



**CITY OF TRAVERSE CITY  
DOWNTOWN DEVELOPMENT AUTHORITY  
(A Component Unit of the City of Traverse City)**

**Annual Audited Financial Statements  
For the Year Ended June 30, 2018**

**Prepared by City Treasurer's Office  
Vredeveld Haefner LLC - Auditors**

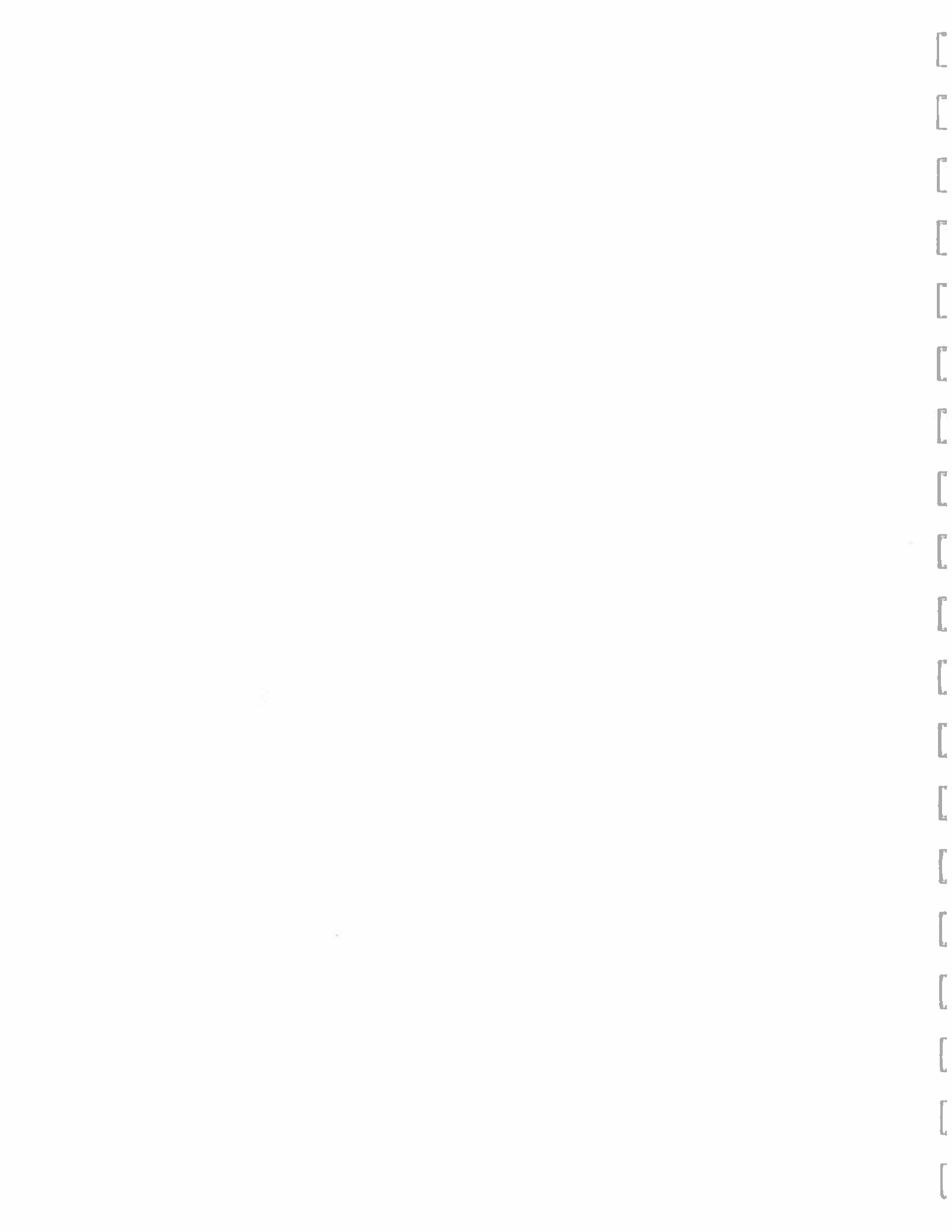


**CITY OF TRAVERSE CITY  
DOWNTOWN DEVELOPMENT AUTHORITY  
(A Component Unit of the  
City of Traverse City, Michigan)**

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### INDEPENDENT AUDITORS' REPORT

December 17, 2018

Members of the Board  
City of Traverse City Downtown Development Authority  
Traverse City, Michigan

#### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and each major fund of the City of Traverse City Downtown Development Authority (the Authority), a Component Unit of the City of Traverse City, Michigan, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

#### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the City of Traverse City Downtown Development Authority, as of June 30, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### ***Required Supplementary Information***

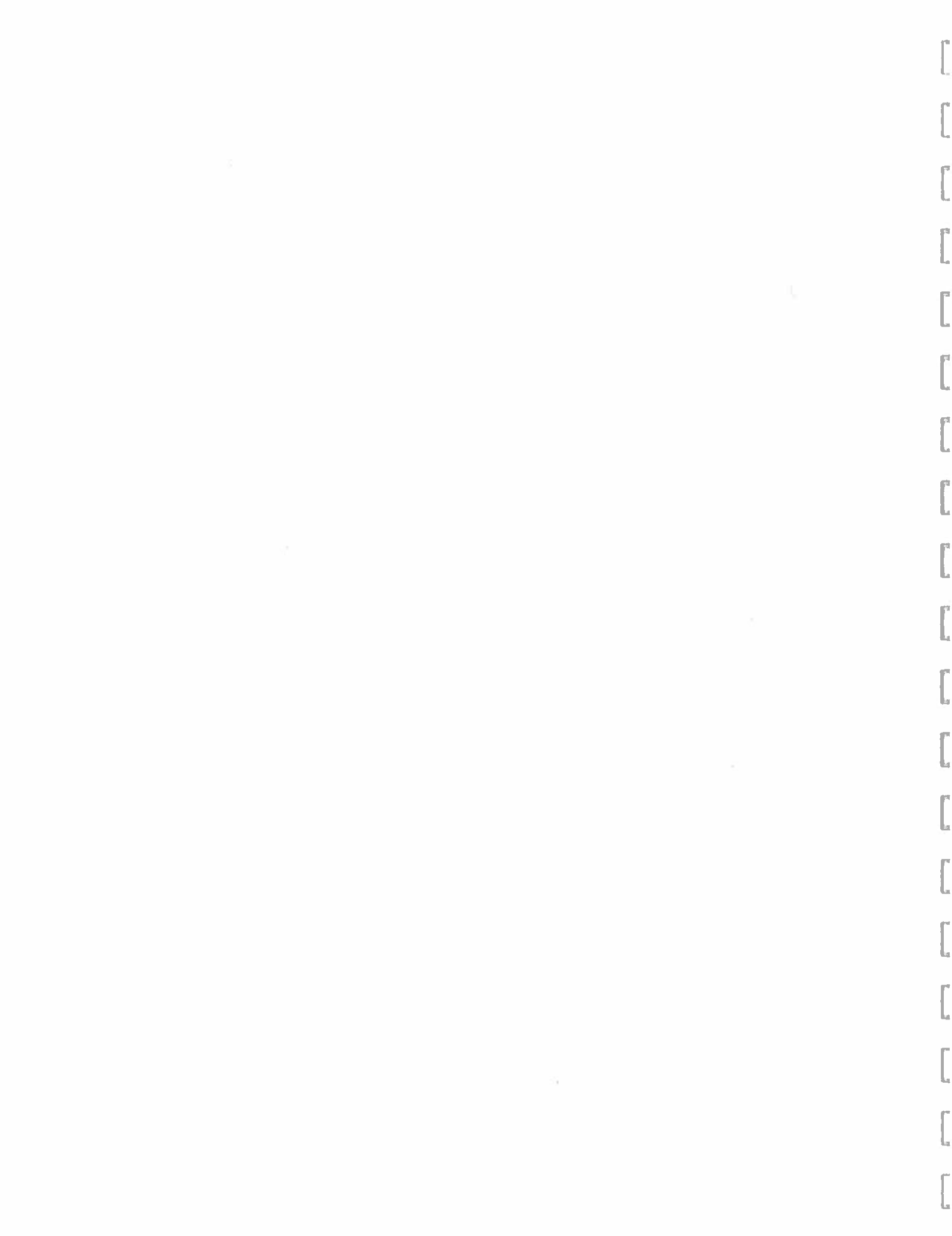
Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 6 and the information on pages 20 through 24 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 17, 2018 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Authority's internal control over financial reporting and compliance.

*Ordenfeld Haefner LLC*

**MANAGEMENT'S DISCUSSION  
AND ANALYSIS**





## Management's Discussion and Analysis

As management of the *Downtown Development Authority* (the "Authority"), we offer readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended June 30, 2018.

### Financial Highlights

- The assets of the Authority exceeded its liabilities at the close of the most recent fiscal year by \$2,7696,927 (*net position*).
- The Authority's total net position increased by \$244,667.
- As of the close of the current fiscal year, the Authority's governmental funds reported combined ending fund balances of \$1,865,224 an increase of \$356,067 in comparison with the prior year.
- The TIF 2 plan expired as of June 30, 2016 and the Authority used the remaining captured funds for projects that were plan eligible and returned the remaining amount to the appropriate taxing authorities during the year ended June 20, 2018. The Authority established a new TIF plan "Old Town TIF" that will cover a similar district as that covered by the original TIF 2 plan.

### Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Authority's basic financial statements. The Authority's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

### Government-wide Financial Statements

The *government-wide financial statements* are designed to provide readers with a broad overview of the Authority's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Authority's assets and liabilities with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Authority is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the Authority that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The Authority's governmental activity is economic development. The Authority has no business-type activities.

The government-wide financial statements include only the Authority itself. The Authority has no legally separate component units for which the Authority is financially accountable.

The government-wide financial statements can be found on pages 7-8 of this report.

## **Fund Financial Statements**

A *fund* is a grouping of related accounts that are used to maintain control over resources that have been segregated for specific activities or objectives. The Authority, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Authority only has governmental funds. The Authority does not maintain enterprise or fiduciary funds.

**Governmental funds.** *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Authority maintains four individual governmental funds. Information is presented separately in the governmental funds balance sheet and in the governmental funds statement of revenues, expenditures, and changes in fund balances for all four funds; the General Fund, TIF 2, TIF 97 and Old Town TIF Special Revenue Funds, each of which are considered to be major funds. The governmental funds financial statements can be found on pages 9-12 of this report.

## **Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 13-19 of this report.

## **Other Information**

The Authority adopts an annual appropriated budget for its general and special revenue funds. Budgetary comparison schedules have been provided as required supplementary information to demonstrate compliance with those budgets.

## **Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Authority, assets exceeded liabilities by \$2,766,927 at the close of the most recent fiscal year.

### Downtown Development Authority's Net Position

	June 30	
	2018	2017
<b>Governmental activities</b>		
Current assets	\$ 2,945,118	\$ 4,034,346
Long-term liabilities	46,028	49,869
Other liabilities	132,163	1,462,217
Total liabilities	178,191	1,512,086
Net position		
Restricted	2,321,889	2,200,647
Unrestricted	445,038	321,613
<b>Total net position</b>	<b>\$ 2,766,927</b>	<b>\$ 2,522,260</b>

The Authority's net position reflects its restricted net position for future expenditures within the guidelines of the tax increment finance district plans and unrestricted net position, which may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the Authority is able to report positive balances in both categories of net position.

The Authority's net position increased by \$244,667, key highlights are as follows:

- The increase in net position for 2018 compared to a decrease in 2017 of \$733,627. Charges for services increased by approximately \$65,000 and property taxes increased by approximately \$587,000 due in large part to a significant increase in the captured value of the TIF 97 plan and 2018 being the first year of capture for the Old Town TIF plan. Total expenses decreased by approximately \$317,000, due in large part to the decrease in contributions to City construction projects made by the TIF 97 fund during 2018.

### Downtown Development Authority's Changes in Net Position

	June 30	
	2018	2017
<b>Governmental activities</b>		
Program revenues		
Charges for services	\$ 691,091	\$ 626,396
Operating grants	10,000	1,000
General revenues		
Property taxes	2,419,792	1,832,686
Unrestricted investment earnings	563	346
Total revenue	3,121,446	2,460,428
Expenses		
Economic development	2,876,779	3,194,055
Change in net position	244,667	(733,627)
Net position – beginning of year	2,522,260	3,255,887
<b>Net position – end of year</b>	<b>\$ 2,766,927</b>	<b>\$ 2,522,260</b>

## **Financial Analysis of the Government's Funds**

As noted earlier, the Authority uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of the Authority's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the Authority's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. As of the end of the current fiscal year, the Authority's governmental funds reported combined ending fund balances of \$1,865,224, an increase of \$356,067, in comparison with the prior year. \$1,361,889 is restricted and available only for spending for the benefit of the applicable district.

The General Fund is the chief operating fund of the Authority. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$493,606. As a measure of the General Fund's liquidity, it may be useful to compare unassigned fund balance to total fund expenditures. Unassigned fund balance represents 54 percent of total General Fund expenditures. During the current fiscal year, the fund balance of the Authority's General Fund increased by \$105,825 although anticipated to decrease \$288. The change in fund balance was attributed to actual expenditures being under the amended budget by approximately \$50,300, and actual revenues received being more than the budget by approximately \$55,800.

The TIF 2 Special Revenue Fund's fund balance was decreased to zero when final plan eligible expenses were incurred and final distribution of unused funds were made to the appropriate taxing units.

The TIF 97 Special Revenue Fund has a fund balance of \$1,182,958, which increased \$865,307 although anticipated to decrease \$247,000. This difference was attributed to larger than anticipated increase in captured taxes and actual expenditures being under budget because of the timing of construction projects the district has committed funding to.

The Old Town TIF Special Revenue Fund has a fund balance of \$178,931 an increase of \$177,931 slightly higher than the anticipated \$156,000 increase, this was due in most part to projected expenditures not being incurred by year end.

## **Economic Factors and Next Year's Budgets and Rates**

The following factors were considered in preparing the Authority's budget for the 2018-19 fiscal year:

- Through a contract with the City of Traverse City, the Authority manages the Traverse City Parking Services. For fiscal year end June 30, 2018, the Authority and the City of Traverse City agreed to an increase in the administrative fee from \$500,000 to \$563,000 to support parking system staff.
- Various capital improvements are planned in the TIF 97 Funds for the 2018-19 fiscal year including Uptown/West Front Riverwalk, West Front Street parking Garage and West Front Bridge Replacement.
- A \$65,000 payment to the Downtown WiFi project will be made by TIF 97 annually through 2024.
- The Old Town TIF captured taxes for the first time during fiscal year end June 30, 2018. Future projects being considered for Old Town TIF contributions include Cass and Lake Streetscape, South Cass Street Bridge, Eighth Street Bridge, Eight Street reconstruction and Union Street Dam improvements.

## **Requests for Information**

This financial report is designed to provide a general overview of the Authority's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Authority's Executive Director, 303 State Street, Traverse City, Michigan.

# **FINANCIAL STATEMENTS**



**CITY OF TRAVERSE CITY**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
(A Component Unit of the City of Traverse City, Michigan)

**Statement of Net Position**  
**June 30, 2018**

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	<b>Governmental Activities</b>
<b>Assets</b>	
Cash and cash equivalents	\$ 1,939,647
Due from other governments	995,742
Prepaid items	<u>9,729</u>
<b>Total assets</b>	<u>2,945,118</u>
<b>Liabilities</b>	
Accounts payable	60,862
Accrued liabilities	59,032
Accrued compensated absences	
Due within one year	12,269
Due in more than one year	<u>46,028</u>
<b>Total liabilities</b>	<u>178,191</u>
<b>Net position</b>	
Restricted for tax increment finance district	2,321,889
Unrestricted (deficit)	<u>445,038</u>
<b>Total net position</b>	<u>\$ 2,766,927</u>

The accompanying notes are an integral part of these financial statement

**CITY OF TRAVERSE CITY  
DOWNTOWN DEVELOPMENT AUTHORITY  
(A Component Unit of the City of Traverse City, Michigan)**

**Statement of Activities  
For the Year Ended June 30, 2018**

<u>Functions/ Programs</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue</u>
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	
Governmental activities:	<u>\$ 2,876,779</u>	<u>\$ 691,091</u>	<u>\$ 10,000</u>	<u>\$ (2,175,688)</u>
	General revenues			
				192,798
				2,226,994
				563
	Total general revenues			2,420,355
	Change in net positior			244,667
	Net position, beginning of year			2,522,260
	Net position, end of year			\$ 2,766,927

The accompanying notes are an integral part of these financial statement



**CITY OF TRAVERSE CITY  
DOWNTOWN DEVELOPMENT AUTHORITY  
(A Component Unit of the City of Traverse City, Michigan)**

**Balance Sheet  
Governmental Funds  
June 30, 2018**

	<u>General Fund</u>	<u>Special Revenue Funds</u>			<u>Total Governmental Funds</u>
		<u>TIF 2 Fund</u>	<u>TIF 97 Fund</u>	<u>Old Town TIF Fund</u>	
<b>Assets</b>					
Cash and cash equivalents	\$ 517,951	\$ -	\$ 1,237,282	\$ 184,414	\$ 1,939,647
Due from other governments	35,742	-	960,000	-	995,742
Due from other funds	26,168	-	11,969	-	38,137
Prepaid expenditures	9,729	-	-	-	9,729
<b>Total assets</b>	<b>\$ 589,590</b>	<b>\$ -</b>	<b>\$ 2,209,251</b>	<b>\$ 184,414</b>	<b>\$ 2,983,255</b>
<b>Liabilities, deferred inflows, and fund balances</b>					
<b>Liabilities</b>					
Accounts payable	15,254	-	43,625	1,983	\$ 60,862
Accrued liabilities	59,032	-	-	-	59,032
Due to other funds	11,969	-	22,668	3,500	38,137
<b>Total liabilities</b>	<b>86,255</b>	<b>-</b>	<b>66,293</b>	<b>5,483</b>	<b>158,031</b>
<b>Deferred inflows</b>					
Unavailable revenue	-	-	960,000	-	960,000
<b>Fund balances</b>					
Nonspendable - prepaid expenditures	9,729	-	-	-	9,729
Restricted - tax increment finance districts	-	-	1,182,958	178,931	1,361,889
Unassigned	493,606	-	-	-	493,606
<b>Total fund balances</b>	<b>503,335</b>	<b>-</b>	<b>1,182,958</b>	<b>178,931</b>	<b>1,865,224</b>
<b>Total liabilities, deferred inflows and fund balances</b>	<b>\$ 589,590</b>	<b>\$ -</b>	<b>\$ 2,209,251</b>	<b>\$ 184,414</b>	<b>\$ 2,983,255</b>

The accompanying notes are an integral part of these financial statements.

**CITY OF TRAVERSE CITY  
DOWNTOWN DEVELOPMENT AUTHORITY  
(A Component Unit of the City of Traverse City, Michigan)**

**Reconciliation of Fund Balances on the Balance Sheet for Governmental  
Funds to Net Position of Governmental Activities on the  
Statement of Net Position  
June 30, 2018**

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<b>Fund balances - total governmental fund</b>	<b>\$ 1,865,224</b>
Amounts reported for <i>governmental activities</i> in the statement of net position are different because:	
Other noncurrent assets are not available to pay for current period expenditures and, therefore, are deferred in the fund	
Add - unavailable revenue	960,000
Certain liabilities are not due and payable in the current period and therefore are not reported in the funds	
Deduct - accrued compensated absences	<u>(58,297)</u>
<b>Net position of governmental activities</b>	<b><u>\$ 2,766,927</u></b>

The accompanying notes are an integral part of these financial statements:

**CITY OF TRAVERSE CITY  
DOWNTOWN DEVELOPMENT AUTHORITY  
(A Component Unit of the City of Traverse City, Michigan)**

**Schedule of Revenues, Expenditures and Changes in Fund Balance  
Governmental Funds  
For the Year Ended June 30, 2018**

	<u>Special Revenue Funds</u>				<u>Total Governmental Funds</u>
	<u>General Fund</u>	<u>TIF 2 Fund</u>	<u>TIF 97 Fund</u>	<u>Old Town TIF Fund</u>	
<b>Revenues</b>					
Taxes	\$ 192,798	\$ 26,010	\$ 2,014,156	\$ 186,828	\$ 2,419,792
Grants and contributions	10,000	-	-	-	10,000
Reimbursements	767,999	-	130,000	-	897,999
Rental income	55,015	-	-	-	55,015
Interest income	563	670	5,436	54	6,723
<b>Total revenues</b>	<u>1,026,375</u>	<u>26,680</u>	<u>2,149,592</u>	<u>186,882</u>	<u>3,389,529</u>
<b>Expenditures</b>					
Economic development					
Salaries	646,799	-	-	-	646,799
Fringe benefits	152,085	-	-	-	152,085
Office supplies and utilities	39,217	123	-	-	39,340
Professional services	61,659	819,553	476,686	8,276	1,366,174
Travel and conferences	9,382	-	-	-	9,382
Repairs and maintenance	3,325	-	-	-	3,325
Rentals	8,083	-	-	-	8,083
Contributions to district construction projects	-	-	8,867	675	9,542
Contributions to other governments - debt service	-	-	798,732	-	798,732
<b>Total expenditures</b>	<u>920,550</u>	<u>819,676</u>	<u>1,284,285</u>	<u>8,951</u>	<u>3,033,462</u>
Net change in fund balance	105,825	(792,996)	865,307	177,931	356,067
<b>Fund balance, beginning of year</b>	<u>397,510</u>	<u>792,996</u>	<u>317,651</u>	<u>1,000</u>	<u>1,509,157</u>
<b>Fund balance, end of year</b>	<u>\$ 503,335</u>	<u>\$ -</u>	<u>\$ 1,182,958</u>	<u>\$ 178,931</u>	<u>\$ 1,865,224</u>

The accompanying notes are an integral part of these financial statements

**CITY OF TRAVERSE CITY  
DOWNTOWN DEVELOPMENT AUTHORITY  
(A Component Unit of the City of Traverse City, Michigan)**

**Reconciliation of the Statement of Revenues, Expenditures and  
Changes in Fund Balances of Governmental Funds to the  
Statement of Activities  
For the Year Ended June 30, 2018**

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<b>Net changes in fund balances - total governmental funds</b>	<b>\$ 356,067</b>
Amounts reported for <i>governmental activities</i> in the statement of activities are different because:	
Noncurrent assets recorded on the fund statements are not available to fund current year operations and are unavailable in the funds	
Deduct - payments received on long-term receivables due from other governments	(130,000)
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the fund:	
Add - decrease in compensated absence:	<u>18,600</u>
<b>Change in net position of governmental activities</b>	<b><u>\$ 244,667</u></b>

The accompanying notes are an integral part of these financial statements

**CITY OF TRAVERSE CITY  
DOWNTOWN DEVELOPMENT AUTHORITY  
(A Component Unit of the City of Traverse City, Michigan)**

**Notes to Financial Statements  
For the Year Ended June 30, 2018**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Reporting Entity** - The Downtown Development Authority (the "Authority"), a discrete component unit of the City of Traverse City (the "City"), was created in September 1978 by the City Commission pursuant to Act No. 197 of the Public Acts of 1975 of the State of Michigan. It operates through a Board of Trustees (the "Board") consisting of the Mayor of the City of Traverse City and eleven members approved by the City Commission. The purpose of the Authority is to correct and prevent deterioration of the Downtown Development District, encourage historic preservation, create and implement development plans, and promote economic growth.

The Authority is a component unit of the City because the City appoints the Authority's Board of Directors, it has the ability to significantly influence the Authority's operations and it is financially accountable for the Authority as defined under GASB Statement No. 14, *The Financial Reporting Entity*, as amended by GASB Statements No. 39 and No. 61. Accordingly, the Authority is presented as a discretely presented component unit in the City's financial statements.

**Government-wide and Fund Financial Statements** - The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Authority. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for services. The Authority has no business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segments are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate fund financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

**Measurement Focus, Basis of Accounting and Financial Statement Presentation** - The government-wide financial information is reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related

**CITY OF TRAVERSE CITY  
DOWNTOWN DEVELOPMENT AUTHORITY  
(A Component Unit of the City of Traverse City, Michigan)**

**Notes to Financial Statements  
For the Year Ended June 30, 2018**

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cash flows. Property taxes are recognized as revenues in the years for which they are levied. Governmental fund financial information is reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectable within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Authority considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service and compensated absences expenditures are recorded only when payment is due. Property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Authority reports the following major governmental funds:

The *General Fund* is the Authority's primary operating fund. It accounts for all financial resources of the Authority, except those required to be accounted for in another fund.

The *TIF 2, TIF 97 and Old Town TIF Special Revenue Funds* account for financial resources that are legally restricted for activities within specific districts of the Downtown Development Authority.

**Capital Assets** – The Authority has no capital assets for which it holds legal ownership. Infrastructure assets (e.g., roads, bridges, curbs, sidewalks, storm sewers and similar items), along with water and wastewater subsystems, constructed by the Authority are not recorded as the Authority's capital assets, even though the Authority may be obligated to repay the debt issued to finance the related projects. Such capital assets become the property of the City when they are placed into service and, accordingly, are then reported as the City's capital assets.

**Deferred outflows/inflows of resources** – In addition to assets, the statement of net position and the governmental funds balance sheet, when applicable, will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position/fund balance that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then. Currently, the Authority does not report deferred outflows of resources.

In addition to liabilities, the statement of net position when applicable will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position/fund balance that applies to a future period and so will not be recognized as an inflow of resources (revenue) until then. Currently, the

**CITY OF TRAVERSE CITY  
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**Notes to Financial Statements  
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Authority reports deferred inflow of resources for unavailable revenue related to a long-term commitment from the Grand Traverse County Brownfield Authority.

***Accrued compensated absences*** - Employees are granted vacation and sick leave in varying amounts based on length of service. Annually unused vacation is reduced to a maximum of five weeks. Sick leave accumulates and is paid to employees at the time of retirement at one-half of total days accumulated up to a maximum of 120 days (60 paid days). The estimated amount due to employees as of June 30, 2018 is accrued in the government-wide financial statements.

***Fund Balance*** – In the fund financial statements, governmental funds report nonspendable fund balance for amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Restricted fund balance is reported when externally imposed constraints are placed on the use of the resource by grantors, contributors, or laws or regulations of other governments. Committed fund balance is reported for amounts that can be used for specific purposes pursuant to constraints imposed by formal action of the Authority's highest level of decision making authority, the Authority's Board of Directors. A formal resolution by the Authority's Board of Directors is required to establish, modify or rescind a fund balance commitment. Assigned fund balance is reported for amounts intended for specific purposes expressed and assigned by the governing body. Unassigned fund balance is the residual classification for the General Fund.

***Net Position and Fund Balance Flow Assumptions*** – Sometimes the Authority will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position/fund balance and unrestricted – net position/fund balance, a flow assumption must be made about the order in which the resources are considered to be applied. It is the government's policy to use restricted resources first, then unrestricted resource as they are needed. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

**2. CASH AND CASH EQUIVALENTS**

Michigan Compiled Laws, Section 129.91 authorizes the local governmental unit to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations which have an office in Michigan. The Authority is allowed to invest in bonds, securities, and other direct obligations of the United States or any agency or instrumentality of the United States; United States government or federal agency obligations; repurchase agreements; bankers' acceptance of United States banks; commercial paper rated within the two highest classifications which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions which are rated as

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**Notes to Financial Statements  
For the Year Ended June 30, 2018**

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investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

The Authority's deposit and investment policy is in accordance with statutory authority.

The Authority's cash and cash equivalents are cash on hand and demand deposits with a bank. The Authority's cash and cash equivalents are comprised of bank deposits with a balance of \$1,939,349 and petty cash of \$298 at June 30, 2018.

**Custodial credit risk - deposits**

Custodial risk is the risk that in the event of a bank failure, the Authority's deposits may not be returned. The State does not require and the Authority has not adopted a policy regarding custodial credit risk. The above deposits were reflected in the accounts of the bank (without recognition of checks written but not yet cleared, or of deposits in transit) at \$2,067,900. The Federal Deposit Insurance Corporation insured \$250,000 and the remainder of \$1,817,900 is uninsured and not collateralized.

**3. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

Accounts payable are related to vendors and construction projects and includes \$9,542 due to the City of Traverse City related to contributions the DDA has committed for TIF eligible construction projects. Accrued liabilities in the governmental activities consist of 45 percent accrued payroll liabilities, and 55 percent deposits payable.

**4. RECEIVABLES / UNAVAILABLE REVENUE**

The General Fund reports \$33,635 of receivables from the City of Traverse City related to administrative services provided to the City Parking Enterprise Fund. Governmental funds reported unavailable revenue in connection with receivables that are not considered to be available to liquidate liabilities of the current period. This unavailable revenue consists of taxes that will be captured in the future by the Brownfield tax districts to reimburse for costs incurred in this and past fiscal years for economic development. At the end of the current fiscal year, the various components of unavailable revenue amounted to \$960,000.

**5. INTERFUND PAYABLES AND RECEIVABLES**

Administrative related expenses payable from the TIF 97 special revenue funds to the General Fund at June 30, 2018 netted to \$22,668. In addition, \$3,500 is due from the Old Town TIF fund to the General Fund for reimbursement of vendor payments made by the General Fund. The General Fund also reports \$11,969 as due to TIF 97 to correct posting errors.



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**Notes to Financial Statements  
For the Year Ended June 30, 2018**

**6. ACCRUED COMPENSATED ABSENCES**

Changes in accrued compensated absences consist of the following:

	<u>Balance</u> <u>07/01/17</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u> <u>06/30/18</u>	<u>Due</u> <u>Within</u> <u>One Year</u>
Accrued compensated absences	<u>\$76,897</u>	<u>\$ 13,527</u>	<u>\$ 32,127</u>	<u>\$58,297</u>	<u>\$ 12,269</u>

Compensated absences are liquidated by the General Fund.

**7. COMMITMENTS**

The 2018 City of Traverse City Downtown Development Tax Exempt Refunding Bonds are reported on the City of Traverse City financial statements. The Authority has pledged future tax increment revenues for the payment of these bonds. The City has pledged its limited tax full faith and credit for the payment of the principal and interest on the bonds. The following are the obligations, including interest, expected to be paid from the collection of tax increment revenues in the Tax Increment Financing and Development Plan No. 97.

<u>Fiscal Year</u> <u>End</u>	<u>Amount</u>
2019	\$ 829,427
2020	859,523
2021	893,586
2022	931,504
2023	973,160
2024	953,440
2025-28	<u>3,396,376</u>
<b>Total</b>	<b><u>\$ 8,837,016</u></b>

The Authority has agreed to assist in the funding of various City construction projects in the DDA district that were still in progress as of June 30, 2018. Accounts payable has been recorded for eligible construction costs that were incurred through June 30, 2018. Additional commitments include approximately \$50,000 for the West Front Street signal purchase using TIF 97 captured funds, \$675,000 for the Cass and Lake Streetscape project using Old Town TIF funds, \$252,000 for East Front Streetscape – Boardman to Grandview by TIF 97, \$148,000 for Park Street Bridge repair by TIF 97, \$147,000 for Eighth Street Bridge repair by Old Town TIF, \$209,000 for West Front Bridge replacement by TIF 97, \$374,000 for Uptown/West Front River Walk from TIF 97 and \$50,000 for Wellington Plaza Erosion from TIF 97. Many of these projects are in the initial planning stages and will likely take multiple

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**Notes to Financial Statements  
For the Year Ended June 30, 2018**

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years to complete with the TIF funds being used to reimburse eligible costs as they become available.

**8. PROPERTY TAXES**

The Authority's property taxes are levied each July 1 on the taxable valuation of applicable property located in the Districts of the Authority as of the preceding December 31, the lien date. Property taxes are payable without penalty and interest through July 31 and unpaid taxes become delinquent if not paid by March 1 of the succeeding year. Assessed values as established annually by the City, and subject to acceptance by the County, are equalized by the State at an estimated 50 percent of the assessed value. The taxable value for real and personal property for the Authority for the 2017 levy is \$158,604,272. The Authority's general operating tax rate for fiscal year 2017-18 was 1.7424 mills.

Property tax revenue for the TIF's, which are included in the Downtown Development Authority, is derived pursuant to the tax increment financing development plans. The Old Town TIF tax increment financing development plan captured its first taxes during the fiscal year end June 30, 2018. The TIF II tax increment financing development plan was closed during year end June 30, 2018 and all excess funds were returned to local taxing units. Real and personal property taxes are levied and attach as an enforceable lien on properties located within the boundaries of the tax increment financing districts. The City bills and collects the taxes on behalf of the Authority. Delinquent taxes on ad valorem real property at March 1 are purchased and collected by Grand Traverse County. Collection of delinquent personal property tax remains the responsibility of the City of Traverse City. Property tax revenue is recognized when levied in the government-wide financial statements and in the fund financial statements to the extent that it results in current receivables.

Except for property taxes captured from local schools that exceed contractual obligations, the Authority is entitled to all taxes levied on property within the tax increment financing authority districts to the extent that the current taxable value exceeds the base year taxable value. The base year of initial properties was 1997 for TIF 97 (\$32,860,088). The base year on other properties is determined by the date of entry into the district. The fiscal year 2017-18 captured taxable values for TIF 97 was \$105,573,963. The base year of initial properties was 2017 (fye 6/30/18) for Old Town TIF the captured taxable values was \$52,447,251.

**9. ADMINISTRATIVE SERVICES REVENUE**

The Authority entered into two contracts, one from September 1, 2016 to August 31, 2017 and another from September 1, 2017 to August 31, 2018 with the Downtown Traverse City Association (a non-for-profit organization). The Authority provides office space and administrative services to the association for an annual fee of \$63,500.

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**Notes to Financial Statements  
For the Year Ended June 30, 2018**

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The Authority entered into a contract on June 19, 2003 with the City of Traverse City in which the Authority will operate and manage the Traverse City Parking Services for an annual fee. Beginning in July 2017, the agreement was adjusted to \$563,000 payable in equal monthly installments of \$46,917.

The Authority's General Fund is reimbursed an administrative fee for indirect cost from the TIF 97 Fund as approved in the budget. The fee assessed is fifteen percent of General Fund expenditures. The revenue recorded in the General Fund and expenditures in the TIF Fund are eliminated in the government wide financial statements. Income from the administrative fee for the year ended June 30, 2018 was \$138,083.

**10. RISK OF LOSS**

The Authority is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Authority is covered for these risks via the Michigan Municipal Liability and Property Pool, Michigan Municipal Workers Compensation Insurance Fund and commercial health insurance. There has been no significant reduction in insurance coverage from the prior year and settlements have not exceeded insurance coverage for the past three fiscal years.

**11. DEFERRED COMPENSATION PLAN**

The Authority sponsors the Traverse City Downtown Development Authority Deferred Compensation Plan created in accordance with the Internal Revenue Code Section 457. The administrator of the plan is ICMA Retirement Corporation. The plan is available to all employees. Participants may contribute any amount and the employer will match up to 7% percent based on the employee's employment contract. Plan provision and contribution requirements can only be amended by authorization of the Board of Directors. In fiscal year 2018 the Authority contributed \$36,649 and the employees contributed \$29,804 to this plan.

**12. EXCESS OF EXPENDITURES OVER APPROPRIATIONS**

Michigan law provides that a local unit shall not incur expenditures in excess of the amount appropriated. In the body of the financial statements, the Authority's actual expenditures and budgeted expenditures for the budgeted funds have been shown at the object level. The approved budgets of the Authority for these budgeted funds were adopted at the activity level.

During the year ended June 30, 2018, the Authority incurred expenditures in excess of amounts appropriated of \$819,676 in the TIF 2 special revenue fund.

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**REQUIRED SUPPLEMENTARY  
INFORMATION**



**CITY OF TRAVERSE CITY  
DOWNTOWN DEVELOPMENT AUTHORITY  
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**Schedule of Revenues, Expenditures and Changes in Fund Balance  
Budget to Actual  
General Fund  
For the Year Ended June 30, 2018**

	<u>Budget Amounts</u>		<u>Actual Amount</u>	<u>Variance Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Taxes	\$ 141,000	\$ 141,000	\$ 192,798	\$ 51,798
Grants and contributions	-	-	10,000	10,000
Reimbursements	776,366	776,366	767,999	(8,367)
Rental income	53,000	53,000	55,015	2,015
Interest income	200	200	563	363
<b>Total revenues</b>	<u>970,566</u>	<u>970,566</u>	<u>1,026,375</u>	<u>55,809</u>
<b>Expenditures</b>				
Economic development:				
Salaries	645,745	645,745	646,799	(1,054)
Fringe benefits	212,534	212,534	152,085	60,449
Office supplies and utilities	31,600	31,600	39,217	(7,617)
Professional services	60,775	60,775	61,659	(884)
Travel and conferences	9,000	9,000	9,382	(382)
Repairs and maintenance	2,200	2,200	3,325	(1,125)
Rentals	9,000	9,000	8,083	917
<b>Total expenditures</b>	<u>970,854</u>	<u>970,854</u>	<u>920,550</u>	<u>50,304</u>
Net change in fund balance	(288)	(288)	105,825	106,113
Fund balance, beginning of year	<u>397,510</u>	<u>397,510</u>	<u>397,510</u>	<u>-</u>
Fund balance, end of year	<u>\$ 397,222</u>	<u>\$ 397,222</u>	<u>\$ 503,335</u>	<u>\$ 106,113</u>

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**Schedule of Revenues, Expenditures and Changes in Fund Balance  
Budget to Actual  
Special Revenue Fund - TIF 2  
For the Year Ended June 30, 2018**

	<u>Budget Amounts</u>		<u>Actual Amount</u>	<u>Variance Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Taxes	\$ -	\$ -	\$ 26,010	\$ 26,010
Interest income	-	-	670	670
<b>Total revenues</b>	<u>-</u>	<u>-</u>	<u>26,680</u>	<u>26,680</u>
<b>Expenditures</b>				
Economic development				
Office supplies and utilities	-	-	123	(123)
Professional services	-	-	819,553	(819,553)
<b>Total expenditures</b>	<u>-</u>	<u>-</u>	<u>819,676</u>	<u>(819,676)</u>
Net change in fund balance	-	-	(792,996)	(792,996)
<b>Fund balance, beginning of year</b>	<u>792,996</u>	<u>792,996</u>	<u>792,996</u>	<u>-</u>
<b>Fund balance, end of year</b>	<u>\$ 792,996</u>	<u>\$ 792,996</u>	<u>\$ -</u>	<u>\$ (792,996)</u>



**CITY OF TRAVERSE CITY  
DOWNTOWN DEVELOPMENT AUTHORITY  
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**Schedule of Revenues, Expenditures and Changes in Fund Balance  
Budget to Actual  
Special Revenue Fund - TIF 97  
For the Year Ended June 30, 2018**

	<u>Budget Amounts</u>		<u>Actual Amount</u>	<u>Variance Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Taxes	\$ 1,890,000	\$ 1,890,000	\$ 2,014,156	\$ 124,156
Reimbursements	115,000	115,000	130,000	15,000
Interest income	4,500	4,500	5,436	936
<b>Total revenues</b>	<u>2,009,500</u>	<u>2,009,500</u>	<u>2,149,592</u>	<u>140,092</u>
<b>Expenditures</b>				
Economic development:				
Office supplies and utilities:	1,000	1,000	-	1,000
Professional services	397,000	397,000	476,686	(79,686)
Contributions to district construction project:	1,027,500	1,027,500	8,867	1,018,633
Contributions to other governments - debt service	831,000	831,000	798,732	32,268
<b>Total expenditures</b>	<u>2,256,500</u>	<u>2,256,500</u>	<u>1,284,285</u>	<u>972,215</u>
Net change in fund balance	(247,000)	(247,000)	865,307	1,112,307
Fund balance, beginning of year	317,651	317,651	317,651	-
<b>Fund balance, end of year</b>	<u>\$ 70,651</u>	<u>\$ 70,651</u>	<u>\$ 1,182,958</u>	<u>\$ 1,112,307</u>

**CITY OF TRAVERSE CITY  
DOWNTOWN DEVELOPMENT AUTHORITY  
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**Schedule of Revenues, Expenditures and Changes in Fund Balance  
Budget to Actual  
Special Revenue Fund - Old Town TIF  
For the Year Ended June 30, 2018**

	<u>Budget Amounts</u>		<u>Actual Amount</u>	<u>Variance Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Taxes	\$ 185,000	\$ 185,000	\$ 186,828	\$ 1,828
Interest income	-	-	54	54
<b>Total revenues</b>	<u>185,000</u>	<u>185,000</u>	<u>186,882</u>	<u>1,882</u>
<b>Expenditures</b>				
Economic development				
Professional services	28,500	28,500	8,276	20,224
Contributions to district construction project:	-	-	675	(675)
<b>Total expenditures</b>	<u>28,500</u>	<u>28,500</u>	<u>8,951</u>	<u>19,549</u>
Net change in fund balance	156,500	156,500	177,931	21,431
Fund balance, beginning of year	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>-</u>
<b>Fund balance, end of year</b>	<u>\$ 157,500</u>	<u>\$ 157,500</u>	<u>\$ 178,931</u>	<u>\$ 21,431</u>

**CITY OF TRAVERSE CITY  
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**Notes to Required Supplementary Information**

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**1. BUDGETARY INFORMATION**

The general and special revenue funds are under formal budgetary control and their budgets are prepared on the same modified accrual basis of accounting used to reflect actual results. The Authority follows the City's budget process in establishing the budgetary data reflected in the financial statements:

- The Authority submits a proposed budget to the City Manager. After review and approval, the City Manager submits a recommended operating budget to the City Commission. Public hearings are held to obtain taxpayer comments. The budget is legally adopted through a City Commission resolution prior to the beginning of the budgetary year for the Authority's funds. The budget is then adopted by the Authority's Board.
- The budget is adopted on a basis consistent with generally accepted accounting principles. Budgeted amounts are as originally adopted or amended by the City Commission during the year.
- The budget document presents information by fund, function and activity. The legal level of budgetary control adopted by the governing board is the fund level, which is the level at which expenditures may not legally exceed appropriations.

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## **INTERNAL CONTROL AND COMPLIANCE**





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### **INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

December 17, 2018

Members of the Board  
City of Traverse City Downtown Development Authority  
Traverse City, Michigan

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the City of Traverse City Downtown Development Authority (the Authority), a Component Unit of the City of Traverse City, Michigan, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated December 17, 2018.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

#### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Unadvised Hoefner LLC*





