



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

FEBRUARY 15, 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 - Nov 16, 2015 8:30 AM

D. 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.

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
4. DDA GL activity report 07012015_12312015
5. DDA Budget Template

F. BOARD RECOMMENDATION AND/OR ACTION

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



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

NOVEMBER 16, 2015

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
Ginger Burke-Miller, Controller

Bob Slattery, DPW Director
Racheal Boggs, Clerk's Office

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Oct 19, 2015 8:30 AM

Minutes of October 19, 2015 amended to reflect the absence of Laurie Moncrieff.

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

D. ADMINISTRATIVE REPORT

Mr. Slattery provided an update on the paving project on Saginaw Street. The crews have had issues of water main breaks in the old lines over the weekend but they are still on target to have the trench paving and striping complete by Friday.

Mr. Fenner asked if the two sections of sidewalk in front of his shop will be repaired by spring.

Mr. Slattery will check into this and report back about those as well as any other sidewalks on Saginaw Street that have been disrupted.

1. DDA September 2015 Revenue and Expenditure Report

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Discussion on Potential Downtown Development Authority Board Members

Jamie Thorn of It's Perfumed Oil in Burton expressed interest in a vacant position on the City of Burton's Downtown Development Authority.

Mr. Richvalsky will submit to the Mayor, Jamie Thorn as an interested DDA member. He also asked Lisa Easterwood if she would be willing to serve as an ex-officio member of the DDA.

Lisa Easterwood would like to discuss this with the Mayor.

2. Discussion on Downtown Development Authority Visioning Plan.

Lisa Easterwood of Fleis & Vanderbrink encouraged the DDA to continue promoting the Visionary Plan. In order for it to be successful, it will involve cooperation from several groups including City Council, the Planning Commission, the Mayor and City Administration. Transportation Improvement Plan (TIP) applications were submitted on Friday. The scoring criteria addresses complete streets and safety. The DDA Visioning Plan also addresses these items so the scoring for Saginaw Street should rank pretty high.

Mr. Fenner asked if the plan has to be followed since it was used to obtain the points for the funds.

Mr. Hayman stated the way we submitted the plan is tied to the funding. You can deviate from the plan once funding is approved: there are changes as a project moves along however, if we obtain funding we are going to build a road essentially like we are asking to build.

Mr. Slattery stated there were three segments of the DDA District included in the TIP application: Judd Road to Bristol Road which is first priority, Maple Road to Judd Road and Bristol Road to Hemphill Street which are second priority projects. This application is for the years 2018, 2019 and 2020 and we compete with all other projects in the County.

3. Discussion and Possible Action on General Topics Germane to the DDA District.

Mr. Fenner asked about getting a committee together to develop facade standards.

Lisa Easterwood advised the board that this is an ordinance overlay specific to the DDA to create higher standards for businesses located within the DDA District. This requires a resolution from the City Council, develop a draft, have a public hearing and take all the necessary steps of creating an ordinance.

Mr. Hayman suggested the DDA Board contact Amber Abbey at the DPW to get this process started.

Mr. Martz asked about easement locations for banner pole locations.

Mr. Slattery stated he has photos of the pole locations for the DDA. The detailed drawings are very old. He will talk to the road commission to see what they have.

Mr. Martz stated that due to the current construction on Saginaw Street, removing the asphalt in the right of way will be put on hold until spring time.

Board discussion on banner poles and clock tower.

Mr. Martz mentioned asking the Fire Department or DPW to clean the oxidation off of the clock.

Mr. Richvalsky provided the tree trimming estimate from Aspen Tree Service to the board. It will cost \$7,500.00 for all the trees on Saginaw Street to be pruned.

Mrs. Burke-Miller stated the DDA had \$12,720.00 available as of September 30, 2015.

Board discussion on a DDA member potentially joining the Planning Commission and/or creating a master plan subcommittee. Mr. Martz and Mr. Richvalsky both expressed interest in the position.

4. Motion to Approve and Authorize Aspen Tree Service to Trim all Trees on Saginaw Street in the Amount of \$7,500.00.

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

Meeting was adjourned at 9:40 AM.



SCHEDULED

INFORMATION ITEM (ID # 2170)

DOC ID: 2170

DDA October 2015 Revenue and Expenditure Report.

ATTACHMENTS:

- DDA Oct 2015 (PDF)

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

PERIOD ENDING 10/31/2015

% Fiscal Year Completed: 33.61

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BD
		AMENDED	10/31/2015	MONTH	10/31/2015	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	26,844.16	14,549.55		4,855.84	84.6
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
5013-0000-574.0000	SINGLE BUSINESS TAX	0.00	0.00	0.00		0.00	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
5013-0000-694.0000	MISCELLANEOUS REVENUE	0.00	0.00	0.00		0.00	0.0
5013-0000-699.0000	DEFICIT	3,800.00	0.00	0.00		3,800.00	0.0
Total Dept 0000		36,800.00	26,844.16	14,549.55		9,955.84	72.9
TOTAL Revenues		36,800.00	26,844.16	14,549.55		9,955.84	72.9
Expenditures							
Dept 0000							
5013-0000-719.0000	Payroll Fringes	0.00	0.00	0.00		0.00	0.0
5013-0000-757.0000	SUPPLIES & POSTAGE	800.00	0.00	0.00		800.00	0.0
5013-0000-808.0000	AUDIT	400.00	245.00	0.00		155.00	61.2
5013-0000-811.0000	POLICE SERVICES	0.00	0.00	0.00		0.00	0.0
5013-0000-879.0000	PUBLIC RELATIONS	0.00	0.00	0.00		0.00	0.0
5013-0000-880.0000	COMMUNITY DECORATIONS	2,600.00	0.00	0.00		2,600.00	0.0
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	17,000.00	5,320.00	1,040.00		11,680.00	31.2
5013-0000-956.0000	MISCELLANEOUS	5,000.00	87.64	87.64		4,912.36	1.7
5013-0000-957.0000	SURPLUS	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	0.0
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
5013-0000-999.7892	BUS STOP IMPROVEMENTS	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	0.0
Total Dept 0000		36,800.00	5,652.64	1,127.64		31,147.36	15.3
TOTAL Expenditures		36,800.00	5,652.64	1,127.64		31,147.36	15.3
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		36,800.00	26,844.16	14,549.55		9,955.84	72.9
TOTAL EXPENDITURES		36,800.00	5,652.64	1,127.64		31,147.36	15.3
NET OF REVENUES & EXPENDITURES		0.00	21,191.52	13,421.91		(21,191.52)	100.0

Attachment: DDA Oct 2015 (2170 : DDA October 2015 Revenue and Expenditure Report)



SCHEDULED

INFORMATION ITEM (ID # 2171)

DOC ID: 2171

DDA November 2015 Revenue and Expenditure Report.

ATTACHMENTS:

- Nov 2015 DDA rev and exp (PDF)

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

PERIOD ENDING 11/30/2015

% Fiscal Year Completed: 41.80

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% B
		AMENDED	11/30/2015	MONTH	11/30/2015	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	27,710.66	866.50		3,989.34	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
5013-0000-574.0000	SINGLE BUSINESS TAX	0.00	0.00	0.00		0.00	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
5013-0000-694.0000	MISCELLANEOUS REVENUE	0.00	0.00	0.00		0.00	0.0
5013-0000-699.0000	DEFICIT	3,800.00	0.00	0.00		3,800.00	0.0
Total Dept 0000		36,800.00	27,710.66	866.50		9,089.34	75.3
TOTAL Revenues		36,800.00	27,710.66	866.50		9,089.34	75.3
Expenditures							
Dept 0000							
5013-0000-719.0000	Payroll Fringes	0.00	0.00	0.00		0.00	0.0
5013-0000-757.0000	SUPPLIES & POSTAGE	800.00	(56.15)	(56.15)		856.15	(7.0)
5013-0000-808.0000	AUDIT	400.00	245.00	0.00		155.00	61.2
5013-0000-811.0000	POLICE SERVICES	0.00	0.00	0.00		0.00	0.0
5013-0000-879.0000	PUBLIC RELATIONS	0.00	0.00	0.00		0.00	0.0
5013-0000-880.0000	COMMUNITY DECORATIONS	2,600.00	0.00	0.00		2,600.00	0.0
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	17,000.00	6,355.00	1,035.00		10,645.00	37.3
5013-0000-956.0000	MISCELLANEOUS	5,000.00	87.64	0.00		4,912.36	1.7
5013-0000-957.0000	SURPLUS	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	0.0
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
5013-0000-999.7892	BUS STOP IMPROVEMENTS	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	0.0
Total Dept 0000		36,800.00	6,631.49	978.85		30,168.51	18.0
TOTAL Expenditures		36,800.00	6,631.49	978.85		30,168.51	18.0
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		36,800.00	27,710.66	866.50		9,089.34	75.3
TOTAL EXPENDITURES		36,800.00	6,631.49	978.85		30,168.51	18.0
NET OF REVENUES & EXPENDITURES		0.00	21,079.17	(112.35)		(21,079.17)	100.0



SCHEDULED

AGENDA ITEM (ID # 2111)

DOC ID: 2111

December 2015 Revenue and Expenditure Report

ATTACHMENTS:

- DDA December Rev and Exp (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	% BC
		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	SUPPLIES & POSTAGE	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				



SCHEDULED

INFORMATION ITEM (ID # 2122)

DOC ID: 2122

DDA GL activity report 07012015_12312015

ATTACHMENTS:

- dda gl 07012015_12312015 (PDF)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 5013 DOWNTOWN DEVELOPMENT AUTHORITY							
Assets							
Department 0000							
Unclassified							
07/01/2015			5013-0000-001.0000 CASH		BEG. BALANCE		213,974.24
07/22/2015	CD	CHK	Check: 1001 159398	159398		950.00	213,024.24
07/22/2015	JE	JE	STAX 2015 SPREAD #1	5009	464.96		213,489.20
07/28/2015	JE	JE	CASH TRANSF DELINQ PERSONAL PROPERTY	5030	251.11		213,740.31
08/06/2015	CD	CHK	Check: 1001 159543	159543		1,250.00	212,490.31
08/06/2015	JE	JE	STAX 2015 SPREAD #2	5054	1,640.75		214,131.06
08/27/2015	JE	JE	STAX DISTRIBUTION SPREAD #3	5189	4,482.43		218,613.49
09/02/2015	CD	CHK	Check: 1001 159931	159931		245.00	218,368.49
09/08/2015	JE	JE	STAX SPREAD #4	5249	3,034.20		221,402.69
09/10/2015	CD	CHK	Check: 1001 159991	159991		2,130.00	219,272.69
09/24/2015	JE	JE	STAX DISTRIBUTION SPREAD #5	5322	2,672.27		221,944.96
09/30/2015	JE	JE	DUE TO FROM CASH CLEAR SEPT 2015	5412		87.64	221,857.32
10/01/2015	CD	CHK	Check: 1001 160171	160171		900.00	220,957.32
10/09/2015	JE	JE	STAX DISTRIBUTION SPREAD #6	5375	14,546.19		235,503.51
10/14/2015	CD	CHK	Check: 1001 160322	160322		1,040.00	234,463.51
10/23/2015	JE	JE	STAX DISTRIBUTION SPREAD #7	5430	3.36		234,466.87
11/05/2015	JE	JE	DELQ STAX DISTRIBUTION SPREAD #2	5461	615.13		235,082.00
11/11/2015	CD	CHK	Check: 1001 160716	160716		1,035.00	234,047.00
11/20/2015	JE	JE	STAX DELQ 2015 SPREAD #3	5538	251.37		234,298.37
11/27/2015	CD	CHK	Check: 1001 131	131(E)	56.15		234,354.52
12/03/2015	JE	JE	STAX DELQ SPREAD #4	5572	1.27		234,355.79
12/08/2015	CD	CHK	Check: 1001 160976	160976		105.00	234,250.79
12/08/2015	CD	CHK	Check: 1001 160989	160989		598.30	233,652.49
12/10/2015	CD	CHK	Check: 1001 161012	161012		319.60	233,332.89
12/14/2015	CD	CHK	Check: 1001 161067	161067		500.00	232,832.89
12/31/2015	JE	JE	DUE TO/FROM CLEARS FROM PAYROLL DEC :	5643		1,378.21	231,454.68
12/31/2015	JE	JE	EQUIPMENT RENTAL DEC 2015	5666		474.92	230,979.76
12/31/2015	GJ	JE	TO DISTRIBUTE AUDIT FEES	5719		155.00	230,824.76
12/31/2015			5013-0000-001.0000	END BALANCE	28,019.19	11,168.67	230,824.76
07/01/2015			5013-0000-001.0001 CHECKING ACCOUNT		BEG. BALANCE		0.00
12/31/2015			5013-0000-001.0001	END BALANCE	0.00	0.00	0.00
07/01/2015			5013-0000-001.0002 CREDIT CARDS ENTERED VIA CASH RECE		BEG. BALANCE		0.00
12/31/2015			5013-0000-001.0002	END BALANCE	0.00	0.00	0.00
07/01/2015			5013-0000-003.0005 PUBLIC FUNDS #117092		BEG. BALANCE		0.00
12/31/2015			5013-0000-003.0005	END BALANCE	0.00	0.00	0.00
07/01/2015			5013-0000-020.0000 CURRENT TAX LEVY REAL/PERSONAL		BEG. BALANCE		0.00
12/31/2015			5013-0000-020.0000	END BALANCE	0.00	0.00	0.00
07/01/2015			5013-0000-022.0022 IFT-CFT TAX RECEIVABLE		BEG. BALANCE		0.00
12/31/2015			5013-0000-022.0022	END BALANCE	0.00	0.00	0.00
07/01/2015			5013-0000-040.0000 ACCOUNTS RECEIVABLE		BEG. BALANCE		0.00
12/31/2015			5013-0000-040.0000	END BALANCE	0.00	0.00	0.00
07/01/2015			5013-0000-040.0005 ACCOUNTS RECEIVABLE SENT TO COLLEC		BEG. BALANCE		0.00
12/31/2015			5013-0000-040.0005	END BALANCE	0.00	0.00	0.00
07/01/2015			5013-0000-040.0022 ACCOUNTS RECEIVABLE-MISC INVOI		BEG. BALANCE		0.00
12/31/2015			5013-0000-040.0022	END BALANCE	0.00	0.00	0.00
07/01/2015			5013-0000-040.0023 ACCOUNTS RECEIVABLE-ACCRUED		BEG. BALANCE		0.00
12/31/2015			5013-0000-040.0023	END BALANCE	0.00	0.00	0.00
07/01/2015			5013-0000-040.0030 DUE IN FROM TX COLLECTION (MR/UB)		BEG. BALANCE		0.00
12/31/2015			5013-0000-040.0030	END BALANCE	0.00	0.00	0.00
07/01/2015			5013-0000-067.1001 DUE TO GENERAL FUND		BEG. BALANCE		0.00
09/30/2015	JE	JE	DUE TO FROM CASH CLEAR SEPT 2015	5412	87.64		87.64
10/08/2015	PR	CHK	SUMMARY PR 10/08/2015			87.64	0.00
12/03/2015	PR	CHK	SUMMARY PR 12/03/2015			466.16	(466.16)
12/17/2015	PR	CHK	SUMMARY PR 12/17/2015			912.05	(1,378.21)
12/31/2015	JE	JE	DUE TO/FROM CLEARS FROM PAYROLL DEC :	5643	1,378.21		0.00
12/31/2015			5013-0000-067.1001	END BALANCE	1,465.85	1,465.85	0.00
07/01/2015			5013-0000-067.2002 DUE MAJOR STREETS		BEG. BALANCE		0.00
12/31/2015			5013-0000-067.2002	END BALANCE	0.00	0.00	0.00
07/01/2015			5013-0000-067.2007 DUE POLICE MILLAGE		BEG. BALANCE		0.00
12/31/2015			5013-0000-067.2007	END BALANCE	0.00	0.00	0.00
07/01/2015			5013-0000-067.7001 DUE TRUST & AGENCY		BEG. BALANCE		0.00

Attachment: dda gl 07012015_12312015 (2122 : DDA GL activity report 07012015 12312015)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
07/28/2015	JE	JE	5013-0000-067.7001 DUE TRUST & AGENCY CASH TRANSF DELINQ PERSONAL PROPERTY	5030		251.11	0.00
12/31/2015			5013-0000-067.7001 END BALANCE		0.00	251.11	0.00
07/01/2015			5013-0000-067.7003 DUE CURRENT TAX ACCOUNT		BEG. BALANCE		0.00
12/31/2015			5013-0000-067.7003 END BALANCE		0.00	0.00	0.00
07/01/2015			5013-0000-086.1001 DUE FROM GENERAL FUND		BEG. BALANCE		0.00
12/31/2015			5013-0000-086.1001 END BALANCE		0.00	0.00	0.00
0: Unclassified					29,485.04	12,885.63	230,824.76
TOTAL FOR DEPARTMENT 0000					29,485.04	12,885.63	
TOTAL Assets					29,485.04	12,885.63	230,824.76
Liabilities							
Department 0000							
Unclassified							
07/01/2015			5013-0000-202.0000 ACCOUNTS PAYABLE		BEG. BALANCE		(950.00)
07/22/2015	CD	CHK	Check: 1001 159398	159398	950.00		0.00
08/05/2015	AP	INV	L&M LAWN CARE DDA MOWING	2337		1,250.00	(1,250.00)
08/06/2015	CD	CHK	Check: 1001 159543	159543	1,250.00		0.00
08/31/2015	AP	INV	REHMANN ROBSON AUDIT BILLING #1 YR END JUNE 30, 2015	RR285687		120.00	(120.00)
08/31/2015	AP	INV	REHMANN ROBSON AUDIT BILLING #2 - YR END JUNE 30, 2015	RR285688		65.00	(185.00)
08/31/2015	AP	INV	REHMANN ROBSON AUDIT BILLING #3 - YR END JUNE 30, 2015	RR285689		60.00	(245.00)
09/02/2015	CD	CHK	Check: 1001 159931	159931	245.00		0.00
09/10/2015	AP	INV	L&M LAWN CARE DDA MOWING	2371		2,130.00	(2,130.00)
09/10/2015	CD	CHK	Check: 1001 159991	159991	2,130.00		0.00
09/30/2015	AP	INV	4 SEASONS MAINTENANCE INC 2 SWEEPS 8/9/15 AND 8/11/15	2015-095		900.00	(900.00)
10/01/2015	CD	CHK	Check: 1001 160171	160171	900.00		0.00
10/13/2015	AP	INV	L&M LAWN CARE DDA MOWING	2408		1,040.00	(1,040.00)
10/14/2015	CD	CHK	Check: 1001 160322	160322	1,040.00		0.00
11/10/2015	AP	INV	L&M LAWN CARE DDA MOWING	2441		1,035.00	(1,035.00)
11/11/2015	CD	CHK	Check: 1001 160716	160716	1,035.00		0.00
11/27/2015	CD	CHK	Check: 1001 131	131(E)		56.15	(56.15)
11/28/2015	AP	INV	FIRSTMERIT BANKCARD CENTER CREDIT CARD CHARGES	OCT 2015	56.15		0.00
12/07/2015	AP	INV	MICHIGAN ELECTRIC SUPPLY CO. GLOVE KIT	S100337091.001		105.00	(105.00)
12/08/2015	AP	INV	WIN'S ELECTRICAL SUPPLY CO. SUPPLIES	94669		500.49	(605.49)
12/08/2015	AP	INV	WIN'S ELECTRICAL SUPPLY CO. SUPPLIES	94826		59.20	(664.69)
12/08/2015	AP	INV	WIN'S ELECTRICAL SUPPLY CO. SUPPLIES	94864		38.61	(703.30)
12/08/2015	CD	CHK	Check: 1001 160976	160976	105.00		(598.30)
12/08/2015	CD	CHK	Check: 1001 160989	160989	598.30		0.00
12/09/2015	AP	INV	BRONNER'S COMMERCIAL DISPLAY 25 PK REPLACEMENT BULBS	52476		319.60	(319.60)
12/10/2015	CD	CHK	Check: 1001 161012	161012	319.60		0.00
12/14/2015	AP	INV	L&M LAWN CARE REPLACED PAVER BLOCKS AT CLOCK TOWER	5150		500.00	(500.00)
12/14/2015	CD	CHK	Check: 1001 161067	161067	500.00		0.00
12/31/2015			5013-0000-202.0000 END BALANCE		9,129.05	8,179.05	0.00
07/01/2015			5013-0000-216.1001 DUE TO GENERAL FUND		BEG. BALANCE		0.00
12/31/2015			5013-0000-216.1001 END BALANCE		0.00	0.00	0.00
07/01/2015			5013-0000-339.0000 DEFERRED REVENUE		BEG. BALANCE		0.00
12/31/2015			5013-0000-339.0000 END BALANCE		0.00	0.00	0.00
0: Unclassified					9,129.05	8,179.05	0.00
TOTAL FOR DEPARTMENT 0000					9,129.05	8,179.05	
TOTAL Liabilities					9,129.05	8,179.05	0.00
Fund Equity							
Department 0000							
Unclassified							
07/01/2015			5013-0000-390.0000 FUND BALANCE - UNASSIGNED		BEG. BALANCE		(213,275.35)
12/31/2015			5013-0000-390.0000 END BALANCE		0.00	0.00	(213,275.35)
0: Unclassified							(213,275.35)
TOTAL FOR DEPARTMENT 0000							
TOTAL Fund Equity							

Attachment: dda gl 07012015_12312015 (2122 : DDA GL activity report 07012015 12312015)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Revenues							
Department 0000							
Unclassified							
07/01/2015			5013-0000-403.0000 CURRENT TAX REVENUE		BEG. BALANCE		0.00
07/22/2015	JE	JE	STAX 2015 SPREAD #1	5009		464.96	(464.96)
08/06/2015	JE	JE	STAX 2015 SPREAD #2	5054		1,640.75	(2,105.71)
08/27/2015	JE	JE	STAX DISTRIBUTION SPREAD #3	5189		4,482.43	(6,588.14)
09/08/2015	JE	JE	STAX SPREAD #4	5249		3,034.20	(9,622.34)
09/24/2015	JE	JE	STAX DISTRIBUTION SPREAD #5	5322		2,672.27	(12,294.61)
10/09/2015	JE	JE	STAX DISTRIBUTION SPREAD #6	5375		14,546.19	(26,840.80)
10/23/2015	JE	JE	STAX DISTRIBUTION SPREAD #7	5430		3.36	(26,844.16)
11/05/2015	JE	JE	DELQ STAX DISTRIBUTION SPREAD #2	5461		615.13	(27,459.29)
11/20/2015	JE	JE	STAX DELQ 2015 SPREAD #3	5538		251.37	(27,710.66)
12/03/2015	JE	JE	STAX DELQ SPREAD #4	5572		1.27	(27,711.93)
12/31/2015			5013-0000-403.0000	END BALANCE	0.00	27,711.93	(27,711.93)
07/01/2015			5013-0000-404.0000 TAX CHARGEBACKS		BEG. BALANCE		0.00
12/31/2015			5013-0000-404.0000	END BALANCE	0.00	0.00	0.00
07/01/2015			5013-0000-407.0000 DELINQUENT PERSONAL TAXES		BEG. BALANCE		0.00
12/31/2015			5013-0000-407.0000	END BALANCE	0.00	0.00	0.00
07/01/2015			5013-0000-574.0000 SINGLE BUSINESS TAX		BEG. BALANCE		0.00
12/31/2015			5013-0000-574.0000	END BALANCE	0.00	0.00	0.00
07/01/2015			5013-0000-666.0000 INVESTMENT INTEREST		BEG. BALANCE		0.00
12/31/2015			5013-0000-666.0000	END BALANCE	0.00	0.00	0.00
07/01/2015			5013-0000-678.0000 REIMBURSEMENT INCOME		BEG. BALANCE		0.00
12/31/2015			5013-0000-678.0000	END BALANCE	0.00	0.00	0.00
07/01/2015			5013-0000-694.0000 MISCELLANEOUS REVENUE		BEG. BALANCE		0.00
12/31/2015			5013-0000-694.0000	END BALANCE	0.00	0.00	0.00
07/01/2015			5013-0000-699.0000 USE OF FUND BALANCE		BEG. BALANCE		0.00
12/31/2015			5013-0000-699.0000	END BALANCE	0.00	0.00	0.00
0: Unclassified						27,711.93	(27,711.93)
TOTAL FOR DEPARTMENT 0000						0.00	27,711.93
TOTAL Revenues						27,711.93	(27,711.93)
Expenditures							
Department 0000							
Unclassified							
07/01/2015			5013-0000-719.0000 Payroll Fringes		BEG. BALANCE		0.00
10/08/2015	PR	CHK	SUMMARY PR 10/08/2015		6.16		6.16
10/30/2015	JE	JE	FICA AND RETIRE DISTRIBUTION	5450		6.16	0.00
12/03/2015	PR	CHK	SUMMARY PR 12/03/2015		32.72		32.72
12/17/2015	PR	CHK	SUMMARY PR 12/17/2015		63.73		96.45
12/31/2015	JE	JE	FICA AND RETIRE DISTRIBUTION DEC 2015	5670		96.45	0.00
12/31/2015			5013-0000-719.0000	END BALANCE	102.61	102.61	0.00
07/01/2015			5013-0000-757.0000 SUPPLIES & POSTAGE		BEG. BALANCE		0.00
11/28/2015	AP	INV	FIRSTMERIT BANKCARD CENTER	OCT 2015		56.15	(56.15)
12/31/2015			CREDIT CARD CHARGES				
12/31/2015			5013-0000-757.0000	END BALANCE	0.00	56.15	(56.15)
07/01/2015			5013-0000-808.0000 AUDIT		BEG. BALANCE		0.00
08/31/2015	AP	INV	REHMANN ROBSON	RR285687	120.00		120.00
08/31/2015	AP	INV	AUDIT BILLING #1 YR END JUNE 30, 2015	RR285688	65.00		185.00
08/31/2015	AP	INV	REHMANN ROBSON	RR285689	60.00		245.00
12/31/2015	GJ	JE	AUDIT BILLING #2 - YR END JUNE 30, 2015		5719	155.00	400.00
12/31/2015			TO DISTRIBUTE AUDIT FEES				
12/31/2015			5013-0000-808.0000	END BALANCE	400.00	0.00	400.00
07/01/2015			5013-0000-811.0000 POLICE SERVICES		BEG. BALANCE		0.00
12/31/2015			5013-0000-811.0000	END BALANCE	0.00	0.00	0.00
07/01/2015			5013-0000-879.0000 PUBLIC RELATIONS		BEG. BALANCE		0.00
12/31/2015			5013-0000-879.0000	END BALANCE	0.00	0.00	0.00
07/01/2015			5013-0000-880.0000 COMMUNITY DECORATIONS		BEG. BALANCE		0.00
12/03/2015	PR	CHK	SUMMARY PR 12/03/2015		433.44		433.44
12/07/2015	AP	INV	MICHIGAN ELECTRIC SUPPLY CO.	S100337091.001	105.00		538.44
12/08/2015	AP	INV	GLOVE KIT				
12/08/2015	AP	INV	WIN'S ELECTRICAL SUPPLY CO.	94669	500.49		1,038.93
12/08/2015			SUPPLIES				

Attachment: dda gl 07012015_12312015 (2122 : DDA GL activity report 07012015 12312015)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
12/08/2015	AP	INV	5013-0000-880.0000 COMMUNITY DECORATIONS WIN'S ELECTRICAL SUPPLY CO. SUPPLIES	94826	59.20		1,098.13
12/08/2015	AP	INV	WIN'S ELECTRICAL SUPPLY CO. SUPPLIES	94864	38.61		1,136.74
12/09/2015	AP	INV	BRONNER'S COMMERCIAL DISPLAY 25 PK REPLACEMENT BULBS	52476	319.60		1,456.34
12/17/2015	PR	CHK	SUMMARY PR 12/17/2015		848.32		2,304.66
12/31/2015	JE	JE	EQUIPMENT RENTAL DEC 2015	5666	474.92		2,779.58
12/31/2015	JE	JE	FICA AND RETIRE DISTRIBUTION DEC 2015	5670	96.45		2,876.03
12/31/2015			5013-0000-880.0000 END BALANCE		2,876.03	0.00	2,876.03
07/01/2015			5013-0000-938.0000 LANDSCAPE/MAINTENANCE L&M LAWN CARE		BEG. BALANCE		0.00
08/05/2015	AP	INV	DDA MOWING	2337	1,250.00		1,250.00
09/10/2015	AP	INV	L&M LAWN CARE DDA MOWING	2371	2,130.00		3,380.00
09/30/2015	AP	INV	4 SEASONS MAINTENANCE INC 2 SWEEPS 8/9/15 AND 8/11/15	2015-095	900.00		4,280.00
10/13/2015	AP	INV	L&M LAWN CARE DDA MOWING	2408	1,040.00		5,320.00
11/10/2015	AP	INV	L&M LAWN CARE DDA MOWING	2441	1,035.00		6,355.00
12/14/2015	AP	INV	L&M LAWN CARE REPLACED PAVER BLOCKS AT CLOCK TOWER	5150	500.00		6,855.00
12/31/2015			5013-0000-938.0000 END BALANCE		6,855.00	0.00	6,855.00
07/01/2015			5013-0000-956.0000 MISCELLANEOUS SUMMARY PR 10/08/2015		BEG. BALANCE		0.00
10/08/2015	PR	CHK			81.48		81.48
10/30/2015	JE	JE	FICA AND RETIRE DISTRIBUTION	5450	6.16		87.64
12/31/2015			5013-0000-956.0000 END BALANCE		87.64	0.00	87.64
07/01/2015			5013-0000-956.4000 BANKING FEES		BEG. BALANCE		0.00
12/31/2015			5013-0000-956.4000 END BALANCE		0.00	0.00	0.00
07/01/2015			5013-0000-957.0000 SURPLUS		BEG. BALANCE		0.00
12/31/2015			5013-0000-957.0000 END BALANCE		0.00	0.00	0.00
07/01/2015			5013-0000-973.0000 DDA COMMUNITY EVENTS		BEG. BALANCE		0.00
12/31/2015			5013-0000-973.0000 END BALANCE		0.00	0.00	0.00
07/01/2015			5013-0000-999.2007 TRANSFER TO POLICE FUND		BEG. BALANCE		0.00
12/31/2015			5013-0000-999.2007 END BALANCE		0.00	0.00	0.00
07/01/2015			5013-0000-999.4001 TRANSFER TO CAPITAL IMPROV.		BEG. BALANCE		0.00
12/31/2015			5013-0000-999.4001 END BALANCE		0.00	0.00	0.00
07/01/2015			5013-0000-999.7891 CLOCK CORNER IMPROV/MAINT.		BEG. BALANCE		0.00
12/31/2015			5013-0000-999.7891 END BALANCE		0.00	0.00	0.00
07/01/2015			5013-0000-999.7892 BUS STOP IMPROVEMENTS		BEG. BALANCE		0.00
12/31/2015			5013-0000-999.7892 END BALANCE		0.00	0.00	0.00
07/01/2015			5013-0000-999.7893 BRICK PAVER IMPROVEMENTS		BEG. BALANCE		0.00
12/31/2015			5013-0000-999.7893 END BALANCE		0.00	0.00	0.00
0: Unclassified					10,321.28	158.76	10,162.52
TOTAL FOR DEPARTMENT 0000					10,321.28	158.76	
TOTAL Expenditures					10,321.28	158.76	10,162.52
TOTAL FOR FUND 5013 DOWNTOWN DEVELOPMENT AUTHORITY					48,935.37	48,935.37	0.00

Attachment: dda gl 07012015_12312015 (2122 : DDA GL activity report 07012015 12312015)



SCHEDULED

INFORMATION ITEM (ID # 2143)

DOC ID: 2143

DDA Budget Template



SCHEDULED

AGENDA ITEM (ID # 2172)

DOC ID: 2172

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