



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

AUGUST 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	Present	

B. STAFF PRESENT

Bob Slattery, DPW Director

Racheal Boggs, Clerk's Office

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Jul 18, 2016 8:30 AM

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

D. ADMINISTRATIVE REPORT

Mr. Coates stated he would like a detailed revenue and expenditure report from the Controller's Office. The last one we received was in April.

1. DDA Revenue and Expenditure Reports through June 2016
2. Revenue and Expenditure Report July 2016

E. AUDIENCE PARTICIPATION

Mr. Preston, Secretary of the Back to the Bricks Committee stated the banners are now in place and he is here to discuss them.

F. BOARD RECOMMENDATION AND/OR ACTION

Mr. Martz asked for an update on the MTA bus stop.

Mr. Slattery stated he would put Mr. Richvalsky in contact with the appropriate individuals from MTA.

Mr. Coates stated he spoke with Cindy, of Artrageous Embroidery about potentially filling one of our open DDA Board positions. He would like to have her come in to speak with the rest of the board.

Mr. Richvalsky suggested having her come to our next meeting to speak during audience participation.

Mr. Slattery would like the DDA to consider using the yearly Burton Calendar as a promotional piece. He will be getting started on next years calendar very soon. Perhaps each page could highlight a particular business or a facet of the DDA Visioning Plan. Each page could be sponsored by a business to help with the cost.

Board discussion on calendar ideas, price for sponsorship, pictures, etc.

1. Discussion on Invoice from Signs by Crannie for the Installation and Deployment of Back to the Bricks Banners.

Mr. Preston stated Back to the Bricks entered an agreement with the City of Burton to provide a gift of banner poles to display banners for the Back to the Bricks event as well as other purposes that the city decides. The city exercised the option to purchase another set of poles. Both sets of poles have been installed and Back to the Bricks banners are on both sets of poles. I understand this may be an issue and a misunderstanding and if that is the case, we can take the banner down so the city can display a banner on the second set of poles. We would like to leave it there for the rest of August if the city doesn't intend to use them for something else. Next year, we will just use one of the sets; whichever the city would like us to use. As far as the cost of the poles, Back to the Bricks has paid twice the amount we expected to pay because of some of the issues with footings and finial, etc.

Mr. Richvalsky asked if Back to the Bricks was charged for extras such as hand digging as well as the DDA?

Mr. Preston said yes. On June 1, 2016 we paid an invoice for \$4,500 which was our agreement for the one set of banner poles. On July 29, 2016 we paid \$4,267 for additional engineering and labor required for Miss Dig requirements, hand digging and finial installation. The cost break down is \$2,975 for additional labor, \$175 for engineering, \$680 for hand digging and \$437 for the finials.

Mr. Coates stated in your presentation to us in April there was no mention of quoted installation labor. Based on what you just said, Back to the Bricks just paid it and the city was never informed about it. So, Crannie presented an invoice, it was paid and then they submitted another invoice that was not agreed upon. In my opinion, that is incompetent. I have no problem with the additional fees aside from the finials. That was the City's request not Back to the Bricks.

Mr. Preston stated they felt it was reasonable considering the work that had to be done so we paid it.

Mr. Coates stated Mr. Crannie was here in April and never advised us of these charges.

Mr. Martz wants to know why additional engineering would be required. There should have been a design for the footing that came with the pole. They are in the sign erection business so he should have known about the possible complications with the utilities. In all the conversations we had, there was no discussion about the additional costs.

Mr. Richvalsky said he has spoke to Dan Crannie and asked him to review the invoices and make adjustments if necessary. I will follow up on this before the next meeting.

Mr. Fenner stated the only remedy is to just pay the bills and not use this company for future projects. He asked Mr. Preston when he purchased the poles did he expect them to have caps on them.

Mr. Preston said he thought there would be a cap.

Mr. Fenner said before the finials went up there was nothing on the top of them. It was just a hollow pole. He asked if Crannie had permission from the city to install the banners.

Mr. Preston said he was unaware.

The board discussed establishing a process for the cost and proper procedures for the use of the banner poles in the future. They agreed to allow Back to the Bricks to use the poles for the month of August.

Mr. Coates asked Mr. Preston if he wants to use the poles 30 days prior to the event or specifically the month on August beginning on August 1st.

Mr. Preston said the original agreement stated the city accepts the gift of the banner poles and agrees to develop procedures for the use of the banner poles with the exception that Back to the Bricks has the right to use the poles during the month of August of each year to promote the Back to the Bricks event. Back to Bricks will conform to the city procedures for use of the poles.

Mr. Richvalsky stated that does not include subletting the poles.

Mr. Preston agreed that it will be solely to promote the Back to the Bricks event.

Mr. Stapleton asked who will put up and take down the banners and if we will store them each year.

Mr. Slattery stated we can find a place to store them but in regards to putting them up and taking them down that should be the responsibility of the lessee in his opinion. Procedures need to be developed. A permit will be required to erect and take down the banners for the purpose of making the city aware that there will be work going on in the right of way and whether that will affect traffic or have any other public safety impacts. He spoke with Mr. Crannie about this and he is aware there is a \$25 fee for putting up and taking down the banners.

Mr. Fenner asked if it is feasible to discuss hiring the DPW to install the banners.

Mr. Slattery said it is feasible. It is a time and materials type of thing.

Mr. Preston offered to be part of a committee for establishing procedures for this; he has done this in other locations.

The board agreed having Mr. Preston's input will be helpful.

The board discussed whether or not to pay the invoice from Crannie. The board agreed unanimously to postpone payment of invoice # 337882 from Crannie dated 7/19/16 until we receive a corrected invoice.

2. Authorize Chip Away Tree Service to Trim Trees on Saginaw Street for \$800.00 in Preparation for Back to the Bricks.

Mr. Richvalsky stated he contacted the owner of Chip Away Tree Service. He is willing to do the job for about \$800. He will remove the suckers and trim the trees.

Mr. Coates stated it cannot be done before the cruise which begins tomorrow.

Mr. Richvalsky will contact him and let him know we would like to postpone this until after Back to the Bricks.

Mr. Fenner would like to eventually discontinue the tree trimming because they are not growing back properly.

3. Discussion on Proposed Lots Owned by the City of Burton for Future Park Use on Friel Street, Schumacher Street and Mclean Avenue.

Mr. Richvalsky stated he, Mr. Coates, Amber Abbey and Mayor Zelenko had a meeting regarding a donation to the DDA of vacant lots that were once water well sights for the city. Acquiring these properties would make them our responsibility to maintain them using our budget. Because we do not have any direct use at this time, I would like to recommend that we respectfully reject the offer.

Mr. Martz stated these properties have no benefit to our corridor. We need to keep our DDA vision in mind. We are here to promote the commercial activity of our district. Let Parks & Recreation deal with the parks.

Mr. Richvalsky stated Mrs. Bigsby indicated she may want to do an ice rink or playscape. These are not germane to the Downtown Development Authority.

Mr. Fenner said our original visioning plan said nothing about offsite parks. He feels there is no use for these properties.

Mr. Coates would like to be a part of future negotiations for the Racer property.

Mr. Fenner stated there is access to the Racer property from our corridor but that is not the case with these other properties.

Board discussion regarding the old Burton Auto Parts property.

The board agrees unanimously to decline to acquire the vacant lots owned by the City of Burton.

4. Motion to pay \$1,575 to Grasshopper Lawn Care Service for Lawn Maintenance in the DDA District.

Mr. Richvalsky has an invoice from Grasshopper Lawn Care Service in the amount of \$1,575 (three separate maintenances at \$525 each) He would like to entertain a motion to pay this.

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

Meeting was adjourned at 9:30 AM.



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JULY 18, 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	Present	

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Amber Abbey, Planning/Zoning

Racheal Boggs, Clerk's Office

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Jun 20, 2016 8:30 AM

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

D. ADMINISTRATIVE REPORT

Mr. Hayman encouraged the DDA board members to attend tonight's City Council meeting because we will have Mr. Bendzinski here to talk about road bonding which include the DDA district. The meetings begin at 5:30 PM.

Mr. Richvalsky also encourages the DDA members to attend tonight's meetings.

Mr. Slattery gave the board members a prioritized list of road projects the city may consider bonding for. He explained they are sorted by score. The score is based on 3 factors: passer points (the condition the road is in), IMS points (a condition rating the council approved) and traffic count (count per lane). The higher the total score, the worse the road condition. This list includes all the projects in the Transportation Improvement Plan (TIP), those that were submitted to the TIP but not get approved and other projects that need to be done based on their condition and traffic volume. We will be going over this list with Mr. Bendzinski this evening.

Minutes Acceptance: Minutes of Jul 18, 2016 8:30 AM (Approval of Minutes)

Board discussion on passer points, traffic volume and time lines for road projects.

Mr. Fenner asked if now is the time for the DDA to start discussing what we would like to do with curb cuts and the island on Saginaw Street.

Mr. Slattery said yes.

E. AUDIENCE PARTICIPATION

Scott Kree from Rowe Professional Services introduced himself and Caitlyn McGoldrick as planners for the City of Burton Master Plan. He stated the DDA will be a focus group and they are here today to incorporate the DDA Visioning Plan into the city's Master Plan. We encourage your questions and comments.

Caitlyn McGoldrick asked a series of questions of the board members and received information regarding the business environment in the DDA, strengths and weaknesses within the district and how to make the DDA and the city more business friendly. She also encouraged the DDA Board Members to join and share the City of Burton, Genesee County Facebook page at <https://www.facebook.com/burtonmi>. This is where we will post upcoming meeting and public engagement activities. Also, please utilize and share the community remarks link at <http://communityremarks.com/Burton/> which is a map-based forum used for sharing ideas or areas of improvement throughout the city.

Board discussion on implementation of street lights, decorative lighting, events in the city, ordinance update, performance code overlay district, blighted property, lawn mowing, demolitions, and a newsletter regarding new businesses within the DDA.

Mr. Slattery stated City Council is enthusiastic about communication with the residents. We have a one-page newsletter that we use periodically to update residents about other topics. He would be happy to do one for the DDA about new businesses or any other information the DDA Board would like to communicate.

Mr. Richvalsky stated we started the Visioning Plan with the DDA with Fleis & Vandenbrink. Are we using Rowe for the plan now?

Mrs. Abbey stated it is up to the DDA to decide who they are going to use for the implementation of their Visioning Plan. We are using Rowe for the Master Plan which includes implementation. So, the DDA will probably still want to do an implementation plan.

Mr. Martz would like to get some feedback from Rowe about the cost of implementation.

Mr. Kree stated a lot of the things in the DDA Visioning Plan will be included within the city's Master Plan implementation. So, my recommendation is to wait until the Master Plan is complete so we know where we fell short with the DDA.

Mr. Martz would like direction on how to do a traffic study.

Mr. Kree will talk with the engineer at Rowe about the DDA traffic study.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Board Discussion and Possible Action Regarding Decorative Hardware for Banner Poles.

Mr. Richvalsky stated the banner poles are in the ground however, there is no cap on the top. Do we follow up with Crannie in that regard? Also, we need to check with the Controller to make sure Crannie has been paid.

Mr. Fenner is not a fan of Crannie. He suggests going elsewhere to get caps put in or having DPW do it.

Mr. Martz agrees we should go somewhere else for the caps.

Mr. Slattery said if you get the caps, DPW can put them up.

Mr. Fenner will contact Flagpoles, Etc. to see if they have a cap for the poles.

2. Discussion and Possible Action on the Welcome to Burton Banners for Back to the Brick's.

Mr. Richvalsky said Back to the Bricks will be putting up the banners. He asked the board members if we are going to do anything ourselves.

Mr. Fenner stated Back to the Bricks only paid for one set of poles so they only get one banner. He would like a DDA banner for the other set of poles. He suggested contacting Dave at Burton Printing or Luke at Michigan Window Tinting.

Board discussion on the size of the banner and DDA logo.

Mr. Fenner will contact a sign company about having the banner done.

3. Update on the Planning Act and DDA Authority to Create Regulations and Guidelines for the City.

Mr. Martz discussed the overlay of our Zoning Ordinance. He would like to have stricter guidelines on the allowable height of grass within the DDA. Our city ordinance states 10 inches. It should be less for the DDA district; perhaps 4 inches.

Mrs. Abbey stated she has every intention with the overlay district to include the DDA Board in the language.

Board discussion regarding the property maintenance code and city ordinances.

Mr. Slattery suggested a recommendation to council to amend the ordinance with a provision for the DDA regarding the length of grass.

G. DISCUSSION AND/OR ACTION ON TOPICS GERMAINE TO THE DDA DISTRICT.

Mr. Richvalsky stated he and Steve Coates discovered an installation of an MTA bus stop shelter over the weekend. The contractor was tearing out our brick pavers at G-4327 Saginaw Street in Burton. He had gone to the wrong municipality to get the permit as he was supposed to be doing work at 4327 Saginaw Street in Flint. Currently, the brick pavers are gone and a cement slab has been put in. After confronting the contractor about the mistake, he indicated he would be willing to do anything reasonable to rectify the situation. If they put the shelter up, that would be fine. MTA is not willing to do that.

Mr. Martz asked the contractor, Mr. Walker for a bid for cleaning the clock tower.

Mr. Slattery stated the permit was to put up a shelter. It said nothing about removing brick pavers; that was a mistake.

Mr. Martz stated he was told by the contractor that the concrete pad is a foundation requirement for the shelter.

Mr. Coates said it was still put at the wrong address.

Mr. Slattery stated Mr. Walker feels bad about it and sincerely wants to do whatever is reasonable to make it right. He also has to work with MTA.

Mr. Fenner suggested contacting MTA to offer a 3-way split of the cost of the shelter; 1/3 to be paid by MTA, the contractor and the city. We have the leverage of having them tear out the concrete and put the brick pavers back.

Mr. Martz would like Mr. Slattery to contact MTA regarding the roof shelter and splitting the cost.

Mr. Slattery will contact MTA and Mr. Walker to work something out.

Mr. Martz would like to see the clock tower washed. Mr. Walker has given a verbal bid for \$2,450 for this and he would like him to do it.

1. Motion to accept the bid of \$2,450 from LIG Contruction for restoration of the clock tower.

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

2. Motion to pay \$1,200 to Chip Away Tree Service for maintenance of trees on Saginaw Street.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Steve Coates, Commissioner
SECONDER:	Joey Richvalsky, Chairman
AYES:	Richvalsky, Coates, Fenner, Stapleton
ABSENT:	Martz

Meeting was adjourned at 10:47 AM.



SCHEDULED

INFORMATION ITEM (ID # 2590)

DOC ID: 2590

DDA Revenue and Expenditure Reports through June 2016

ATTACHMENTS:

- DDA April 2016 Rev and Exp (PDF)
- DDA May 2016 Rev and Exp (PDF)
- DDA June 2016 (PDF)

07/19/2016 11:21 AM
User: millerg
DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON
PERIOD ENDING 04/30/2016
% Fiscal Year Completed: 83.33

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D.1.a

		2015-16	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BD
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 04/30/2016	(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	0.00		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
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	0.00	1,358.00	0.00		(1,358.00)	100.0
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	30,509.68	0.00		6,290.32	82.9
TOTAL Revenues		36,800.00	30,509.68	0.00		6,290.32	82.9
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	4,880.00	4,754.91	0.00		125.09	97.4
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.	1,000.00	0.00	0.00		1,000.00	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	30,509.68	0.00		6,290.32	82.9
TOTAL EXPENDITURES		36,800.00	24,541.40	0.00		12,258.60	66.6
NET OF REVENUES & EXPENDITURES		0.00	5,968.28	0.00		(5,968.28)	100.0

Attachment: DDA April 2016 Rev and Exp (2590 : DDA Revenue and Expenditure Reports through June

07/19/2016 11:53 AM
User: millerg
DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON
PERIOD ENDING 05/31/2016
% Fiscal Year Completed: 91.80

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D.1.b

		2015-16	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 05/31/2016	BALANCE	% BD
				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	0.00	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
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	0.00	1,358.00	0.00	(1,358.00)	100.0
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	30,509.68	0.00	6,290.32	82.9
TOTAL Revenues		36,800.00	30,509.68	0.00	6,290.32	82.9
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	4,880.00	4,754.91	0.00	125.09	97.4
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	17,000.00	14,355.00	0.00	2,645.00	84.4
5013-0000-956.0000	MISCELLANEOUS	7,720.00	87.64	0.00	7,632.36	1.1
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.	1,000.00	1,000.00	1,000.00	0.00	100.0
Total Dept 0000		36,800.00	25,541.40	1,000.00	11,258.60	69.4
TOTAL Expenditures		36,800.00	25,541.40	1,000.00	11,258.60	69.4
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		36,800.00	30,509.68	0.00	6,290.32	82.9
TOTAL EXPENDITURES		36,800.00	25,541.40	1,000.00	11,258.60	69.4
NET OF REVENUES & EXPENDITURES		0.00	4,968.28	(1,000.00)	(4,968.28)	100.0

Attachment: DDA May 2016 Rev and Exp (2590 : DDA Revenue and Expenditure Reports through June

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON
PERIOD ENDING 06/30/2016
% Fiscal Year Completed: 100.00
DRAFT ---- UNAUDITED

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 06/30/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BD US
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 0000						
5013-0000-403.0000	CURRENT TAX REVENUE	31,700.00	28,604.40	0.00	3,095.60	90.2
5013-0000-404.0000	TAX CHARGEBACKS	(100.00)	(90.24)	(90.24)	(9.76)	90.2
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	1,000.00	3,343.98	3,343.98	(2,343.98)	334.4
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROP (STATE)	0.00	2,158.00	800.00	(2,158.00)	100.0
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	34,563.42	4,053.74	2,236.58	93.9
TOTAL Revenues		36,800.00	34,563.42	4,053.74	2,236.58	93.9
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	4,880.00	4,754.91	0.00	125.09	97.4
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	17,000.00	15,555.00	1,200.00	1,445.00	91.5
5013-0000-956.0000	MISCELLANEOUS	7,720.00	7,336.34	7,248.70	383.66	95.0
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.	1,000.00	1,000.00	0.00	0.00	100.0
Total Dept 0000		36,800.00	33,990.10	8,448.70	2,809.90	92.3
TOTAL Expenditures		36,800.00	33,990.10	8,448.70	2,809.90	92.3
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		36,800.00	34,563.42	4,053.74	2,236.58	93.9
TOTAL EXPENDITURES		36,800.00	33,990.10	8,448.70	2,809.90	92.3
NET OF REVENUES & EXPENDITURES		0.00	573.32	(4,394.96)	(573.32)	100.0
BEG. FUND BALANCE		213,275.35	213,275.35			
END FUND BALANCE		213,275.35	213,848.67			
TOTAL REVENUES - FUND 5013						
TOTAL EXPENDITURES - FUND 5013		36,800.00	34,563.42	4,053.74	2,236.58	92.3
NET OF REVENUES & EXPENDITURES		0.00	573.32	(4,394.96)	(573.32)	100.0
BEG. FUND BALANCE		213,275.35	213,275.35			
END FUND BALANCE		213,275.35	213,848.67			

Attachment: DDA June 2016 (2590 : DDA Revenue and Expenditure Reports through June 2016)



SCHEDULED

AGENDA ITEM (ID # 2641)

DOC ID: 2641

Revenue and Expenditure Report July 2016

ATTACHMENTS:

- DDA Rev and Exp 07312016 (PDF)

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

PERIOD ENDING 07/31/2016

% Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 07/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/16 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BI US
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 0000							
5013-0000-403.0000	CURRENT TAX REVENUE	31,500.00	69.23	69.23	0.00	31,430.77	0.2
5013-0000-404.0000	TAX CHARGEBACKS	(100.00)	0.00	0.00	0.00	(100.00)	0.0
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	1,000.00	0.00	0.00	0.00	1,000.00	0.0
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	800.00	0.00	0.00	0.00	800.00	0.0
5013-0000-574.0000	SINGLE BUSINESS TAX	0.00	0.00	0.00	0.00	0.00	0.0
5013-0000-666.0000	INVESTMENT INTEREST	900.00	0.00	0.00	0.00	900.00	0.0
5013-0000-678.0000	REIMBURSEMENT INCOME	0.00	0.00	0.00	0.00	0.00	0.0
5013-0000-694.0000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00	0.0
5013-0000-699.0000	USE OF FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.0
Total Dept 0000		34,100.00	69.23	69.23	0.00	34,030.77	0.2
TOTAL Revenues		34,100.00	69.23	69.23	0.00	34,030.77	0.2
Expenditures							
Dept 0000							
5013-0000-717.0000	RETIREMENT - MERS ACTIVE	100.00	0.00	0.00	0.00	100.00	0.0
5013-0000-718.0000	RETIREMENT - MERS RETIREES	100.00	0.00	0.00	0.00	100.00	0.0
5013-0000-719.0000	Payroll Fringes	1,000.00	0.00	0.00	0.00	1,000.00	0.0
5013-0000-757.0000	OPERATING EXPENDITURES	800.00	0.00	0.00	0.00	800.00	0.0
5013-0000-808.0000	AUDIT	500.00	0.00	0.00	0.00	500.00	0.0
5013-0000-811.0000	POLICE SERVICES	0.00	0.00	0.00	0.00	0.00	0.0
5013-0000-879.0000	PUBLIC RELATIONS	500.00	0.00	0.00	0.00	500.00	0.0
5013-0000-880.0000	COMMUNITY DECORATIONS	4,000.00	0.00	0.00	0.00	4,000.00	0.0
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	18,000.00	0.00	0.00	0.00	18,000.00	0.0
5013-0000-956.0000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.0
5013-0000-957.0000	SURPLUS	0.00	0.00	0.00	0.00	0.00	0.0
5013-0000-973.0000	DDA COMMUNITY EVENTS	0.00	0.00	0.00	0.00	0.00	0.0
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	0.00	0.00	0.00	5,000.00	0.0
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	0.00	0.00	0.00	3,000.00	0.0
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.	0.00	0.00	0.00	0.00	0.00	0.0
5013-0000-999.7892	BUS STOP IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.0
5013-0000-999.7893	BRICK PAVER IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.0
Total Dept 0000		33,000.00	0.00	0.00	0.00	33,000.00	0.0
TOTAL Expenditures		33,000.00	0.00	0.00	0.00	33,000.00	0.0
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		34,100.00	69.23	69.23	0.00	34,030.77	0.2
TOTAL EXPENDITURES		33,000.00	0.00	0.00	0.00	33,000.00	0.0
NET OF REVENUES & EXPENDITURES		1,100.00	69.23	69.23	0.00	1,030.77	6.2

Attachment: DDA Rev and Exp 07312016 (2641 : Revenue and Expenditure Report July 2016)



SCHEDULED

AGENDA ITEM (ID # 2636)

DOC ID: 2636

**Discussion on Invoice from Signs by Crannie for the
Installation and Deployment of Back to the Bricks Banners.**



SCHEDULED

AGENDA ITEM (ID # 2637)

DOC ID: 2637

Authorize Chip Away Tree Service to Trim Trees on Saginaw Street for \$800.00 in Preparation for Back to the Bricks.



SCHEDULED

AGENDA ITEM (ID # 2638)

DOC ID: 2638

Discussion on Proposed Lots Owned by the City of Burton for Future Park Use on Friel Street, Schumacher Street and Mclean Avenue.



ADOPTED

AGENDA ITEM (ID # 2639)

DOC ID: 2639

Discussion on Topics Germane to the DDA District.

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