



CITY OF MARINE CITY

Tax Increment Finance Authority

Meeting Agenda

Marine City Fire Hall, 200 S. Parker Street

Regular Meeting: Tuesday, March 19, 2019; 4:00 PM

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Chairperson Craig May; Board Members Rebecca Bryson, James McDonald, Charles Seigneurie, Scott Tisdale, Robert Weisenbaugh; City Manager Elaine Leven
4. **APPROVE AGENDA**
5. **APPROVE MINUTES**
 - A. T.I.F.A. Regular Meeting – January 15, 2019
6. **COMMUNICATIONS**
7. **PUBLIC COMMENT** *Anyone in attendance is welcome to address the TIFA Board. Please state name and address. Limit comments to five (5) minutes.*
8. **UNFINISHED BUSINESS**
9. **NEW BUSINESS**
10. **FINANCIAL BUSINESS**
 - A. Preliminary Financial Statements – December, 2018 and January, 2019
 - B. Resolution No.005-2019 Budget Amendment
 - C. Invoice Approval – McBride-Manley, Invoice #13276 (\$4,235.00)
 - D. Distribution of Surplus Funds
11. **ADJOURNMENT**

**City of Marine City
Tax Increment Finance Authority
January 15, 2019**

A regular meeting of T.I.F.A. was held in the Fire Hall, 200 South Parker Street, Marine City, Michigan, on Tuesday, January 15, 2019, and was called to order at 4:00 PM by Chairperson May.

After observing a moment of silence, the Pledge of Allegiance was led by Chairperson May.

Present: Chairperson Craig May; Board Members Frederick Babchek, Rebecca Bryson (left meeting at 4:30 pm), James McDonald, Charles Seigneurie, Scott Tisdale, Robert Weisenbaugh; City Manager Elaine Leven, City Clerk Kristen Baxter

Approve Agenda

Board Member Bryson requested the following amendment to the Agenda:

- Change Item 8-B to 8-A (due to leaving the meeting early):

Motion by Board Member Seigneurie, seconded by Board Member Babchek, to approve the Agenda, as amended. All Ayes. Motion Carried.

Approve Minutes

Motion by Board Member Tisdale, seconded by Board Member Weisenbaugh, to approve the Minutes of the Regular Tax Increment Finance Authority Meeting held December 11, 2018. All Ayes. Motion Carried.

Communications

None.

Public Comment

None.

Unfinished Business

Grants

Board Member Bryson updated the Board on a motion that was made at the December 11, 2018 meeting. She said she had researched grant opportunities with the subscription of a membership with GrantStation, but said City Manager Leven had informed her that a grant database was free of charge through SEMCOG, as the City was a member. She provided information on grant opportunities from SEMCOG and asked what authority she needed to begin applying for grants.

City Manager Leven responded and said no motion was needed as she was working on her own time and would not be spending money. She suggested that the Board work on a plan of what grants they would like her to apply for.

Board Member Bryson reported that SEMCOG was offering a two-day class on grant writing and said that although there was a cost for the class, she would be willing to apply for a scholarship with SEMCOG. The Board was in favor of this and discussed applying for several scholarships so that City employees or other Board members could attend.

TIFA Subcommittee

1) Appoint new Subcommittee Member:

Motion by Chairperson May, seconded by Board Member Bryson, to select Board Member Seignurie to serve on the TIFA Subcommittee with Board Member Tisdale as alternate. All Ayes. Motion Carried.

Board Members Weisenbaugh and Babchek were previously appointed to the subcommittee at the December 11, 2018 meeting.

2) Subcommittee Tasks:

The Board discussed what criteria should be looked at during the first TIFA Subcommittee meeting on January 17, 2019. Board Member Weisenbaugh suggested the Board review the Master Plan so they can get guidance from the City Commission on what they would like them to accomplish.

City Manager Leven commented that the upcoming Strategic Planning Session would provide valuable information for the subcommittee from Department Heads and City Commissioners on goals, policies, and capital needs which would be a driving force moving forward with their initiatives and priorities.

Board Member Seigneurie asked if there was any one thing the TIFA Board would like to accomplish that he could bring to the subcommittee. He replied that expanding the TIFA 3 District would be his top priority.

Board Members discussed expanding TIFA #3 and several thought the expansion should include the marina area on South Belle River Road, and others thought it should include South Parker to Broadway.

Chairperson May replied and reminded Board Members that economic development was their number one priority and suggested that they start with small changes.

With the implementation of new TIFA laws, Board Member Weisenbaugh commented that the Board would like to be able to assist with City services such as new roads, snow removal, and grass cutting.

The Board discussed being able to assist the Library with their electronic sign as they approved the expenditure.

Chairperson May asked if the Board was still going to be able to spend money.

City Manager Leven responded and said that it was a question that she would like addressed and answered at the TIFA Subcommittee meeting on January 17th. She questioned if the budget was still viable with the expiration of the TIFA Plan.

Board Member Babchek stated that the Board needed to ask the City Attorney to give them an opinion on what the Board could do and what they couldn't do.

Board Members replied and stated they would rather use their own Attorney, John Staran, for the opinion. They said they needed direction on what they were going to do going forward.

New Business

None.

Financial Business

Preliminary Financial Statements – November, 2018

Motion by Board Member Weisenbaugh, seconded by Board Member Tisdale, to accept the Preliminary Financial Statements for November, 2018 and place them on file. All Ayes. Motion Carried.

Adjournment

Motion by Board Member Seigneurie, seconded by Board Member McDonald, to adjourn at 4:57 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter
City Clerk

City of Marine City

Memo

To: Elaine Leven, City Manager
From: Mary Ellen McDonald, CPFA/MiCPT
Finance Director/Treasurer
Date 1/10/19
Re: **PRELIMINARY FINANCIAL STATEMENTS FOR DECEMBER 2018**

Please include the attached **Preliminary Financial Statements for December 2018** on the agenda of the next TIFA Board Meeting. If you have any questions, please contact me.

Thank you

01/10/2019 03:02 PM
User: McDonald
DB: Marine City

BALANCE SHEET FOR CITY OF MARINE CITY
Period Ending 12/31/2018
PRELIMINARY FINANCIAL STATEMENTS-DECEMBER 2018

Page: 1/3

Fund 245 TIFA #1 FUND

GL Number	Description	Balance
*** Assets ***		
245-000.000-001.001	CASH	1,987.19
Total Assets		<u>1,987.19</u>
*** Liabilities ***		
Total Liabilities		<u>0.00</u>
*** Fund Balance ***		
245-000.000-382.000	STREET SCAPE COMMITTED FUNDS	10,000.00
245-000.000-390.000	FUND BALANCE	4,121.91
Total Fund Balance		<u>14,121.91</u>
Beginning Fund Balance		0.00
Net of Revenues VS Expenditures		(12,134.72)
Fund Balance Adjustments		14,121.91
Ending Fund Balance		1,987.19
Total Liabilities And Fund Balance		1,987.19

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARINE CITY

PERIOD ENDING 12/31/2018

PRELIMINARY FINANCIAL STATEMENTS-DECEMBER 2018

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL	AMENDED BUDGE	12/31/2018	MONTH 12/31/1			
		BUDGET		NORM (ABNORM)	INCR (DECR)	YEAR-TO-DATE	BALANCE	USED
Fund 245 - TIFA #1 FUND								
Revenues								
Dept 000.000								
245-000.000-402.000	CURRENT PROPERTY TAX	54,020.00	54,020.00	0.00	0.00	0.00	54,020.00	0.00
245-000.000-665.000	INTEREST	20.00	20.00	0.00	0.00	0.00	20.00	0.00
245-000.000-699.000	INTERFUND TRANSFERS IN	0.00	0.00	24,000.00	0.00	0.00	(24,000.00)	100.00
Total Dept 000.000		54,040.00	54,040.00	24,000.00	0.00	0.00	30,040.00	44.41
TOTAL REVENUES		54,040.00	54,040.00	24,000.00	0.00	0.00	30,040.00	44.41
Expenditures								
Dept 000.000								
245-000.000-752.000	SUPPLIES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
245-000.000-801.000	PROFESSIONAL SERVICES	1,000.00	1,000.00	80.00	0.00	0.00	920.00	8.00
245-000.000-803.001	ADMINISTRATIVE SERVICES	10,600.00	10,600.00	0.00	0.00	0.00	10,600.00	0.00
245-000.000-805.000	SERVICE CHARGES	0.00	0.00	(5.28)	0.00	0.00	5.28	100.00
245-000.000-880.000	COMMUNITY PROMOTION	4,380.00	4,380.00	0.00	0.00	0.00	4,380.00	0.00
245-000.000-991.000	PRINCIPAL PAYMENT	35,000.00	35,000.00	35,000.00	0.00	0.00	0.00	100.00
245-000.000-992.000	INTEREST EXPENSE	910.00	910.00	910.00	0.00	0.00	0.00	100.00
245-000.000-993.000	PAYING AGENT FEES	150.00	150.00	150.00	0.00	0.00	0.00	100.00
Total Dept 000.000		54,040.00	54,040.00	36,134.72	0.00	0.00	17,905.28	66.87
TOTAL EXPENDITURES		54,040.00	54,040.00	36,134.72	0.00	0.00	17,905.28	66.87
Fund 245 - TIFA #1 FUND:								
TOTAL REVENUES		54,040.00	54,040.00	24,000.00	0.00	0.00	30,040.00	44.41
TOTAL EXPENDITURES		54,040.00	54,040.00	36,134.72	0.00	0.00	17,905.28	66.87
NET OF REVENUES & EXPENDITURES		0.00	0.00	(12,134.72)	0.00	0.00	12,134.72	100.00

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User: McDonald
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BALANCE SHEET FOR CITY OF MARINE CITY
Period Ending 12/31/2018
PRELIMINARY FINANCIAL STATEMENTS-DECEMBER 2018

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Fund 246 TIFA #2 FUND

GL Number	Description	Balance
*** Assets ***		
246-000.000-001.001	CASH	218,623.66
Total Assets		218,623.66
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
246-000.000-390.000	FUND BALANCE	231,431.84
Total Fund Balance		231,431.84
Beginning Fund Balance		0.00
Net of Revenues VS Expenditures		(12,808.18)
Fund Balance Adjustments		231,431.84
Ending Fund Balance		218,623.66
Total Liabilities And Fund Balance		218,623.66

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARINE CITY

PERIOD ENDING 12/31/2018

PRELIMINARY FINANCIAL STATEMENTS-DECEMBER 2018

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL	AMENDED BUDGE	12/31/2018	MONTH 12/31/1			
		BUDGET		NORM (ABNORM)	INCR (DECR)	YEAR-TO-DATE	BALANCE	USED
Fund 246 - TIFA #2 FUND								
Revenues								
Dept 000.000								
246-000.000-402.000	CURRENT PROPERTY TAX	28,710.00	28,710.00	0.00	0.00	0.00	28,710.00	0.00
246-000.000-665.000	INTEREST	200.00	200.00	0.00	0.00	0.00	200.00	0.00
Total Dept 000.000		28,910.00	28,910.00	0.00	0.00	0.00	28,910.00	0.00
TOTAL REVENUES		28,910.00	28,910.00	0.00	0.00	0.00	28,910.00	0.00
Expenditures								
Dept 000.000								
246-000.000-752.000	SUPPLIES	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
246-000.000-801.000	PROFESSIONAL SERVICES	12,000.00	12,000.00	2,746.68	0.00	0.00	9,253.32	22.89
246-000.000-802.000	CONTRACTUAL SERVICES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
246-000.000-803.001	ADMINISTRATIVE SERVICES	13,075.00	13,075.00	0.00	0.00	0.00	13,075.00	0.00
246-000.000-805.000	SERVICE CHARGES	0.00	0.00	(62.50)	0.00	0.00	62.50	100.00
246-000.000-880.000	COMMUNITY PROMOTION	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00
246-000.000-902.000	PUBLISHING	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
246-000.000-915.000	MEMBERSHIPS	2,125.00	2,125.00	2,124.00	0.00	0.00	1.00	99.95
246-000.000-974.000	CAPITAL OUTLAY-LAND IMPROVEME	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	0.00
246-000.000-975.000	CAPITAL OUTLAY-BUILDINGS	12,500.00	12,500.00	0.00	0.00	0.00	12,500.00	0.00
246-000.000-995.001	INTERFUND TRANSFERS OUT	0.00	0.00	8,000.00	0.00	0.00	(8,000.00)	100.00
Total Dept 000.000		102,700.00	102,700.00	12,808.18	0.00	0.00	89,891.82	12.47
TOTAL EXPENDITURES		102,700.00	102,700.00	12,808.18	0.00	0.00	89,891.82	12.47
Fund 246 - TIFA #2 FUND:								
TOTAL REVENUES		28,910.00	28,910.00	0.00	0.00	0.00	28,910.00	0.00
TOTAL EXPENDITURES		102,700.00	102,700.00	12,808.18	0.00	0.00	89,891.82	12.47
NET OF REVENUES & EXPENDITURES		(73,790.00)	(73,790.00)	(12,808.18)	0.00	0.00	(60,981.82)	17.36

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BALANCE SHEET FOR CITY OF MARINE CITY
Period Ending 12/31/2018
PRELIMINARY FINANCIAL STATEMENTS-DECEMBER 2018

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Fund 247 TIFA # 3 FUND

GL Number	Description	Balance
*** Assets ***		
247-000.000-001.001	CASH	570,364.13
Total Assets		570,364.13
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
247-000.000-382.001	LAND ACQUISITION COMMITTED FUNDS	152,725.21
247-000.000-390.000	FUND BALANCE	438,889.18
Total Fund Balance		591,614.39
Beginning Fund Balance		0.00
Net of Revenues VS Expenditures		(21,250.26)
Fund Balance Adjustments		591,614.39
Ending Fund Balance		570,364.13
Total Liabilities And Fund Balance		570,364.13

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARINE CITY

PERIOD ENDING 12/31/2018

PRELIMINARY FINANCIAL STATEMENTS-DECEMBER 2018

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2018-19 AMENDED BUDGE	YTD BALANCE 12/31/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/1 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 247 - TIFA # 3 FUND								
Revenues								
Dept 000.000								
247-000.000-402.000	CURRENT PROPERTY TAX	87,250.00	87,250.00	0.00	0.00	0.00	87,250.00	0.00
247-000.000-665.000	INTEREST	500.00	500.00	0.00	0.00	0.00	500.00	0.00
Total Dept 000.000		87,750.00	87,750.00	0.00	0.00	0.00	87,750.00	0.00
TOTAL REVENUES		87,750.00	87,750.00	0.00	0.00	0.00	87,750.00	0.00
Expenditures								
Dept 000.000								
247-000.000-752.000	SUPPLIES	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00
247-000.000-801.000	PROFESSIONAL SERVICES	23,000.00	23,000.00	5,413.32	0.00	0.00	17,586.68	23.54
247-000.000-802.000	CONTRACTUAL SERVICES	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
247-000.000-803.001	ADMINISTRATIVE SERVICES	49,000.00	49,000.00	0.00	0.00	0.00	49,000.00	0.00
247-000.000-805.000	SERVICE CHARGES	0.00	0.00	(163.06)	0.00	0.00	163.06	100.00
247-000.000-880.000	COMMUNITY PROMOTION	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00
247-000.000-902.000	PUBLISHING	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
247-000.000-974.000	CAPITAL OUTLAY-LAND IMPROVEME	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	0.00
247-000.000-975.000	CAPITAL OUTLAY-BUILDINGS	15,500.00	15,500.00	0.00	0.00	0.00	15,500.00	0.00
247-000.000-995.001	INTERFUND TRANSFERS OUT	0.00	0.00	16,000.00	0.00	0.00	(16,000.00)	100.00
Total Dept 000.000		164,500.00	164,500.00	21,250.26	0.00	0.00	143,249.74	12.92
TOTAL EXPENDITURES		164,500.00	164,500.00	21,250.26	0.00	0.00	143,249.74	12.92
Fund 247 - TIFA # 3 FUND:								
TOTAL REVENUES		87,750.00	87,750.00	0.00	0.00	0.00	87,750.00	0.00
TOTAL EXPENDITURES		164,500.00	164,500.00	21,250.26	0.00	0.00	143,249.74	12.92
NET OF REVENUES & EXPENDITURES		(76,750.00)	(76,750.00)	(21,250.26)	0.00	0.00	(55,499.74)	27.69
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS		170,700.00	170,700.00	24,000.00	0.00	0.00	146,700.00	14.06
TOTAL EXPENDITURES - ALL FUNDS		321,240.00	321,240.00	70,193.16	0.00	0.00	251,046.84	21.85
NET OF REVENUES & EXPENDITURES		(150,540.00)	(150,540.00)	(46,193.16)	0.00	0.00	(104,346.84)	30.68

City of Marine City

Memo

To: Elaine Leven, City Manager

From: Mary Ellen McDonald, CPFA/MiCPT
Finance Director/Treasurer

Date 2/13/19

Re: **PRELIMINARY FINANCIAL STATEMENTS FOR JANUARY 2019**

Please include the attached **Preliminary Financial Statements for January 2019** on the agenda of the next TIFA Board Meeting. If you have any questions, please contact me.

Thank you

02/13/2019 04:24 PM
User: McDonald
DB: Marine City

BALANCE SHEET FOR CITY OF MARINE CITY
Period Ending 01/31/2019
PRELIMINARY FINANCIAL STATEMENTS-JANUARY 2019

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Fund 245 TIFA #1 FUND

GL Number	Description	Balance
*** Assets ***		
245-000.000-001.001	CASH	1,987.19
Total Assets		1,987.19
*** Liabilities ***		
245-000.000-200.000	ACCOUNTS PAYABLE	985.00
Total Liabilities		985.00
*** Fund Balance ***		
245-000.000-382.000	STREET SCAPE COMMITTED FUNDS	10,000.00
245-000.000-390.000	FUND BALANCE	4,121.91
Total Fund Balance		14,121.91
Beginning Fund Balance		0.00
Net of Revenues VS Expenditures		(13,119.72)
Fund Balance Adjustments		14,121.91
Ending Fund Balance		1,002.19
Total Liabilities And Fund Balance		1,987.19

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARINE CITY

PERIOD ENDING 01/31/2019

PRELIMINARY FINANCIAL STATEMENTS-JANUARY 2019

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL	AMENDED BUDGE	01/31/2019	MONTH 01/31/1			
		BUDGET		NORM (ABNORM)	INCR (DECR)	YEAR-TO-DATE	BALANCE	USED
Fund 245 - TIFA #1 FUND								
Revenues								
Dept 000.000								
245-000.000-402.000	CURRENT PROPERTY TAX	54,020.00	54,020.00	0.00	0.00	0.00	54,020.00	0.00
245-000.000-665.000	INTEREST	20.00	20.00	0.00	0.00	0.00	20.00	0.00
245-000.000-699.000	INTERFUND TRANSFERS IN	0.00	0.00	24,000.00	0.00	0.00	(24,000.00)	100.00
Total Dept 000.000		54,040.00	54,040.00	24,000.00	0.00	0.00	30,040.00	44.41
TOTAL REVENUES		54,040.00	54,040.00	24,000.00	0.00	0.00	30,040.00	44.41
Expenditures								
Dept 000.000								
245-000.000-752.000	SUPPLIES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
245-000.000-801.000	PROFESSIONAL SERVICES	1,000.00	1,000.00	1,065.00	985.00	0.00	(65.00)	106.50
245-000.000-803.001	ADMINISTRATIVE SERVICES	10,600.00	10,600.00	0.00	0.00	0.00	10,600.00	0.00
245-000.000-805.000	SERVICE CHARGES	0.00	0.00	(5.28)	0.00	0.00	5.28	100.00
245-000.000-880.000	COMMUNITY PROMOTION	4,380.00	4,380.00	0.00	0.00	0.00	4,380.00	0.00
245-000.000-991.000	PRINCIPAL PAYMENT	35,000.00	35,000.00	35,000.00	0.00	0.00	0.00	100.00
245-000.000-992.000	INTEREST EXPENSE	910.00	910.00	910.00	0.00	0.00	0.00	100.00
245-000.000-993.000	PAYING AGENT FEES	150.00	150.00	150.00	0.00	0.00	0.00	100.00
Total Dept 000.000		54,040.00	54,040.00	37,119.72	985.00	0.00	16,920.28	68.69
TOTAL EXPENDITURES		54,040.00	54,040.00	37,119.72	985.00	0.00	16,920.28	68.69
Fund 245 - TIFA #1 FUND:								
TOTAL REVENUES		54,040.00	54,040.00	24,000.00	0.00	0.00	30,040.00	44.41
TOTAL EXPENDITURES		54,040.00	54,040.00	37,119.72	985.00	0.00	16,920.28	68.69
NET OF REVENUES & EXPENDITURES		0.00	0.00	(13,119.72)	(985.00)	0.00	13,119.72	100.00

02/13/2019 04:24 PM
User: McDonald
DB: Marine City

BALANCE SHEET FOR CITY OF MARINE CITY
Period Ending 01/31/2019
PRELIMINARY FINANCIAL STATEMENTS-JANUARY 2019

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Fund 246 TIFA #2 FUND

GL Number	Description	Balance
*** Assets ***		
246-000.000-001.001	CASH	218,623.66
Total Assets		<u>218,623.66</u>
*** Liabilities ***		
246-000.000-200.000	ACCOUNTS PAYABLE	1,350.00
Total Liabilities		<u>1,350.00</u>
*** Fund Balance ***		
246-000.000-390.000	FUND BALANCE	231,431.84
Total Fund Balance		<u>231,431.84</u>
Beginning Fund Balance		0.00
Net of Revenues VS Expenditures		(14,158.18)
Fund Balance Adjustments		231,431.84
Ending Fund Balance		217,273.66
Total Liabilities And Fund Balance		218,623.66

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARINE CITY

PERIOD ENDING 01/31/2019

PRELIMINARY FINANCIAL STATEMENTS-JANUARY 2019

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR		ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL	AMENDED BUDGE	01/31/2019	MONTH 01/31/1	INCR (DECR)			
Fund 246 - TIFA #2 FUND									
Revenues									
Dept 000.000									
246-000.000-402.000	CURRENT PROPERTY TAX	28,710.00	28,710.00	0.00	0.00	0.00	28,710.00	0.00	
246-000.000-665.000	INTEREST	200.00	200.00	0.00	0.00	0.00	200.00	0.00	
Total Dept 000.000		28,910.00	28,910.00	0.00	0.00	0.00	28,910.00	0.00	
TOTAL REVENUES		28,910.00	28,910.00	0.00	0.00	0.00	28,910.00	0.00	
Expenditures									
Dept 000.000									
246-000.000-752.000	SUPPLIES	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	
246-000.000-801.000	PROFESSIONAL SERVICES	12,000.00	12,000.00	4,096.68	1,350.00	0.00	7,903.32	34.14	
246-000.000-802.000	CONTRACTUAL SERVICES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	
246-000.000-803.001	ADMINISTRATIVE SERVICES	13,075.00	13,075.00	0.00	0.00	0.00	13,075.00	0.00	
246-000.000-805.000	SERVICE CHARGES	0.00	0.00	(62.50)	0.00	0.00	62.50	100.00	
246-000.000-880.000	COMMUNITY PROMOTION	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	
246-000.000-902.000	PUBLISHING	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	
246-000.000-915.000	MEMBERSHIPS	2,125.00	2,125.00	2,124.00	0.00	0.00	1.00	99.95	
246-000.000-974.000	CAPITAL OUTLAY-LAND IMPROVEME	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	0.00	
246-000.000-975.000	CAPITAL OUTLAY-BUILDINGS	12,500.00	12,500.00	0.00	0.00	0.00	12,500.00	0.00	
246-000.000-995.001	INTERFUND TRANSFERS OUT	0.00	0.00	8,000.00	0.00	0.00	(8,000.00)	100.00	
Total Dept 000.000		102,700.00	102,700.00	14,158.18	1,350.00	0.00	88,541.82	13.79	
TOTAL EXPENDITURES		102,700.00	102,700.00	14,158.18	1,350.00	0.00	88,541.82	13.79	
Fund 246 - TIFA #2 FUND:									
TOTAL REVENUES		28,910.00	28,910.00	0.00	0.00	0.00	28,910.00	0.00	
TOTAL EXPENDITURES		102,700.00	102,700.00	14,158.18	1,350.00	0.00	88,541.82	13.79	
NET OF REVENUES & EXPENDITURES		(73,790.00)	(73,790.00)	(14,158.18)	(1,350.00)	0.00	(59,631.82)	19.19	

02/13/2019 04:24 PM
User: McDonald
DB: Marine City

BALANCE SHEET FOR CITY OF MARINE CITY
Period Ending 01/31/2019
PRELIMINARY FINANCIAL STATEMENTS-JANUARY 2019

Page: 3/3

Fund 247 TIFA # 3 FUND

GL Number	Description	Balance
*** Assets ***		
247-000.000-001.001	CASH	570,364.13
Total Assets		570,364.13
*** Liabilities ***		
247-000.000-200.000	ACCOUNTS PAYABLE	1,900.00
Total Liabilities		1,900.00
*** Fund Balance ***		
247-000.000-382.001	LAND ACQUISITION COMMITTED FUNDS	152,725.21
247-000.000-390.000	FUND BALANCE	438,889.18
Total Fund Balance		591,614.39
Beginning Fund Balance		0.00
Net of Revenues VS Expenditures		(23,150.26)
Fund Balance Adjustments		591,614.39
Ending Fund Balance		568,464.13
Total Liabilities And Fund Balance		570,364.13

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARINE CITY

PERIOD ENDING 01/31/2019

PRELIMINARY FINANCIAL STATEMENTS-JANUARY 2019

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2018-19 AMENDED BUDGE	YTD BALANCE 01/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/1 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 247 - TIFA # 3 FUND								
Revenues								
Dept 000.000								
247-000.000-402.000	CURRENT PROPERTY TAX	87,250.00	87,250.00	0.00	0.00	0.00	87,250.00	0.00
247-000.000-665.000	INTEREST	500.00	500.00	0.00	0.00	0.00	500.00	0.00
Total Dept 000.000		87,750.00	87,750.00	0.00	0.00	0.00	87,750.00	0.00
TOTAL REVENUES		87,750.00	87,750.00	0.00	0.00	0.00	87,750.00	0.00
Expenditures								
Dept 000.000								
247-000.000-752.000	SUPPLIES	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00
247-000.000-801.000	PROFESSIONAL SERVICES	23,000.00	23,000.00	7,313.32	1,900.00	0.00	15,686.68	31.80
247-000.000-802.000	CONTRACTUAL SERVICES	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
247-000.000-803.001	ADMINISTRATIVE SERVICES	49,000.00	49,000.00	0.00	0.00	0.00	49,000.00	0.00
247-000.000-805.000	SERVICE CHARGES	0.00	0.00	(163.06)	0.00	0.00	163.06	100.00
247-000.000-880.000	COMMUNITY PROMOTION	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00
247-000.000-902.000	PUBLISHING	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
247-000.000-974.000	CAPITAL OUTLAY-LAND IMPROVEME	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	0.00
247-000.000-975.000	CAPITAL OUTLAY-BUILDINGS	15,500.00	15,500.00	0.00	0.00	0.00	15,500.00	0.00
247-000.000-995.001	INTERFUND TRANSFERS OUT	0.00	0.00	16,000.00	0.00	0.00	(16,000.00)	100.00
Total Dept 000.000		164,500.00	164,500.00	23,150.26	1,900.00	0.00	141,349.74	14.07
TOTAL EXPENDITURES		164,500.00	164,500.00	23,150.26	1,900.00	0.00	141,349.74	14.07
Fund 247 - TIFA # 3 FUND:								
TOTAL REVENUES		87,750.00	87,750.00	0.00	0.00	0.00	87,750.00	0.00
TOTAL EXPENDITURES		164,500.00	164,500.00	23,150.26	1,900.00	0.00	141,349.74	14.07
NET OF REVENUES & EXPENDITURES		(76,750.00)	(76,750.00)	(23,150.26)	(1,900.00)	0.00	(53,599.74)	30.16
TOTAL REVENUES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS								
NET OF REVENUES & EXPENDITURES		(150,540.00)	(150,540.00)	(50,428.16)	(4,235.00)	0.00	(100,111.84)	33.50

City of Marine City

Memo

To: TIFA Board Members
From: Mary Ellen McDonald, CPFA/MiCPT
Finance Director/Treasurer
Date: 2/21/2019
Re: Budget Amendments

Please include the attached Budget Amendments on the agenda of the next TIFA Board Meeting March 19, 2019.

Thank you

CITY OF MARINE CITY, MICHIGAN
COUNTY OF ST. CLAIR
STATE OF MICHIGAN

RESOLUTION NO. 005-2019

A RESOLUTION TO AMEND THE FISCAL YEAR 2018/2019 BUDGET TO ADJUST FOR CHANGES IN ANTICIPATED REVENUES AND EXPENDITURES.

MEMORANDUM OF A RESOLUTION of the TIFA Board of the City of Marine City, a Michigan Municipal Corporation, adopted at a regular meeting of said Board held at the Fire Hall located at 200 S. Parker Street, Marine City, Michigan on the 19th day of March, 2019, at 4:00PM.

Present:

Absent:

The following preamble and resolution were offered by Board Member _____ and supported by Board Member _____

WHEREAS, the City Charter of the City of Marine City allows for the amendment of duly approved operating budgets, and

WHEREAS, there is a legitimate need for the amendment of the 2018/2019 Fiscal Year Operating Budget due to unforeseen changes in revenues and expenditures; and

WHEREAS, the TIFA Board of Marine City has reviewed the proposed budget amendments presented by the City Manager, now

THEREFORE, BE IT RESOLVED, the TIFA Board of Marine City approves the budget amendments for the Fiscal Year 2018/2019 Budget as noted in the following summary:

Approved and adopted this 19th day of March, 2019.

Elaine Leven, City Manager

Attest

Kristen Baxter, City Clerk

BUDGET AMENDMENTS
TIFA BOARD MEETING MARCH 19, 2019

TIFA #1 FUND		
ACTIVITY NUMBER	ACTIVITY NAME	AMENDED BUDGET
	REVENUE	\$24,000.00
	EXPENDITURES	\$38,122.00
PROJECTED AMENDED BUDGET REVENUE		\$24,000.00
PROJECTED AMENDED BUDGET EXPENDITURES		\$38,122.00
RESTRICTED & DESIGNATED FUNDS		\$0.00
NET OF REVENUES/APPROPRIATIONS		(\$14,122.00)
EST. FUND BALANCE @ 6/30/18		\$14,122.00
EST. YEAR-END FUND BALANCE @ 6/30/19		\$0.00

BUDGET AMENDMENTS
TIFA BOARD MEETING MARCH 19, 2019

TIFA #2 FUND		
ACTIVITY NUMBER	ACTIVITY NAME	AMENDED BUDGET
	REVENUE	\$0.00
	EXPENDITURES	\$231,432.00
PROJECTED AMENDED BUDGET REVENUE		\$0.00
PROJECTED AMENDED BUDGET EXPENDITURES		\$231,432.00
RESTRICTED & DESIGNATED FUNDS		\$0.00
NET OF REVENUES/APPROPRIATIONS		(\$231,432.00)
EST. FUND BALANCE @ 6/30/18		\$231,432.00
EST. YEAR-END FUND BALANCE @ 6/30/19		\$0.00

BUDGET AMENDMENTS
TIFA BOARD MEETING MARCH 19, 2019

TIFA #3 FUND		
ACTIVITY NUMBER	ACTIVITY NAME	AMENDED BUDGET
	REVENUE	\$0.00
	EXPENDITURES	\$591,614.40
PROJECTED AMENDED BUDGET REVENUE		\$0.00
PROJECTED AMENDED BUDGET EXPENDITURES		\$591,614.40
RESTRICTED & DESIGNATED FUNDS		\$0.00
NET OF REVENUES/APPROPRIATIONS		(\$591,614.40)
EST. FUND BALANCE @ 6/30/18		\$591,614.40
EST. YEAR-END FUND BALANCE @ 6/30/19		\$0.00

BUDGET AMENDMENTS EXPLANATION
TIFA BOARD MEETING MARCH 19, 2019

TIFA #1 FUND REVENUE					
A/C Number	Description	Original Budget	Change	New Budget	Explanation
402.000	Current Property Tax	\$54,020.00	(\$54,020.00)	\$0.00	No Captured Tax Amounts-Termination of plan July 1, 2018
665.000	Interest	\$20.00	(\$20.00)	\$0.00	No Interest earnings-Termination of plan July 1, 2018
699.000	Interfund Transfers In	\$0.00	\$24,000.00	\$24,000.00	Transfer from TIFA #2 & TIFA #3-Required for final Bond Payment 10/1/18
TOTAL		\$54,040.00	(\$30,040.00)	\$24,000.00	
TIFA #1 FUND EXPENDITURES					
752.000	Supplies	\$2,000.00	(\$2,000.00)	\$0.00	Termination of plan July 1, 2018
801.000	Professional Services	\$1,000.00	\$59.80	\$1,059.80	Additional funds required-Audit Fees
803.001	Administrative Services	\$10,600.00	(\$10,600.00)	\$0.00	Termination of plan July 1, 2018
880.000	Community Promotion	\$4,380.00	(\$4,380.00)	\$0.00	Termination of plan July 1, 2018
998.001	Transfer to Other Govt	\$0.00	\$1,002.20	\$1,002.20	Termination of plan July 1, 2018
TOTAL		\$17,980.00	(\$15,918.00)	\$2,062.00	
TOTAL REVENUE		\$54,040.00	(\$30,040.00)	\$24,000.00	
TOTAL EXPENDITURES		\$54,040.00	(\$15,918.00)	\$38,122.00	
NET OF REVENUE/EXPEND.		\$0.00	(\$14,122.00)	(\$14,122.00)	
FUND BALANCE @ 6/30/18		\$14,122.00	\$0.00	\$14,122.00	
EST. Y/E BALANCE 6/30/19		\$14,122.00	(\$14,122.00)	\$0.00	

BUDGET AMENDMENTS EXPLANATION
TIFA BOARD MEETING MARCH 19, 2019

TIFA #2 FUND REVENUE					
A/C Number	Description	Original Budget	Change	New Budget	Explanation
402.000	Current Property Tax	\$28,710.00	(\$28,710.00)	\$0.00	No Captured Tax Amounts-Termination of plan July 1, 2018
665.000	Interest	\$200.00	(\$200.00)	\$0.00	No Interest earnings-Termination of plan July 1, 2018
TOTAL		\$28,910.00	(\$28,910.00)	\$0.00	
TIFA #2 FUND EXPENDITURES					
752.000	Supplies	\$5,000.00	(\$5,000.00)	\$0.00	Termination of plan July 1, 2018
801.000	Professional Services	\$12,000.00	(\$7,966.65)	\$4,033.35	Additional funds required-Audit Fees
802.000	Contractual Services	\$2,000.00	(\$2,000.00)	\$0.00	Termination of plan July 1, 2018
803.001	Administrative Services	\$13,075.00	(\$13,075.00)	\$0.00	Termination of plan July 1, 2018
880.000	Community Promotion	\$20,000.00	(\$20,000.00)	\$0.00	Termination of plan July 1, 2018
902.000	Publishing	\$1,000.00	(\$1,000.00)	\$0.00	Termination of plan July 1, 2018
974.000	Capital Outlay-Land Imp	\$35,000.00	(\$35,000.00)	\$0.00	Termination of plan July 1, 2018
975.000	Capital Outlay-Bldgs	\$12,500.00	(\$12,500.00)	\$0.00	Termination of plan July 1, 2018
995.001	Interfund Transfers Out	\$0.00	\$8,000.00	\$8,000.00	Transfer to TIFA #1-Final Bond Payment due 10/1/18
998.001	Transfer to Other Govt	\$0.00	\$217,273.65	\$217,273.65	Termination of plan July 1, 2018
TOTAL		\$100,575.00	\$128,732.00	\$229,307.00	
TOTAL REVENUE		\$28,910.00	(\$28,910.00)	\$0.00	
TOTAL EXPENDITURES		\$102,700.00	\$128,732.00	\$231,432.00	
NET OF REVENUE/EXPEND.		(\$73,790.00)	(\$157,642.00)	(\$231,432.00)	
FUND BALANCE @ 6/30/18		\$231,432.00	\$0.00	\$231,432.00	
EST. Y/E BALANCE 6/30/19		\$157,642.00	(\$157,642.00)	\$0.00	

BUDGET AMENDMENTS EXPLANATION
TIFA BOARD MEETING MARCH 19, 2019

TIFA #3 FUND REVENUE					
A/C Number	Description	Original Budget	Change	New Budget	Explanation
402.000	Current Property Tax	\$87,250.00	(\$87,250.00)	\$0.00	No Captured Tax Amounts-Termination of plan July 1, 2018
665.000	Interest	\$500.00	(\$500.00)	\$0.00	No Interest earnings-Termination of plan July 1, 2018
TOTAL		\$87,750.00	(\$87,750.00)	\$0.00	
TIFA #3 FUND EXPENDITURES					
752.000	Supplies	\$15,000.00	(\$15,000.00)	\$0.00	Termination of plan July 1, 2018
801.000	Professional Services	\$23,000.00	(\$15,849.75)	\$7,150.25	Additional funds required-Audit Fees
802.000	Contractual Services	\$5,000.00	(\$5,000.00)	\$0.00	Termination of plan July 1, 2018
803.001	Administrative Services	\$49,000.00	(\$49,000.00)	\$0.00	Termination of plan July 1, 2018
880.000	Community Promotion	\$20,000.00	(\$20,000.00)	\$0.00	Termination of plan July 1, 2018
902.000	Publishing	\$2,000.00	(\$2,000.00)	\$0.00	Termination of plan July 1, 2018
974.000	Capital Outlay-Land Imp	\$35,000.00	(\$35,000.00)	\$0.00	Termination of plan July 1, 2018
975.000	Capital Outlay-Bldgs	\$15,500.00	(\$15,500.00)	\$0.00	Termination of plan July 1, 2018
995.001	Interfund Transfers Out	\$0.00	\$16,000.00	\$16,000.00	Transfer to TIFA #1-Final Bond Payment due 10/1/18
998.001	Transfer to Other Govt	\$0.00	\$568,464.15	\$568,464.15	Termination of plan July 1, 2018
TOTAL		\$164,500.00	\$427,114.40	\$591,614.40	
TOTAL REVENUE		\$87,750.00	(\$87,750.00)	\$0.00	
TOTAL EXPENDITURES		\$164,500.00	\$427,114.40	\$591,614.40	
NET OF REVENUE/EXPEND.		(\$76,750.00)	(\$514,864.40)	(\$591,614.40)	
FUND BALANCE @ 6/30/18		\$591,614.40	\$0.00	\$591,614.40	
EST. Y/E BALANCE 6/30/19		\$514,864.40	(\$514,864.40)	\$0.00	

City of Marine City

Memo

To: TIFA Board Members
 From: Mary Ellen McDonald, CPFA/MiCPT
 Finance Director/Treasurer
 Date 1/22/19
 Re: Invoice Approval

Please include the attached invoice on the agenda of the next TIFA Board Meeting for approval.

McBride-Manley Invoice #13276 \$4,235.00

(Examination of books and records/Preparation of Audited Financial Statements for Fiscal Year Ending June 30, 2018)

A/C #245-000.000-801.000 \$985.00 (TIFA #1 Fund)

(BUDGET AMOUNT - \$985.00 YTD Expenditures - \$0.00) (Auditing Services Only)

A/C #246-000.000-801.000 \$1,350.00 (TIFA #2 Fund)

(BUDGET AMOUNT - \$1,350.00 YTD Expenditures - \$0.00) (Auditing Services Only)

A/C #247-000.000-801.000 \$1,900.00 (TIFA #3 Fund)

(BUDGET AMOUNT - \$1,900.00 YTD Expenditures - \$0.00) (Auditing Services Only)

If you have any questions, please contact me.

Thank you

INVOICE

McBride - Manley



& COMPANY P.C.

CERTIFIED PUBLIC
ACCOUNTANTS

Certified Public Accountants

1115 S. PARKER STREET

(810) 765-4700

MARINE CITY MI 48039

CITY OF MARINE CITY
303 S WATER STREET
MARINE CITY, MI 48039

Date: 01/16/2019

Invoice: 13276
Client Id: MARIN

Examination of books and records for the year ended
June 30, 2018.

Preparation of audited financial statements for the
year ended June 30, 2018.

By Fund:

General Fund	\$15,095
Water & Sewer Fund	8,000
Major Street Fund	515
Local Street Fund	515
TIFA #1	985
TIFA #2	1,350
TIFA #3	1,900
	<u>\$ 28,360</u> ✓

Total Invoice	\$ 28,360.00
Less Preliminary Payment	<u>(7,090.00)</u>

Current Amount Due \$ 21,270.00 ✓

RECEIVED
JAN 22 2019

City of Marine City

PAYABLE WITHIN 30 DAYS OF RECEIPT. ALL AMOUNTS NOT PAID WITHIN 60 DAYS OF INVOICE DATE WILL BE
SUBJECT TO A FINANCE CHARGE OF 1.5% PER MONTH.

City of Marine City

Memo

To: Elaine Leven, City Manager
From: Mary Ellen McDonald, CPFA/MiCPT
Finance Director/Treasurer
Date: 2/26/2019
Re: TIFA Funds Payout Calculation

Please include the attached documents regarding the TIFA Funds Payout Calculation on the agenda of the next TIFA Board Meeting March 19, 2019.

Thank you

TIFA Funds Payout Calculation
Fund Balance as of January 23, 2019

Tax Year	City Operating
2015	\$95,479.42
2016	\$96,363.70
2017	\$96,945.57
TOTAL	\$288,788.69

Tax Year	Drug Task	Senior Citizen	Library	Parks	County Operating	College
2015	\$1,591.83	\$4,546.66	\$3,978.13	\$2,814.55	\$30,275.68	\$10,736.51
2016	\$3,197.62	\$4,560.86	\$3,990.50	\$2,823.40	\$30,509.92	\$10,819.63
2017	\$3,236.37	\$4,616.18	\$4,038.91	\$2,857.80	\$30,741.80	\$10,901.80
TOTAL	\$8,025.82	\$13,723.70	\$12,007.54	\$8,495.75	\$91,527.40	\$32,457.94

Tax Year	
2015	\$149,422.78
2016	\$152,265.63
2017	\$153,338.43
TOTAL	\$455,026.84

Percentage Calculation

City Operating	63.47%
County Drug	1.76%
Senior Citizens	3.02%
Library	2.64%
Parks	1.87%
County Operating	20.11%
College	7.13%
TOTAL	100.00%

Fund Balance as January 23, 2019 \$786,739.98

Surplus Funds Distribution by Tax Levy

City Operating	\$499,314.74
County Drug	\$13,876.62
Senior Citizens	\$23,728.23
Library	\$20,761.00
Parks	\$14,689.13
County Operating	\$158,250.59
College	\$56,119.68
TOTAL	\$786,739.98

TIFA PAYOUT CALCULATION BY TIFA PLAN			
TOTAL PAYOUT	\$786,739.98		
FUND BALANCE			
TIFA #1	\$1,002.19		
TIFA #2	\$217,273.66		
TIFA #3	\$568,464.13		
TOTAL	\$786,739.98		
PERCENTAGE CALCULATION			
TIFA #1	0.13%		
TIFA #2	27.62%		
TIFA #3	72.26%		
TOTAL	100.00%		

TIFA #1 FUND	
City Operating	\$636.05
County Drug	\$17.68
Senior Citizens	\$30.23
Library	\$26.45
Parks	\$18.71
County Operating	\$201.59
College	\$71.49
TOTAL	\$1,002.19

TIFA #2 FUND	
City Operating	\$137,895.55
County Drug	\$3,832.30
Senior Citizens	\$6,553.02
Library	\$5,733.56
Parks	\$4,056.69
County Operating	\$43,704.00
College	\$15,498.55
TOTAL	\$217,273.66

TIFA #3 FUND	
City Operating	\$360,783.14
County Drug	\$10,026.64
Senior Citizens	\$17,144.99
Library	\$15,001.00
Parks	\$10,613.72
County Operating	\$114,345.00
College	\$40,549.64
TOTAL	\$568,464.13