



CITY OF MARINE CITY

Tax Increment Finance Authority

Meeting Agenda

Marine City Fire Hall, 200 South Parker Street
Regular Meeting: Tuesday, June 21, 2016 4:00 PM

-
1. **CALL TO ORDER**
 2. **PLEDGE OF ALLEGIANCE**
 3. **ROLL CALL:** Chairperson Craig May; Board Members Frederick Babchek, Rebecca Bryson, Robert Lepley, Charles Seigneurie, Scott Tisdale, Robert Weisenbaugh; City Manager Elaine Leven
 4. **APPROVE AGENDA**
 5. **APPROVE MINUTES**
 - A. T.I.F.A. Regular Meeting ~ May 17, 2016
 6. **COMMUNICATIONS**
 7. **PUBLIC COMMENT** *Residents are welcome to address the TIFA Board. Please state name and address. Limit comments to five (5) minutes.*
 8. **UNFINISHED BUSINESS**
 - A. Discussion on development plans for TIFA #2 & TIFA #3
 - B. Request for Grant Writing Consultant(s)
 - C. Paint the Town Grant Program
 - D. Lion's Club Asphalt Quote
 9. **NEW BUSINESS**
 10. **FINANCIAL BUSINESS**
 - A. Invoice Approval
 - Marine City Festival, Inc., Dated May 4, 2016 (\$3,000.00)
 - Marine City Nursery, Invoice #1062425 (\$180.00)
 - Marine City Nursery, Invoice #1062665 (\$180.00)
 - Strategic Communication Solutions, Inc., Invoice #10045 (\$5,000.00)
 - Marine City Area Chamber of Commerce, Invoice dated May 24, 2016 (\$2,000.00)
 - B. Preliminary Financial Statements
 - C. Budget Amendments
 11. **ADJOURNMENT**

**City of Marine City
Tax Increment Finance Authority
May 17, 2016**

A regular meeting of T.I.F.A. was held in the Fire Hall, 200 South Parker Street, Marine City, Michigan, on Tuesday, May 17, 2016, 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 May; Board Members Babchek, Bryson, Seigneurie, Tisdale; City Manager Leven; City Clerk Baxter

Absent: Board Members Lepley and Weisenbaugh

Motion by Chairperson May, seconded by Board Member Babchek, to excuse Board Member Lepley from the meeting. All Ayes. Motion Carried.

Motion by Board Member Seigneurie, seconded by Board Member Tisdale, to excuse Board Member Weisenbaugh from the meeting. All Ayes. Motion Carried.

Approve Agenda

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

Approve Minutes

Motion by Board Member Bryson, seconded by Board Member Seigneurie, to approve the Minutes of the Regular Tax Increment Finance Authority Meeting held April 19, 2016, as presented. All Ayes. Motion Carried.

Communications

None.

Public Comment

Bill Haas, 203 Pleasant, asked why TIFA Board meetings were held at 4:00 pm when many people are still at work. Mr. Haas asked if they were held at that time so no one could attend them. He made complaints against city code enforcement and said the city needed to learn to make money.

Mike Hilferink, 218 Pleasant, distributed Strategic Communication Solutions' Return on Investment Report and talked about the discrepancies in the numbers listed. He commented that Strategic Communication Solutions tried to intentionally mislead the city to think they were doing a good job.

Unfinished Business

Discussion on development plans for TIFA #2 & TIFA #3

Motion by Board Member Tisdale, seconded by Board Member Bryson, to table the discussion, due to the absence of Board Members Lepley and Weisenbaugh, until the June 21, 2016 meeting. All Ayes. Motion Carried.

New Business

Financial Business

Invoice Approval

Michael Hilfinger, of Strategic Communication Solutions, explained his role as Economic Development Director for the city. He explained that the role of the Economic Director was to work on projects for the city, such as the hotel, and to increase property values within the city. Mr. Hilfinger provided updates to the Board on projects that Strategic Communication Solutions is working on, including Historic City Hall, and canoe/kayak launch grants.

Motion by Board Member Seigneurie, seconded by Board Member Bryson, to approve Strategic Communication Solutions Invoice #10037 in the amount of \$5,000.00. All Ayes. Motion Carried.

Motion by Chairperson May, seconded by Board Member Seigneurie, to approve US Bank Invoice #4277953 in the amount of \$150.00. All Ayes. Motion Carried.

Motion by Board Member Bryson, seconded by Board Member Babchek, to approve K.C.A. Services, Invoice #01 in the amount of \$400.00. All Ayes. Motion Carried.

Motion by Board Member Babchek, seconded by Chairperson May, to accept the Preliminary Financial Statements for March, 2016, as presented, and place them on file. All Ayes. Motion Carried.

Adjournment

Motion by Board Member Seigneurie, seconded by Board Member Babchek, to adjourn at 4:35 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter
City Clerk

REQUEST FOR PROPOSALS

City of Marine City is seeking proposals from qualified firms for Grant Writing Consultant(s) in accordance with the Scope of Work specified in this Request for Proposal (RFP).

Scope of Work

City of Marine City seeks to contract with a firm providing grant writing consulting and proposal/application support to the City. We invite grant writers with substantive experience in writing, submitting, and securing grants for government agencies to apply. Successful applicants will have grant writing and submission experience leading to commitment in one or more of the following areas: Federal, State, Local, Private Foundations.

Additional services we require include the following:

1. Actively pursuing grant opportunities for the City in conjunction with goals of the City.
2. Assist in forming and maintaining partnerships with other organizations and governmental entities who can work with the city in pursuit of our goals.
3. Monitor and update the city on legislative matters regarding funding that may impact the city.
4. Management of grant applications, including coordinating with required parties, attending meetings, preparing documents, and submitting applications within appropriate timeframe.
5. Quarterly updates to the City regarding grant application status.
6. Other grant writing support and services as necessary.
7. ???

Some key goals for the City include the following:

1. Historic Building Renovation
2. Transient Marina
3. Park Planning/Development
4. Infrastructure Updates
5. Parking/Traffic Flow
6. Streetscape
7. City Offices
8. Water/Sewer Plant Improvements
9. ???

Paint the Town HSMC Committee Criteria for Selection

1. All Applicants must reside or own property within the city limits of Marine City.
2. Applications are available the first two weeks of June in the Voice Newspaper and available afterwards at LumberJack Marine City.
3. Applications are mailed to HSMC P.O. Box
4. Applications will be selected between June 1 and Sept 1 each year.
5. Applications are not based on need, but based on a first-come/first-serve selection
6. Applications must contain a written description of the project.
7. Applications must have an estimated cost associated to the materials/labor needed.
8. Applications need to include pictures of the project
9. Applicants must identify how they are going to match the gift requested amount. They can include labor costs and other materials they have purchased for the project. The match is a dollar for dollar amount. ie. if they request \$175.00 in material on the application then they must match it with \$175 worth of labor or materials.
10. Applications are due by Sept. 1 each year.
11. The applicants must complete the project by October 1st.
12. The grant winner will be notified by phone with instructions on how to obtain their paint or materials and then they will receive a written notification and instructions in the mail.
13. The grant winner will have a "thank you for your Paint the Town" sign in their front lawn.
14. A member of HSMC committee will update the list with Lumber Jack Marine City every month with the current years winners names.
15. The winners will pick up their supplies up to a specified amount in their request from LumberJack. They can select paint or materials they requested in the application.
16. Lumber Jack will bill the HSMC on behalf of the winners with the exact amount purchased by the winner.
17. Completed photos of the project is are to be mailed by the winner to HSMC
18. The committee will review the completed work and make a report after Oct 1st each year.
19. Winners/projects will be announced on HSMC website or in news articles.
20. Winners are eligible to apply the following year for another grant.
21. Applicants who do not use the grant during the season they applied for will lose the grant.
22. All grants expire on Oct. 1 each year.
23. Grants cannot be given to anyone except the person/s who applied for the grant.
24. Marine City Businesses are eligible to apply, even if the owner does not live in Marine City.
25. Non-profits are eligible to apply as long as the non-profit is based in Marine City.
26. Grants can be used by non-profits to help improve city property, as long as it is approved by the City of Marine City.
27. Grants can be combined with other grants from other organizations if necessary to complete the project.
28. Applicants can also apply for a HSMC Gingerbread Grant for the same grant year.
29. Applicants can call the HSMC President, Sherrill Zimmer with questions regarding the grant.
30. HSMC members are not eligible for the grant.
31. All work performed is the responsibility of the grant recipient.
32. HSMC is not responsible for any damages/harm that occurs from the grant projects.

The Historical Society of Marine City and LumberJack

Paint the Town!

Grant Program

Date: _____

To: _____

Dear _____:

Congratulations!

You have been approved for a “Paint the Town” Grant for your described project of :

A few things before you get started:

1. Please send us a photo of your project if you haven't done so yet. If you included it with your application -Thank you.
2. Your paint or materials must be picked up at LumberJack in Marine City after you have received this notice. You simply select your paint/ materials (up to \$200.00 worth) and then visit the check-out desk at the back of the store. LumberJack has your name on a list of “Paint the Town” Grant Winners. LumberJack takes your name and \$ amount of the products you are purchasing and then contacts the Historical Society and we pay your bill. Remember....you are approved for only the paint/materials you applied for in your grant request.
3. You must complete your project by Oct. 1st. Then, send us a photo of your completed project. Our committee is looking forward to seeing your beautiful work!
4. You will see a small “Paint the Town” Sign placed in front of your property, which is our way of saying “Thank you” for your renovation.

Again, Congratulations! Your project will enhance Marine City!

Sincerely yours,

Sherrill Zimmer
President, HSMC

Questions? Call Sherrill Zimmer, 765-5622

Are you planning an exterior improvement project this summer?

Introducing...

Gingerbread Grant Program

We will give you up to **\$1,000** to add new architectural elements to the exterior of your home, and replace the 'gingerbread' decorative features your home may have lost over the years.

FREE
Paint and Materials!!

For
Marine City Residents and Business Owners:

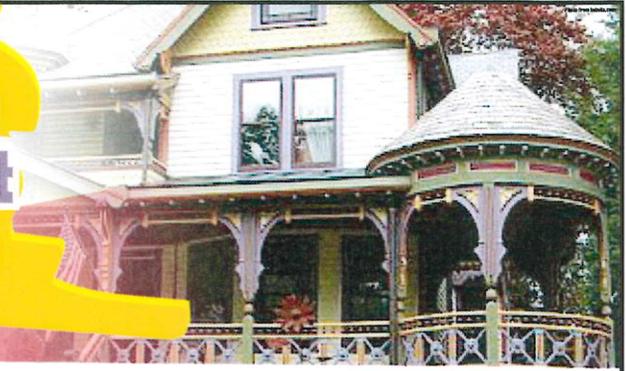
Historical Society of Marine City & LumberJack

Annual...
"PAINT THE TOWN!!"
Matching Grant Program

We will match up to **\$500** worth of paint or materials. Simply fill-out the application on the reverse side.

Hurry! Funds given on a first-come first-serve basis!
Accepting applications until Sept. 1st.

Beautify Marine City this summer!



Historical Society of Marine City & LumberJack

**"PAINT THE TOWN"
and
"GINGERBREAD"
Grant Program**

1.) Name _____

Address: _____

phone: _____ cell: _____

2.) Home/Business address of exterior improvement Project: (if different than above)
Name/Address/phone of owner (if different than above) _____

3.) Description of your exterior improvement Project -please attach photo(s): _____

4.) Approx. Start Date? _____ 5.) Approx. complete date? _____

6.) Who will be doing the work? _____

7.) Estimated total cost of the Project before the grant: _____

8.) Describe how you will match the gift. (labor, materials or both?) (up to \$500 Paint the Town, up to \$1000 Gingerbread)

9.) Describe briefly, why the need for this will make a difference: _____

10.) I, _____, hereby certify that the above information is true to the best of my knowledge and that I will adhere to the established rules of the Historical Society of Marine City/LumberJack "Paint the Town" Grant guidelines.

Signature: _____ date: _____

Print Name: _____

Mail this application by September 1st to:
*The Historical Society of Marine City
P.O. Box 23, Marine City, MI 48039*

Applicants will be notified of their award within 2-4 weeks.
Questions? Call Sherrill Zimmer, 765-5622

8-D

Concrete

| Description | Qty | Rate | Total |
|---|-----|---|--|
| REMOVE ASPHALT PARKING LOT 104 X 100 APPROX 10, 400 SQ FT AND HAUL AWAY DEBRIS REPLACE WITH 4 IN, 4000psi CONCRETE, WITH 6 X 6 IN WIRE MESH REINFORCING, SAW CUT ALL CONTROL JOINTS, WITH BROOMED FINISH BREAK OUT APPROACH AND REPLACE APPROX. 10 X 25 X 6IN THICK *** PERMITS ARE NOT INCLUDED *** | | 0.00 41,600.00 1,250.00 <i>city will do</i> | 0.00 41,600.00 1,250.00 |
| | | Subtotal | \$42,850.00 |
| | | Sales Tax (0.0%) | \$0.00 |
| | | Total | \$42,850.00 |

Re: Asphalt paving

A. 3" Asphalt Paving (Approx 17,313 sq ft)

1. Remove all old asphalt
2. Grade & compact for asphalt surface
3. Place 1.5" 1100 L Base course
4. Roll & Compact
5. Apply ss 1H Tact coat
6. Place 1.5" 1100 T Wearing course

B. 3" Asphalt Paving New Addition (Approx 24x65)

1. Dig out grass 5"
2. Remove tree
3. Place 4" 21AA AGG
4. Roll & Compact
5. Place 3" Asphalt

For the Sum of \$24,800.00

*Any additional dig out is \$34.00 a ton

Notes & Exclusions

1. Except as Specifically Noted Above. No Allowance has been made for Bonds, Permits, testing, engineering, layout, inspection, excavation, Butt joints, undercutting, traffic control/flagman, barricades in ROW, signage, irrigation/utility repairs (including private utility lines/ street lights) winterization (including blankets and additives to concrete) or landscape restoration.
- 2.If undercutting is Required it will be billed at \$35.00 per ton, with exact quantity to be determined.
3. Our work is based on Completing work during 2013 season in one mobilization.
4. **Significant increases in asphalt and/or concrete cost are possible over the next 2-3 months. In the event this occurs, an adjustment to our price will be made.**

Authorized
Signature _____

Acceptance of Proposal-The Above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do this work as specified.

Signature _____

Date of Acceptance _____

Memo

To: TIFA Board Members
 From: Mary Ellen McDonald, CPFAMiCPT
 Finance Director/Treasurer
 Date 5/11/16
 Re: Invoice Approval

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

| | | |
|---|------------------------------------|---------------------------------------|
| Marine City Festival, Inc. | Invoice Date 5/4/16 | \$3,000.00 |
| (Financial Support – Marine City Festival, Inc.) | | |
| A/C #250-000.000-880.000 | | \$1,000.00 (TIFA #1 Fund) |
| | (BUDGET AMOUNT - \$2,000.00 | YTD Expenditures - \$2,000.00) |
| A/C #251-000.000-880.000 | | \$1,000.00 (TIFA #2 Fund) |
| | (BUDGET AMOUNT - \$3,000.00 | YTD Expenditures - \$2,666.67 |
| A/C #252-000.000-880.000 | | \$1,000.00 (TIFA #3 Fund) |
| | (BUDGET AMOUNT - \$7,500.00 | YTD Expenditures - \$4,333.00) |

If you have any questions, please contact me.

Thank you

Marine City Festival Inc.

PO Box 192
Marine City, MI 48039
Phone: 810-650-8395

E-Mail: info@maritimedays.com
www.maritimedays.com

Invoice

Date: May 4, 2016
PO # _____

Bill To: **City of Marine City**
TIFA Board
303 S. Water Street
Marine City, MI 48039

| Description | Size | Quantity | Price | Total Price |
|--------------------------------|------|----------|------------|-------------|
| TIFA Grant Sponsorship for | | 1 | \$3,000.00 | \$3,000.00 |
| Maritime Days 2016 Advertising | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Thank You from the Marine City Maritime Days!

| | | |
|--|-------|-------------|
| Checks can be made out to: | Total | \$3,000.00 |
| Marine City Festival Inc. PO Box 192 Marine City, MI 48039 | | Grand Total |

RECEIVED
MAY 05 2016

City of Marine City

Memo

To: TIFA Board Members
From: Mary Ellen McDonald, CPFAMiCPT
Finance Director/Treasurer
Date 5/24/16
Re: Invoice Approval

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

| | | |
|---|---|-----------------|
| Marine City Nursery Co. | Invoice #1062425 | \$180.00 |
| Marine City Nursery Co. (Mulch for all City Parks) | Invoice #1062665 | \$180.00 |
| A/C #250-000.000-740.000 (BUDGET AMOUNT - \$1,650.00) | \$120.00 (TIFA #1 Fund) YTD Expenditures - \$1,640.00) | |
| A/C #251-000.000-740.000 (BUDGET AMOUNT - \$15,000.00) | \$120.00 (TIFA #2 Fund) YTD Expenditures - \$165.01) | |
| A/C #252-000.000-740.000 (BUDGET AMOUNT - \$20,000.00) | \$120.00 (TIFA #3 Fund) YTD Expenditures - \$2,434.98) | |

If you have any questions, please contact me.

Thank you

Marine City Nursery

PO Box 189

Marine City MI 48039

PH: (810) 765-5533 FX: (810) 765-5222

| | |
|-------------|-------------|
| Account No. | Invoice No. |
| 1000 | 0001062425 |

*****POS Invoice*****

TO
 CITY OF MARINE CITY
 ATTN: ACCOUNTS PAYABLE
 303 S WATER STREET
 MARINE CITY MI 48039

FOR
 CITY OF MARINE CITY
 ATTN: ACCOUNTS PAYABLE
 303 S WATER STREET
 MARINE CITY MI 48039
 (810) 765-8846

| Customer Order No. | | Sales Person | Order Date | Requested | Invoice Date | Shipped Via | Terms |
|--------------------|---------|--------------|--|-----------|-----------------|-------------|-------|
| | | lw wh | 5/5/2016 | | 5/5/2016 | | |
| Ordered | Shipped | Item No. | Description | Location | Unit Price | Total | |
| 6 | 6 | 00010 | BARK "HARDWOOD" Cu. Yd. Processed Hardwood Bark | | 30.000 | 180.00 | |
| 6 | 6 | | | | Line Item Total | 180.00 | |
| | | | | | Invoice Total | 180.00 | |

*OK
MI
JIFA*

Marine City Nursery
PO Box 189
Marine City MI 48039
 PH: (810) 765-5533 FX: (810) 765-5222

| | |
|-------------|-------------|
| Account No. | Invoice No. |
| 1000 | 0001062665 |

*****POS Invoice*****

TO
 CITY OF MARINE CITY
 ATTN: ACCOUNTS PAYABLE
 303 S WATER STREET
 MARINE CITY MI 48039

FOR
 CITY OF MARINE CITY
 ATTN: ACCOUNTS PAYABLE
 303 S WATER STREET
 MARINE CITY MI 48039
 (810) 765-8846

| Customer Order No. | | Sales Person | Order Date | Requested | Invoice Date | Shipped Via | Terms |
|--------------------|---------|--------------|--|-----------|-----------------|-------------|-------|
| | | cl wh | 5/10/2016 | | 5/10/2016 | | |
| Ordered | Shipped | Item No. | Description | Location | Unit Price | Total | |
| 6 | 6 | 00010 | BARK "HARDWOOD" Cu. Yd. Processed Hardwood Bark | | 30.000 | 180.00 ✓ | |
| 6 | 6 | | | | Line Item Total | 180.00 | |
| | | | | | Invoice Total | 180.00 | |

OK
 MI
 TIFA

Memo

To: TIFA Board Members
From: Mary Ellen McDonald, CPFA/MiCPT
Finance Director/Treasurer
Date 5/24/16
Re: Invoice Approval

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

| | | |
|---|---|----------------------------------|
| Strategic Comm. Solutions, Inc. | Invoice #10045 | \$5,000.00 |
| (Retainer Fee-Consulting Services for June 2016) | | |
| A/C #251-000.000-801.000 | | \$1,666.67 (TIFA #2 Fund) |
| (BUDGET AMOUNT - \$0.00 | YTD Expenditures - \$18,333.37 Strategic | |
| Comm. Solutions, Inc. Only) | | |
| A/C #252-000.000-801.000 | | \$3,333.33 (TIFA #3 Fund) |
| (BUDGET AMOUNT - \$0.00 | YTD Expenditures - \$36,666.63 Strategic | |
| Comm. Solutions, Inc. Only) | | |

NOTE: TIFA BOARD APPROVED EXTENSION OF CONTRACT THRU JULY 31, 2016 AT MEETING 4/19/16.

If you have any questions, please contact me.

Thank you

Strategic Communication Solutions, Inc.

Invoice

43422 West Oaks Drive
#338
Novi, MI 48377-3427

| Date | Invoice # |
|----------|-----------|
| 6/1/2016 | 10045 |

| |
|--|
| Bill To |
| City of Marine City Attn: City Manager 303 S. Water Marine City, MI 48039 |

RECEIVED
MAY 16 2016

City of Marine City

| | | P.O. No. |
|---|----------|--------------|
| Description | Amount | |
| Enclosed is our retainer statement for the period of June, 2016 for consulting services rendered by Strategic Communication Solutions, Inc. | 5,000.00 | |
| Total | | \$5,000.00 ✓ |

Memo

To: TIFA Board Members
From: Mary Ellen McDonald, CPFA/MiCPT
Finance Director/Treasurer
Date 6/1/16
Re: Invoice Approval

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

Marine City Area Chamber of Commerce Invoice Date 5/24/16 \$2,000.00

(2016 Beach FUN Raiser Advertising Costs)

A/C #250-000.000-880.000 \$666.66 (TIFA #1 Fund)
(BUDGET AMOUNT - \$2,000.00 YTD Expenditures - \$3,000.00)
(NOTE: ACCOUNT OVER BUDGET)

A/C #251-000.000-880.000 \$666.67 (TIFA #2 Fund)
(BUDGET AMOUNT - \$3,500.00 YTD Expenditures - \$3,666.67)
(NOTE: ACCOUNT OVER BUDGET)

A/C #252-000.000-880.000 \$666.67 (TIFA #3 Fund)
(BUDGET AMOUNT - \$7,500.00 YTD Expenditures - \$5,333.33)

NOTE: TIFA BOARD APPROVED CONTRIBUTION AT MEETING APRIL 19, 2016.

If you have any questions, please contact me.

Thank you



201-A Broadway
Marine City, MI 48039
810.765.4501
www.visitmarinecity.com

INVOICE

May 24, 2016

Mary Ellen McDonald, Treasurer
City of Marine City/TIFA
303 S Water Street
Marine City MI 48039

| | |
|--|-----------|
| 2016 Beach FUN Raiser advertising costs, as approved by the TIFA board on April 14, 2016 | \$2000.00 |
|--|-----------|

As decided at this meeting:

| | |
|--|------------------|
| TOTAL DUE TO MARINE CITY AREA CHAMBER UPON RECEIPT: | \$2000.00 |
|--|------------------|

Payable to:
Marine City Area Chamber of Commerce
201-A Broadway
Marine City, MI 48039

10-B

City of Marine City

Memo

To: TIFA Board Members
From: Mary Ellen McDonald, CPFA/MiCPT
Finance Director/Treasurer
Date 5/18/16
Re: **PRELIMINARY FINANCIAL STATEMENTS FOR APRIL 2016**

Please include the attached **Preliminary Financial Statements for April 2016** on the agenda of the next TIFA Board Meeting. If you have any questions, please contact me.

Thank you

Fund 250 TIFA 1

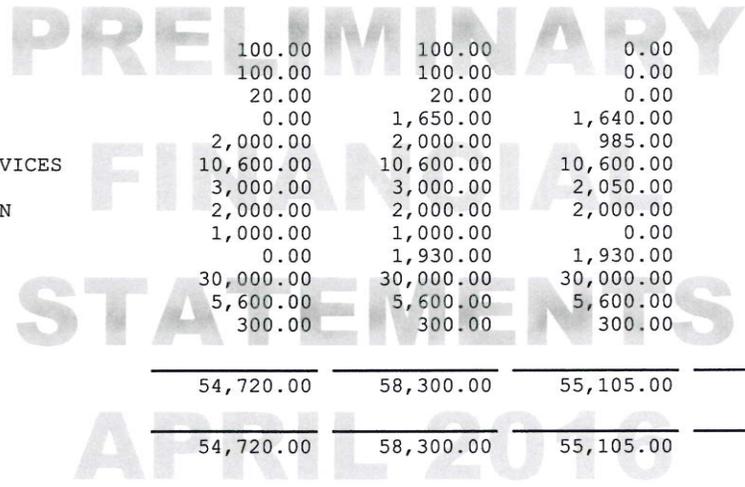
| GL Number | Description | Balance |
|---|-------------------------------|------------------|
| *** Assets *** | | |
| 250-000.000-001.001 | CASH | 26,401.40 |
| Total Assets | | <u>26,401.40</u> |
| *** Liabilities *** | | |
| 250-000.000-200.000 | ACCOUNTS PAYABLE | 550.00 |
| Total Liabilities | | <u>550.00</u> |
| *** Fund Balance *** | | |
| 250-000.000-353.027 | DESIGNATED FUNDS-STREET SCAPE | 10,000.00 |
| 250-000.000-390.000 | Fund Balance | 17,107.27 |
| Total Fund Balance | | <u>27,107.27</u> |
| Beginning Fund Balance | | 27,107.27 |
| Net of Revenues VS Expenditures | | (1,255.87) |
| Ending Fund Balance | | 25,851.40 |
| Total Liabilities And Fund Balance | | 26,401.40 |

PRELIMINARY
FINANCIAL
STATEMENTS
APRIL 2016

PERIOD ENDING 04/30/2016

PRELIMINARY FINANCIAL STATEMENTS-APRIL 2016

| GL NUMBER | DESCRIPTION | 2015-16 ORIGINAL BUDGET | 2015-16 AMENDED BUDGET | YTD BALANCE 04/30/2016 NORM (ABNORM) | ACTIVITY FOR MONTH 04/30/2 INCR (DECR) | ENCUMBERED YEAR-TO-DATE | UNENCUMBERED BALANCE | % BDGT USED |
|--------------------------------|-------------------------|-------------------------|------------------------|--------------------------------------|--|-------------------------|----------------------|-------------|
| Fund 250 - TIFA 1 | | | | | | | | |
| Revenues | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 250-000.000-402.000 | CURRENT PROPERTY TAX | 53,225.00 | 53,225.00 | 53,845.73 | 5,471.56 | 0.00 | (620.73) | 101.17 |
| 250-000.000-665.000 | INTEREST | 10.00 | 10.00 | 3.40 | 0.00 | 0.00 | 6.60 | 34.00 |
| Total Dept 000.000 | | 53,235.00 | 53,235.00 | 53,849.13 | 5,471.56 | 0.00 | (614.13) | 101.15 |
| TOTAL Revenues | | 53,235.00 | 53,235.00 | 53,849.13 | 5,471.56 | 0.00 | (614.13) | 101.15 |
| Expenditures | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 250-000.000-702.000 | WAGES-FULL TIME | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 250-000.000-703.000 | WAGES-PART TIME | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 250-000.000-715.000 | FICA-EMPLOYER | 20.00 | 20.00 | 0.00 | 0.00 | 0.00 | 20.00 | 0.00 |
| 250-000.000-740.000 | GENERAL SUPPLY | 0.00 | 1,650.00 | 1,640.00 | 0.00 | 0.00 | 10.00 | 99.39 |
| 250-000.000-801.000 | PROFESSIONAL SERV. | 2,000.00 | 2,000.00 | 985.00 | 0.00 | 0.00 | 1,015.00 | 49.25 |
| 250-000.000-801.100 | ADMINISTRATIVE SERVICES | 10,600.00 | 10,600.00 | 10,600.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| 250-000.000-802.000 | CONTRACTUAL SERV. | 3,000.00 | 3,000.00 | 2,050.00 | 400.00 | 0.00 | 950.00 | 68.33 |
| 250-000.000-880.000 | COMMUNITY PROMOTION | 2,000.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| 250-000.000-901.000 | ADVERTISING | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 250-000.000-970.000 | CAPITAL OUTLAY | 0.00 | 1,930.00 | 1,930.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| 250-000.000-991.000 | PRINCIPAL PAYMENT | 30,000.00 | 30,000.00 | 30,000.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| 250-000.000-995.000 | INTEREST EXPENSE | 5,600.00 | 5,600.00 | 5,600.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| 250-000.000-998.000 | AGENT FEES | 300.00 | 300.00 | 300.00 | 150.00 | 0.00 | 0.00 | 100.00 |
| Total Dept 000.000 | | 54,720.00 | 58,300.00 | 55,105.00 | 550.00 | 0.00 | 3,195.00 | 94.52 |
| TOTAL Expenditures | | 54,720.00 | 58,300.00 | 55,105.00 | 550.00 | 0.00 | 3,195.00 | 94.52 |
| Fund 250 - TIFA 1: | | | | | | | | |
| TOTAL REVENUES | | 53,235.00 | 53,235.00 | 53,849.13 | 5,471.56 | 0.00 | (614.13) | 101.15 |
| TOTAL EXPENDITURES | | 54,720.00 | 58,300.00 | 55,105.00 | 550.00 | 0.00 | 3,195.00 | 94.52 |
| NET OF REVENUES & EXPENDITURES | | (1,485.00) | (5,065.00) | (1,255.87) | 4,921.56 | 0.00 | (3,809.13) | 24.80 |



Fund 251 TIFA 2

| GL Number | Description | Balance |
|---|--------------|-------------------|
| *** Assets *** | | |
| 251-000.000-001.001 | CASH | 265,091.75 |
| Total Assets | | <u>265,091.75</u> |
| *** Liabilities *** | | |
| Total Liabilities | | <u>0.00</u> |
| *** Fund Balance *** | | |
| 251-000.000-390.000 | Fund Balance | 318,181.86 |
| Total Fund Balance | | <u>318,181.86</u> |
| Beginning Fund Balance | | 318,181.86 |
| Net of Revenues VS Expenditures | | (53,090.11) |
| Ending Fund Balance | | 265,091.75 |
| Total Liabilities And Fund Balance | | 265,091.75 |

PRELIMINARY
FINANCIAL
STATEMENTS
APRIL 2016

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARINE CITY
 PERIOD ENDING 04/30/2016

PRELIMINARY FINANCIAL STATEMENTS-APRIL 2016

| GL NUMBER | DESCRIPTION | 2015-16 ORIGINAL BUDGET | 2015-16 AMENDED BUDGET | YTD BALANCE 04/30/2016 (ABNORM) | ACTIVITY FOR MONTH 04/30/2 (INCR (DECR)) | ENCUMBERED YEAR-TO-DATE | UNENCUMBERED BALANCE | % BDGT USED |
|--------------------------------|-------------------------|-------------------------------|------------------------------|---------------------------------------|--|----------------------------|-------------------------|----------------|
| Fund 251 - TIFA 2 | | | | | | | | |
| Revenues | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 251-000.000-402.000 | CURRENT PROPERTY TAX | 28,825.00 | 28,825.00 | 28,468.85 | 5,562.57 | 0.00 | 356.15 | 98.76 |
| 251-000.000-665.000 | INTEREST | 50.00 | 50.00 | 31.27 | 0.00 | 0.00 | 18.73 | 62.54 |
| Total Dept 000.000 | | <u>28,875.00</u> | <u>28,875.00</u> | <u>28,500.12</u> | <u>5,562.57</u> | <u>0.00</u> | <u>374.88</u> | <u>98.70</u> |
| TOTAL Revenues | | <u>28,875.00</u> | <u>28,875.00</u> | <u>28,500.12</u> | <u>5,562.57</u> | <u>0.00</u> | <u>374.88</u> | <u>98.70</u> |
| Expenditures | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 251-000.000-740.000 | GENERAL SUPPLY | 15,000.00 | 15,000.00 | 165.01 | 0.00 | 0.00 | 14,834.99 | 1.10 |
| 251-000.000-801.000 | PROFESSIONAL SERV. | 1,350.00 | 21,550.00 | 18,521.70 | 1,666.67 | 0.00 | 3,028.30 | 85.95 |
| 251-000.000-801.100 | ADMINISTRATIVE SERVICES | 15,800.00 | 15,800.00 | 15,250.00 | 0.00 | 0.00 | 550.00 | 96.52 |
| 251-000.000-880.000 | COMMUNITY PROMOTION | 3,500.00 | 3,500.00 | 2,666.67 | 0.00 | 0.00 | 833.33 | 76.19 |
| 251-000.000-901.000 | ADVERTISING | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 251-000.000-970.000 | CAPITAL OUTLAY | 70,000.00 | 70,000.00 | 14,013.00 | 0.00 | 0.00 | 55,987.00 | 20.02 |
| 251-000.000-970.000-PHASE I-CH | CAPITAL OUTLAY | 0.00 | 30,975.00 | 30,973.85 | 0.00 | 0.00 | 1.15 | 100.00 |
| Total Dept 000.000 | | <u>106,650.00</u> | <u>157,825.00</u> | <u>81,590.23</u> | <u>1,666.67</u> | <u>0.00</u> | <u>76,234.77</u> | <u>51.70</u> |
| TOTAL Expenditures | | <u>106,650.00</u> | <u>157,825.00</u> | <u>81,590.23</u> | <u>1,666.67</u> | <u>0.00</u> | <u>76,234.77</u> | <u>51.70</u> |
| Fund 251 - TIFA 2: | | | | | | | | |
| TOTAL REVENUES | | <u>28,875.00</u> | <u>28,875.00</u> | <u>28,500.12</u> | <u>5,562.57</u> | <u>0.00</u> | <u>374.88</u> | <u>98.70</u> |
| TOTAL EXPENDITURES | | <u>106,650.00</u> | <u>157,825.00</u> | <u>81,590.23</u> | <u>1,666.67</u> | <u>0.00</u> | <u>76,234.77</u> | <u>51.70</u> |
| NET OF REVENUES & EXPENDITURES | | <u>(77,775.00)</u> | <u>(128,950.00)</u> | <u>(53,090.11)</u> | <u>3,895.90</u> | <u>0.00</u> | <u>(75,859.89)</u> | <u>41.17</u> |

Fund 252 TIFA 3

| GL Number | Description | Balance |
|---|-----------------------------------|--------------------|
| *** Assets *** | | |
| 252-000.000-001.001 | CASH | 617,141.80 |
| Total Assets | | 617,141.80 |
| *** Liabilities *** | | |
| Total Liabilities | | 0.00 |
| *** Fund Balance *** | | |
| 252-000.000-353.025 | DESIGNATED FUNDS-LAND ACQUISITION | 152,725.21 |
| 252-000.000-390.000 | Fund Balance | 547,227.15 |
| Total Fund Balance | | 699,952.36 |
| Beginning Fund Balance | | 699,952.36 |
| Net of Revenues VS Expenditures | | (82,810.56) |
| Ending Fund Balance | | 617,141.80 |
| Total Liabilities And Fund Balance | | 617,141.80 |

PRELIMINARY
FINANCIAL
STATEMENTS
APRIL 2016

PERIOD ENDING 04/30/2016

PRELIMINARY FINANCIAL STATEMENTS-APRIL 2016

| GL NUMBER | DESCRIPTION | 2015-16 ORIGINAL BUDGET | 2015-16 AMENDED BUDGET | YTD BALANCE 04/30/2016 NORM (ABNORM) | ACTIVITY FOR MONTH 04/30/2 INCR (DECR) | ENCUMBERED YEAR-TO-DATE | UNENCUMBERED BALANCE | % BDGT USED |
|--------------------------------|-------------------------|-------------------------|------------------------|--------------------------------------|--|-------------------------|----------------------|-------------|
| Fund 252 - TIFA 3 | | | | | | | | |
| Revenues | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 252-000.000-402.000 | CURRENT PROPERTY TAX | 77,160.00 | 77,160.00 | 80,063.26 | 3,092.24 | 0.00 | (2,903.26) | 103.76 |
| 252-000.000-665.000 | INTEREST | 120.00 | 120.00 | 73.99 | 0.00 | 0.00 | 46.01 | 61.66 |
| Total Dept 000.000 | | 77,280.00 | 77,280.00 | 80,137.25 | 3,092.24 | 0.00 | (2,857.25) | 103.70 |
| TOTAL Revenues | | 77,280.00 | 77,280.00 | 80,137.25 | 3,092.24 | 0.00 | (2,857.25) | 103.70 |
| Expenditures | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 252-000.000-740.000 | GENERAL SUPPLY | 20,000.00 | 20,000.00 | 2,434.98 | 0.00 | 0.00 | 17,565.02 | 12.17 |
| 252-000.000-801.000 | PROFESSIONAL SERV. | 1,900.00 | 40,975.00 | 35,738.30 | 3,333.33 | 0.00 | 5,236.70 | 87.22 |
| 252-000.000-801.100 | ADMINISTRATIVE SERVICES | 47,425.00 | 47,425.00 | 47,425.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| 252-000.000-802.000 | CONTRACTUAL SERV. | 0.00 | 0.00 | 2,238.00 | 0.00 | 0.00 | (2,238.00) | 100.00 |
| 252-000.000-880.000 | COMMUNITY PROMOTION | 7,500.00 | 7,500.00 | 4,333.33 | 0.00 | 0.00 | 3,166.67 | 57.78 |
| 252-000.000-901.000 | ADVERTISING | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 252-000.000-970.000 | CAPITAL OUTLAY | 55,000.00 | 55,000.00 | 8,830.50 | 0.00 | 0.00 | 46,169.50 | 16.06 |
| 252-000.000-970.000-PHASE I-CH | CAPITAL OUTLAY | 50,000.00 | 61,950.00 | 61,947.70 | 0.00 | 0.00 | 2.30 | 100.00 |
| Total Dept 000.000 | | 182,825.00 | 233,850.00 | 162,947.81 | 3,333.33 | 0.00 | 70,902.19 | 69.68 |
| TOTAL Expenditures | | 182,825.00 | 233,850.00 | 162,947.81 | 3,333.33 | 0.00 | 70,902.19 | 69.68 |
| Fund 252 - TIFA 3: | | | | | | | | |
| TOTAL REVENUES | | 77,280.00 | 77,280.00 | 80,137.25 | 3,092.24 | 0.00 | (2,857.25) | 103.70 |
| TOTAL EXPENDITURES | | 182,825.00 | 233,850.00 | 162,947.81 | 3,333.33 | 0.00 | 70,902.19 | 69.68 |
| NET OF REVENUES & EXPENDITURES | | (105,545.00) | (156,570.00) | (82,810.56) | (241.09) | 0.00 | (73,759.44) | 52.89 |

Memo

To: TIFA Board Members
From: Mary Ellen McDonald, CPFA/MiCPT
Finance Director/Treasurer
Date: 6/9/2016
Re: **BUDGET AMENDMENTS**

Please include the attached Budget Amendments on the agenda of the next TIFA Board Meeting June 21, 2016.

Thank you

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

RESOLUTION NO. 025-2016

A RESOLUTION TO AMEND THE FISCAL YEAR 2015/2016 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 21st day of June, 2016, 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 2015/2016 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 2015/2016 Budget as noted in the following summary:

Approved and adopted this 21st day of June, 2016.

Elaine Leven, City Manager

Attest

Kristen Baxter, City Clerk

**BUDGET AMENDMENTS EXPLANATION
MEETING JUNE 16, 2016**

| TIFA #1 FUND EXPENDITURES | | | | | |
|---------------------------------|---------------------|---------------------|----------------------|---------------------|--|
| A/C Number | Description | Original Budget | Change | New Budget | Explanation |
| 740.000 | General Supply | \$ 1,650.00 | \$ 1,450.00 | \$ 3,100.00 | Additional expense for Flag Poles/Flags not anticipated during budget process |
| 880.000 | Community Promotion | \$ 2,000.00 | \$ 4,000.00 | \$ 6,000.00 | Estimated additional expense for Start-up Grants not anticipated during budget process |
| TOTAL | | \$ 3,650.00 | \$ 5,450.00 | \$ 9,100.00 | |
| TOTAL REVENUE | | \$ 53,235.00 | \$ - | \$ 53,235.00 | |
| TOTAL EXPENDITURES | | \$ 58,300.00 | \$ 5,450.00 | \$ 63,750.00 | |
| NET OF REVENUE/EXPEND. | | \$ (5,065.00) | \$ (5,450.00) | \$ (10,515.00) | |
| FUND BALANCE @ 6/30/15 | | \$ 27,107.00 | \$ - | \$ 27,107.00 | |
| EST. Y/E BALANCE 6/30/16 | | \$ 22,042.00 | \$ (5,450.00) | \$ 16,592.00 | |

BUDGET AMENDMENTS
MEETING JUNE 16, 2016

| TIFA #1 FUND | | |
|---------------------------------------|---------------|----------------|
| ACTIVITY NUMBER | ACTIVITY NAME | AMENDED BUDGET |
| | REVENUE | 53,235.00 |
| | EXPENDITURES | 63,750.00 |
| PROJECTED AMENDED BUDGET REVENUE | | \$ 53,235.00 |
| PROJECTED AMENDED BUDGET EXPENDITURES | | \$ 63,750.00 |
| NET OF REVENUES/APPROPRIATIONS | | \$ (10,515.00) |
| EST. FUND BALANCE @ 6/30/15 | | \$ 27,107.00 |
| EST. YEAR-END FUND BALANCE @ 6/30/16 | | \$ 16,592.00 |