CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MAY 16, 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	Late	
Neil Martz	Commissioner	Present	

B. STAFF PRESENT

Ginger Burke-Miller, Controller
Tom Osterholzer, Police Chief
Bob Slattery, DPW Director
Racheal Boggs, Clerk's Office

C. APPROVAL OF MINUTES

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

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

D. PUBLIC HEARING

1. Public Hearing on Proposed Budget for DDA Fiscal Year 2016-2017.

   The Public Hearing for the DDA budget is rescheduled to Tuesday, May 31, 2016 at 8:30 AM.

E. ADMINISTRATIVE REPORT

Chief Osterholzer stated he is here to discuss the Back to the Bricks event. It begins Tuesday, August 16, 2016 with a movie and rolling cruise. Wednesday and Thursday there will also be a rolling cruise, Friday there will be a concert event at Insight Institute of Neurosurgery & Neuroscience (I.I.N.N.) On South Saginaw Street near Hemphill Road with a large cruise that night and Saturday is the downtown car show and rolling cruise. We have scaled back now they we have a handle on some of the larger problems: burnouts, reckless driving and drinking. We still deal with massive crowds in the City of Burton; probably the largest in the event. We usually spend between $24,000.00 and $25,000.00 in overtime. Because we have scaled back and plan to spend about $18,000.00 this year. This is a mandatory work week with no vacation time allowed so shifts are at full staff. We do everything we can to minimize overtime and keep as many officers on straight time as possible. We have a dedication to the city not including the Back to the Bricks Cruise. The Police budget includes $12,800 for overtime and we are hoping to count on the DDA to still provide $5,000.00 for the remainder. He thinks this is fair and needed to keep our City safe during the event.

F. AUDIENCE PARTICIPATION

Jerry Preston, Secretary of Back to the Bricks stated he is here to discuss the banner poles that will be given to the City of Burton. There have been problems with utilities in the past and we are ready to get them put up.

Mr. Slattery stated he has detailed drawings of the east side of the road of the utilities in the proposed location of the banner poles.

The board discussed the placement of banner poles, pole locations, utilities, easements and footing for banner poles.

Mr. Crannie stated the utilities by Gilroy's Hardware have been moved. He has been given the bill for it from Consumers Energy.

Mr. Coates stated the DDA Board was unaware of the move or the bill.

Mr. Fenner asked who authorized the movement of the utilities.

Mr. Martz asked Mr. Crannie if he has a work order. He also stated the City of Burton was looking for a place to put the poles that didn't require the movement of utilities.

Mr. Slattery stated he was unaware that utilities were moved.

Mr. Crannie said he does not have that information today and he will look into it.

Mr. Richvalsky suggested to Mr. Crannie to call Consumer's to find out what was moved so we are aware.

Mr. Fenner asked Mr. Preston if moving the utilities is considered part of the installation because poles and installation were said to be included.

Mr. Preston stated no. He will make a call to Consumer's Energy.

Mr. Crannie said the utility movement is an additional cost.

Mr. Richvalsky suggested Mr. Slattery, Mr. Preston, Mr. Crannie and other members of the DDA Board go out to the site location today at 10:00 AM to see if we can get the process started.

Mr. Fenner asked how often Consumers comes into the City of Burton and move lines without the DPW being aware of it.

Mr. Slattery will check what he has in his office.

G. BOARD RECOMMENDATION AND/OR ACTION

1. Update and board discussion on tree trimming on Saginaw Street.

   This item was not discussed.

2. Discussion on appointment of DDA Board Member.

   This item was not discussed.

3. DDA Revenue and Expenditure Reports through 03312016

   Mr. Coates suggested to leave operating expenditures at $800.00 and to leave audit at $400.00.

   Mrs. Burke-Miller said most of the miscellaneous for last year was Fleis & Vandenbrink for the development of the DDA Visioning Plan. That is done and currently there is only $100.00 booked in there.

   Mr. Slattery advised the board to keep in mind we will need professional assistance for the development of the city's Master Plan. This can come from miscellaneous or somewhere else.

   Mrs. Burke-Miller said the state is giving money back to us for local community stabilization share appropriations which is the lost personal property tax that we have incurred. Mr. Fowler figured out how much we have lost and you have an additional $1,400.00 that will come into the 2015-2016 revenues. Also, in 2016-2017 we have estimated another $800.00 into the budget.

4. Motion to transfer $2,000.00 from Capital Improvements to Community Decorations.

   Mr. Richvalsky stated we are over budget by $1,875.00 in community decorations and we need to make a transfer from another line item.

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

5. Motion to add $500.00 to Public Relations for the DDA 2016-2017 budget.

   Mr. Slattery stated the city calendar for next year would be considered public relations.

   Mr. Richvalsky thinks this is a positive thing for our city and would like to set money aside for this.

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

6. Motion to decrease Community Decorations to $4,000.00.

Mr. Coates stated that we will need less this year for Community Decorations because of repairs and replacement of bulbs needed last year.

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

7. Motion to reduce Landscape/Maintenance to $10,000.00.

   Mr. Coates stated we are not going to have the $7,500.00 expense of the tree trimming in this budget.

   Joey stated we should leave it at $17,000.00.

RESULT:	**CARRIED [4 TO 1]**
MOVER:	Gregory Fenner, Commissioner
SECONDER:	Steve Coates, Commissioner
AYES:	Coates, Fenner, Stapleton, Martz
NAYS:	Richvalsky

8. Motion to keep Miscellaneous at zero, Police Fund at $5,000.00 and Capital Improvement at $3,000.00 and to increase Clock Corner Improvement/Maintenance to $8,000.00.

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

Meeting was adjourned at 9:52 PM.

CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

FEBRUARY 15, 2016

MINUTES

Council Chambers	**Regular Meeting**	**8:30 AM**

4303 S. CENTER ROAD
BURTON, MI 48519

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

A. CALL TO ORDER

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

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Bob Slattery, DPW Director
Ginger Burke-Miller, Controller
Racheal Boggs, Clerk's Office

C. APPROVAL OF MINUTES

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

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

D. AUDIENCE PARTICIPATION

None.

E. ADMINISTRATIVE REPORT

1. DDA October 2015 Revenue and Expenditure Report.

2. DDA November 2015 Revenue and Expenditure Report.

3. December 2015 Revenue and Expenditure Report

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

4. DDA GL activity report 07012015_12312015

5. DDA Budget Template

F. BOARD RECOMMENDATION AND/OR ACTION

Board discussed tree trimming on Saginaw Street.

Board discussed Appointments for DDA Board.

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

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

Board discussion on the Back to the Bricks Poles.

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

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

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

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

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

Meeting was adjourned at 9:00 AM.

Public Hearing on Proposed Budget for DDA Fiscal Year 2016-2017.

Burton Downtown Development Authority

,

SCHEDULED

Meeting: 05/16/16 08:30 AM
Department: Clerk's Office
Category: Discussion
Prepared By: Rachael Boggs
Department Head: Teresa M. Karsney

G.1

AGENDA ITEM (ID # 2357)

DOC ID: 2357

Update and board discussion on tree trimming on Saginaw Street.

Discussion on appointment of DDA Board Member.

DDA Revenue and Expenditure Reports through 03312016

ATTACHMENTS:

- DDA 12312015 (PDF)
- DDA 01312016 (PDF)
- DDA 02292016 (PDF)
- DDA 03312016 (PDF)
- DDA GL activity through 03312016 (PDF)

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON
PERIOD ENDING 12/31/2015
% Fiscal Year Completed: 50.27

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

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON
PERIOD ENDING 01/31/2016
% Fiscal Year Completed: 58.74

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

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON
PERIOD ENDING 02/29/2016
% Fiscal Year Completed: 66.67

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

PERIOD ENDING 03/31/2016

% Fiscal Year Completed: 75.14

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

GL ACTIVITY REPORT FOR CITY OF BURTON
FROM 5013-0000-001.0000 TO 5013-0000-999.7893
TRANSACTIONS FROM 07/01/2015 TO 03/31/2016

Fund 5013 DOWNTOWN DEVELOPMENT AUTHORITY
Assets
Department 0000

Unclassified

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
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 2	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
01/12/2016	JE	JE	STAX DELQ SPREAD #6	5672	65.53		230,890.29
01/15/2016	CD	CHK	Check: 1001 161284	161284		332.05	230,558.24
01/18/2016	JE	JE	STAX DELINQ 2015 SPREAD #6	5702	65.53		230,623.77
01/31/2016	JE	JE	DUE TO FROM CASH CLEARS JAN 2016	5756		916.68	229,707.09
01/31/2016	JE		TO REVERSE MANUAL JOURNAL ENTRY: 5702	5779		65.53	229,641.56
01/31/2016	JE	JE	EQUIPMENT RENTAL JAN 2016	5795		630.15	229,011.41
01/31/2016	GJ	JE	PER BUDGET APPROVED BY BCC IN JUNE 2(	5914		5,000.00	224,011.41
02/03/2016	JE	JE	STAX DELQ 2015 SPREAD #8	5773	7.66		224,019.07
02/04/2016	CD	CHK	Check: 1001 161432	161432		3,750.00	220,269.07
02/18/2016	JE	JE	STAX DELQ 2015 SPREAD #9	5835	19.79		220,288.86
02/26/2016	CD	CHK	Check: 1001 161652	161652		3,750.00	216,538.86
02/28/2016	JE	JE	INTEREST ALLOCATION JUL-JAN 2016	5959	547.28		217,086.14
03/01/2016	JE	JE	STAX 2015 SPREAD #10	5890	799.49		217,885.63
03/01/2016	GJ	JE	TO RECLASS PPT LOSS TO INCLUDE DDA	6007	1,358.00		219,243.63
03/31/2016			5013-0000-001.0000	END BALANCE	30,882.47	25,613.08	219,243.63
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 2	5643	1,378.21		0.00
01/14/2016	PR	CHK	SUMMARY PR 01/14/2016			916.68	(916.68)
01/31/2016	JE	JE	DUE TO FROM CASH CLEARS JAN 2016	5756	916.68		0.00
03/31/2016			5013-0000-067.1001	END BALANCE	2,382.53	2,382.53	0.00
07/01/2015			5013-0000-067.7001 DUE TRUST & AGENCY		BEG. BALANCE		251.11
07/28/2015	JE	JE	CASH TRANSF DELINQ PERSONAL PROPERTY	5030		251.11	0.00
03/31/2016			5013-0000-067.7001	END BALANCE	0.00	251.11	0.00
			0: Unclassified		33,265.00	28,246.72	219,243.63
			TOTAL FOR DEPARTMENT 0000		33,265.00	28,246.72	
			TOTAL Assets		33,265.00	28,246.72	219,243.63

Liabilities
Department 0000

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			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 LAWNCARE 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, 201!	RR285687		120.00	(120.00)
08/31/2015	AP	INV	REHMANN ROBSON AUDIT BILLING #2 - YR END JUNE 30, 2(	RR285688		65.00	(185.00)
08/31/2015	AP	INV	REHMANN ROBSON AUDIT BILLING #3 - YR END JUNE 30, 2(	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 LAWNCARE 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 LAWNCARE 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 LAWNCARE 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 LAWNCARE REPLACED PAVER BLOCKS AT CLOCK TOWER	5150		500.00	(500.00)
12/14/2015	CD	CHK	Check: 1001 161067	161067	500.00		0.00
01/14/2016	AP	INV	WIN'S ELECTRICAL SUPPLY CO. XMAS LIGHTS SUPPLIES	95111		290.83	(290.83)
01/14/2016	AP	INV	WIN'S ELECTRICAL SUPPLY CO. XMAS LIGHT SUPPLIES	95132		30.54	(321.37)
01/14/2016	AP	INV	WIN'S ELECTRICAL SUPPLY CO. XMAS LIGHT SUPPLIES	95151		4.76	(326.13)
01/14/2016	AP	INV	WIN'S ELECTRICAL SUPPLY CO. XMAS LIGHTING SUPPLIES	399715		5.92	(332.05)
01/15/2016	CD	CHK	Check: 1001 161284	161284	332.05		0.00
02/04/2016	AP	INV	ASPEN TREE SERVICE TREE TRIMMING - SAGINAW ST	2/3/16		3,750.00	(3,750.00)
02/04/2016	CD	CHK	Check: 1001 161432	161432	3,750.00		0.00
02/26/2016	AP	INV	ASPEN TREE SERVICE TREE TRIMMING - SAGINAW ST	PAY #2		3,750.00	(3,750.00)
02/26/2016	CD	CHK	Check: 1001 161652	161652	3,750.00		0.00
03/31/2016			5013-0000-202.0000	END BALANCE	16,961.10	16,011.10	0.00
			0: Unclassified		16,961.10	16,011.10	0.00
			TOTAL FOR DEPARTMENT 0000		16,961.10	16,011.10	
			TOTAL Liabilities		16,961.10	16,011.10	0.00

Revenues
Department 0000

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			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)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			5013-0000-403.0000 CURRENT TAX REVENUE		(Continued)		
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)
01/12/2016	JE	JE	STAX DELQ SPREAD #6	5672		65.53	(27,777.46)
01/18/2016	JE	JE	STAX DELINQ 2015 SPREAD #6	5702		65.53	(27,842.99)
01/31/2016	JE		TO REVERSE MANUAL JOURNAL ENTRY: 570:	5779	65.53		(27,777.46)
02/03/2016	JE	JE	STAX DELQ 2015 SPREAD #8	5773		7.66	(27,785.12)
02/18/2016	JE	JE	STAX DELQ 2015 SPREAD #9	5835		19.79	(27,804.91)
03/01/2016	JE	JE	STAX 2015 SPREAD #10	5890		799.49	(28,604.40)
03/31/2016			5013-0000-403.0000	END BALANCE	65.53	28,669.93	(28,604.40)
07/01/2015			5013-0000-573.0000 LOC COMM STABILIZ SHR APPROPR (STA		BEG. BALANCE		0.00
03/01/2016	GJ	JE	TO RECLASS PPT LOSS TO INCLUDE DDA	6007		1,358.00	(1,358.00)
03/31/2016			5013-0000-573.0000	END BALANCE	0.00	1,358.00	(1,358.00)
07/01/2015			5013-0000-666.0000 INVESTMENT INTEREST		BEG. BALANCE		0.00
02/28/2016	JE	JE	INTEREST ALLOCATION JUL-JAN 2016	5959		547.28	(547.28)
03/31/2016			5013-0000-666.0000	END BALANCE	0.00	547.28	(547.28)
			0: Unclassified		65.53	30,575.21	(30,509.68)
TOTAL FOR DEPARTMENT 0000					65.53	30,575.21	
TOTAL Revenues					65.53	30,575.21	(30,509.68)

Expenditures
Department 0000

Unclassified

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
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 201	5670		96.45	0.00
01/14/2016	PR	CHK	SUMMARY PR 01/14/2016		64.44		64.44
01/31/2016	JE	JE	FICA AND RETIRE DISTRIBUTION JAN 201	5770		64.44	0.00
03/31/2016			5013-0000-719.0000	END BALANCE	167.05	167.05	0.00
07/01/2015			5013-0000-757.0000 OPERATING EXPENDITURES		BEG. BALANCE		0.00
11/28/2015	AP	INV	FIRSTMERIT BANKCARD CENTER CREDIT CARD CHARGES	OCT 2015		56.15	(56.15)
03/31/2016			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 AUDIT BILLING #1 YR END JUNE 30, 201	RR285687	120.00		120.00
08/31/2015	AP	INV	REHMANN ROBSON AUDIT BILLING #2 - YR END JUNE 30, 2(	RR285688	65.00		185.00
08/31/2015	AP	INV	REHMANN ROBSON AUDIT BILLING #3 - YR END JUNE 30, 2(	RR285689	60.00		245.00
12/31/2015	GJ	JE	TO DISTRIBUTE AUDIT FEES	5719	155.00		400.00
03/31/2016			5013-0000-808.0000	END BALANCE	400.00	0.00	400.00
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. GLOVE KIT	S100337091.001	105.00		538.44
12/08/2015	AP	INV	WIN'S ELECTRICAL SUPPLY CO. SUPPLIES	94669	500.49		1,038.93
12/08/2015	AP	INV	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

G.3.e

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			5013-0000-880.0000 COMMUNITY DECORATIONS		(Continued)		
12/09/2015	AP	INV	BRONNER'S COMMERCIAL DISPLAY	52476	319.60		1,456.34
			25 PK REPLACEMENT BULBS				
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 201!	5670	96.45		2,876.03
01/14/2016	PR	CHK	SUMMARY PR 01/14/2016		852.24		3,728.27
01/14/2016	AP	INV	WIN'S ELECTRICAL SUPPLY CO.	95111	290.83		4,019.10
			XMAS LIGHTS SUPPLIES				
01/14/2016	AP	INV	WIN'S ELECTRICAL SUPPLY CO.	95132	30.54		4,049.64
			XMAS LIGHT SUPPLIES				
01/14/2016	AP	INV	WIN'S ELECTRICAL SUPPLY CO.	95151	4.76		4,054.40
			XMAS LIGHT SUPPLIES				
01/14/2016	AP	INV	WIN'S ELECTRICAL SUPPLY CO.	399715	5.92		4,060.32
			XMAS LIGHTING SUPPLIES				
01/31/2016	JE	JE	FICA AND RETIRE DISTRIBUTION JAN 201(	5770	64.44		4,124.76
01/31/2016	JE	JE	EQUIPMENT RENTAL JAN 2016	5795	630.15		4,754.91
03/31/2016			5013-0000-880.0000	END BALANCE	4,754.91	0.00	4,754.91
07/01/2015			5013-0000-938.0000 LANDSCAPE/MAINTENANCE		BEG. BALANCE		0.00
08/05/2015	AP	INV	L&M LAWNCARE	2337	1,250.00		1,250.00
			DDA MOWING				
09/10/2015	AP	INV	L&M LAWNCARE	2371	2,130.00		3,380.00
			DDA MOWING				
09/30/2015	AP	INV	4 SEASONS MAINTENANCE INC	2015-095	900.00		4,280.00
			2 SWEEPS 8/9/15 AND 8/11/15				
10/13/2015	AP	INV	L&M LAWNCARE	2408	1,040.00		5,320.00
			DDA MOWING				
11/10/2015	AP	INV	L&M LAWNCARE	2441	1,035.00		6,355.00
			DDA MOWING				
12/14/2015	AP	INV	L&M LAWNCARE	5150	500.00		6,855.00
			REPLACED PAVER BLOCKS AT CLOCK TOWER				
02/04/2016	AP	INV	ASPEN TREE SERVICE	2/3/16	3,750.00		10,605.00
			TREE TRIMMING - SAGINAW ST				
02/26/2016	AP	INV	ASPEN TREE SERVICE	PAY #2	3,750.00		14,355.00
			TREE TRIMMING - SAGINAW ST				
03/31/2016			5013-0000-938.0000	END BALANCE	14,355.00	0.00	14,355.00
07/01/2015			5013-0000-956.0000 MISCELLANEOUS		BEG. BALANCE		0.00
10/08/2015	PR	CHK	SUMMARY PR 10/08/2015		81.48		81.48
10/30/2015	JE	JE	FICA AND RETIRE DISTRIBUTION	5450	6.16		87.64
03/31/2016			5013-0000-956.0000	END BALANCE	87.64	0.00	87.64
07/01/2015			5013-0000-999.2007 TRANSFER TO POLICE FUND		BEG. BALANCE		0.00
01/31/2016	GJ	JE	PER BUDGET APPROVED BY BCC IN JUNE 2(	5914	5,000.00		5,000.00
03/31/2016			5013-0000-999.2007	END BALANCE	5,000.00	0.00	5,000.00
			0: Unclassified		24,764.60	223.20	24,541.40
			TOTAL FOR DEPARTMENT 0000		24,764.60	223.20	
			TOTAL Expenditures		24,764.60	223.20	24,541.40
			TOTAL FOR FUND 5013 DOWNTOWN DEVELOPMENT AUTHORITY		75,056.23	75,056.23	213,275.35

Attachment: DDA GL activity through 03312016 (2359 : DDA Rev and Exp Reports through 03312016)