price Index for All Urban Consumers (CPI-U).

(Code 1979, § 2-107; Code 1997, § 2-137)

Sec. 2-138. Interpretation of division.

The city commission shall have the sole right to construe and interpret this division and all provisions thereof, and its construction and interpretation shall be final, conclusive and binding on any and all persons or parties directly or indirectly affected thereby.

(Code 1979, § 2-108; Code 1997, § 2-138)

Sec. 2-139. Revocation and amendment of division.

This division may only be revoked or amended by the affirmative vote of four members of the city commission.

(Code 1979, § 2-109; Code 1997, § 2-139)



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July 14, 2014

SENT VIA ELECTRONIC MAIL

Mr. James Breuckman, City Manager
City of Pleasant Ridge
23925 Woodward Avenue
Pleasant Ridge, Michigan 48069

Re: Opinion: Segregated Capital Asset Fund

Dear Mr. Breuckman:

You asked my opinion on the applicability of Act 404, Michigan Public Acts of 2008, (MCL 129.97a) to funds being held by the City pursuant to Section 2, Division 9 of the City Code, "I-696 Segregated Capital Asset Fund" ("SCAF"). I understand the intent is to allow the SCAF to be invested in the more expanded investment options allowed by Act 404, as opposed to the more limited investments currently required by Act 20, Michigan Public Acts of 1943.

For the reasons set forth in this letter, it is my opinion that Act 404 can apply to the SCAF, provided that a new fund is created within the SCAF limited to park operations and maintenance.

Act 404 allows for more expanded investment options if the City has a "special revenue fund" consisting of funds for park operation and maintenance. The SCAF currently does not meet this definition. "Special revenue fund" is not defined by Act 404. Pursuant to the Uniform Chart of Accounts, as developed by the Michigan Department of Treasury, it is a fund used to account for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) that are legally restricted to expenditure for specified purposes.

The SCAF as currently constituted does not meet the requirements of Act 404 because, although it includes recreational components: 1) it can also be used for various non-park related matters including development and redevelopment projects, and, 2) capital expenditures are allowed.

In my opinion, the City Commission could, by resolution, create a new sub-fund within

the SCAF limited to park operations and maintenance and then transfer an amount of money as the Commission deems appropriate to this new fund. Upon that transfer, in my opinion, the new fund would qualify as a "special revenue fund" with the expanded investment options allowed by Act 404. I defer to the City Treasurer or City Auditors on the mechanics of creating this new sub-fund within the City's system of accounts.

I note that Code Section 2, Division 9 includes significant limitations on invasion of principal or diversion of interest of the SCAF. So long as the new fund was created within the SCAF, and was limited to park operation and maintenance, these provisions would not apply.

Please advise if you have any questions or need anything further on this matter.

Very truly yours,

ADKISON, NEED & ALLEN, P.L.L.C.



Gregory K. Need,
Interim City Attorney

/mms

December 16, 2014

Mr. James Breuckman, City Manager
City of Pleasant Ridge
23925 Woodward Avenue
Pleasant Ridge, MI 48069

***Re: Proposed Amendment to the I-696 Segregated Capital Asset Fund
Investment of a Portion of the Funds Under Section 7a
Of Public Act 20 of 1943***

Dear Mr. Breuckman:

This letter is in response to your request that we review the proposed amendment to the Segregated Capital Asset Ordinance to provide for a Parks' Special Revenue Fund that will be invested in accordance with Section 7a of Public Act 20 of 1943. In this regard, you have provided us with a copy of your memo to the City Commission dated September 4, 2014, a copy of Section 7a of Public Act 20 of 1943, as well as the proposed amendment for Division 9 of the Pleasant Ridge City Ordinance I-696 Segregated Capital Asset Fund.

The Segregated Capital Asset Fund (SCAF) was established in 1986 as a result of settlement between the City of Pleasant Ridge and the State of Michigan with respect to the condemnation proceedings, a city owned property for the construction of I-696. The City adopted an ordinance establishing the fund and setting forth how the principal of the fund was to be invested and the interest derived from that principal to be used. It was the City's intention to preserve the principal and use only the interest earned on the fund. The current restricted principal in the fund is \$3,242,872. The ordinance sets forth the permitted uses of the fund. Section 2-135 reads in part as follows:

“The purpose of the fund being to mitigate, to the maximum extent reasonably possible, the loss of and damage to city property, and related damage caused directly or indirectly to the city by the highway, the following uses for interest on the fund's principal (in such amounts and with such priorities as may be allocated and determined by the city commission from time to time) shall be exclusive until such time as such purposes have been achieved:

- (1) To replace lost recreational property or otherwise to enhance the city's recreation program.”

The City, in establishing the fund, did clearly specify that the City Commission could determine the amount of interest to be used with respect to the priorities established in the ordinance. It also specifically identified as its first item is to replace lost recreational property (parks) or otherwise enhance the City's recreation program. Reading the unamended ordinance together with Section 7a Public Act 20 of 1943 shows that there is consistency from the already existing ordinance and the state statute. Section 7a reads as follows:

“Sec. 7a. (1) Notwithstanding any law or charter to the contrary, if a public corporation has a special revenue fund consisting of payments for park operations and maintenance, the governing body of the public corporation may by resolution provide its investment officer with the same authority to invest the assets of the special revenue fund as is granted an investment fiduciary under the public employee retirement systems investment act, 1965 PA 314, MCL 38.1132 to 38.1140m.”

The proposed amendments to Division 9 of the City of Pleasant Ridge's ordinance does make it clear how the expanded investment powers of Section 7a of Public Act 20 of 1943 are to be used with respect to the Parks' Special Revenue Fund. The proposed Section 5 of Section 2-135, clearly specifies the park operations and maintenance that are intended to be covered by the Parks' Special Revenue Fund. The proposed section reads as follows:

“(5) Interest and investment returns earned from investment of the Parks Special Revenue Fund may be used for operation and maintenance of the City's recreational properties, including, without limitation, salaries, wages, benefits, and employer-paid employment taxes for the recreation director and other employees of the City's parks and recreation department allocable to parks operation and maintenance; general maintenance and repair of the Community Center building and swimming pool; general maintenance and repair of other park properties (including irrigation, lawn mowing, fertilization, and maintenance and replacement of landscaping); general maintenance and repair of all recreational facilities and equipment within the Community Center or any city park; supplies used by the parks and recreation department; and promotional and other expenses for recreational programming.”

The proposed Parks' Special Revenue Fund is consistent with the Public Act as well as its original intent of the ordinance to provide for park property and to enhance the City's recreational program. Therefore, there is no inconsistency in establishing the fund and authorizing the investments in accordance with Public Act 20. The proposed amendments make the ordinance clear that Public Act 20 Sec. 7a is intended to be used.

Beier Howlett

Mr. James Breuckman, City Manager
December 16, 2014
Page 3

I further note that the proposed amendment to Section 2-137 (2) and (3) of the ordinance provides for the enhancement of the fund balance during good markets, limits the expenditures to dividends and interest in bad markets and also establishes a benchmark for measuring inflation in subparagraph (4). Those sections read as follows:

- “(2) The principal balance of the parks revenue shall be added to over time by means of retaining interest and investment returns generated by the fund at a rate that exceeds the annual rate of inflation to preserve the parks special revenue fund’s value in perpetuity. The interest and investment returns generated by the fund in excess of the rate of inflation may be used to support the City’s parks and recreation operations and maintenance.
- (3) Should, due to market influctuations which impact the value of the principal, the parks special revenue fund’s principal value fall below the amount established by the City Commission by resolution upon its initial funding plus any future additions to the fund by City Commission resolution, adjusted for inflation, only interest or dividends shall be removed from the parks special revenue fund until the market value of the fund’s principal recovers and is higher than the amount established by said resolution(s), adjusted for inflation.
- (4) For the purpose of this Section, inflation shall be measured by the United States Bureau of Labor Statistics’ Consumer Price Index for All Urban Consumers (CPI-U).”

These proposed amendments are intended to enhance the principal of the Parks’ Special Revenue Fund and to protect the principal which is consistent with the intent of the establishment of the I-696 Segregated Capital Asset Fund.

In conclusion, I find no legal impediments to the proposed amendments to the I-696 Segregated Capital Asset Fund to provide for a Parks’ Special Revenue Fund that allows investments in accordance with Public Act 20 of 1943.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

BEIER HOWLETT, P.C.

Timothy J. Currier

TJC/jc



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: City Commission
Date: September 4, 2014
Re: Segregated Capital Asset Fund (SCAF) Investment Reclassification

Overview

Attached to this memo you will find a letter from our interim City Attorney regarding the reclassification of a portion of the SCAF principal to expand the range of investment options available to the City. The mechanism would be to reclassify a portion of the SCAF principal as a parks and recreation special revenue fund.

This is not a suggestion to spend, consume, or deplete SCAF principal. What is being suggested is to reinvest a portion of the SCAF consistent with sound investment practice in order to achieve higher investment returns, and to allow for capital appreciation of the principal balance to ensure that our City's endowment continues to grow over time.

Background

The SCAF was created in 1986 as a result of a settlement between the State and the City in connection with condemnation proceedings instituted by the State to "take" City-owned property. The City created an ordinance which protected the principal balance and established permitted uses of the interest generated by the investment of the principal. Essentially, the SCAF became like an endowment fund for the City. The restricted principal balance is \$3,242,872.

For two decades the SCAF generated good returns, generally in the \$100,000 to \$180,000 range.

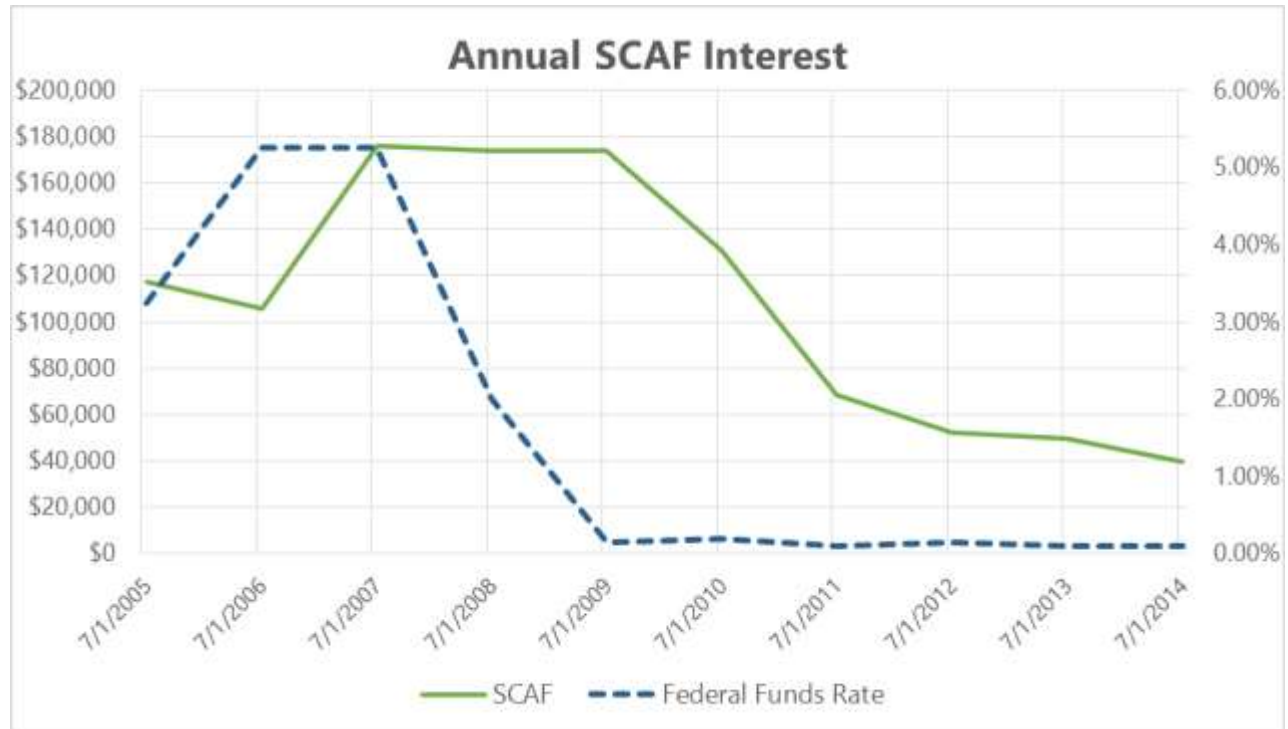
The SCAF principal is invested consistent with the restrictions of Public Act 20 of 1943, which establishes how surplus government funds can be invested. The options are limited to very safe, essentially risk-free investment vehicles such as US Government bonds, certificates of deposit, and investment grade commercial paper with a maturity date of not more than 270 days.

PA 20 was amended by Public Act 404 of 2008 to adopt Section 7a to allow a public corporation which has a special revenue fund consisting of payments for park operation and maintenance to invest those assets under the guidelines of Public Act 314 of 1965, the Public Employee Retirement System Investment Act. The purpose of Section 7a is to expand investment options for those public corporations that have special revenue funds for parks purposes.

This is consistent with the first established use of interest generated by the SCAF: "to replace lost recreational property or otherwise to enhance the City's recreation program" (City Code Section 2.105.a).

Historical SCAF Returns

Over the past few years SCAF has been returning about 1% on principal, which is less than the rate of inflation. In dollar terms, SCAF interest payments have fallen from about \$160,000 in 2007-2009 to about \$30,000 today, as shown in the following chart. Note that the SCAF return tracks, and slightly lags, changes in the federal funds rate. This is because the types of investments that PA 43 allows Cities to invest surplus funds in closely track the federal overnight funds rate.



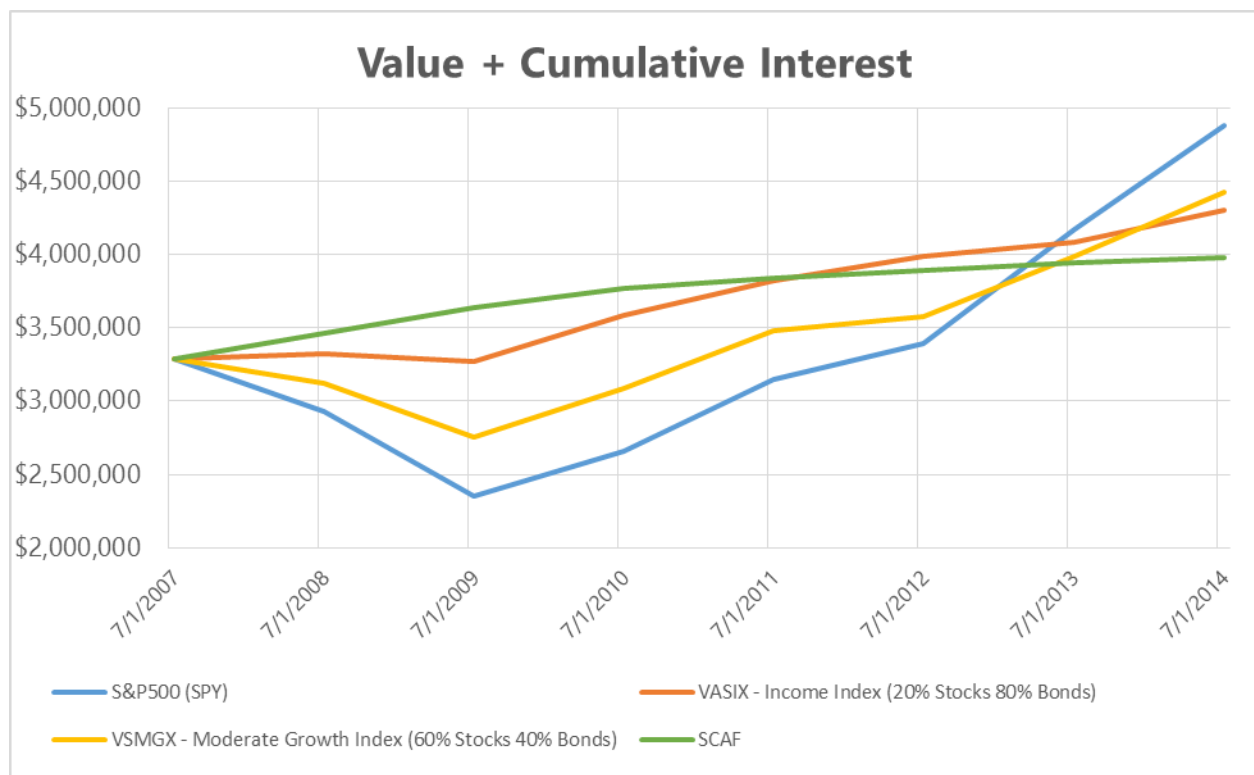
There is a low likelihood of the Fed increasing the overnight rate in the foreseeable future, so it is likely that SCAF will continue to see interest returns of around \$40,000 a year. This represents a loss of over \$100,000 in revenue to the City compared to prior periods.

Risk/Reward Considerations

Classification of a portion of the SCAF as a special revenue fund would allow for a wider range of investment alternatives, allowing for better short term cash returns and also long-term capital appreciation. It is well-established that the stock market has achieved average annual returns of about 8% over the long-run, and a diversified investment strategy is consistent with “safety, prudence, and sound financial practice” (City Code Sec. 2-103).

Of course, there is always risk involved in investing in the equities and bonds markets, however, that risk is manageable. As a test, the following chart shows that principal value plus the cumulative value of dividends and cash interest payments for SCAF and three alternative investments in securities and bonds if the investments were made on July 1, 2007, which was near the top of the market prior to the downturn of 2008-2009, which was the sharpest downturn since the Great Depression.

The chart shows that the market funds initially lost value, but by 2012 all of them had at least regained their initial value and by 2013 the principal value + retained dividends/interest earnings of the funds had surpassed that of SCAF. This chart shows that despite the short term market risk of investing in stocks and bonds, over the long run all evidence shows that an investment in the market will provide better returns for the City.



Expected Return

If pursued, Staff would recommend investing a portion of the SCAF in equities and bonds, while retaining a portion in short term nearly risk free instruments, as currently invested. Keeping about 1/3 of the SCAF in short term securities would ensure that the City continues to have a completely secure fund that can be used as a source of financing to fund infrastructure projects, as has been done in the past. The remaining 2/3 would be classified within the SCAF as a recreation special revenue fund and invested in equities and bonds.

We anticipate setting a target return of 4-5% for the reinvested portion of SCAF, with any excess earnings being retained in the fund to build up principal balance and also to provide a buffer against future short term downturns in the market. In the short run, should market fluctuations cause the principal balance of the SCAF to fall below the protected amount the target return would be adjusted and only dividends and cash returns would be taken out of SCAF. This means that, in the short run, returns could be in the 2-3% range, which is still better than current returns as invested today.

Based on an expected return of 4-5% on the market investment, total returns from SCAF would increase from \$40,000 to between \$100,000 and \$120,000. This would result in an increase of \$60,000 to \$80,000 of annual revenue to the City over the long run.

Relationship to Requested General Operating Millage

As you are aware, the City has placed a question for a general operating millage increase on this November's ballot. If approved, the general operating millage would result in about \$108,000 of new revenue to the City, which will help offset a \$145,000 structural deficit in the City's budget that has existed since 2010.

The proposed SCAF reclassification and reinvestment would generate \$60,000 to \$80,000 of new revenue, and we estimate that we can find an additional \$20,000 to \$25,000 of annual savings by continuing to trim costs and find efficiencies as recommended by the Citizen's Advisory Committee.

In a best-case scenario, where the millage is approved, costs are cut, and SCAF is reinvested and performs as expected and returns 4-5%, the net benefit to the City's bottom line would be about \$200,000 per year. If SCAF is reinvested but returns 2-3%, the net benefit would be about \$170,000 a year.

The City needs \$145,000 to offset deferred maintenance and fund balance draw-downs, but that does not address the issue of the City's fund balance being in an unhealthy state. The City must also begin to save money every year to rebuild our fund balance to a healthy level at 25-30% of general fund expenditures. Thus, putting the City back on healthy footing will require a combination of the millage increase, cost savings, and increased SCAF returns. Any one or two of those three elements will help the City's bottom line, but will not solve the City's funding problem.

Next Steps

Staff is prepared to continue working on a reclassification of a portion of the SCAF. Next steps would be the creation of an investment strategy, preparation of an amendment to the SCAF ordinance, and preparation of a budget amendment to create the parks and recreation special revenue fund within the SCAF.



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: City Commission
Date: January 7, 2015
Re: City Investment Policy Update

Overview

Attached to this memo you will find an updated City Investment Policy reflecting changes necessary to accommodate the increased investment options offered by the SCAF Parks and Recreation Fund, along with a few other changes recommended by the City Treasurer to bring the document into compliance with current accounting standards.

Background

The proposed revisions to the investment policy are necessary to create and govern the investment and use of monies generated by the parks operations and maintenance special revenue fund. The special revenue fund was made possible by an amendment to state law in 2008 that allows for investment of special revenue monies under the State pension fund act. This allows for a wider array of investment options for the City, opening up the possibility for greater interest and dividend returns and also for long-term capital appreciation on principal.

Requested Actions

Approval of the revised investment policy.



City of Pleasant Ridge

James Breuckman, City Manager

Administrative Policy #2015-01

Investment Policy

Contents

Contents	1
I. Scope.....	2
II. Investment Objectives.....	2
III. Prudence	3
IV. Ethics.....	3
V. Responsibility for the Investment Program.....	3
VI. Cash Management	3
VII. Accounting.....	4
VIII. Delegation of Authority.....	5
IX. Monitoring and Adjusting the Portfolio.....	5
X. Investment Performance and Reporting.....	5
XI. Portfolio Definition	5
XII. Investment Maturity and Liquidity	5
XIII. Diversification	6
XIV. Criteria for Selection of Financial Intermediaries and Issuers	6
XV. Third-Party Custodial Agreements	6
XVI. Internal Controls	6
XVII. State Authorized Investment Securities.....	7
XVIII. Investment Instrument Selection	7
XIX. Limitations on Investment Instrument Selection Absolutes Based Upon Underlying Objectives of Liquidity, Diversification, and Risk Factors	8
XX. SCAF Parks Special Revenue Fund	8
XXI. Investment Program.....	9
XXII. Policy Amendment.....	9
XXIII. Effective Date.....	10

I. Scope

This investment policy applies to all activities in regard to investing the financial assets of all funds (current and anticipated in the future) of the City of Pleasant Ridge. These funds are accounted for in the city's annual financial report and include:

- General Fund
- Act 51 Major & Local Street Funds
- Segregated Capital Assets Fund (SCAF), including the Parks Special Revenue Fund
- Water & Sewer Fund
- Trust & Agency Fund
- Any other funds created by the City, unless specifically exempted by the City Commission

II. Investment Objectives

The following investment objectives will be applied in the management of city funds.

- Funds of the City will be invested in accordance with Section 129.91 of the Michigan Compiled Laws, these policies and written administrative procedures.
- The primary objective of the City's investment activities is the preservation of capital and the protection of the investment principal.
- In investing public funds, the City will strive to maximize the return on the portfolio and to preserve the purchasing power but will avoid assuming unreasonable investment risk taking into account the cash flow characteristics of the portfolio.
- The investment portfolio of the City of Pleasant Ridge shall remain sufficiently liquid to enable the City to meet operating requirements such as payroll, accounts payable and debt service payments in a timely manner.
- The City will employ mechanisms to control risks and diversify its investments regarding specific security types or individual financial institutions.
- The investment portfolio shall be designed with the objective of regularly exceeding the average return of three month U.S. Treasury Bills to the extent possible. The investment program shall seek to augment return above this threshold as conditions warrant, consistent with risk limitations identified herein and prudent investment policies.
- Investments shall be made based on statutory constraints and subject to available designated staffing capabilities.
- Funds held for future capital projects (i.e. bond proceeds) shall be invested to produce enough income to offset increases in construction costs due to inflation subject to Federal Arbitrage regulations.
- Where possible, prepayment funds for long-term debt service shall be invested to ensure a rate of return at least equal to the interest being paid on the bonds.
- The objective of the SCAF Parks Special Revenue Fund shall be to support parks and recreation maintenance and operations using interest, dividends, and gains on the principal balance of the fund.

III. Prudence

In managing its investment portfolio, city officials shall avoid any transaction that might impair public confidence in the government of the City of Pleasant Ridge. Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the requisite safety of their capital as well as the probable income to be derived.

The above standard is established as the standard for professional responsibility and shall be applied in the context of managing the City's overall portfolio. Investment officers of the City of Pleasant Ridge acting in accordance with this Investment Policy and written procedures as may be established and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion, and appropriate action is taken to control adverse developments.

IV. Ethics

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose in writing to financial institutions that conduct business with this jurisdiction, and they shall further disclose any large personal performance of this jurisdiction's portfolio. Employees and officers shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to the timing of purchases and sales.

V. Responsibility for the Investment Program

Management responsibility for the Investment Program is hereby delegated to the Investment Committee which shall establish written procedures for the operation of the Investment Program consistent with the Policy. No person may engage in an investment transaction except as provided under the terms of this Policy and procedures established by the Investment Committee.

The Investment Committee shall consist of the City Manager, the City Clerk and such other ~~officials~~ persons designated by the City Commission as may be desired.

A record of the administrative policies, investment program, actual investments conforming to the Investment Policy and investment program structures, and minutes of Investment Committee meetings will be maintained by the ~~City Treasurer~~ City Manager or his/her designee.

VI. Cash Management

The City's Policy regarding cash management is based upon the realization that there is a time-value to money. Temporarily idle cash may be invested for a period of one day up to one year depending on when the money is needed. Accordingly, the ~~City Treasurer~~ City Manager or his/her designee shall cause to be prepared written cash management procedures which shall include, but not be limited to, the following:

- A. **Receipts.** All monies due to the City shall be collected as promptly as possible. Monies that are received in the Treasurer's office shall be deposited in approved financial institutions no later than the next business day after the receipt by the City. Amounts that remain

uncollected after a reasonable length of time shall be subject to any available legal means of collection.

B. Disbursements.

1. Any disbursements to suppliers of goods or service or to employees for salaries and wages shall be contingent upon an available budget appropriation.
2. Disbursement shall be made subject to the following limitations:
 - a) payments from a petty cash fund may not exceed \$30 and must be authorized by a department director.
 - b) payments for goods and services not covered by a contract up to \$500 must be authorized by the ~~city treasurer or the~~ City Manager and department director as needed.
 - c) payments for goods and services covered by a contract within a specific department shall be authorized by the ~~city treasurer~~ City Manager or his/her designee and department director.
 - d) payments for goods and services covered by a contract which is not in a specific department and under \$5,000 or payroll shall be authorized by the ~~city treasurer~~ City Manager or his/her designee pursuant to authority delegated by the City Manager.
 - e) payments for goods and services over \$5,000 must be authorized by the City Manager, ~~city treasurer~~ and the department director.

- C. **Cash Forecast.** At least annually, a cash forecast shall be prepared using expected revenue sources and items of expenditure to project cash requirements over the fiscal year. The forecast shall be updated from time to time to identify the probable investable balances that will be available.

D. Pooling of Cash.

1. Except for cash in certain restricted and special accounts, the City may pool cash of various funds to maximize investment earnings.
2. Investment income shall be allocated to the various funds based upon their respective participation.

VII. Accounting

The City of Pleasant Ridge maintains its records on the basis of funds ~~and account groups~~, each of which is considered a separate accounting entity. All investment transactions shall be recorded in the various funds of the City in accordance with generally accepted accounting principles (GAAP) as promulgated by the Government Accounting Standards Boards (GASB). Accounting treatment will include:

- Investment will be ~~carried at cost or amortized cost which approximates market~~ recorded at market value.

- Premiums or discounts will be amortized over the life of the investment.
- Gain or losses of investments in all funds will be recognized at the time of disposition of the security.
- Investment income will be recognized when earned.

VIII. Delegation of Authority

The ~~City Treasurer~~ City Manager or his/her designee is designated as the investment officer of the City of Pleasant Ridge and is responsible for investment decisions made within his or her discretion in applying the procedures adopted by the Investment Committee, under the supervision of the City Manager and adhering to the guidelines established by this Investment Policy.

IX. Monitoring and Adjusting the Portfolio

The investment officer will routinely monitor the contents of the portfolio, the available markets and the relative values of competing instruments and will adjust the portfolio accordingly.

X. Investment Performance and Reporting

The ~~City Treasurer~~ City Manager or his/her designee shall submit a quarterly investment report that provides the amount of the principal and the type of investment by fund, earnings for the current month, current quarter, and year to date, and a summary report of cash and investments maintained in each financial institution. The report shall provide such other data that may be needed to make an informed investment decision. The quarterly reports shall be submitted to the Investment Committee.

The Investment Committee shall submit an investment report to the City Commission on a quarterly basis. Material deviations from projected investment strategies shall be reported immediately to the Investment Committee. The format of all investment reports will be prescribed by the Investment Committee.

XI. Portfolio Definition

The portfolio shall be defined as all funds except the Segregated Capital Assets Fund. Exceptions in regards to maturity, liquidity and investment instrument selection will be noted in the respective sections of the policy.

XII. Investment Maturity and Liquidity

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow requirement, the City will not directly invest the portfolio in securities maturing more than one (1) year from the date of purchase. No more than 50% of the City's total investment portfolio shall be placed in securities maturing in more than one (1) year.

The Segregated Capital Asset Fund may purchase investment funds for its portfolio securities maturing at a maximum time level of five (5) years. This is to allow this fund to be able to stagger investment maturities based upon the nature of this fund and to obtain higher returns when short term rates are less than favorable in light of the need of the City.

~~XIV.~~XIII. Diversification

The ~~City Treasurer~~City Manager or his/her designee shall diversify use of investment instruments to avoid incurring unreasonable risks inherent in over investing in specific instruments, individual financial institutions or maturities to the extent possible. Diversification strategies shall be determined and revised periodically by the Investment Committee for all funds.

~~XV.~~XIV. Criteria for Selection of Financial Intermediaries and Issuers

Certificates of Deposit shall be purchased only from financial institutions which qualify under Michigan law. Other securities shall be purchased only through financial institutions (which qualify as public depositories which provide the services of a securities dealer, or through the “primary government securities dealers” as designated by the Federal Reserve Bank. These institutions, dealers and issuers must meet capital adequacy guidelines as determined by their respective regulatory agencies and certify that no material adverse events have occurred since the issuance of their most recent financial statements. They must also agree to notify the City in the event of material adverse events affecting their capital adequacy.

~~XVI.~~XV. Third-Party Custodial Agreements

All securities purchased by the City under this section shall be properly designated as an asset of the City of Pleasant Ridge and held in safekeeping by a third party custodial bank or other third party custodial institution, chartered by the United States government or the State of Michigan, and no withdrawal of such securities, in whole or in part, shall be made from safekeeping except by the order of the ~~City Treasurer~~City Manager or his/her designee.

~~XVII.~~XVI. Internal Controls

The Investment Committee shall establish a system of internal controls, documented in writing, which is designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and/or officers of the City. Required elements of the system of internal controls shall include 1) the timely reconciliation of all city bank accounts (i.e. monthly reconciliations within 30 days of the end of the monthly cycle) and 2) details of delivery vs payment procedures and trust receipt documentation. Internal controls will also encompass at a minimum these additional issues:

- Fidelity bonds for employees.
- Transfers of all funds.
- Custodial safekeeping
- Avoidance of delivery of bearer form or non-wireable securities to the City.
- Written internal confirmations of telephone transactions.
- Identification and minimization of the number of authorized investment officials.
- Documentation of decisions made at the committee level and transactions by investment officials.

~~XVIII.~~XVII. State Authorized Investment Securities

The following is a list of authorized securities for investment by the Investment Committee pursuant to Public Act 239 of 1988, MCL Section 129.91, as amended:

- A. Bonds, securities, and other obligations of the United States, or an agency or instrumentality of the United States in which the principal and interest is fully guaranteed by the United States, including securities issued or guaranteed by the government national mortgage association;
- B. Certificates of Deposit, saving accounts, deposit accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation or a savings and loan which is a member of the Federal Savings and Loan Insurance Corporation or a credit union which is insured by the National Credit Union Administration, but only if the bank, savings & loan or credit union is eligible to be a depository of surplus funds belonging to the State under Section 5 or 6 of Act No. 105 of the Public Acts of 1855, as amended;
- C. In United States government of federal agency obligation repurchase agreements;
- D. In bankers acceptances of United States banks;
- E. No more than 50% of any one fund may be invested in commercial paper rated at the time of purchase within the 3 highest classifications established by not less than 2 standard rating service and which matures not more than 270 days after the date of purchase; and
- F. In mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

~~XIX.~~XVIII. Investment Instrument Selection

The portfolio maturities and limits on security issues and issuers which are used to be absolute magnitude guidelines by the Investment Committee are detailed below:

- A. **Portfolio Maturity:** The average maturity of the portfolio may not exceed 180 days, except for the Segregated Capital Assets Fund which may have an average maturity of 1095 days.
- B. **Government Securities:**
 - 1. Portfolio Composition. No more than 10% of the portfolio may be in direct government securities or repurchase agreements involving guaranteed government securities.
 - 2. Maturity Limitations. The maximum length to maturity of any investment in government obligations is 1 years.
- C. **Non-negotiable Interest Bearing Time Certificate of Deposit.**
 - 1. Portfolio composition – a maximum of 50% of the total portfolio may be invested in non-negotiable CD's.

2. Limits on Individual Issuers – all issuers must be eligible to be a depository of surplus funds pursuant to Section 5 or 6 of Act No. 105 of Public Acts of 1855, as amended.
3. Maturity Limitations – no non-negotiable CD may have a maturity date longer than 365 days except for the investments by the Segregated Capital Assets Fund.

D. Commercial Paper.

1. Portfolio composition – a maximum of 25 % of the portfolio may be invested in “prime” commercial paper.
2. Individual Issuers- the issuer must be on a current list of approved issuers as developed and maintained by the Investment Committee.
3. Maturity Limitations – the maximum length to maturity for an investment in Prime commercial paper is 270 days.

- E. Money Market Mutual Funds:** A maximum of 100% of the portfolio may be invested in money market mutual funds which meet the state criteria in regards to fund composition.

~~XX.~~XIX. Limitations on Investment Instrument Selection Absolutes Based Upon Underlying Objectives of Liquidity, Diversification, and Risk Factors

- Liquidity shall be assured through practices ensuring that the next disbursement date and payroll date are covered through marketable U.S. Treasury bills or money market funds.
- Default risk: Excluding the primary bank, no more than 40% of the overall portfolio may be invested in the individual securities of a single bank (i.e. CDs and pooled funds) or corporation (i.e. commercial paper).
- No more than 25% of the total portfolio may in commercial paper. The total portfolio herein being defined as all city funds investment monies that are available. Positions in individual securities having potential default risk (uncollateralized commercial paper) shall be limited to no more than 5% of the portfolio, so that in case of default, the portfolio's annual investment income would exceed a loss on a single issuer's securities.
- Diversification of credit risk normally will be accomplished through investments in money market funds.
- Risks of market price volatility shall be controlled through maturity diversification limitations set as investment program objectives by the Investment Committee.

XX. SCAF Parks Special Revenue Fund

The following provisions apply to the SCAF Parks Special Revenue Fund. In case of any conflict between the terms of this section and any other section of this policy, this section shall prevail.

- A. Statutory Authorization.** The SCAF Parks Special Revenue Fund may invest in securities identified in the public employee retirement system investment act, PA 314 of 1965, MCL

38.1132 to 38.1140m, pursuant to the authorization contained in Section 7a of the investment of surplus funds of political subdivisions act, PA 20 of 1943, MCL 129.97a, with the further limitations imposed by this Investment Policy and the City's Segregated Capital Assets Fund Ordinance, City Code Sections 2-131 through 2-139.

B. Allowable Investment Instruments. The SCAF Parks Special Revenue Fund principal may be invested in stocks, exchange traded funds (ETFs), mutual funds, and obligations (i.e. bonds) as defined in MCL 38.1132d-e. The SCAF Parks Special Revenue Fund may only be invested in securities that are actively traded on a major United States stock index. The use of low-cost index fund(s) or ETF(s) is preferred.

C. Liquidity and Maturity. There is no limitation on investment maturity for the SCAF Parks Special Revenue Fund.

D. Use of Investment Returns. The City Commission, with the advice of the investment committee, shall determine annually what interest, dividends, and gains shall be retained in the fund and what should be used to support parks operations and maintenance, with the following stipulations:

1. The principal balance of the fund shall not be diverted or spent except in accordance with the provisions established by City Code, and shall be added to over time at a rate that exceeds the annual rate of inflation to preserve the Special Revenue Fund's value in perpetuity.
2. Should, due to market fluctuations which impact the value of the principal, the parks special revenue fund's principal value fall below the amount established by the City Commission by resolution upon its initial funding plus any future additions to the fund by City Commission resolution, adjusted for inflation, only interest and dividends shall be removed from the parks special revenue fund until the market value of the fund's principal recovers and is higher than the amount established by said resolution(s), adjusted for inflation.
3. Inflation shall be measured by the United States Bureau of Labor Statistics' Consumer Price Index for All Urban Consumers (CPI-U).

XXI. Investment Program

The exact guidelines for the current investment portfolio shall be established by the Investment Committee taking into account all absolutes contained in the Investment Policy of the City. The program shall be revised and updated on a periodic basis as needed.

Any investment manager representing, advising, or acting on behalf of the City shall sign an affirmation that they have read the policy, understand the policy, and assume responsibility for adhering to the investment policy in relation to the funds entrusted to them.

XXII. Policy Amendment

If any policy considerations are necessary to be changed under amendments to the state law or through deliberations of the Investment Committee, the Investment Committee shall recommend to the City Commission any changes necessary to the respective sections of this Policy for their consideration.

XXIII. Effective Date

Upon adoption by resolution of the City Commission the Investment Policy will become effective January __, 2015. The time period between resolution adoption and effective date will be the transition period in which the Policy will start to be implemented in order to be fully operational by the effective date indicated herein.

Amended: January __, 2015

A handwritten signature in black ink, appearing to read "James B. Smith", with a large, stylized initial "J" and "S".

January __, 2015



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
 To: City Commission
 Date: January 9, 2015
 Re: City Investment Committee

Overview

Section V of the City's Investment Policy creates an investment committee with management responsibility for investments made on the City's behalf. Staff is requesting that the City Commission designate a representative from the Commission to serve on the investment committee.

Background

The investment committee is an ad hoc group comprised primarily of City Staff that has management responsibility for the City's investment program. The investment committee is created by Section V of the City's Investment Policy, and reads:

Management responsibility for the Investment Program is hereby delegated to the Investment Committee which shall establish written procedures for the operation of the Investment Program consistent with the Policy. No person may engage in an investment transaction except as provided under the terms of this Policy and procedures established by the Investment Committee.

The Investment Committee shall consist of the City Manager, the City Clerk and such other persons designated by the City Commission as may be desired.

A record of the administrative policies, investment program, actual investments conforming to the Investment Policy and investment program structures, and minutes of Investment Committee meetings will be maintained by the City Manager or his/her designee.

The members of the investment committee are the City Manager, City Clerk, Assistant City Manager, and City Treasurer. Former Mayor Castelli was a part of the investment committee, and is willing to continue as a member. Staff recommends retaining the current members of the investment committee and adding a representative of the City Commission.

Requested Actions

City Commission reappointment of Ralph Castelli and the appointment of a current Commissioner to serve on the investment committee.



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: City Commission
Date: January 8, 2015
Re: Supplemental Appropriation

Overview

Listed below is the Supplemental Appropriation for City Commission approval. These supplements are done periodically to maintain a balanced budget in the current fiscal year. I have highlighted a number of the changes below.

Background

This supplemental appropriation redistributes dollars in the General Fund and the Local Street Fund to reflect projected revenues and expenses. The largest revenue items include increases to electrical, building and plumbing permits (101-000-477, 478 & 479) and a decrease in District Court fines (101-000-657).

The expenditure reductions include a decrease in personnel costs for City Manager (101-172-702) and Insurance & Bonds (101-248-910). The three largest increases in expenditures are the cost of new building software (101-371-970), improvements to the Historical Museum (297-803-970), and salt in the Local Street Fund (203-478-731).

Requested Action

A motion to approve the supplemental appropriation is included in your agenda packets.

G:\City Commission Files\Agenda Files\2015\2015.01\Supplemental Budget Appropriation.docx

RESOLUTION# 15-_____

SUPPLEMENTAL APPROPRIATION

WHEREAS, the City Manager has verified that there is available for appropriation, monies in excess of those in the current budget, and

WHEREAS, additional monies are needed in various accounts; and by ordinance or resolution so make such Supplemental Appropriation;

WHEREAS, Section 6.10 (A) fo the City Charter authorizes the City Commission either by ordinance or resolution so make such Supplemental Appropriation;

NOW THEREFORE, BE IT RESOLVED, that the City Commission of the City of Pleasant Ridge hereby adopts the following supplemental appropriation for the continued operation of the City.

SUPPLEMENTAL APPROPRIATION #A-2015-001

The 2014-2015 fiscal year budget is hereby supplemented to reflect the following revenue and expenditure items.

Fund		Amount
Revenues		
101 General Fund		
	Licenses and Permits	13,400
	Charges for Services	1,400
	Fines and Forfeits	(10,000)
	Other Revenues	5,000
203 Local Street	Fund Balance	9,000
		18,800
Expenditures		
101 General Fund		
	City Manager	(4,500)
	City Clerk	500
	Non-Departmental	(8,200)
	City Treasurer / Assessment	1,550
	Police Department	3,250
	Building Department	8,400
297 General Fund	Historical - Capital Outlay	8,800
203 Local Street		9,000
		18,800

Kurt Metzger, Mayor

Amy M. Drealan City Clerk

Adopted: January_____



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: City Commission
Date: January 6, 2015
Re: Accessory Dwelling Units Ordinance Amendments

Overview

Attached to this memo is supplemental information regarding the area of parcels in Pleasant Ridge.

Background

At the December City Commission meeting, the Commission requested staff to provide additional information about the area of parcels in Pleasant Ridge. The purpose of this request was to help evaluate the proposed 5,000 square foot minimum requirement for a parcel to be eligible to request special land use approval for an ADU, and to determine if another minimum lot area would be more appropriate.

The attached analysis presents the analysis in table and map form. Staff looks forward to discussing this with you at the January 13 meeting.

Requested Action

The requested action at this time is for the City Commission to hold the public hearing on the two potential ADU amendments, and to consider the motions for approval, denial, or postponement in your agenda packets.



City of Pleasant Ridge
Ordinance No. ____

AN ORDINANCE TO AMEND THE PLEASANT RIDGE ZONING ORDINANCE, ARTICLE 12: SCHEDULE OF REGULATIONS, SECTION 26-12.2 GENERAL REQUIREMENTS; and ARTICLE 13: GENERAL PROVISIONS, SECTION 26-13.1 ACCESSORY USES, TO PROHIBIT ACCESSORY DWELLING UNITS.

THE CITY OF PLEASANT RIDGE HEREBY ORDAINS:

Section 1. Article 12: Schedule of Regulations, Section 26-12.2 General Requirements subsection 2 is hereby amended to read as follows (underlined text added to existing text):

2. Number of Principal Uses per Lot. Only one principal building shall be placed on a lot of record, and only one dwelling unit shall be permitted per lot of record in single-family residential districts.

Section 2. Article 13: General Provisions, Section 26-13.1 Accessory Uses is amended to add a new subsection 9 as follows:

9. Residential occupancy of an accessory building is prohibited. Any accessory structure that contains a combination of services that would allow it to be used as an accessory dwelling unit requires approval as an accessory dwelling unit. A combination of services (which may include water, sewer, gas, and/or electric) which would make an accessory building easily convertible to habitable space, as determined by the Zoning Inspector, is prohibited.

Section 3. Severability – This ordinance and each article, section, subsection, paragraph, subparagraph, part, provision, sentence, word and portion thereof are hereby declared to be severable, and if they or any of them are declared to be invalid or unenforceable for any reason by a court of competent jurisdiction, it is hereby provided that the remainder of this ordinance shall not be affected thereby.

Section 4. Repeal and Effective Date

Repeal – All regulatory provisions contained in other City ordinances which are inconsistent with the provisions of this ordinance are hereby repealed.

Effective Date - This Ordinance shall be effective fifteen days after enactment and upon publication.

Kurt Metzger, Mayor
City of Pleasant Ridge

Certificate

I hereby certify that the foregoing ordinance was adopted by the City Commission of the City of Pleasant Ridge at a meeting thereof on _____, 20__

Amy M. Drealan, Clerk
City of Pleasant Ridge

Planning Commission Public Hearing:Monday, October 27, 2014
Planning Commission Recommendation:Monday, October 27, 2014
City Commission Introduction:Tuesday, December 9, 2014
City Commission Public Hearing:
City Commission Adoption:.....
Published:.....
Effective:.....



City of Pleasant Ridge
Ordinance No. ____

AN ORDINANCE TO AMEND THE PLEASANT RIDGE ZONING ORDINANCE, ARTICLE 3: ZONING DISTRICTS AND MAP, SECTION 26-3.5 DISTRICT REQUIREMENTS; ARTICLE 4, SINGLE FAMILY RESIDENTIAL DISTRICTS; and ARTICLE 13: GENERAL PROVISIONS, SECTION 26-13.1 ACCESSORY USES, TO LIST ACCESSORY DWELLING UNITS AS A SPECIAL LAND USE IN THE SINGLE FAMILY RESIDENTIAL DISTRICTS, AND TO ESTABLISH SPECIFIC STANDARDS APPLICABLE TO ACCESSORY DWELLING UNITS.

THE CITY OF PLEASANT RIDGE HEREBY ORDAINS:

Section 1. Article 3: Zoning Districts and Map, Section 26-3.5 District Requirements, Regulated Uses Table and Article 4: Single Family Residential Districts, List of Special Land Uses are hereby amended to list Accessory Dwelling Units as a special land use in the R-1A, R-1B, R-1C, and R-1D Single Family Residential Districts.

Section 2. Article 13: General Provisions, Section 26-13.5 Special Land Uses is amended to add a new subsection R under Standards for Specific Uses as follows:

- r. One (1) Accessory Dwelling Unit (ADU) may be permitted per lot of record. The Planning Commission shall take into consideration the proximity of a detached ADU to other surrounding residential structures, the availability of parking, and potential impact of the proposed ADU on the neighborhood as part of the special land use review. In order to approve an ADU, the Planning Commission shall make a finding that all of the standards of Section 26-13.5(4) are met.

The following specific regulations shall apply to any ADU:

1. Accessory Dwelling Unit Defined. An ADU is a second subordinate dwelling unit located on a lot of record where a one-family dwelling already exists.
2. One Unit. One (1) ADU shall be allowed in conjunction with an existing detached single family dwelling, located on a lot with a minimum area of five thousand (5,000) square feet.

3. Minimum/Maximum Size. The ADU shall not exceed twenty five (25) percent of the gross floor area of the primary dwelling unit, or 750 square feet in gross floor area, whichever is less.
4. Location and Design.
 - a. The ADU may only be located in a detached accessory structure.
 - b. The ADU may not have an exterior entrance that is visible from the parcel's primary street frontage.
 - c. If an ADU is permitted on a property, the structure containing the ADU shall be the only accessory structure on the property.
 - d. Any detached accessory building containing an ADU shall comply with all applicable standards of Section 26-13.1.
5. Building Height. The maximum height for a detached accessory structure containing an approved ADU shall be 17 feet.
6. Minimum Parking. A minimum of three (3) off-street parking spaces shall be provided on-site, with one (1) space specifically assigned to the ADU. Garage spaces may be counted towards the minimum parking requirement.
7. Owner Occupancy. One (1) of the dwelling units shall be owner-occupied and shall have been owner-occupied by the current owner for the twelve (12) calendar months preceding the date of application to create an ADU. If the parcel ceases to be owner-occupied, the ADU may not be occupied.
8. Separate Meter Required. The ADU shall have a separate water meter tied to the City water main.
9. Bedroom Maximum. A maximum of two (2) bedrooms are permitted within an ADU. Occupancy shall be limited to no more than two (2) persons.
10. Landlord License. The property owner shall register the accessory dwelling unit as a rental unit in accordance with Section 18, Article IV of the City Code of Ordinances and remain in compliance with the landlord licensing requirements at all times.
11. Leasing or Rental. Leasing or rental of the ADU for tenancies of less than one hundred eighty days shall be prohibited. The property owner shall submit signed copies of the lease agreement indicating such to the City.
12. Restrictive Covenant. A restrictive covenant, the form of which shall be approved by the city attorney, enforceable by the City shall be recorded prior to the issuance of a building permit stipulating that the ADU may not

be conveyed separately from the primary dwelling unit, and that the ADU may only be occupied if the owner of the parcel is an occupant of the principal or accessory dwelling unit.

13. Enforcement. In addition to the other remedies available to the City provided in Article 21 for violations of this Ordinance:
 - a. Should the zoning inspector determine that any of the provisions of this subsection have been violated, the Zoning Inspector may do any or all of the following:
 - i. Notify the property owner of a requirement to show cause why the approval for the ADU should not be revoked or modified. If the City determines that there is cause to revoke or modify the ADU approval, it shall schedule a hearing before the Planning Commission for such purpose.
 - ii. Require additional periodic inspections of the property.
 - iii. Suspend water service to the ADU, following the expiration of the term of any then-existing lease agreement, until such time as the property owner can demonstrate compliance with the provisions of this subsection.
 - iv. The property owner may appeal a decision of the Zoning Inspector pursuant to subsections 13(a)(iii) and 13(a)(iv), above.
 - b. Should the Planning Commission determine that any of the provisions of this subsection have been violated, it may, following a show-cause hearing, with notice given to the property owner:
 - i. Revoke or modify the ADU approval. If revoked, the improvements added to convert the accessory structure to an accessory dwelling unit shall be removed within 45 days of the Planning Commission's decision.
 - ii. Provide that the lot of record is not permitted to have an ADU for some specified period of time.

Section 3. Severability – This ordinance and each article, section, subsection, paragraph, subparagraph, part, provision, sentence, word and portion thereof are hereby declared to be severable, and if they or any of them are declared to be invalid or unenforceable for any reason by a court of competent jurisdiction, it is hereby provided that the remainder of this ordinance shall not be affected thereby.

Section 4. Repeal and Effective Date

Repeal – All regulatory provisions contained in other City ordinances which are

inconsistent with the provisions of this ordinance are hereby repealed.

Effective Date - This Ordinance shall be effective fifteen days after enactment and upon publication.

Kurt Metzger, Mayor
City of Pleasant Ridge

Certificate

I hereby certify that the foregoing ordinance was adopted by the City Commission of the City of Pleasant Ridge at a meeting thereof on _____, 20__

Amy M. Drealan, Clerk
City of Pleasant Ridge

Planning Commission Public Hearing:Monday, October 27, 2014
Planning Commission Recommendation:Monday, November 24, 2014
City Commission Introduction:Tuesday, December 9, 2014
City Commission Public Hearing:
City Commission Adoption:.....
Published:.....
Effective:.....



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: City Commission
Date: December 2, 2014
Re: Accessory Dwelling Units Ordinance Amendments

Overview

Attached are two potential zoning ordinance amendments that both deal with accessory dwelling units. The zoning ordinance is currently ambiguous on the issue, making administration of the ordinance difficult and subject to interpretation. City staff have prepared two potential ordinances to address the issue – one which would prohibit ADU's outright, and one that would allow for them in certain instances and establish rules by which approved ADU's must be inhabited and operated.

The Planning Commission has considered the two amendments and has recommended denial of the ordinance to prohibit, and has recommended approval of the ordinance to permit.

I will provide an introduction for each potential ordinance amendment at the meeting on the 9th. For reference, here is how other nearby communities handle ADUs:

- a. Birmingham – No.
- b. Ferndale – Yes, as a special land use.
- c. Huntington Woods – No.
- d. Royal Oak – Yes, only for elderly relatives with deed restrictions. The ADU must be within or attached to the principal structure. Refer to Royal Oak zoning ordinance section 770-71 (attached).

Here are some commonly cited pros and cons of ADUs:

Pros	Cons
<ul style="list-style-type: none">Increases housing choice for elderly or one-person householdsResponsive to changing household demographicsPotential source of additional income for property ownerIncreased tax revenue for City	<ul style="list-style-type: none">Privacy for neighborsIncreased parking and trafficNeighborhood character/neighbor objectionsEnforcement

Requested Action

The requested action at this time is for the City Commission to provide input on any additional information you would like to aid in your consideration of these ordinances, and also to schedule public hearings for the ordinance amendments for the City Commission meeting to be held on January 13, 2015.



City of Pleasant Ridge

Amy M. Drealan, City Clerk

From: Amy M. Drealan, City Clerk
 To: Jim Breuckman, City Manager
 Date: January 9, 2015
 Re: Agenda Item 15

Each year, in January, the meeting schedules for the City Commission, Historical Commission, Planning Commission/Downtown Development Authority and Recreation Commission are placed on the City Commission Agenda for approval. The following list is the proposed schedules for 2015.

City Commission

The Regular Meetings of the City Commission are held the second Tuesday of the month. The meetings are held at 7:30 p.m., in the City Commission Chambers. The meetings are proposed for the following dates:

January 13, 2015
 February 10, 2015
 March 10, 2015
 April 14, 2015
 May 12, 2015
 June 9, 2015
 July 14, 2015
 August 11, 2015
 September 8, 2015
 October 13, 2015
 November 10, 2015
 December 8, 2015

Also, ease of scheduling, the fourth Tuesday of every month be set aside for Zoning Board of Appeals Meeting, Coffee with Commissioners or Work/Study sessions for the City Commission.

Historical Commission

The Regular Meetings of the Historical Commission are held the first Wednesday of the month. There are no meetings held in July or August. The meetings are held at 7:00 p.m., at the Pleasant Ridge Community Center. The meetings are proposed for the following dates:

January 7, 2015
 February 4, 2015
 March 4, 2015
 April 1, 2015
 May 6, 2015
 June 3, 2015
 September 2, 2015
 October 7, 2015
 November 4, 2015
 December 2, 2015

Planning Commission/Downtown Development Authority

The Regular Meetings of the Planning Commission/DDA are held the fourth Monday of the month. The meetings are held at 7:00 p.m., in the City Commission Chambers. The meetings are proposed for the following dates:

January 26, 2015
February 23, 2015
March 23, 2015
April 27, 2015
May 25, 2015 – will be rescheduled due to Memorial Day holiday
June 22, 2015
July 27, 2015
August 24, 2015
September 28, 2015
October 26, 2015
November 23, 2015
December 28, 2015 – may be rescheduled due to Christmas/New Years's Holiday

Recreation Commission

The Regular Meetings of the Recreation Commission are held the last Wednesday of the month. The meetings are held at 7:00 p.m., at the Pleasant Ridge Community Center. The meetings are proposed for the following dates:

January 28, 2015
February 25, 2015
March 25, 2015
April 29, 2015
May 27, 2015 – may be rescheduled due to Memorial Day holiday
June 24, 2015
July 29, 2015
August 28, 2015
September 30, 2015
October 28, 2015
November 25, 2015 – may be rescheduled due to Thanksgiving holiday
December 30, 2015 – will be rescheduled due to New Year's holiday

Of course, special meetings and workshops are called when needed. Please feel free to contact me should you require any additional information.



City of Pleasant Ridge

Amy M. Drealan, City Clerk

From: Amy M. Drealan, City Clerk
To: Jim Breuckman, City Manager
Date: January 8, 2015
Re: Planning Commission Appointments

The City of Pleasant Planning Commission/Downtown Development Authority currently has two vacancies. I have included two agenda items for City Commission consideration to fill these vacancies. The prospective applications are attached to this memorandum. At the December City Commission meeting it was suggested that the Administration solicit applications from business owners, as well as residents, in order to promote the partnership between the business district, the DDA and the City Administration.

Resident Applications:

Kristi McAuliffe*
Helen Baldwin
Kevin Barlow
Patricia Corrigan
Mark Johnson
Tom Treuter

Business Owner Applications:

Kristi McAuliffe* – Pitch Black Media
Lorin Christensen – Lola Salon
Kathleen Galen – Cork Wine Pub

* Kristi McAuliffe is both a resident and a business owner, so if the Commission desires, she could be appointed to either the resident position or the business owner position.

The terms for both of these positions will be first full terms, and the terms will expire December 31, 2017. Members of the Planning Commission/DDA may serve up to two full terms.

Please feel free to contact me should you wish to discuss this matter further.



City of Pleasant Ridge

Candidate Questionnaire

Name: Helen Baldwin	
Date: October 1, 2014	Pleasant Ridge Resident For (years): 3
Occupation: CPA, Director - Financial Planning & Analysis	

Commissions On Which You Want to Serve (please check all applicable boxes):

- | | |
|---|---|
| <input checked="" type="checkbox"/> Board of Review | <input type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Zoning Advisory Committee |
| <input checked="" type="checkbox"/> Planning Commission | <input type="checkbox"/> Huntington Woods Library Board |

Interests/Reasons/Qualifications

To fully participate as a citizen and contribute time/talent.

Boards/Commissions/Committees on Which You Have Served (list municipalities and dates)

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Other Organizations

MICPA

Education

Bachelor of Science - Accounting, Oakland University
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Additional Information

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City of Pleasant Ridge

Candidate Questionnaire

Name: Kevin Barlow	
Date: 01/07/2015	Pleasant Ridge Resident For (years): 12 Years
Occupation: Consultant	

Commissions On Which You Want to Serve (please check all applicable boxes):

- | | |
|---|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Zoning Advisory Committee |
| <input checked="" type="checkbox"/> Planning Commission | <input type="checkbox"/> Huntington Woods Library Board |

Interests/Reasons/Qualifications

I enjoyed working on similar activities when I was involved with New Center Council and would like utilize what I have have learned closer to home. While we have a small "downtown" area I think its important to manage its growth properly and make any development a win-win for the business owner and the city. Additionally, I manage a very small (family owned) multi tenant industrial property in Indianapolis and have an appreciation for the business owner and land lord perspectives related to zoning and development.

Boards/Commissions/Committees on Which You Have Served (list municipalities and dates)

None to Date.

Other Organizations

TechTown Detroit, Volunteer - 2014
New Center Council, Board Member 2005-2010
Great Lakes Chamber Music, Board Member 2005-2009
United Way of Oakland County, Board Member 2005-2006
The Village, Board Member 2000 - 2003

Education

B.A. University of Michigan - Dearborn

Additional Information

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City of Pleasant Ridge

Candidate Questionnaire

Name: Patricia Corrigan	
Date: 01/07/14	Pleasant Ridge Resident For (years): 27
Occupation: Portfolio Manager, AZA Capital Management, Troy, MI	

Commissions On Which You Want to Serve (please check all applicable boxes):

- | | |
|---|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Zoning Advisory Committee |
| <input checked="" type="checkbox"/> Planning Commission | <input type="checkbox"/> Huntington Woods Library Board |

Interests/Reasons/Qualifications

I am interested in serving the community in a new way and have a long history of involvement. I am particularly interested in how planned improvements to public transportation will impact our community and development along the Woodward corridor.

Boards/Commissions/Committees on Which You Have Served (list municipalities and dates)

PR Enhancement Committee (can't remember exact dates, in the early 2000's?)

Other Organizations

Pleasant Ridge Foundation Trustee, early 2000's through about 2010. Served as treasurer for about seven years.
Treasurer for Taft Elementary School PTO in mid 1990's.
On the board of Stagecrafters Youth Theater in early 2000's.

Education

BFA in painting Carnegie-Mellon University
MBA in finance University of Pittsburgh, Katz School of Business

Additional Information

Current member of Pleasant Ridge Women's Club and the Pleasant Ridge Culinary Club.



City of Pleasant Ridge

Candidate Questionnaire

Name: Mark Johnson	
Date: 12.15.14	Pleasant Ridge Resident For (years): 21
Occupation: Architect	

Commissions On Which You Want to Serve (please check all applicable boxes):

- | | |
|---|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Zoning Advisory Committee |
| <input checked="" type="checkbox"/> Planning Commission | <input type="checkbox"/> Huntington Woods Library Board |

Interests/Reasons/Qualifications

As a commercial property and business owner for 10 years at 23810 Woodward I bring a Business sensibility to the Planning Commission /DDA that has been under-represented on the Commission for some time. As an architect and planner, I am very invested in the "Transform Woodward" initiatives of complete streets and BRT and being involved in their positive impact on our local community.

Boards/Commissions/Committees on Which You Have Served (list municipalities and dates)

Woodward Avenue Action Association: 6 years as Board member and Current Chairman of the Fundraising Committee

Other Organizations

Member of the American Institute of Architects
Variety : Tabletop Co-Chair
Member of the NCARB
Various Offices with the former Rainbow Ridge

Education

B Arch: Rice University, 1988

Additional Information



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CITY OF PLEASANT RIDGE

City of Pleasant Ridge

Candidate Questionnaire

Name: TOM TREUTER	
Date: 1/7/15	Pleasant Ridge Resident For (years): 31
Occupation: PHOTOGRAPHER	

Commissions On Which You Want to Serve (please check all applicable boxes):

- | | |
|---|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Zoning Advisory Committee |
| <input checked="" type="checkbox"/> Planning Commission | <input type="checkbox"/> Huntington Woods Library Board |

Interests/Reasons/Qualifications

MY INTEREST IN PLANNING COMMISSION IS BORNE FROM MY VESTED INTEREST TO PRESERVE THE CHARACTER OF P.R. THROUGH ITS HOME AND BUSINESS STRUCTURES. THE DDA, AS P.R. DDA MEMBER COMMISSIONERS KNOW, IS ROOTED IN MY EXPERIENCES AS A BUSINESS OWNER AND CONSULTING WORK IN MARKETING AND COMMUNICATIONS.

Boards/Commissions/Committees on Which You Have Served (list municipalities and dates)

P.R. -
CITIZEN'S ADVISORY COMMITTEE - FEB. '14 - JUNE '14
REVIEW BOARD 2014

Other Organizations

MICHIGAN HEALTHCARE COMMUNICATORS ASSOCIATION
OPHTHALMIC PHOTOGRAPHERS SOCIETY

Education

ASSOCIATES - APPLIED SCIENCES - OCC
ATTENDED - OAKLAND UNIVERSITY.

Additional Information

THERE ARE SITTING COMMISSIONERS WHO WOULD LIKELY NOT WELCOME ME TO THEIR COMMISSION. I WOULD HOPE THAT THE DIVERSITY OF OPINION AND PERSPECTIVE WOULD INSTEAD BE ENTERTAINED. THE DDA HAS FOR TOO LONG MERELY BEEN AN EXTENSION OF THE P.C. I WOULD PROPOSE AN EXPANSION OF THE SCOPE OF INPUT AND DIVERSITY OF PERSPECTIVE SO OUR LOCAL BUSINESSES HAVE A BETTER OPPORTUNITY TO CONTRIBUTE TO P.R. INITIATIVES.



City of Pleasant Ridge

Candidate Questionnaire

Name: Kristi McAuliffe	
Date: 01/08/2015	Pleasant Ridge Resident For (years): 14 yrs
Occupation: Financial Director for Pitch Black Media a Digital Agency	

Commissions On Which You Want to Serve (please check all applicable boxes):

- | | |
|---|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Zoning Advisory Committee |
| <input checked="" type="checkbox"/> Planning Commission | <input type="checkbox"/> Huntington Woods Library Board |

Interests/Reasons/Qualifications

As both a resident and business owner in Pleasant Ridge, I sit in a unique position to help the Planning Commission and DDA review and plan for the continued growth of both the residential community and the business district of Pleasant Ridge. Whether or not I am chosen to sit on the Planning/DDA Commission, I would like to see and would be willing to help establish a biannual or even quarterly business district meeting of interested business owners and landlords. Business owners have the opportunity to attend and speak at DDA meetings, but a separate, less formalized forum may be a good starting vehicle to raise community interest among businesses and encourage a business district 'voice'. I am an advocate of our residential community and also believe our growing business district will be a strong asset amid decisions pertaining to community projects, mass transit and interactions with neighboring municipalities.

Boards/Commissions/Committees on Which You Have Served (list municipalities and dates)

CAC - Pleasant Ridge 2014

Other Organizations

Education

U of M Bachelors in Political Science

Additional Information

Please feel free to contact me with any questions. Thank you for your time and consideration.



City of Pleasant Ridge

Candidate Questionnaire

Name: <u>LORIN (LOLA) CHRISTENSEN</u>	
Date: <u>12.22.14</u>	Pleasant Ridge Resident For (years): <u>6 Business owner in P.R. 20 yrs</u>
Occupation: <u>Salon Owner / Stylist</u>	

Commissions On Which You Want to Serve (please check all applicable boxes):

- | | |
|--|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Zoning Advisory Committee |
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Huntington Woods Library Board |

D.O.A

Interests/Reasons/Qualifications

Furthering a solid relationship between the city and business owners - Promoting our "D.O.A" to intice a higher caliber of business

Boards/Commissions/Committees on Which You Have Served (list municipalities and dates)

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Other Organizations

R.O.A.R - Royal oak Action Retailers
S.D.R.O - Ferndale Business owners association

Education

Iyuan University - mass Communications
Cosmetology - Licensed
Vidal Sassoon Academy - London

Additional Information

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City of Pleasant Ridge

Candidate Questionnaire

Name: Kathleen G. Galen	
Date: 1/7/2015	Pleasant Ridge Resident For (years): business owner Pleasant Ridge 2 years
Occupation: Attorney/Restraunt	

Commissions On Which You Want to Serve (please check all applicable boxes):

- | | |
|---|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Zoning Advisory Committee |
| <input checked="" type="checkbox"/> Planning Commission | <input type="checkbox"/> Huntington Woods Library Board |

Interests/Reasons/Qualifications

I have a satellite law office in Pleasant Ridge and am a part owner of Cork Wine Pub. I am interested in the growth and development of Pleasant Ridge and making it business friendly in keeping with the family friendly community.

Boards/Commissions/Committees on Which You Have Served (list municipalities and dates)

Baker College Board member paralegal program; Eastpointe Civil Service Commissioner; Eastpointe Rotary Treasurer former Board of Director; Warren Drug Court board of director;

Other Organizations

Various community organizations and volunteer.

Education

Bachelors of Science and Juris Doctor

Additional Information

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City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: City Commission
Date: January 7, 2015
Re: Permit Parking Ordinance Amendment

Overview

Attached to this memo you will find a proposed amendment to the City Code to allow for the creation of residential permit parking zones within the City.

Background

The creation of an opt-in permit parking program for certain portions of streets on the east side of Woodward has been discussed in a Town Hall meeting last November, and in the general comments portion of the December City Commission meeting. The City Attorney has advised that an amendment to the City's Code of Ordinances would be the necessary first step towards facilitating residential permit parking on an opt-in basis.

The City Attorney has prepared the attached ordinance amendment for introduction. Staff is working on a policy document to establish the specific procedures and requirements that will govern the establishment, operation, and enforcement of permit parking zones within the City.

Requested Actions

Approval to schedule a public hearing for the attached ordinance amendment at the February 10, 2015 City Commission meeting.

City of Pleasant Ridge
Ordinance # ____

AN ORDINANCE TO AMEND CHAPTER 70 (TRAFFIC AND VEHICLES), BY AMENDING SECTION 70-55 (RESIDENTIAL PARKING PERMIT PROGRAM) AND ADDING SECTION 70-56 (PENALIES), OF THE PLEASANT RIDGE CITY CODE.

THE CITY OF PLEASANT RIDGE ORDAINS:

Section 1. **Amendment** – Chapter 70 of the Pleasant Ridge City Code is hereby amended to add the following section:

Sec. 70-55 Residential Parking Permit Program

- (1) Intent and Purpose. The purpose of this section is to regulate the flow of traffic and parking in residential districts in order to reduce hazardous traffic conditions resulting from the use of streets within such districts; to allow residents of residential homes to obtain and preserve adequate parking for their homes; to protect residential districts from excessive noise, trash and refuse caused by the operation and parking of vehicles therein; to preserve the character of residential districts as residential districts; to preserve residential district property values; and to promote safety for children and pedestrians within residential districts.
- (2) Program Established. A residential parking permit program (“RPP”) is hereby established for the purpose of providing local residents with adequate opportunities for on-street parking spaces in areas of the City where the demand for such parking is significant, and availability limited, as demonstrated by a study of said conditions conducted at the direction of the City Manager. The City Manager is authorized to administer and implement the RPP program pursuant to regulations promulgated by the City Commission under this section.
- (3) RPP Zones. The City Commission may establish by a traffic control order one or more on-street RPP zones that will require a valid permit to park, issued by the City Manager or his/her designee.
- (4) Regulations. The City Commission is authorized to promulgate regulations for the administration of the RPP.
- (5) Violations. No person shall: (a) park their vehicle in an RPP zone without properly displaying a valid permit; (b) falsify information associated with their application for a RPP permit; (c) fail to report a change of residence or vehicle ownership upon which facts an RPP permit is issued; or (d) alter or transfer the RPP permit to another person or vehicle.

Sec. ~~70-55~~ 70-56 Penalties

- (a) Except as otherwise specifically provided by another section of this chapter, a person who is in violation of this chapter, a person who is in violation of any stopping, standing and parking regulation provided under this chapter shall be required to pay a fine of \$25.00 in addition to any other costs assessed by a court of competent jurisdiction.
- (b) If the fines and any other costs are not paid within the time for payment specified in the citation or other complaint issued in connection with any such violation, the person responsible for such violation shall be ordered to pay, in addition to the amounts described in subsection (1), a delinquent payment penalty of \$10.00 and any other costs assessed by a court of competent jurisdiction.
- (c) A violation of this chapter or rules substantially corresponding to the Michigan Vehicle Code (MCL 257.1 et seq.) that is designated a civil infraction is not a crime and shall not be punishable by imprisonment or a penal fine. A civil infraction shall not be considered a lesser-included offence of any criminal offense. A person who is responsible for a civil infraction shall be ordered to pay a fine of not more than \$100.00 and costs prescribed by section 907 of the Michigan Vehicle Code (MCL 257-907).
- (d) The penalties provided by the Uniform Traffic Code are adopted by reference.

Section 2. Effective Date - This Ordinance shall be effective fifteen days after enactment and upon publication.

Amy Drealan
City Clerk

Introduced: Tuesday, January 13, 2015
Public Hearing:
Adopted:
Published:
Effective:



City of Pleasant Ridge

Amy M. Drealan, City Clerk

From: Amy M. Drealan, City Clerk
 To: Jim Breuckman, City Manager
 Date: January 8, 2015
 Re: Police Patrol Vehicle Purchase

As you are aware, the cost for the purchase of new police patrol vehicles is normally included in the Police Department's Five-Year Capital Improvement Plan and then the City's annual budget. The department has not purchased a new vehicle since 2012, and over the past year the City has spent an estimated \$20,000, on repairs to all the police vehicles. According to Chief Nowak, two of the older vehicles are in need of some costly, extensive repairs, and has recommended the City purchase a vehicle now, although this is not a budgeted expense.

The City is authorized to participate in the State of Michigan Cooperative Purchasing Program and purchase a vehicle at a substantial savings. The State solicits bids at the beginning of each year to secure pricing through the Extended Purchasing Program on several models of new vehicles.

Chief Nowak and Officer Ried have reviewed of the new 2014 and 2015 vehicles available for purchase. The recommendation is that the City purchase a new 2014 Dodge Charger Pursuit, from Bill Snethkamp, Lansing, Michigan, at an estimated cost of \$31,104.00, which includes the cost of retrofitting the vehicle with the necessary emergency equipment (lightbars, computer, the in-car camera, etc) through the State of Michigan Cooperative Purchasing Program. This vehicle is currently on the lot and can be picked up at any time, and comes at a savings since it would not need to be ordered.

Since the City is need of the vehicle immediately, a financing option the Administration has discussed is a loan to the City from the Segregated Capital Assets Fund (SCAF). The purchase can be financed from the SCAF account for a period of one year at an interest rate of five percent. I understand this financing option was extended to the Downtown Development Authority for the purchase of the Fairwood parking lot, and was also utilized in 2012 as a funding mechanism for the last patrol vehicle purchase. The Administration is recommending a short term loan (one year) since the purchase of a new patrol vehicle will be budgeted in the next fiscal year. The SCAF account would benefit by charging a competitive interest rate, which will supplement the SCAF balance available.

Please contact me should you wish to discuss this matter further.