



# 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

|                  |                                       |
|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>           |
| <b>MOVER:</b>    | Gregory Fenner, Commissioner          |
| <b>SECONDER:</b> | Steve Coates, Commissioner            |
| <b>AYES:</b>     | Richvalsky, Coates, Fenner, Stapleton |
| <b>EXCUSED:</b>  | 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.



# 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.

|                  |                                              |
|------------------|----------------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED AS AMENDED [UNANIMOUS]</b>       |
| <b>MOVER:</b>    | Gregory Fenner, Commissioner                 |
| <b>SECONDER:</b> | Neil Martz, Commissioner                     |
| <b>AYES:</b>     | 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

Minutes Acceptance: Minutes of Nov 16, 2015 8:30 AM (Approval of Minutes)

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.

|                  |                                              |
|------------------|----------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>                   |
| <b>MOVER:</b>    | Joey Richvalsky, Chairman                    |
| <b>SECONDER:</b> | Gregory Fenner, Commissioner                 |
| <b>AYES:</b>     | 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*

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## **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

|                                             |                             | 2015-16        | YTD BALANCE                     | ACTIVITY FOR                            | AVAILABLE                    | % BD  |
|---------------------------------------------|-----------------------------|----------------|---------------------------------|-----------------------------------------|------------------------------|-------|
| GL NUMBER                                   | DESCRIPTION                 | AMENDED BUDGET | 11/30/2015<br>NORMAL (ABNORMAL) | MONTH 11/30/2015<br>INCREASE (DECREASE) | BALANCE<br>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*

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## **December 2015 Revenue and Expenditure Report**

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**ATTACHMENTS:**

- DDA December Rev and Exp (PDF)

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*

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## **DDA GL activity report 07012015\_12312015**

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**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       |

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| Date                      | JNL | Type | Description                                                                   | Reference #    | Debits       | Credits   | Balance      |
|---------------------------|-----|------|-------------------------------------------------------------------------------|----------------|--------------|-----------|--------------|
| 07/28/2015                | JE  | JE   | 5013-0000-067.7001 DUE TRUST & AGENCY<br>CASH TRANSF DELINQ PERSONAL PROPERTY | 5030           |              | 251.11    | 0.00         |
| 12/31/2015                |     |      | 5013-0000-067.7001<br>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<br>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<br>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<br>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<br>AUDIT BILLING #1 YR END JUNE 30, 2015                       | RR285687       |              | 120.00    | (120.00)     |
| 08/31/2015                | AP  | INV  | REHMANN ROBSON<br>AUDIT BILLING #2 - YR END JUNE 30, 2015                     | RR285688       |              | 65.00     | (185.00)     |
| 08/31/2015                | AP  | INV  | REHMANN ROBSON<br>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<br>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<br>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<br>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<br>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<br>CREDIT CARD CHARGES                             | OCT 2015       | 56.15        |           | 0.00         |
| 12/07/2015                | AP  | INV  | MICHIGAN ELECTRIC SUPPLY CO.<br>GLOVE KIT                                     | S100337091.001 |              | 105.00    | (105.00)     |
| 12/08/2015                | AP  | INV  | WIN'S ELECTRICAL SUPPLY CO.<br>SUPPLIES                                       | 94669          |              | 500.49    | (605.49)     |
| 12/08/2015                | AP  | INV  | WIN'S ELECTRICAL SUPPLY CO.<br>SUPPLIES                                       | 94826          |              | 59.20     | (664.69)     |
| 12/08/2015                | AP  | INV  | WIN'S ELECTRICAL SUPPLY CO.<br>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<br>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<br>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<br>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<br>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<br>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<br>END BALANCE                                             |                | 0.00         | 0.00      | (213,275.35) |
| 0: Unclassified           |     |      |                                                                               |                |              |           | (213,275.35) |
| TOTAL FOR DEPARTMENT 0000 |     |      |                                                                               |                |              |           |              |
| TOTAL Fund Equity         |     |      |                                                                               |                |              |           |              |

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| 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 |     |      |                                              |                |              |           |             |
|                           |     |      |                                              |                |              |           |             |
| TOTAL Revenues            |     |      |                                              |                |              |           |             |
|                           |     |      |                                              |                |              |           |             |
| 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        |                |              |           |             |
| 08/31/2015                | AP  | INV  | REHMANN ROBSON                               | RR285688       | 65.00        |           | 185.00      |
| 08/31/2015                | AP  | INV  | AUDIT BILLING #2 - YR END JUNE 30, 2015      |                |              |           |             |
| 08/31/2015                | AP  | INV  | REHMANN ROBSON                               | RR285689       | 60.00        |           | 245.00      |
| 12/31/2015                | GJ  | JE   | AUDIT BILLING #3 - YR END JUNE 30, 2015      |                |              |           |             |
| 12/31/2015                |     |      | TO DISTRIBUTE AUDIT FEES                     | 5719           | 155.00       |           | 400.00      |
| 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                                     |                |              |           |             |

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| Date                                               | JNL | Type | Description                                                                         | Reference # | Debits       | Credits   | Balance   |
|----------------------------------------------------|-----|------|-------------------------------------------------------------------------------------|-------------|--------------|-----------|-----------|
| 12/08/2015                                         | AP  | INV  | 5013-0000-880.0000 COMMUNITY DECORATIONS<br>WIN'S ELECTRICAL SUPPLY CO.<br>SUPPLIES | 94826       | 59.20        |           | 1,098.13  |
| 12/08/2015                                         | AP  | INV  | WIN'S ELECTRICAL SUPPLY CO.<br>SUPPLIES                                             | 94864       | 38.61        |           | 1,136.74  |
| 12/09/2015                                         | AP  | INV  | BRONNER'S COMMERCIAL DISPLAY<br>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<br>END BALANCE                                                   |             | 2,876.03     | 0.00      | 2,876.03  |
| 07/01/2015                                         |     |      | 5013-0000-938.0000 LANDSCAPE/MAINTENANCE<br>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<br>DDA MOWING                                                         | 2371        | 2,130.00     |           | 3,380.00  |
| 09/30/2015                                         | AP  | INV  | 4 SEASONS MAINTENANCE INC<br>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<br>DDA MOWING                                                         | 2408        | 1,040.00     |           | 5,320.00  |
| 11/10/2015                                         | AP  | INV  | L&M LAWN CARE<br>DDA MOWING                                                         | 2441        | 1,035.00     |           | 6,355.00  |
| 12/14/2015                                         | AP  | INV  | L&M LAWN CARE<br>REPLACED PAVER BLOCKS AT CLOCK TOWER                               | 5150        | 500.00       |           | 6,855.00  |
| 12/31/2015                                         |     |      | 5013-0000-938.0000<br>END BALANCE                                                   |             | 6,855.00     | 0.00      | 6,855.00  |
| 07/01/2015                                         |     |      | 5013-0000-956.0000 MISCELLANEOUS<br>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<br>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<br>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<br>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<br>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<br>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<br>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<br>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<br>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<br>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*

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