CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JUNE 17, 2019

AGENDA

Council Chambers	Regular Meeting	8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

A. ROLL CALL

B. STAFF PRESENT

C. ADMINISTRATIVE REPORT

1. Revenue and Expenditure Report as of May 31, 2019

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Special Meeting - May 13, 2019 8:30 AM

2. Downtown Development Authority - Public Hearing - May 13, 2019 8:45 AM

E. AUDIENCE PARTICIPATION

Now is the time set-aside for members of the audience to address the Burton Downtown Development Authority. I would ask each individual to give their name and address for the record and to limit their comments to three (3) minutes and to speak on the topics germane to City business.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Approve and authorize the tax millage levy of 1.8673 for the Downtown Development Authority District for the 2019-2020 fiscal year.

G. BOARD DISCUSSION

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

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, JULY 15, 2019 @ 8:30 AM.

Revenue and Expenditure Report as of May 31, 2019

ATTACHMENTS:

- Revenue and Expenditure Report DDA 5-31-19 (PDF)

06/12/2019 04:24 PM
User: moffittk
DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON
PERIOD ENDING 05/31/2019
% Fiscal Year Completed: 91.78
*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 05/31/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 0000						
5013-0000-403.0000	CURRENT TAX REVENUE	33,800.00	31,125.44	0.00	2,674.56	92.09
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	100.00	0.00	0.00	100.00	0.00
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	800.00	0.00	0.00	800.00	0.00
5013-0000-666.0000	INVESTMENT INTEREST	500.00	1,601.07	0.00	(1,101.07)	320.21
Total Dept 0000		35,200.00	32,726.51	0.00	2,473.49	92.97
TOTAL REVENUES		35,200.00	32,726.51	0.00	2,473.49	92.97
Expenditures						
Dept 0000						
5013-0000-757.0000	OPERATING EXPENDITURES	500.00	78.49	0.00	421.51	15.70
5013-0000-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	500.00	383.17	0.00	116.83	76.63
5013-0000-818.0001	SAGINAW ST CORRIDOR	15,000.00	1,210.00	660.00	13,790.00	8.07
5013-0000-826.0000	LEGAL	500.00	0.00	0.00	500.00	0.00
5013-0000-879.0000	PUBLIC RELATIONS	1,000.00	625.00	0.00	375.00	62.50
5013-0000-880.0000	COMMUNITY DECORATIONS	6,500.00	6,339.32	7.96	160.68	97.53
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	1,200.00	34.60	0.00	1,165.40	2.88
5013-0000-956.0000	MISCELLANEOUS	2,000.00	482.37	0.00	1,517.63	24.12
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	5,000.00	0.00	0.00	100.00
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	3,000.00	0.00	0.00	100.00
Total Dept 0000		35,200.00	17,152.95	667.96	18,047.05	48.73
TOTAL EXPENDITURES		35,200.00	17,152.95	667.96	18,047.05	48.73
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		35,200.00	32,726.51	0.00	2,473.49	92.97
TOTAL EXPENDITURES		35,200.00	17,152.95	667.96	18,047.05	48.73
NET OF REVENUES & EXPENDITURES		0.00	15,573.56	(667.96)	(15,573.56)	100.00
BEG. FUND BALANCE		188,778.04	188,778.04			
END FUND BALANCE		188,778.04	204,351.60			

CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MAY 13, 2019

MINUTES

Council Chambers	Special Meeting	8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

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

A. ROLL CALL

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

B. STAFF PRESENT

Mike Odette, Police Chief
Racheal Boggs, Deputy Clerk

C. ADMINISTRATIVE REPORT

1. 2019-20 Budget Documents

2. Revenue and Expenditure Report as of April 30, 2019

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Mar 18, 2019 8:30 AM

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

2. Downtown Development Authority - Regular Meeting - Apr 15, 2019 8:30 AM

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

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Discussion and/or Action on Proposed DDA Budget for 2019-2020 Fiscal Year.

Mr. Coates stated at the April 15th meeting we made a budget amendment to move $10,000 to capital improvements from the Saginaw Street corridor line item. What we didn't understand is that the capital improvement fund is a separate account to which we have been contributing $3,000 per year. We need to move the money back which will create a surplus in the Saginaw Street Corridor line.

Mr. Richvalsky stated we misappropriated the funds because we thought we were moving money from a line item to a line item. The capital improvement fund is not a line item but a separate account we set up. So, we will need to move the money back.

Chief Odette stated the last few years, the DDA has graciously contributed $5,000 to the Police Department for the Back to the Bricks overtime budget. This past year, it cost the Police Department $12,935.28 to police the event. Back to the Bricks is a great event for our community but with the event comes some security concerns that we are forced to deal with. Without your assistance in funding, it will be very difficult to police it properly. We have 12-14 officers out each day which is the number we feel is required to keep everyone safe. The Burton section of the rolling cruise from Judd Road to Hemphill Road is the busiest section of the entire cruise for both pedestrian and vehicular traffic. We have to police the pedestrians as well as the cruisers. We also have to shut the cruise down. We have some very busy intersections and it takes 4-6 officers to shut each intersection down safely and properly. I would like to ask the DDA to continue to contribute this funding if you are able to.

Mr. Richvalsky asked if we have officers on foot as well as in cruisers.

Chief Odette stated there are some specifically assigned to crowd control and they have cruisers available to them should they need to assist with an emergency. Usually we have four officers assigned to south of Bristol Road and six to eight officers assigned to north of Bristol Road to Hemphill Road. We also have some in vehicles for traffic stops.

Mr. Richvalsky asked if other agencies will be present as they have in the past, such as the State Police.

Chief Odette stated we used to have a very involved multi-jurisdictional command post. In the last few years we have had a unified command out of Downtown Flint. We have a 911 operator that comes in to take care of the dispatch. We still operate under one main dispatch center for this event but we don't have the numbers we once had. The Office of Highway and Safety Planning used to supply a substantial number of officers that would assist us through a grant which we no longer have. We still receive support from the State Police. The City of Flint has a big operation going in their city so, mostly, the City of Burton section of the rolling cruise is policed by us.

Mr. Richvalsky asked if the Burton Police go south of Maple or north of Hemphill during this event.

Chief Odette stated in the past few years, we haven't had to. We have done a good job of keeping the problems under control and eliminating them. In years past, there were some pretty big incidents that happened in the City of Flint where we had to pull our resources to help them for officer safety reasons however, in the past few years we haven't had to do that.

Mr. Richvalsky asked what the reason was for this.

Chief Odette stated we have sent the message that we are not going to allow certain types of behavior.

Mr. Fenner stated the previous Chief was working with the Back to the Bricks Committee to try and get some funding from them since this is their event. We would like them to help but they don't think they should have to pay for it. When we have the Holy Redeemer Festival, the church helps pay for some of the cost even though it's a public street.

Chief Odette stated Holy Redeemer does reimburse us for the cost. I agree that the Back to the Bricks Committee should assist with the cost of policing this event but we have been unsuccessful in convincing them of that.

Mr. Fenner stated we want our officers and residents to be safe and that's why we have always contributed to this event. Is the $12,935.28 you mentioned earlier over and above what your normal staffing for that week would have been?

Chief Odette said, that is correct. We don't allow time-off during this event. We still have to police the rest of the city while this event takes place so the 12-14 officers I mentioned is in addition to our normal staffing.

Mr. Fenner would like to continue to put pressure on the Back to the Bricks Committee to help with this funding.

Chief Odette stated the committee's position on this is that it is a community event and the entire community is benefiting from it so they shouldn't be responsible for it. We have made this argument over and over.

The DDA Board agreed unanimously to continue to allocate $5,000 to the Police Department for the Back to the Bricks event for the 2019-2020 budget.

2. Motion to decrease Capital Improvement Fund (5013-0000-999.4001) by $10,000 and increase Saginaw Street Corridor (5013-0000-818.0001) by $10,000.

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

3. Discussion on Topics Germane to the DDA District.

   Mr. Coates stated on Sunday, May 19th there will be volunteers cleaning up Water Tower Park at Fire Station #1 if anyone can come and help out.

   Mr. Richvalsky asked what time they will be doing it.

   Ms. Boggs stated according to the Facebook Event post the time is at 9:00 AM.

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, JUNE 17, 2019 @ 8:30 AM.

Meeting was adjourned at 8:50 AM.

CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MAY 13, 2019

MINUTES

Council Chambers	Public Hearing	8:45 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chair Joey Richvalsky at 8:55 AM.

A. ROLL CALL

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

B. STAFF PRESENT

Racheal Boggs, Deputy Clerk

C. AUDIENCE PARTICIPATION

None.

D. PUBLIC HEARING

1. Public Hearing on Proposed Budget for DDA Fiscal Year 2019-2020.

   Mr. Coates stated for the 2019-2020 budget, we don't need $15,000 in the Saginaw Street Corridor line. We should move money to the Community Decorations line to cover the Christmas decorations.

   Mr. Fenner stated if we decided to purchase banners for our poles, which line would that come out of?

   Mr. Richvalsky stated Community Decorations or Saginaw Street Corridor.

   Mr. Coates stated for consistency, we should use Saginaw Street Corridor for banners.

   Mr. Stapleton asked if we are still going to repair the lights on them even though they are not functioning at the poles.

   Mr. Fenner would like to get a price on the flags like the ones used in Flint Township near Baker College. There is no light repair involved.

2. Motion to decrease Saginaw Street Corridor (5013-0000-818.0001) by $5,000 and increase Community Decorations (5013-0000-880.0000) by $5,000 for the 2019-2020 budget.

   Mr. Coates stated this will leave $10,000 in Saginaw Street Corridor and $10,000 in Community Decorations for the 2019-2020 budget.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Steve Coates, Vice Chairman
SECONDER:	Larry Stapleton, Commissioner
AYES:	Richvalsky, Coates, Fenner, Stapleton
EXCUSED:	Martz

3. Motion to Approve the Proposed 2019-2020 DDA Budget and send to City Council for Approval.

   Mr. Coates stated all other line items will remain the same for this budget.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Steve Coates, Vice Chairman
SECONDER:	Larry Stapleton, Commissioner
AYES:	Richvalsky, Coates, Fenner, Stapleton
EXCUSED:	Martz

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, JUNE 17, 2019 @ 8:30 AM.

Meeting was adjourned at 9:15 AM.

Approve and authorize the tax millage levy of 1.8673 for the Downtown Development Authority District for the 2019-2020 fiscal year.

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