



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

APRIL 18, 2016

AGENDA

Council Chambers

Regular Meeting

8:30 AM

**4303 S. CENTER ROAD
BURTON, MI 48519**

A. CALL TO ORDER

B. STAFF PRESENT

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Feb 15, 2016 8:30 AM

D. ADMINISTRATIVE REPORT

E. AUDIENCE PARTICIPATION

Now is the time set-aside for members of the audience to address the Burton Downtown Development Authority. I would ask each individual to give their name and address for the record and to limit their comments to five (5) minutes and to speak on the topics germane to City business.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Update and board discussion on tree trimming on Saginaw Street.
2. Discussion on appointment of DDA Board Member.
3. Budget Template DDA for 2016-2017 fiscal year
4. DDA December 2015 Rev and Exp Report



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

FEBRUARY 15, 2016

MINUTES

Council Chambers

Regular Meeting

8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Joey Richvalsky at 8:30 AM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chairman	Present	
Steve Coates	Commissioner	Present	
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Present	
Neil Martz	Commissioner	Excused	

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Bob Slattery, DPW Director

Ginger Burke-Miller, Controller
Racheal Boggs, Clerk's Office

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Nov 16, 2015 8:30 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Gregory Fenner, Commissioner
SECONDER: Steve Coates, Commissioner
AYES: Richvalsky, Coates, Fenner, Stapleton
EXCUSED: Martz

D. AUDIENCE PARTICIPATION

None.

E. ADMINISTRATIVE REPORT

1. DDA October 2015 Revenue and Expenditure Report.
2. DDA November 2015 Revenue and Expenditure Report.
3. December 2015 Revenue and Expenditure Report

Mr. Richvalsky stated we will discuss the 2015 Revenue and Expenditure Report at the March 21, 2016 DDA Meeting.

4. DDA GL activity report 07012015_12312015

5. DDA Budget Template

F. BOARD RECOMMENDATION AND/OR ACTION

Board discussed tree trimming on Saginaw Street.

Board discussed Appointments for DDA Board.

Mr. Richvalsky would like to submit Jamie Thorn's name as a potential candidate.

Mr. Hayman said to get the administration a list of names of the people interested in the two open positions so we can get them approved.

Board discussion on the Back to the Bricks Poles.

Ms. Boggs advised the board that there is an LED Committee Meeting on February 16, 2016 at 5:00 PM. She will make sure Mr. Stapleton receives an agenda. As an LED Committee Member, he should be on the distribution list.

1. Discussion and Possible Action Regarding Sidewalk Shoveling within the DDA District.

Mr. Richvalsky stated the businesses on Saginaw Street are not shoveling the sidewalks. He asked the board what type of action they would like to take.

Mr. Coates suggested we have the Mayor send a letter to remind the business owners that it is their responsibility to maintain the sidewalks in the winter.

Bob Slattery stated this is a code enforcement issue. He has drafted a letter to the business owners on Saginaw Street. Once it is approved, the DDA will receive a copy. It may also be a good idea to have the Code Enforcer do a face to face follow-up with area business owners as a reminder that we have a City Ordinance and what the penalties are for noncompliance. He also suggested contacting the lawn care company that maintains the area in the spring and summer to find out if they can also maintain it in the winter.

Meeting was adjourned at 9:00 AM.

Minutes Acceptance: Minutes of Feb 15, 2016 8:30 AM (Approval of Minutes)



SCHEDULED

AGENDA ITEM (ID # 2277)

DOC ID: 2277

Update and board discussion on tree trimming on Saginaw Street.



SCHEDULED

AGENDA ITEM (ID # 2278)

DOC ID: 2278

Discussion on appointment of DDA Board Member.



SCHEDULED

INFORMATION ITEM (ID # 2279)

DOC ID: 2279

Budget Template DDA for 2016-2017 fiscal year

ATTACHMENTS:

- DDA budget template 2016-2017 for first meeting (PDF)

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	2015-16 PROJECTED ACTIVITY	2016- MAYOR RECOMMEND BUDG
ESTIMATED REVENUES						
Dept 0000						
5013-0000-403.0000	CURRENT TAX REVENUE	28,700	31,700	31,700	31,400	31,50
5013-0000-404.0000	TAX CHARGEBACKS	(100)	(100)	(100)	(100)	(10)
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	3,500	1,000	1,000	1,000	1,00
5013-0000-666.0000	INVESTMENT INTEREST	1,700	300	300		90
FOOTNOTE AMOUNTS:						
ALLOCATION OF INTEREST EARNED ON CASH INVESTED - ESTIMATE PROVIDED BY TREASURER						
5013-0000-678.0000	REIMBURSEMENT INCOME		100	100		
5013-0000-699.0000	USE OF FUND BALANCE		3,800	3,800		
Totals for dept 0000-		33,800	36,800	36,800	32,300	33,30
TOTAL ESTIMATED REVENUES		33,800	36,800	36,800	32,300	33,30
APPROPRIATIONS						
Dept 0000						
5013-0000-717.0000	RETIREMENT - MERS ACTIVE					10
5013-0000-718.0000	RETIREMENT - MERS RETIREES					10
5013-0000-719.0000	Payroll Fringes					1,00
5013-0000-757.0000	OPERATING EXPENDITURES	400	800	800	800	
5013-0000-808.0000	AUDIT	400	400	400	500	50
5013-0000-879.0000	PUBLIC RELATIONS	400				
5013-0000-880.0000	COMMUNITY DECORATIONS	2,700	2,600	2,900	5,000	
FOOTNOTE AMOUNTS:						
FISCAL YTD IS \$4800 AS OF END OF MARCH 2016						
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	16,400	17,000	17,000	17,000	
5013-0000-956.0000	MISCELLANEOUS	9,800	5,000	4,700	4,700	
5013-0000-999.2007	TRANSFER TO POLICE FUND	7,500	5,000	5,000	5,000	
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.		3,000	3,000	3,000	
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.		3,000	3,000	3,000	
Totals for dept 0000-		37,600	36,800	36,800	39,000	1,70
TOTAL APPROPRIATIONS		37,600	36,800	36,800	39,000	1,70
NET OF REVENUES/APPROPRIATIONS - FUND 5013		(3,800)			(6,700)	31,60
BEGINNING FUND BALANCE		217,000	213,300	213,300	213,300	206,60
ENDING FUND BALANCE		213,200	213,300	213,300	206,600	238,20



SCHEDULED

INFORMATION ITEM (ID # 2285)

DOC ID: 2285

DDA December 2015 Rev and Exp Report

ATTACHMENTS:

- DDA 12312015 (PDF)
- DDA 01312016 (PDF)
- DDA 02292016 (PDF)
- DDA 03312016 (PDF)

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

PERIOD ENDING 12/31/2015

% Fiscal Year Completed: 50.27

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BD
		AMENDED	12/31/2015	MONTH	12/31/2015	BALANCE	
		BUDGET	NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	US
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 0000							
5013-0000-403.0000	CURRENT TAX REVENUE	31,700.00	27,711.93		1.27	3,988.07	87.4
5013-0000-404.0000	TAX CHARGEBACKS	(100.00)	0.00		0.00	(100.00)	0.0
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	1,000.00	0.00		0.00	1,000.00	0.0
5013-0000-666.0000	INVESTMENT INTEREST	300.00	0.00		0.00	300.00	0.0
5013-0000-678.0000	REIMBURSEMENT INCOME	100.00	0.00		0.00	100.00	0.0
5013-0000-699.0000	USE OF FUND BALANCE	3,800.00	0.00		0.00	3,800.00	0.0
Total Dept 0000		36,800.00	27,711.93		1.27	9,088.07	75.3
TOTAL Revenues		36,800.00	27,711.93		1.27	9,088.07	75.3
Expenditures							
Dept 0000							
5013-0000-757.0000	OPERATING EXPENDITURES	800.00	(56.15)		0.00	856.15	(7.0
5013-0000-808.0000	AUDIT	400.00	400.00		155.00	0.00	100.0
5013-0000-880.0000	COMMUNITY DECORATIONS	2,880.00	2,876.03		2,876.03	3.97	99.8
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	17,000.00	6,855.00		500.00	10,145.00	40.3
5013-0000-956.0000	MISCELLANEOUS	4,720.00	87.64		0.00	4,632.36	1.8
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	0.00		0.00	5,000.00	0.0
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	0.00		0.00	3,000.00	0.0
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.	3,000.00	0.00		0.00	3,000.00	0.0
Total Dept 0000		36,800.00	10,162.52		3,531.03	26,637.48	27.6
TOTAL Expenditures		36,800.00	10,162.52		3,531.03	26,637.48	27.6
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		36,800.00	27,711.93		1.27	9,088.07	75.3
TOTAL EXPENDITURES		36,800.00	10,162.52		3,531.03	26,637.48	27.6
NET OF REVENUES & EXPENDITURES		0.00	17,549.41		(3,529.76)	(17,549.41)	100.0
BEG. FUND BALANCE		213,275.35	213,275.35				
END FUND BALANCE		213,275.35	230,824.76				

Attachment: DDA 12312015 (2285 : DDA Rev and Exp Reports through 03312016)

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

PERIOD ENDING 01/31/2016

% Fiscal Year Completed: 58.74

		2015-16	YTD BALANCE	ACTIVITY FOR		AVAILABLE	
		AMENDED	01/31/2016	MONTH	01/31/2016	BALANCE	% BD
GL NUMBER	DESCRIPTION	BUDGET	NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	US
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 0000							
5013-0000-403.0000	CURRENT TAX REVENUE	31,700.00	27,777.46		65.53	3,922.54	87.6
5013-0000-404.0000	TAX CHARGEBACKS	(100.00)	0.00		0.00	(100.00)	0.0
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	1,000.00	0.00		0.00	1,000.00	0.0
5013-0000-666.0000	INVESTMENT INTEREST	300.00	0.00		0.00	300.00	0.0
5013-0000-678.0000	REIMBURSEMENT INCOME	100.00	0.00		0.00	100.00	0.0
5013-0000-699.0000	USE OF FUND BALANCE	3,800.00	0.00		0.00	3,800.00	0.0
Total Dept 0000		36,800.00	27,777.46		65.53	9,022.54	75.4
TOTAL Revenues		36,800.00	27,777.46		65.53	9,022.54	75.4
Expenditures							
Dept 0000							
5013-0000-757.0000	OPERATING EXPENDITURES	800.00	(56.15)		0.00	856.15	(7.0
5013-0000-808.0000	AUDIT	400.00	400.00		0.00	0.00	100.0
5013-0000-880.0000	COMMUNITY DECORATIONS	2,880.00	4,754.91		1,878.88	(1,874.91)	165.1
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	17,000.00	6,855.00		0.00	10,145.00	40.3
5013-0000-956.0000	MISCELLANEOUS	4,720.00	87.64		0.00	4,632.36	1.8
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	5,000.00		5,000.00	0.00	100.0
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	0.00		0.00	3,000.00	0.0
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.	3,000.00	0.00		0.00	3,000.00	0.0
Total Dept 0000		36,800.00	17,041.40		6,878.88	19,758.60	46.3
TOTAL Expenditures		36,800.00	17,041.40		6,878.88	19,758.60	46.3
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		36,800.00	27,777.46		65.53	9,022.54	75.4
TOTAL EXPENDITURES		36,800.00	17,041.40		6,878.88	19,758.60	46.3
NET OF REVENUES & EXPENDITURES		0.00	10,736.06		(6,813.35)	(10,736.06)	100.0
BEG. FUND BALANCE		213,275.35	213,275.35				
END FUND BALANCE		213,275.35	224,011.41				

Attachment: DDA 01312016 (2285 : DDA Rev and Exp Reports through 03312016)

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

PERIOD ENDING 02/29/2016

% Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BD
		AMENDED	02/29/2016	MONTH	02/29/2016	BALANCE	
		BUDGET	NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	US
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 0000							
5013-0000-403.0000	CURRENT TAX REVENUE	31,700.00	27,804.91		27.45	3,895.09	87.7
5013-0000-404.0000	TAX CHARGEBACKS	(100.00)	0.00		0.00	(100.00)	0.0
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	1,000.00	0.00		0.00	1,000.00	0.0
5013-0000-666.0000	INVESTMENT INTEREST	300.00	547.28		547.28	(247.28)	182.4
5013-0000-678.0000	REIMBURSEMENT INCOME	100.00	0.00		0.00	100.00	0.0
5013-0000-699.0000	USE OF FUND BALANCE	3,800.00	0.00		0.00	3,800.00	0.0
Total Dept 0000		36,800.00	28,352.19		574.73	8,447.81	77.0
TOTAL Revenues		36,800.00	28,352.19		574.73	8,447.81	77.0
Expenditures							
Dept 0000							
5013-0000-757.0000	OPERATING EXPENDITURES	800.00	(56.15)		0.00	856.15	(7.0
5013-0000-808.0000	AUDIT	400.00	400.00		0.00	0.00	100.0
5013-0000-880.0000	COMMUNITY DECORATIONS	2,880.00	4,754.91		0.00	(1,874.91)	165.1
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	17,000.00	14,355.00		7,500.00	2,645.00	84.4
5013-0000-956.0000	MISCELLANEOUS	4,720.00	87.64		0.00	4,632.36	1.8
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	5,000.00		0.00	0.00	100.0
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	0.00		0.00	3,000.00	0.0
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.	3,000.00	0.00		0.00	3,000.00	0.0
Total Dept 0000		36,800.00	24,541.40		7,500.00	12,258.60	66.6
TOTAL Expenditures		36,800.00	24,541.40		7,500.00	12,258.60	66.6
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		36,800.00	28,352.19		574.73	8,447.81	77.0
TOTAL EXPENDITURES		36,800.00	24,541.40		7,500.00	12,258.60	66.6
NET OF REVENUES & EXPENDITURES		0.00	3,810.79		(6,925.27)	(3,810.79)	100.0
BEG. FUND BALANCE		213,275.35	213,275.35				
END FUND BALANCE		213,275.35	217,086.14				

Attachment: DDA 02292016 (2285 : DDA Rev and Exp Reports through 03312016)

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

PERIOD ENDING 03/31/2016

% Fiscal Year Completed: 75.14

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BD
		AMENDED	03/31/2016	MONTH	03/31/2016	BALANCE	
		BUDGET	NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	US
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 0000							
5013-0000-403.0000	CURRENT TAX REVENUE	31,700.00	28,604.40	799.49		3,095.60	90.2
5013-0000-404.0000	TAX CHARGEBACKS	(100.00)	0.00	0.00		(100.00)	0.0
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	1,000.00	0.00	0.00		1,000.00	0.0
5013-0000-666.0000	INVESTMENT INTEREST	300.00	547.28	0.00		(247.28)	182.4
5013-0000-678.0000	REIMBURSEMENT INCOME	100.00	0.00	0.00		100.00	0.0
5013-0000-699.0000	USE OF FUND BALANCE	3,800.00	0.00	0.00		3,800.00	0.0
Total Dept 0000		36,800.00	29,151.68	799.49		7,648.32	79.2
TOTAL Revenues		36,800.00	29,151.68	799.49		7,648.32	79.2
Expenditures							
Dept 0000							
5013-0000-757.0000	OPERATING EXPENDITURES	800.00	(56.15)	0.00		856.15	(7.0
5013-0000-808.0000	AUDIT	400.00	400.00	0.00		0.00	100.0
5013-0000-880.0000	COMMUNITY DECORATIONS	2,880.00	4,754.91	0.00		(1,874.91)	165.1
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	17,000.00	14,355.00	0.00		2,645.00	84.4
5013-0000-956.0000	MISCELLANEOUS	4,720.00	87.64	0.00		4,632.36	1.8
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	5,000.00	0.00		0.00	100.0
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	0.00	0.00		3,000.00	0.0
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.	3,000.00	0.00	0.00		3,000.00	0.0
Total Dept 0000		36,800.00	24,541.40	0.00		12,258.60	66.6
TOTAL Expenditures		36,800.00	24,541.40	0.00		12,258.60	66.6
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		36,800.00	29,151.68	799.49		7,648.32	79.2
TOTAL EXPENDITURES		36,800.00	24,541.40	0.00		12,258.60	66.6
NET OF REVENUES & EXPENDITURES		0.00	4,610.28	799.49		(4,610.28)	100.0
BEG. FUND BALANCE		213,275.35	213,275.35				
END FUND BALANCE		213,275.35	217,885.63				

Attachment: DDA 03312016 (2285 : DDA Rev and Exp Reports through 03312016)