CITY OF CHARLEVOIX

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL WORK SESSION
Monday, January 29, 2018- 5:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

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1. Roll Call

2. Presentations

A. Discussion of 2018-2019 Fiscal Year Budget

3. Reports and Communications

A. Public Comment

B. City Manager Comments

C. Mayor and Council Comments

4. Adjourn

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one weeks' notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Discussion of 2018-2019 Fiscal Year Budget

DATE: January 29, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager; Kelly McGinn, City Treasurer

BACKGROUND:

The City Charter requires the City Manager to recommend a budget for Council for the ensuing fiscal year. I would like to review with Council the recommendations in advance of the formal ordinance process next month.

Attached, you'll find a memo from me outlining some key points in the budget, a draft budget, and a draft fee schedule. During the work session we can answer questions and gain your thoughts on the budget.

RECOMMENDATION:

Council discusion

ATTACHMENTS:

- Memo to Council RE: FY 2018-2019 Budget
- Draft FY 2018-2019 Budget
- Draft FY 2018-2019 Fee Schedule

MEMO

TO: The Honorable Luther Kurtz and the Charlevoix City Council

FROM: Mark L. Heydlauff, City Manager

DATE: January 26, 2018

RE: 2018-2019 Budget and Fees

As we prepare for Monday's work session regarding the budget, I wanted to outline some thoughts for you and the rationale for the budget I am recommending to you at this point. At Monday's work session, I will further explain the budget and discuss any changes you'd like to consider in my final recommendation to Council in February.

General Fund

The General Fund, while not our largest fund, tends to get the most attention and it primarily derives its revenue from property taxes. Philosophically, City Treasurer Kelly McGinn and I like to approach budgeting from a "worst case scenario" view where we are relatively conservative in our assumptions on revenue and assume costs on the high side. In the last fiscal year, this strategy led us to a budgeted deficit that turned into a budget surplus once we'd ended the year. In the same vein, the budget I am proposing at this point shows a General Fund that relies on roughly $285,000 of fund balance and that accomplishes several larger projects. This assumption is based on no new tax revenue though property values are very likely to appreciate once the tax roll is set later this spring. Additionally, there is no assumption of selling any assets though this is a strong prospect as well. It is important to keep in mind that a budget is a pathway for spending but many individual projects still require Council approval before moving forward.

Notably, we are proposing a reconstruction of the docks and piers at the Ferry Avenue Boat Launch, clearing a significant number of dead and dying trees from the Golf Course, and some smaller projects like equipment replacement on the interactive water fountain and cleaning the roof of the performance pavilion. While not solely paid by the General Fund, we are also proposing to improve city services by adding two full-time personnel. You are already familiar with the planned change to make the Recreation Director full-time; I anticipate doing a round of phone interviews for this position in the coming week. In the long-run, I hope the Recreation Director is able to help us think about creative ways to expand recreational services and also to draw in more grant-based revenue for the many recreation facility improvements we discuss. We also have budgeted to add one full-time person to the Department of Public Works. This is in part a reaction to the ever difficult task of hiring part-time personnel and also an effort to improve the quality of service we deliver from that department.

I am proposing we take a hard look at the fee schedule and consider whether there are special services for which we should expect users to pay an increased rate—specifically I believe we should evaluate the boat launch fees and add the cost of postage to planning/zoning fees. I also believe very modest adjustments in other areas would be appropriate.

The following illustration looks at the business-like enterprises operated from the General Fund.

Profit and Loss for General Fund Business-like Enterprises, 2018-2019 Budget

Golf Course

Revenue (all items)	Expenses (all items)	Profit (Loss)	Adjusted Operating Loss
$93,000	$281,400	$(188,400)	$(153,400)

Ski Hill

Revenue	Expenses	Profit (Loss)
$55,000	$134,000	$(79,000)

Ice Rink

Revenue	Expenses	Profit (Loss)
$500	$8,700	$(8,200)

Boat Launch

Revenue	Expenses	Profit (Loss)	Adjusted Operating Loss
$28,700	$81,300	$(52,600)	$7,400

Skate Park

Revenue (including donations)	Expenses	Profit (Loss)
$2,360	$7,900	$(5,540)

Day Camp

Revenue (including scholarships)	Expenses	Profit (Loss)
$46,000	$72,000	$(26,000)

Ambulance

Revenue (including contracts)	Expenses	Profit (Loss)
$451,700	$531,200	$(79,500)

I do not believe the success of these areas is tied to whether it is profitable or not. Each of these areas is important to the community—both for the regular users of them and to the broader community for the attraction they bring to the community. As we look at the fee schedule, however, I think it is reasonable to make sure our fees are competitive to offset some of the operating expenses. The boat launch revenue above, for example, assumes 50% rate increases. Over time, this would help pay for significant but rare capital expenses like replacing the pier. Similarly, a simpler system for rates at the golf course could be developed but we have not made any revenue assumptions based on this. For the Skate Park, most revenue comes by way of donations; the fee schedule proposes an increase of rates that encourage weekly pass purchasing and creates a summer pass. Similar small increases are proposed in camp and ski hill rates. I think an adjustment at the Golf Course is also appropriate though I'm uncertain on exactly how to modify it since those rates have been modified quite substantially in the past.

We have the luxury, when considering these issues, of time, money, and an overall improving financial picture. We anticipate continued modest gains in tax revenue and we have cash to rely upon. I believe it is prudent for Council, however, to consider the best charging and service delivery models for these services for the future when the financial picture may not be as rosy.

Street Funds
After two successive summers of extensive street construction, we are proposing no major work in the coming year. We are proposing engineering costs this year to plan for a reconstruction of State Street from Hurlbut to Carpenter and Carpenter to Bridge Street. Actual construction costs for this work are qualified, in part, for federal transportation grant money. We are planning to engineer the work now so that we can coordinate the construction when the grant is available. At the earliest, work might be done in 2019 or 2021. We would not do work in 2020 when MDOT currently plans to do significant work on US 31.

The street funds in general are in improving fiscal condition.

Downtown Development Authority
The DDA went through a series of intense budget reviews and has proposed a relatively modest budget that has been pared down significantly from the previous year.

McSauba Recreation Improvement Fund
This fund was used historically to help offset expenses for the purchase of the new ski hill groomer. Currently, it receives revenue from tower leases on the property; the fund has $35,000 in cash. Council has had discussions about improvements and modifications to the hill, including the development of a tube run. This fund could be a source of funding to explore these kinds of changes.

Airport
The Airport is again expected to break even with less intensive construction work there than in previous years. In support of more private hangar growth, we are currently engineering the extension of a taxi lane from our west apron to the overflow parking area.

Utility Funds
Electric and Sewer Funds are holding their own and remaining healthy; we are proposing no rate changes for these funds for the coming year. The Water Fund continues to improve though it will be continuing to support capital improvements to the Water Treatment Plant. Rates are proposed to increase for the average user of around $4-5 per month. This allows us to make needed updates without taking on debt and provide long-term sustainability.

Marina
The Marina Fund is relatively breaking even though not funding its own deprecation. No significant rate changes or projects are proposed though the Recreation Director will have more oversight of operations—especially in the off season.

Internal Service Funds
We have several funds that act to pool resources from a variety of funds to pay expenses that are spread across multiple aspects of the City. The largest of these is the Employee Fringe Benefit Fund. This year (and as an

amendment to the current fiscal year), we are proposing extra payments into our MERS pension fund to help reduce our unfunded pension liability. Annual contributions are meant to catch us up over time but with extra cash on hand, we feel it is a prudent decision to pay in now and allow that money to grow over-time with the returns supporting long-term pension costs.

The Motor Pool Fund is used to pay costs for acquisition, maintenance, and operation of our fleet. We are proposing the replacement of one of our larger dump trucks in the coming year and also the purchase of a new loader among other smaller purchases.

The DPW Site Fund will be used to pay expenses for the new Public Services Facility; revenue for this fund is derived from the utility funds and the Motor Pool Fund. You will see a charge for Professional Services of $390,000 for the coming year; this is sufficient to cover design costs from OHM, including LEED design should Council opt for that option. Once these costs are paid, we still have $1.5 million in cash to fund construction and roughly $235,000 in annual revenue that can be converted to debt payments once we begin financing the building.

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES SUMMARY
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
LEGISLATIVE				
Common Council	56,348	47,800	56,138	45,400
TOTAL LEGISLATIVE	**$ 56,348**	**$ 47,800**	**$ 56,138**	**$ 45,400**
GENERAL GOVERNMENT				
Mayor	4,162	7,000	7,021	8,200
City Manager	86,512	113,700	116,410	109,850
Elections	17,455	24,900	16,962	33,800
Assessor	57,799	58,700	60,168	60,300
City Attorney	31,796	40,000	30,350	34,100
City Clerk	37,222	51,200	47,679	44,100
City Treasurer	54,356	68,800	69,367	70,400
City Hall & Grounds	111,737	289,900	327,309	153,000
Cemetery	95,860	100,300	101,137	96,100
TOTAL GENERAL GOVERNMENT	**$ 496,899**	**$ 754,500**	**$ 776,404**	**$ 609,850**
PUBLIC SAFETY				
Police Department	749,264	781,400	805,810	812,300
Parking Enforcement	6,463	7,300	8,336	7,500
Fire Department	210,705	248,500	217,800	208,900
Planning	50,722	72,200	56,141	55,500
TOTAL PUBLIC SAFETY	**$ 1,017,154**	**$ 1,109,400**	**$ 1,088,086**	**$ 1,084,200**
PUBLIC WORKS				
Highways & Streets	241	300	300	300
Leaf Pickup	138,372	147,300	147,254	161,500
Spring Cleanup	44,122	51,600	51,612	55,700
Brush Pickup	52,784	52,900	52,795	56,700
TOTAL PUBLIC WORKS	**$ 235,519**	**$ 252,100**	**$ 251,961**	**$ 274,200**
HEALTH & WELFARE				
Ambulance	387,919	426,600	486,656	531,200
TOTAL HEALTH & WELFARE	**$ 387,919**	**$ 426,600**	**$ 486,656**	**$ 531,200**
RECREATION & CULTURE				
Parks Department	430,624	436,000	477,957	523,000
Recreation Administration	49,445	59,400	95,141	148,100
City Beaches	6,702	97,100	97,143	12,750
Ball Fields	12,293	23,600	18,573	24,400
Day Camp	54,731	69,600	69,854	72,000
Ice Rink	2,207	8,900	14,604	8,900
Mt. McSauba Ski Hill	147,545	133,100	132,473	135,200
Recreational Sports	3,388	55,100	51,166	3,700
Skate Park	4,132	7,900	7,879	7,900
Golf Course	254,639	236,900	243,609	281,400
Boat Launch	14,704	21,300	21,204	81,300
Community Promotion	10,943	17,700	17,700	12,800
TOTAL RECREATION & CULTURE	**$ 991,353**	**$ 1,166,600**	**$ 1,247,303**	**$ 1,311,450**
MISCELLANEOUS				
OTHER	53,463	112,700	124,800	72,200
FUND TRANSFERS	14,957	-	-	-
TOTAL MISCELLANEOUS	**$ 68,420**	**$ 112,700**	**$ 124,800**	**$ 72,200**
TOTAL EXPENSES	**$ 3,253,612**	**$ 3,869,700**	**$ 4,031,347**	**$ 3,928,500**

CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
TAXES				
CURRENT PROPERTY TAX LEVY	1,982,070	2,038,600	2,054,232	2,054,200
REFUSE TAX	216,354	225,300	226,987	227,000
PAYMENT IN LIEU OF TAXES	16,143	5,000	13,200	13,200
DELINQUENT TAXES - CITY OPERATING	43,136	30,000	30,000	30,000
DELINQUENT TAXES - REFUSE	4,765	3,000	3,000	3,000
IFT / CFT TAXES	4,878	5,000	5,000	5,000
LOCAL STABILIZATION REVENUE	11,974	4,800	31,623	28,500
INTEREST & DELINQUENT - TAXES	7,638	8,000	8,000	8,000
TAX ADMINISTRATION FEES	15,589	18,000	18,000	18,000
TOTAL TAXES	**$ 2,302,547**	**$ 2,337,700**	**$ 2,390,042**	**$ 2,386,900**
LICENSES & PERMITS				
LICENSES & PERMITS	6,374	5,300	5,600	5,600
TOTAL LICENSES & PERMITS	**$ 6,374**	**$ 5,300**	**$ 5,600**	**$ 5,600**
FEDERAL GRANTS				
FEDERAL GRANTS	-	-	-	-
TOTAL FEDERAL GRANTS	**$ -**	**$ -**	**$ -**	**$ -**
STATE GRANTS & REVENUE				
STATE GRANTS - PUBLIC SAFETY	1,420	1,400	1,500	1,500
STATE GRANTS - ELECTIONS	-	-	-	-
STATE GRANTS - OTHER	-	45,000	45,000	-
STATE SHARED REVENUE	218,502.00	185,600.00	227,604.40	227,600.00
STATE SHARED REVENUE - LIQUOR LICENSES	9,452	15,000	15,000	15,000
STATE SHARED REVENUE - METRO ACT	21,571	9,500	12,000	12,000
TOTAL STATE GRANTS & REVENUE	**$ 250,945**	**$ 256,500**	**$ 301,104**	**$ 256,100**
LOCAL GRANTS & CONTRIBUTIONS				
CONTRIBUTION - CHARLEVOIX TWP	-	-	-	-
CONTRIBUTION - HAYES TWP	-	-	-	-
CONTRIBUTION - NORWOOD TWP	-	-	-	-
GRANTS - CVX COUNTY COMMUNITY FOUNDATION	3,000	1,000	1,000	1,000
GRANTS - OTHER	-	10,000	20,000	-
GRANTS - FREY FOUNDATION	-	-	-	-
GRANTS - GRAND TRAVERSE BAND	7,000	25,000	7,000	25,000
TOTAL LOCAL GRANTS & CONTRIBUTIONS	**$ 10,000**	**$ 36,000**	**$ 28,000**	**$ 26,000**
CHARGES FOR SERVICES				
FIRE RUNS & PROTECTION	24,905	25,400	25,400	-
FIRE CONTRIBUTION - FIRE ACADEMY	-	-	-	-
AMBULANCE RUNS	326,230	257,300	342,542	359,700
AMBULANCE CONTRACTS	75,450	92,000	92,000	92,000
CHARGES FOR SERVICES - OTHER	638	700	700	700
CEMETERY - LOTS, FOUND & OPENING	31,077	35,000	35,000	35,000
PAVILLION RESERVATION FEE	5,060	5,000	6,893	6,000
SKATE PARK RENTAL EQUIPMENT	-	-	-	-
SKATE PARK CONCESSION	-	-	-	-
GOLF - NINE AND DINE	-	-	700	700
GOLF - NON TAXABLE ITEMS	1,647	1,700	1,500	1,700
GOLF - TAXABLE ITEMS	1,371	1,400	1,100	1,200
USE & ADMISSIONS - GREEN FEES	90,016	87,000	89,761	90,000
USE & ADMISSIONS - SUMMER SPORTS	4,916	5,200	10,350	5,000
USE & ADMISSIONS - DAY CAMP	35,602	50,000	36,524	40,000
USE & ADMISSIONS - SKI HILL	51,180	57,000	57,000	55,000
USE & ADMISSIONS - BASKETBALL	565	-	-	-
USE & ADMISSIONS - VOLLEYBALL	900	700	700	500
USE & ADMISSIONS - BEACH CLEANING	1,950	1,000	1,488	1,000
USE & ADMISSIONS - SKATE PARK	696	1,000	1,000	800
USE & ADMISSIONS - SKATING RINK	-	300	300	500
PARKING FEES	31,535	30,000	31,250	39,000
ALARM RESPONSE FEES	-	-	-	-
TOTAL CHARGES FOR SERVICES	**$ 683,738**	**$ 650,700**	**$ 734,208**	**$ 728,800**

CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
FINES & FORFEITS				
FINES AND FORFEITS	16,252	15,000	15,024	15,000
ORDINANCE FINES - COUNTY	4,103	5,000	5,000	5,000
NSF CHECK CHARGES	225	300	300	300
CIVIL INFRACTION FINES	1,135	600	600	600
TOTAL FINES & FORFEITS	**$ 21,715**	**$ 20,900**	**$ 20,924**	**$ 20,900**
INTEREST & RENTS				
INTEREST EARNINGS	4,171	2,500	2,500	2,500
RENTS - DOCKING	-	-	-	-
RENTS AIRPORT	-	-	-	-
RENTS - CITY HALL	99,700	102,500	104,700	147,500
RENTS - ELECTIONS	4,887	-	-	-
RENTS - FERRY BOAT LAUNCH	20,545	20,500	20,500	28,700
RENTS - ROAD RIGHT OF WAY	-	-	-	-
RENTS - TOWER LEASE	-	-	-	-
RENTS - GOLF	-	-	-	-
RENTS - HARBOR BUILDING	-	-	1	-
TOTAL INTEREST & RENTS	**$ 129,303**	**$ 125,500**	**$ 127,701**	**$ 178,700**
OTHER				
SALE OF FIXED ASSETS	-	500	500	500
DONATIONS - PRIVATE SOURCES	22,447	10,000	12,517	10,000
CONTRIBUTIONS & DONATIONS - RESTRICTED POLICE	801	-	1,020	-
DONATIONS - SKATE PARK	2,077	1,500	1,565	1,500
DONATIONS - TREES	-	-	-	-
CONTRIBUTIONS & DONATIONS - DRUG FORFEITURES	-	-	-	-
DONATIONS - DISC GOLF	-	-	-	-
DAY CAMP SCHOLARSHIPS	5,516	6,000	6,000	6,000
CONTRIBUTIONS - VOLUNTEER FIRE	881	-	-	-
SKI HILL SCHOLARSHIPS	4,075	5,000	5,000	5,000
DONATIONS - BRICKS	400	1,000	1,000	1,000
REFUNDS & REBATES	7,289	100	2,500	2,000
REFUNDS & REBATES - INSURANCE	-	500	9,328	500
APPROPRIATIONS FROM SURPLUS	-	-	-	-
MISCELLANEOUS	10,573	10,000	43,000	10,000
TOTAL OTHER	**$ 54,059**	**$ 34,600**	**$ 82,430**	**$ 36,500**
FUND TRANSFERS				
CONTRIBUTIONS FROM OTHER FUNDS	24,559	72,700	72,700	2,500
CONTRIBUTIONS FROM OTHER FUNDS - PI 6	-	-	-	-
TOTAL FUND TRANSFERS	**$ 24,559**	**$ 72,700**	**$ 72,700**	**$ 2,500**
TOTAL REVENUES	**$ 3,483,240**	**$ 3,539,900**	**$ 3,762,709**	**$ 3,642,000**

CITY OF CHARLEVOIX
GENERAL FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
Taxes	2,302,547	2,337,700	2,390,042	2,386,900
Licenses & Permits	6,374	5,300	5,600	5,600
Federal Grants	-	-	-	-
State Grants & Revenue	250,945	256,500	301,104	256,100
Local Grants & Contributions	10,000	36,000	28,000	26,000
Charges for Services	683,738	650,700	734,208	728,800
Fines & Forfeits	21,715	20,900	20,924	20,900
Interest & Rents	129,303	125,500	127,701	178,700
Other	54,059	34,600	82,430	36,500
Fund Transfers	24,559	72,700	72,700	2,500
TOTAL REVENUES	**$ 3,483,240**	**$ 3,539,900**	**$ 3,762,709**	**$ 3,642,000**
EXPENSES				
Legislative	56,348	47,800	56,138	45,400
General Government	496,899	754,500	776,404	609,850
Public Safety	1,017,154	1,109,400	1,088,086	1,084,200
Public Works	235,519	252,100	251,961	274,200
Health & Welfare	387,919	426,600	486,656	531,200
Recreation & Culture	991,353	1,166,600	1,247,303	1,311,450
Other	53,463	112,700	124,800	72,200
Fund Transfers	14,957	-	-	-
TOTAL EXPENSES	**$ 3,253,612**	**$ 3,869,700**	**$ 4,031,347**	**$ 3,928,500**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 229,628**	**$ (329,800)**	**$ (268,638)**	**$ (286,500)**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,424,341	1,346,958	1,653,969	1,385,332
NET CHANGE IN FUND BALANCE	229,628	(329,800)	(268,638)	(286,500)
FUND BALANCE	**$ 1,653,969**	**$ 1,017,158**	**$ 1,385,332**	**$ 1,098,832**
CASH & INVESTMENTS	**$ 1,338,208**	**$ 1,044,622**	**$ 1,269,570**	**$ 983,070**
FUND BALANCE AS % OF TOTAL EXPENSES	**51%**	**26%**	**34%**	**28%**

CITY OF CHARLEVOIX
MAJOR STREET FUND
2018-19 BUDGET

		2016-17 Actual		2017-18 Budget		2017-18 Est. Actual		2018-19 Budget
REVENUES								
GAS & WEIGHT TAX		207,376		208,806		240,552		259,183
INTEREST EARNINGS		46		32		200		200
STATE REVENUE - OTHER		4,527		-		5,000		5,000
STATE TRUNKLINE REIMBURSEMENT		78,413		75,000		78,500		78,500
OTHER		100		-		1,850		-
TRANSFER FROM INFRASTRUCTURE		-		-		-		100,000
TRANSFER FROM STREET IMPROVEMENT		35,438		-		-		-
TRANSFER FROM GENERAL		-		-		-		-
CONTRIBUTION FROM PRIVATE SOURCES		-		-		-		-
TOTAL REVENUES	**$**	**325,900**	**$**	**283,838**	**$**	**326,102**	**$**	**442,883**
EXPENSES								
ENGINEERING		-		-		5,000		180,000
CONTRACTUAL SERVICES		18,540		-		-		-
ROUTINE MAINTENANCE		10,222		10,900		12,418		12,600
SWEEPING & FLUSHING		7,098		13,300		13,402		14,600
TREES & SHRUBS		26,599		28,300		30,316		30,600
DRAINAGE		6,055		22,400		18,560		18,200
PAVEMENT MARKING		15,813		5,000		8,400		17,000
TRAFFIC CONTROL		3,962		10,700		11,414		10,900
WINTER MAINTENANCE		97,294		102,200		103,025		113,500
ADMINISTRATION		9,503		10,300		11,948		10,500
SURFACE MAINTENANCE-TRK		14,638		9,600		9,694		9,900
SWEEPING & FLUSHING-TRK		2,287		6,700		6,829		7,000
TREES & SHRUBS-TRK		410		1,100		1,128		1,100
DRAINAGE-TRK		800		2,000		1,992		2,000
TRAFFIC SIGN/SIGNAL-TRK		2,770		3,600		3,519		3,600
PAVEMENT MARKING-TRK		-		-		-		-
WINTER MAINTENANCE-TRK		48,502		45,800		46,193		46,800
GUARD RAILS-TRK		-		-		-		-
ROADWAY INSPECTION-TRK		803		900		828		934
TOTAL EXPENSES	**$**	**265,295**	**$**	**272,800**	**$**	**284,666**	**$**	**479,234**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$**	**60,605**	**$**	**11,038**	**$**	**41,436**	**$**	**(36,351)**
YEAR END BALANCES								
FUND BALANCE BEGINNING OF YEAR		65,891		70,466		126,497		167,933
NET CHANGE IN FUND BALANCE		60,605		11,038		41,436		(36,351)
FUND BALANCE	**$**	**126,497**	**$**	**81,504**	**$**	**167,933**	**$**	**131,582**
CASH & INVESTMENTS	**$**	**46,513**	**$**	**15,612**	**$**	**87,949**	**$**	**51,598**

CITY OF CHARLEVOIX
LOCAL STREET FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
GAS & WEIGHT TAX	91,025	95,412	110,147	118,315
STATE GRANTS - OTHER	4,527	-	5,000	5,000
INTEREST EARNINGS	25	30	30	30
MISCELLANEOUS INCOME	-	-	1,750	-
CONTRIBUTION - GENERAL FUND	-	65,000	27,500	35,000
CONTRIBUTION - INFRASTRUCTURE	-	-	-	-
CONTRIBUTION - STREET IMPROVEMENT	23,543	-	-	-
TOTAL REVENUES	**$ 119,120**	**$ 160,442**	**$ 144,427**	**$ 158,345**
EXPENSES				
ENGINEERING	-	-	-	-
CONTRACTUAL SERVICES	27,797	25,000	-	-
ROUTINE MAINTENANCE	17,253	12,900	7,171	13,900
SWEEPING & FLUSHING	3,025	8,300	8,911	9,700
TREES & SHRUBS	15,215	24,700	26,283	26,900
DRAINAGE	1,208	2,400	2,355	3,100
TRAFFIC CONTROL	4,372	1,900	1,864	2,100
WINTER MAINTENANCE	67,328	84,000	84,748	92,800
ADMINISTRATION	7,580	8,400	10,061	8,400
TOTAL EXPENSES	**$ 143,778**	**$ 167,600**	**$ 141,393**	**$ 156,900**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (24,657)**	**$ (7,158)**	**$ 3,035**	**$ 1,445**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	38,517	40,598	13,860	16,894
NET CHANGE IN FUND BALANCE	(24,657)	(7,158)	3,035	1,445
FUND BALANCE	**$ 13,860**	**$ 33,440**	**$ 16,894**	**$ 18,340**
CASH & INVESTMENTS	**$ -**	**$ 17,860**	**$ 3,035**	**$ 4,480**

CITY OF CHARLEVOIX
PI #7 STREET IMPROVEMENT FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
COUNTY ROAD TAX	212,681	225,300	226,987	227,000
PAYMENT IN LIEU OF TAXES	123	300	3,405	3,000
DELINQUENT TAXES	10,530	9,000	9,000	9,000
IFT TAX	-	-	-	-
INTEREST EARNINGS	261	200	200	200
TOTAL REVENUES	**$ 223,596**	**$ 234,800**	**$ 239,592**	**$ 239,200**
EXPENSES				
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	-	-	-	-
TRANSFER TO MAJOR STREET	35,438	-	-	-
TRANSFER TO LOCAL STREET	8,586	-	-	-
TRANSFER TO GENERAL DEBT SERVICE	172,517	172,517	200,000	200,000
TRANSFER TO WATER	-	-	-	-
TRANSFER TO INFRASTRUCTURE	-	75,000	75,000	-
REFUNDS & REBATES / MISCELLANEOUS	-	-	319	-
TOTAL EXPENSES	**$ 216,541**	**$ 247,517**	**$ 275,319**	**$ 200,000**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 7,055**	**$ (12,717)**	**$ (35,727)**	**$ 39,200**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	140,051	158,075	147,106	111,379
NET CHANGE IN FUND BALANCE	7,055	(12,717)	(35,727)	39,200
FUND BALANCE	**$ 147,106**	**$ 145,358**	**$ 111,379**	**$ 150,579**
CASH & INVESTMENTS	**$ 136,581**	**$ 117,842**	**$ 100,854**	**$ 140,054**

CITY OF CHARLEVOIX
GENERAL DEBT SERVICE FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
INTEREST EARNINGS	1	-	3	-
MISCELLANEOUS	3,552	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS	-	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS PI6	145,698	148,583	123,000	123,000
CONTRIBUTIONS FROM OTHER FUNDS PI7	172,517	172,517	200,000	200,000
TOTAL REVENUES	**$ 321,768**	**$ 321,100**	**$ 323,003**	**$ 323,000**
EXPENSES				
BOND PRINCIPAL	180,000	190,000	190,000	195,000
BOND INTEREST	71,715	131,100	133,000	129,200
PAYING AGENT FEES	81	100	412	100
TOTAL EXPENSES	**$ 251,796**	**$ 321,200**	**$ 323,412**	**$ 324,300**
REVENUES OVER EXPENSES	**$ 69,972**	**$ (100)**	**$ (409)**	**$ (1,300)**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	-	3,472	69,972	69,563
NET CHANGE IN FUND BALANCE	69,972	(100)	(409)	(1,300)
FUND BALANCE	**$ 69,972**	**$ 3,372**	**$ 69,563**	**$ 68,263**
CASH & INVESTMENTS	**$ 3,472**	**$ 3,372**	**$ 3,063**	**$ 1,763**

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
CURRENT PROPERTY TAX	36,888	37,700	38,162	38,200
PROPERTY TAX - CAPTURE LOCAL	392,138	392,100	395,820	395,800
DELINQUENT PROPERTY TAX COLLECTED	598	-	-	-
PENALTY - PROPERTY TAX	143	-	26	-
FEDERAL / STATE / OTHER GRANTS	8,949	4,600	10,778	9,600
FARMERS MARKET INCOME	30,516	33,900	33,891	33,900
INTEREST EARNINGS	1,221	500	500	500
RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000
RENTS & ROYALTIES - KEWEENAW	-	-	-	-
RENTS & ROYALTIES - BIBCO LEASE	24,622	27,900	27,894	29,000
RENTS & ROYALTIES - ROUND LAKE GROUP	17,836	20,300	20,250	20,700
RENTS & ROYALTIES - LC BREWERS	4,860	4,900	4,884	4,900
MISCELLANEOUS & IWF REIMBURSEMENT	1,358	3,500	3,500	-
CONTRIBUTION - OTHER SOURCES	9,420	2,500	29,328	24,500
CONTRIBUTION - MAIN STREET	28,537	25,500	25,500	9,000
CONTRIBUTION - LIGHTING & HOLIDAY DECOR	-	500	500	-
CONTRIBUTION - PERFORMANCE PAVILION	1,000	8,000	8,000	7,000
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	**$ 559,087**	**$ 562,900**	**$ 600,033**	**$ 574,100**
EXPENSES				
SALARIES & WAGES	16,779	37,600	37,559	38,300
WAGES - ICMA	1,387	3,200	3,230	3,300
SALARIES & WAGES - TEMPORARY	9,700	10,600	12,640	12,600
EMPLOYEE FRINGE BENEFITS	14,375	30,900	31,192	31,800
OPERATING SUPPLIES	5,324	8,100	8,149	8,600
IWF MAINTENANCE	6,812	7,200	7,178	7,200
MARKETING & PROMOTIONAL SERVICES	27,280	32,300	35,460	34,500
MARKETING & PROMOTIONAL SVCS - FARMERS MKT	22,203	16,800	24,214	16,800
MARKETING & PROMOTIONAL SVCS - CRAFT BEER	50	-	6,251	-
PROMOTION COMMITTEE EXPENSES	1,135	1,400	3,623	7,800
ORGANIZATION COMMITTEE	2,501	3,500	3,500	-
BUSINESS RECRUITMENT/RETENTION	4,542	1,500	1,500	1,000
CONTRACTUAL SERVICES	41,616	18,100	39,732	26,400
SERVICE/MAINTENANCE FEES	-	-	-	-
DESIGN COMMITTEE	55,031	114,600	132,063	18,600
DESIGN CAPTIAL IMPROVEMENTS	-	21,000	21,000	-
LEGAL SERVICES	-	500	500	500
TELEPHONE	419	1,000	1,100	1,100
CONFERENCE & TRAVEL	4,357	4,000	4,000	5,000
PRINTING & PUBLISHING	3,403	1,500	1,500	1,500
INSURANCE & BONDS	1,401	1,800	1,800	1,800
PARK EQUIPMENT	9,270	-	2,405	-
REFUNDS - PROPERTY TAX & TIFA	4,985	6,000	6,000	6,000
MAINTENANCE - BRIDGE PARK BUILDING	44,371	27,500	31,771	15,000
MISCELLANEOUS	(3)	800	800	1,000
MISCELLANEOUS - FARMERS MARKET	437	500	1,750	500
MISCELLANEOUS - MAIN STREET	7,204	300	382	300
MISCELLANEOUS - LIBRARY/SUBSCRIPTIONS	-	-	-	-
CAPITAL PROJECT - PROFESSIONAL SERVICES	-	-	-	-
CAPITAL PROJECT - CONTRACTUAL SERVICES	-	-	-	-
BOND ISSUANCE COSTS	-	-	-	-
DEBT SERVICE PAYMENTS				
BOND PRINCIPAL - BRIDGE PARK (LTGO, ACT 99)	-	-	-	-
INTEREST EXPENSE - BONDS	-	-	-	-
PAYING AGENT FEES	-	-	-	-
LIBRARY CONTRIBUTION	30,000	30,000	30,000	30,000
TRANSFER TO OTHER FUNDS (MARINA)	336,063	335,700	335,700	338,000
TOTAL EXPENSES	**$ 650,644**	**$ 716,400**	**$ 784,999**	**$ 607,600**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (91,557)**	**$ (153,500)**	**$ (184,966)**	**$ (33,500)**
YEAR END BALANCES				
FUND BALANCE / NET POSITION BEGINNING OF YEAI	4,327,645	4,416,901	4,236,088	4,051,123
CHANGE IN FUND BALANCE / NET POSITION	(91,557)	(153,500)	(184,966)	(33,500)
FUND BALANCE / NET POSITION	**$ 4,236,088**	**$ 4,263,401**	**$ 4,051,123**	**$ 4,017,623**
CASH & INVESTMENTS	**$ 713,894**	**$ 510,492**	**$ 528,928**	**$ 495,428**

CITY OF CHARLEVOIX
PI #1 FIRE / AMBULANCE REPLACEMENT FUND
2018-19 BUDGET

		2016-17 Actual		2017-18 Budget		2017-18 Est. Actual		2018-19 Budget
REVENUES								
INTEREST EARNINGS		80		-		185		-
SALE OF FIXED ASSETS		-		-		-		-
CONTRIBUTION FROM MOTOR POOL		78,030		79,591		85,833		86,691
TOTAL REVENUES	**$**	**78,110**	**$**	**79,591**	**$**	**86,018**	**$**	**86,691**
EXPENSES								
CAPITAL OUTLAY - PUBLIC SAFETY		-		40,000		40,000		-
MACHINERY & EQUIPMENT - FIRE		-		-		-		-
MACHINERY & EQUIPMENT-AMBULANC		-		-		-		-
TOTAL EXPENSES	**$**	**-**	**$**	**40,000**	**$**	**40,000**	**$**	**-**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$**	**78,110**	**$**	**39,591**	**$**	**46,018**	**$**	**86,691**
YEAR END BALANCES								
FUND BALANCE BEGINNING OF YEAR		91,759		169,790		169,869		215,887
NET CHANGE IN FUND BALANCE		78,110		39,591		46,018		86,691
FUND BALANCE	**$**	**169,869**	**$**	**209,381**	**$**	**215,887**	**$**	**302,579**
CASH & INVESTMENTS	**$**	**171,250**	**$**	**210,771**	**$**	**217,268**	**$**	**303,960**

CITY OF CHARLEVOIX
PI #2 SEWER CAPITAL FUND-TAP INS*
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
INTEREST EARNINGS	59	100	100	100
SEWER TAP INS	11,000	8,000	18,000	11,000
CONTRIBUTIONS FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	**$ 11,059**	**$ 8,100**	**$ 18,100**	**$ 11,100**
EXPENSES				
CAPITAL OUTLAY	-	-	-	-
TRANSFER TO SEWER FUND	10,094	-	-	-
TOTAL EXPENSES	**$ 10,094**	**$ -**	**$ -**	**$ -**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 965**	**$ 8,100**	**$ 18,100**	**$ 11,100**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	57,600	68,700	58,565	76,665
NET CHANGE IN FUND BALANCE	965	8,100	18,100	11,100
FUND BALANCE	**$ 58,565**	**$ 76,800**	**$ 76,665**	**$ 87,765**
CASH & INVESTMENTS	**$ 58,560**	**$ 66,706**	**$ 76,660**	**$ 87,760**

* This fund is part of the Sewer Fund and is shown here for internal accounting purposes only.

CITY OF CHARLEVOIX
PI #5 SEWER CAPITAL FUND - NORTHSIDE / SOUTHSIDE SEWER*
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
INTEREST EARNINGS	317	100	351	250
COLLECTION & CONSTRUCTION FEES:				
CHARLEVOIX CC	2,000	2,000	12,000	2,000
NORTH POINTE WOODS	2,000	-	2,000	-
SOUTHSIDE SEWER US-31	-	-	-	-
PINE POINT	-	2,000	4,000	2,000
OTHER	1,500	-	3,000	-
TOTAL REVENUES	**$ 5,817**	**$ 4,100**	**$ 21,351**	**$ 4,250**
EXPENSES				
LEGAL & PROFESSIONAL FEES	-	-	-	-
TRANSFER TO SEWER FUND	6,729	-	-	-
TOTAL EXPENSES	**$ 6,729**	**$ -**	**$ -**	**$ -**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (912)**	**$ 4,100**	**$ 21,351**	**$ 4,250**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	258,816	266,566	257,904	279,255
NET CHANGE IN FUND BALANCE	(912)	4,100	21,351	4,250
FUND BALANCE	**$ 257,904**	**$ 270,666**	**$ 279,255**	**$ 283,505**
CASH & INVESTMENTS	**$ 299,025**	**$ 305,088**	**$ 320,376**	**$ 324,626**

* This fund is part of the Sewer Fund and is shown here for internal accounting purposes only.

CITY OF CHARLEVOIX
PI #6 INFRASTRUCTURE IMPROVEMENTS FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
CURRENT PROPERTY TAX	447,334	460,900	464,393	464,400
PAYMENT IN LIEU OF TAXES	251	800	800	800
IFT TAXES	862	900	900	900
TAXES COLLECTED - DELINQUENT	10,966	14,000	4,200	4,200
STATE GRANTS	-	-	-	-
INTEREST EARNINGS	2,613	1,200	2,600	2,600
MISCELLANEOUS				
PROCEEDS FROM BONDS	-	-	-	-
CONTRIBUTION FROM OTHER FUNDS	-	75,000	75,000	-
TOTAL REVENUES	**$ 462,027**	**$ 552,800**	**$ 547,893**	**$ 472,900**
EXPENSES				
PROFESSIONAL SERVICES	298,437	257,300	257,300	-
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	1,254,360	1,131,600	1,109,638	117,000
REFUNDS & REBATES / MISCELLANEOUS	20,634	-	-	-
BOND ISSUANCE COSTS	-	-	-	-
TRANSFER TO GENERAL FUND	-	-	-	-
TRANSFER TO MAJOR STREET	-	-	-	100,000
TRANSFER TO LOCAL STREET	-	-	-	-
TRANSFER TO AIRPORT	-	-	49,800	-
TRANSFER TO GENERAL DEBT OBLIGATIC	145,698	148,600	123,000	123,000
TRANSFER TO ELECTRIC	95,216	36,300	34,665	8,500
TRANSFER TO SEWER	641,421	208,500	199,321	48,900
TRANSFER TO WATER	491,673	163,200	155,991	38,300
TOTAL EXPENSES	**$ 2,947,439**	**$ 1,945,500**	**$ 1,929,715**	**$ 435,700**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (2,485,412)**	**$ (1,392,700)**	**$ (1,381,822)**	**$ 37,200**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	3,845,180	1,390,019	1,359,768	(22,054)
NET CHANGE IN FUND BALANCE	(2,485,412)	(1,392,700)	(1,381,822)	37,200
FUND BALANCE	**$ 1,359,768**	**$ (2,681)**	**$ (22,054)**	**$ 15,146**
CASH & INVESTMENTS	**$ 1,434,905**	**$ 14,729**	**$ 53,083**	**$ 90,283**

CITY OF CHARLEVOIX
PI #9 INDUSTRIAL PARK FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
FEDERAL REVENUES	-	-	-	-
STATE GRANT	-	-	36,000	
INTEREST EARNINGS	89	60	85	60
TAP IN FEES - SS SEWER @ MARION CTR	-	-	-	-
TOTAL REVENUES	**$ 89**	**$ 60**	**$ 36,085**	**$ 60**
EXPENSES				
OTHER FUNCTIONS	3,500	3,500	3,500	3,500
CAPITAL OUTLAY	-	-	42,000	-
TRANSFER TO ELECTRIC	-	-	39,552	-
TOTAL EXPENSES	**$ 3,500**	**$ 3,500**	**$ 85,052**	**$ 3,500**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (3,411)**	**$ (3,440)**	**$ (48,967)**	**$ (3,440)**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	86,634	83,194	83,223	34,256
NET CHANGE IN FUND BALANCE	(3,411)	(3,440)	(48,967)	(3,440)
FUND BALANCE	**$ 83,223**	**$ 79,754**	**$ 34,256**	**$ 30,816**
CASH & INVESTMENTS	**$ 83,214**	**$ 79,754**	**$ 34,247**	**$ 30,816**

CITY OF CHARLEVOIX
PI #12 MT. MCSAUBA RECREATION IMPROVEMENT FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
INTEREST EARNINGS	19	10	26	20
GRANTS	-	-	-	-
RENTS & ROYALTIES-TOWER LEASES	5,220	7,000	7,000	7,000
CONTRIBUTION - PRIVATE SOURCES	-	-	-	-
TOTAL REVENUES	**$ 5,239**	**$ 7,010**	**$ 7,026**	**$ 7,020**
EXPENSES				
TRANSFER TO MOTOR POOL (GROOMER)	-	-	-	-
TRANSFER TO GENERAL FUND	-	-	-	-
TOTAL EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 5,239**	**$ 7,010**	**$ 7,026**	**$ 7,020**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	15,875	22,884	21,113	28,139
NET CHANGE IN FUND BALANCE	5,239	7,010	7,026	7,020
FUND BALANCE	**$ 21,113**	**$ 29,894**	**$ 28,139**	**$ 35,159**
CASH & INVESTMENTS	**$ 21,111**	**$ 27,547**	**$ 28,137**	**$ 35,157**

CITY OF CHARLEVOIX
AIRPORT FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
INTEREST EARNINGS	76	77	75	77
FEDERAL GRANTS	-	-	-	-
RENTS & ROYALTIES - AIRPORT PERMITS	19,737	20,400	20,000	20,400
RENTS & ROYALTIES - HANGAR RENTS	27,952	29,070	33,000	33,660
LAND LEASES	716	816	800	816
RENTAL CAR RENTS	-	-		-
STATE GRANTS	-	-	-	-
PARKING FEES	71,775	81,600	80,000	81,600
GROUND HANDLING FEE	9,630	9,690	10,500	10,710
CONTRACT FUEL REIMBURSEMENT	434,263	510,000	380,000	387,600
FUEL FEES - RETAIL	250,130	316,200	430,000	451,500
INTO WING FEES	98,481	102,000	90,000	91,800
AFTER HOURS CALLOUT FEES	12,550	12,546	20,000	20,400
FUEL FLOWAGE FEES - FA IAW	30,020	30,600	30,000	30,600
FUEL SALES - NON-TAX	5,438	10,200	10,000	10,200
THRU-PUT FEES	12	15	15	15
LANDING & RAMP FEES	60,622	61,200	65,000	66,300
GROUND SERVICES	3,110	3,264	4,500	4,590
LAVATORY SERVICE FEES	80	102	100	102
DISCOUNTS - AIRPORT SALES TAX	64	102	110	112
CONTRIBUTED CAPITAL	1,210,000	1,254,000	1,301,310	475,561
SALE OF FIXED ASSETS	-	-	-	-
REFUNDS & REBATES - INSURANCE	11,557	8,160	8,000	8,160
ADVANCE FROM ELECTRIC	-	-	-	-
TRANSFER FROM OTHER FUNDS	39,155	10,700	**125,500**	-
TAXABLE MERCHANDISE	557	612	600	612
VENDING MACHINE PROCEEDS	2,226	2,550	2,500	2,550
MISCELLANEOUS	285	306	350	357
TOTAL REVENUES	**$ 2,288,435**	**$ 2,464,210**	**$ 2,612,360**	**$ 1,697,722**
EXPENSES				
SALARIES & WAGES - FULL TIME	106,605	89,500	89,717	91,400
WAGES - ICMA	9,395	8,400	8,489	8,600
SALARIES & WAGES - TEMPORARY	55,632	74,100	79,428	70,500
EMPLOYEE FRINGE BENEFITS	114,613	80,900	81,893	81,900
OFFICE SUPPLIES	5,706	6,000	3,800	2,200
CLEANING SUPPLY - TERMINAL	585	800	750	1,300
ICE/COFFEE SUPPLY	451	600	600	900
VENDING MACHINE SUPPLY	1,944	1,900	1,800	1,900
EQUIPMENT MAINT & REPAIR	318	-	496	-
FUEL TRUCK MAINTENANCE	75	-	575	-
SNOW EQUIPMENT MAINTENANCE	17,124	13,000	8,000	7,000
LAWN EQUIPMENT MAINTENANCE	4,676	5,000	3,000	3,000
UNIFORMS & PPE	2,231	2,300	2,300	2,300
AVIATION FUEL	594,402	661,500	700,000	700,000
DIESEL FUEL	5,510	5,400	5,400	6,000
FUEL - HOLIDAY GAS STATION	1,254	3,000	2,300	2,500
FUEL TRUCK LEASE	22,800	22,500	22,500	22,500
FUEL MASTER PUMP REPAIRS	7,174	8,500	13,500	7,000
FUEL TRUCK REPAIRS	1,580	2,300	1,350	1,700
REPAIRS AND MAINTENANCE SUPPLIES	2,747	3,000	2,200	3,000
PROFESSIONAL SERVICES	2,953	2,300	2,525	2,300
CONTRACTUAL SERVICES	12,527	12,500	13,565	33,500
LEGAL FEES	1,922	2,500	2,500	2,500
TELEPHONE	1,232	1,700	1,700	1,700
CONFERENCE & TRAVEL	1,330	1,500	1,000	1,000
INSURANCE & BONDS	8,205	8,500	9,850	9,400
HANGAR REPAIRS	819	41,800	41,800	1,800
INSURANCE CLAIMS - CITY SHARE	2,670	1,000	1,000	1,000
UTILITIES	27,731	33,100	33,100	33,100
TERMINAL BLDG REPAIR & GROUNDS	2,882	4,000	4,000	7,000
SRE BLDG & HANGERS REPAIR & MAINT	3,236	5,100	5,050	5,100
TRASH REMOVAL	561	700	700	700
EQUIPMENT RENTAL	254	500	500	500
DUES & MEMBERSHIPS	122	100	750	100
PRINTING & PUBLISHING	3,656	1,300	1,550	1,300
MISCELLANEOUS	891	4,000	2,500	2,500
CREDIT CARD PROCESSING FEE	10,078	10,200	13,673	10,200
REFUNDS & REBATES	-	-	-	-
MACHINERY & EQUIPMENT	475	1,500	1,500	1,500
CAPITAL OUTLAY Engineering	-	-	49,800	-
CAPITAL OUTLAY - Multi Projects	-	-	66,000	25,030
DEBT SERVICE - PRINCIPAL (MDOT, Act99)	-	-	-	-
DEBT SERVICE - INTEREST (MDOT, Act99, Elect Loa	1,400	1,200	1,150	900
GRANT MATCH TO STATE				
DEPRECIATION	380,638	450,000	400,000	410,000
TRANSFER TO ELECTRIC	(10,000)	25,000	25,000	25,000
TOTAL EXPENSES	**$ 1,408,401**	**$ 1,597,200**	**$ 1,707,310**	**$ 1,589,830**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 880,034**	**$ 867,010**	**$ 905,050**	**$ 107,892**
YEAR END BALANCES				-
NET POSITION BEGINNING OF YEAR	7,048,361	7,705,321	7,928,395	8,833,445
CHANGE IN NET POSITION	880,034	867,010	905,050	107,892
NET POSITION	**$ 7,928,395**	**$ 8,572,331**	**$ 8,833,445**	**$ 8,941,336**
CASH & INVESTMENTS	**$ 200**	**$ 19,126**	**$ 3,940**	**$ 46,271**

CITY OF CHARLEVOIX
ELECTRIC FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
ELECTRIC SERVICES	66,081	35,700	38,730	35,700
POWER SALES	5,458,643	5,860,100	5,860,350	5,860,100
POWER COST ADJ REVENUES	964,016	1,153,531	1,150,000	1,159,299
FINES & FORFEITS	30,469	35,000	32,940	35,000
INTEREST & RENTS	23,613	21,380	21,380	20,630
OTHER	4,270	3,500	7,800	3,500
TRANSFER FROM OTHER FUNDS	95,216	111,300	109,665	83,500
TOTAL REVENUES	**$ 6,642,310**	**$ 7,220,511**	**$ 7,220,865**	**$ 7,197,729**
EXPENSES				
TRANSMISSION / DISTRIBUTION	1,440,782	1,578,300	1,523,942	1,650,700
ACCOUNTING & ADMIN	538,612	701,600	673,245	684,400
PURCHASED POWER	3,997,252	4,420,800	4,221,908	3,831,800
CAPITAL IMPROVEMENTS	27,758	349,300	404,787	430,000
DEPRECIATION	460,033	525,000	525,000	500,000
FUND TRANSFERS	534,100	173,200	173,191	141,100
DEBT SERVICE	-	-	-	-
TOTAL EXPENSES	**$ 6,998,536**	**$ 7,748,200**	**$ 7,522,072**	**$ 7,238,000**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (356,227)**	**$ (527,689)**	**$ (301,208)**	**$ (40,271)**
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	10,477,853	9,334,171	10,121,626	9,820,418
CHANGE IN NET POSITION	(356,227)	(527,689)	(301,208)	(40,271)
NET POSITION	**$ 10,121,626**	**$ 8,806,482**	**$ 9,820,418**	**$ 9,780,146**
RESERVE FOR DEPOSITS	85,000	85,000	85,000	85,000
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	5,207,923	4,815,175	5,681,715	6,141,444
CASH & INVESTMENTS	**$ 5,367,923**	**$ 4,975,175**	**$ 5,841,715**	**$ 6,301,444**

CITY OF CHARLEVOIX
SEWER FUND*
2018-19 BUDGET

		2016-17 Actual		2017-18 Budget		2017-18 Est. Actual		2018-19 Budget
REVENUES								
OPERATIONS								
STATE GRANTS		200,025		306,000		306,000		306,000
SEWER SERVICES - MISCELLANEOUS		31,052		-		5,000		-
SEWER SALES		2,292,465		2,366,400		2,320,000		2,320,000
DISCOUNTS FORFEITED		10,958		8,000		8,750		8,500
INTEREST EARNINGS - OPERATIONS		3,339		1,500		1,700		1,700
OTHER & PASS THRU'S		5,616		5,500		5,750		5,600
SALE OF FIXED ASSETS		-		-		-		-
PROCEEDS FROM BOND SALE / SRF LOAN		-		-				-
TRANSFER FROM OTHER FUNDS		-		-		-		-
TRANSFER FROM INFRASTRUCTURE		658,244		208,500		199,321		78,900
CAPTIAL IMPROVEMENT FUND								
SEWER SERVICES-TAP INS		11,000		90,000		18,000		11,000
INTEREST EARNINGS - CAPITAL RESERVE		59		100		100		100
TRANSFER FROM OTHER FUNDS PI #2		-		-		-		-
NORTHSIDE SEWER								
NORTHSIDE SEWER FEES								
INTEREST EARNINGS - NORTHSIDE SEWER								
MISC INCOME - PASS THRU PAYMENTS								
SOUTHSIDE SEWER AREA								
SEWER SERVICES-TAP INS								
SEWER CONSTRUCTION FEES								
INTEREST EARNINGS - OVERSIZING								
TRANSFER FROM OTHER FUNDS		-		-		-		-
TOTAL REVENUES	**$**	**3,212,758**		**$2,986,000**	**$**	**2,864,621**	**$**	**2,731,800**
EXPENSES								
OPERATIONS								
WASTEWATER TREATMENT PLANT		529,521		703,000		703,466		693,100
SEWER LINES		144,798		159,300		144,757		155,500
ACCOUNTING & ADMIN		234,288		281,300		284,112		280,400
LIFT STATIONS		59,691		121,300		125,731		126,100
CAPITAL IMPROVEMENTS		5,417		548,500		541,721		602,560
DEPRECIATION		167,565		525,000		525,000		540,000
DEBT SERVICE		227,832		609,500		611,885		597,400
FUND TRANSFERS		42,368		53,000		123,004		39,800
CAPTIAL IMPROVEMENT FUND								
FUND TRANSFERS		-		-		-		-
NORTHSIDE SEWER								
NORTHSIDE SEWER LEGAL / PROF FEES		-		-		-		-
CAPITAL IMPROVEMENTS		-		-		-		-
TOTAL EXPENSES	**$**	**1,411,479**	**$**	**3,000,900**	**$**	**3,059,677**	**$**	**3,034,860**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$**	**1,801,280**	**$**	**(14,900)**	**$**	**(195,056)**	**$**	**(303,060)**
YEAR END BALANCES								
NET POSITION BEGINNING OF YEAR		6,922,825		6,656,833		8,724,105		8,529,049
CHANGE IN NET POSITION		1,801,280		(14,900)		(195,056)		(303,060)
NET POSITION	**$**	**8,724,105**	**$**	**6,641,933**	**$**	**8,529,049**	**$**	**8,225,989**
CHARTER RESERVE		75,000		75,000		75,000		75,000
BOND DEBT SERVICE REQUIREMENTS		750,000		750,000		750,000		750,000
CASH PI #2 RESERVE FOR CAPITAL		58,560		66,706		76,660		87,760
CASH PI #5 NORTHSIDE SEWER RESERVE		299,025		305,088		320,376		324,626
UNRESTRICTED		2,154,502		1,883,332		2,444,995		2,666,585
CASH & INVESTMENTS	**$**	**3,337,086**	**$**	**3,080,126**	**$**	**3,667,030**	**$**	**3,903,970**

* Includes Capital Reserve Fund (402), Northside Sewer Fund (405) and Sewer Fund (590)

CITY OF CHARLEVOIX
WATER FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
STATE & FEDERAL GRANTS	-	-		-
FEDERAL GRANT	-	-		-
WATER SERVICES-TAP INS	8,385	3,500	11,700	5,000
WATER SERVICES-READ-O-MATIC	330	1,200	1,200	1,200
WATER SERVICES-MISC	1,695	5,000	2,000	3,000
WATER SALES	1,189,789	1,364,300	1,300,845	1,476,500
INTEREST EARNINGS	1,095	200	605	200
DISCOUNTS FORFEITED	6,351	6,000	6,000	6,000
TRANSFER FROM DPW	-	-	-	
TRANSFER FROM MOTOR POOL	-	-		
TRANSFER FROM INFRASTRUCTURE	491,673	163,200	155,991	38,300
TRANSFER FROM STREET IMPROVEMENT	-	-	-	-
MISCELLANEOUS	22,019	17,000	18,200	18,200
TOTAL REVENUES	**$ 1,721,337**	**$ 1,560,400**	**$ 1,496,541**	**$ 1,548,400**
EXPENSES				
TRANSMISSION & DISTRIBUTION	355,595	400,100	365,573	469,600
ACCOUNTING & ADMIN	181,321	181,400	174,338	179,800
WATER TREATMENT PLANT	357,275	616,500	550,524	662,100
CAPITAL IMPROVEMENTS	2,719	513,200	442,484	347,000
DEPRECIATION	239,758	238,000	240,000	263,700
FUND TRANSFERS	-	8,700	38,205	32,500
DEBT SERVICE	-	-	-	-
TOTAL EXPENSES	**$ 1,136,669**	**$ 1,957,900**	**$ 1,811,124**	**$ 1,954,700**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 584,668**	**$ (397,500)**	**$ (314,583)**	**$ (406,300)**
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	4,183,242	4,077,743	4,767,910	4,453,326
CHANGE IN NET POSITION	584,668	(397,500)	(314,583)	(406,300)
NET POSITION	**$ 4,767,910**	**$ 3,680,243**	**$ 4,453,326**	**$ 4,047,026**
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	345,604	20,189	271,021	128,421
CASH & INVESTMENTS	**$ 420,604**	**$ 95,189**	**$ 346,021**	**$ 203,421**

CITY OF CHARLEVOIX
MARINA FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
STATE GRANTS	-	-		-
LAUNDRY REVENUE	1,730	1,700	1,730	1,730
RENTS & ROYALTIES - DOCKING SEASONAL	67,524	55,000	68,000	68,000
RENTS & ROYALTIES - DOCKING RESERV SYSTEI	331,347	325,000	335,000	335,000
RENTS & ROYALTIES - DOCKING TRANSIENT	18,724	23,000	29,600	29,000
RENTS & ROYALTIES - SUNSHINE	4,000	4,000	4,000	4,000
RENTS & ROYALTIES - LITTLE TRAVERSE CHART	-	-	4,100	4,100
INTEREST INCOME	748	80	605	600
FUND TRANSFERS FROM OTHER FUNDS	-	-	-	-
FUND TRANSFERS FROM DDA - DEBT SVC	336,063	335,700	336,063	335,700
SALE OF FIXED ASSETS	-	-	-	-
MISCELLANEOUS-OTHER REVENUE	224	-	225	-
TOTAL REVENUES	**$ 760,360**	**$ 744,480**	**$ 779,323**	**$ 778,130**
EXPENSES				
SALARIES & WAGES - FULL TIME	7,342	8,300	8,559	8,700
WAGES - ICMA	1,099	1,100	1,126	1,100
SALARIES & WAGES - TEMPORARY	77,614	72,400	91,143	82,000
EMPLOYEE FRINGE BENEFITS	17,295	17,300	20,348	19,100
OFFICE SUPPLIES	86	100	100	100
OPERATING SUPPLIES	11,136	28,900	28,900	6,900
PROFESSIONAL SERVICES	1,668	5,300	5,250	5,300
CONTRACTUAL SERVICES	3,709	31,900	41,379	9,400
STATE CRS COMMISSION FEES	12,477	14,300	14,300	15,700
STATE CRS RESERVATION FEES	7,288	8,800	8,800	9,700
LEGAL FEES	-	-	-	-
TELEPHONE	1,184	1,300	1,300	1,300
CONFERENCE/TRAVEL/TRAINING	-	900	900	900
INSURANCE & BONDS	2,658	3,000	3,000	3,000
UTILITIES	65,548	64,800	64,772	68,000
BUILDING & DOCK MAINTENANCE	14,342	14,100	14,100	24,400
EQUIPMENT RENTAL	69	700	700	700
MISCELLANEOUS	1,802	2,200	2,200	2,200
CREDIT CARD PROCESSING FEES	6,496	7,600	7,600	7,600
REFUNDS & REBATES	-	-	-	-
AMORTIZATION EXPENSE	-	-	-	-
DEPRECIATION	658,152	658,000	658,000	658,000
MACHINERY & EQUIPMENT	2,337	300	300	300
INTEREST EXPENSE	6,680	6,400	6,430	5,900
TRANSFER TO ELECTRIC - ADVANCE REIMBUSE	-	50,000	50,000	50,000
TRANSFER TO OTHER FUNDS	7,967	-	-	-
DEBT SERVICE - PRINCIPAL	-	315,000	315,000	330,000
DEBT SERVICE - INTEREST	136,951	145,700	145,700	139,600
BOND ISSUANCE COSTS	-	-	-	-
DEBT SERVICE - PAYING AGENT FEES	81	500	500	500
TOTAL EXPENSES	**$ 1,043,979**	**$ 1,458,900**	**$ 1,490,407**	**$ 1,450,400**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (283,620)**	**$ (714,420)**	**$ (711,085)**	**$ (672,270)**
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	3,211,724	2,587,924	2,928,104	2,217,019
CHANGE IN NET POSITION	(283,620)	(714,420)	(711,085)	(672,270)
NET POSITION	**$ 2,928,104**	**$ 1,873,504**	**$ 2,217,019**	**$ 1,544,749**
CASH AT PAYING AGENT	5,900	100,000	100,000	100,000
UNRESTRICTED	271,317	75,636	124,132	109,862
CASH & INVESTMENTS	**$ 277,217**	**$ 175,636**	**$ 224,132**	**$ 209,862**

CITY OF CHARLEVOIX
EMPLOYEE FRINGE BENEFIT FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
EFB-GENERAL FUND	629,478	681,800	671,613	748,700
EFB-MAJOR STREET	38,075	41,400	41,996	42,200
EFB-LOCAL STREET	16,044	21,400	21,799	26,600
EFB-AIRPORT	90,431	80,900	81,893	81,900
EFB-ELECTRIC	504,562	579,700	531,759	536,000
EFB-SEWER	210,578	280,200	279,529	282,700
EFB-WATER	219,988	231,600	227,252	233,700
EFB-MARINA	17,295	17,300	20,348	19,100
EFB-MOTOR VEHICLE	78,399	69,000	68,999	70,000
EFB-EFB	290,587	318,400	315,546	315,900
EFB-DDA	14,469	10,600	31,192	31,800
REFUND & REBATES-INSURANCE	-	-	-	-
INTEREST EARNINGS	1,297	1,000	1,000	1,000
MISC INCOME - WELLNESS	-	-	-	-
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	**$ 2,111,203**	**$ 2,333,300**	**$ 2,292,926**	**$ 2,389,600**
EXPENSES				
WAGES (ICMA)	28,571	35,100	35,462	34,800
FRINGE BENEFITS	290,587	318,400	315,546	315,900
WORKERS COMPENSATION	83,509	89,500	62,728	67,400
SOCIAL SECURITY	269,972	302,400	284,385	290,100
HEALTHCARE PREMIIUMS	531,122	687,900	606,794	667,500
HEALTHCARE - OPT OUT	25,526	36,000	30,722	36,600
EMPLOYER SHARE HSA	69,954	73,300	71,550	73,000
WELLNESS COMMITTEE	-	-	-	-
WELLNESS INCENTIVES FOR HSA ACCOUNT	-	-	-	-
LIFE INSURANCE	7,619	8,000	7,587	8,100
RETIREMENT FUND CONTRIB.	318,731	302,000	463,611	592,900
HOLIDAY PAY	76,223	98,700	86,558	88,300
SICK PAY	70,056	78,600	82,738	80,600
SICK LEAVE/CITY S&A	5,502	2,000	8,000	5,000
VACATION PAY	165,735	182,000	187,268	182,000
UNEMPLOYMENT COMPENSATION	14,360	70,000	30,000	50,000
PERSONAL LEAVE	28,504	32,300	28,789	29,100
JURY DUTY/FUNERAL LEAVE	5,862	5,000	5,000	5,500
LONGEVITY	8,400	9,000	9,000	9,600
COMP TIME USED	15,390	9,600	15,300	15,600
PROFESSIONAL SERVICES	2,151	2,700	2,800	2,700
CONFERENCE & TRAVEL	633	2,000	2,000	2,000
MISCELLANEOUS	11,893	4,700	4,700	4,700
TOTAL EXPENSES	**$ 2,030,297**	**$ 2,349,200**	**$ 2,340,539**	**$ 2,561,400**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 80,905**	**$ (15,900)**	**$ (47,614)**	**$ (171,800)**
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	662,500	670,180	743,405	695,791
CHANGE IN NET POSITION	80,905	(15,900)	(47,614)	(171,800)
NET POSITION	**$ 743,405**	**$ 654,280**	**$ 695,791**	**$ 523,991**
CASH & INVESTMENTS	**$ 804,300**	**$ 787,376**	**$ 806,687**	**$ 634,887**

CITY OF CHARLEVOIX
MOTOR POOL FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
INTEREST AND RENTS	1,789	832	1,080	1,080
EQUIPMENT RENTAL	701,322	736,300	777,950	791,350
SALE OF FIXED ASSETS	3,378	2,000	6,500	5,000
OTHER	1,581	-	910	900
CONTRIBUTIONS FROM OTHER FUNDS	394,000	-	-	70,000
TOTAL REVENUES	**$ 1,102,071**	**$ 739,132**	**$ 786,440**	**$ 868,330**
EXPENSES				
MOTOR POOL	403,621	389,800	362,902	381,500
CAPITAL EXPENDITURES	(9,227)	271,300	209,000	585,000
DEPRECIATION	269,100	250,000	275,000	305,000
FUND TRANSFERS	102,330	103,900	110,133	113,400
TOTAL EXPENSES	**$ 765,824**	**$ 1,015,000**	**$ 957,035**	**$ 1,384,900**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 336,247**	**$ (275,868)**	**$ (170,595)**	**$ (516,570)**
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	973,222	811,694	1,309,469	1,138,874
CHANGE IN NET POSITION	336,247	(275,868)	(170,595)	(516,570)
NET POSITION	**$ 1,309,469**	**$ 535,826**	**$ 1,138,874**	**$ 622,304**
CASH & INVESTMENTS	**$ 779,704**	**$ 761,231**	**$ 884,109**	**$ 672,539**

CITY OF CHARLEVOIX
DPW SITE FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
INTEREST EARNINGS	4,451	2,244	2,300	2,346
CONTRIBUTION-MOTOR POOL	24,300	24,300	24,300	26,730
CONTRIBUTION-ELECTRIC	126,000	126,000	126,000	138,600
CONTRIBUTION-WATER	-	-	29,500	32,450
CONTRIBUTION-SEWER	36,200	36,200	36,200	39,820
CONTRIBUTION-OTHER	-	-	-	-
TOTAL REVENUES	**$ 190,951**	**$ 188,744**	**$ 218,300**	**$ 239,946**
EXPENSES				
PROFESSIONAL SERVICES	14,038	-	3,500	390,000
CONTRACTUAL SERVICES	-	-	-	-
LEGAL FEES	47	-	-	-
DEPRECIATION	3,496	4,000	3,500	3,700
TRANSFER TO OTHER - WATER	-	-	-	-
TOTAL EXPENSES	**$ 17,580**	**$ 4,000**	**$ 7,000**	**$ 393,700**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 173,371**	**$ 184,744**	**$ 211,300**	**$ (153,754)**
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	1,412,109	1,566,759	1,585,480	1,796,780
CHANGE IN NET POSITION	173,371	184,744	211,300	(153,754)
NET POSITION	**$ 1,585,480**	**$ 1,751,503**	**$ 1,796,780**	**$ 1,643,026**
CASH & INVESTMENTS	**$ 1,281,149**	**$ 1,645,309**	**$ 1,695,949**	**$ 1,545,895**

CITY OF CHARLEVOIX
PERPETUAL CARE TRUST FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
CHARGES FOR SERVICES	3,375	4,000	4,725	4,000
INTEREST EARNINGS	2,256	2,000	2,000	2,000
TOTAL REVENUES	**$ 5,631**	**$ 6,000**	**$ 6,725**	**$ 6,000**
EXPENSES				
PERPETUAL CARE EXPENDITURES	-	-	-	-
TOTAL EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 5,631**	**$ 6,000**	**$ 6,725**	**$ 6,000**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	412,647	418,647	418,278	425,003
NET CHANGE IN FUND BALANCE	5,631	6,000	6,725	6,000
FUND BALANCE	**$ 418,278**	**$ 424,647**	**$ 425,003**	**$ 431,003**
CASH & INVESTMENTS	**$ 367,493**	**$ 424,534**	**$ 424,218**	**$ 430,218**

CITY OF CHARLEVOIX

2018-2019

Schedule of Rates, Fees & Charges

Unless otherwise noted, all of the following rates, fees, and charges are for April 1, 2017-March 31, 2018. The City Council reserves the right to amend or change these at any time.

Unless otherwise noted, “resident” means a resident of the City of Charlevoix. Resident: Must meet one of the following criteria: 1) Taxpayer in the City of Charlevoix (including business or personal property), 2) Renter in the City of Charlevoix and registered to vote in the City of Charlevoix or 3) a dependent of an adult resident, claimed by the adult on their income taxes as a legal dependent and under the age of 18.

A senior citizen must be 55 or over.

Airport

Aircraft Landing & Ramp Fees

- *Landing fee waived for one day with a qualifying minimum purchase of fuel.*
- *~~Yearly~~ Annual landing pass covers all landing fees for one year.*
- *Landing fees are waived for aircraft that land as a result of an in-flight emergency, doing touch-and-goes, are based at Charlevoix Airport, or are owned by the military, state or federal government. Medical flights are not exempt from landing fees.*

Single Engine		Min. Fuel Purchase
Landing Fee	$0.00	N/A
Ramp Fee (overnight)	8.00	
Monthly ~~Pass~~Ramp Fee	60.00	
Piston Twin		
Landing Fee	20.00	30 gallons
Ramp Fee (overnight)	15.00	
Monthly ~~Pass~~ Ramp Fee	150.00	
~~Yearly~~ AnnualLanding ~~Fee~~ Pass	450.00	
Single Turbo Prop (including Meridan, TBM & Eclipse Jet)		
Landing Fee	~~50.00~~45.00	~~75~~ 50 gallons
Ramp Fee (overnight)	~~30.00~~ 25.00	
Monthly -Ramp ~~Pass~~ Fee	300.00	
Annual ~~Yearly~~Fee	500.00	
Twin Turbo Prop (including Pilatus & Caravan singles)		
Landing Fee	65.00	100 gallons
Ramp Fee (overnight)	40.00	
Monthly Ramp Fee	400.00	
Annual ~~Yearly~~Pass	700.00	
Type I Jet (up to 20,000 lbs)		
Landing Fee	$90.00	100 gallons
Ramp Fee (overnight)	40.00	
Monthly Ramp Fee	400.00	
Yearly Landing Fee Pass	700.00	

Type II Jet (20,000 - 40,000 lbs)		
Landing Fee	125.00	225 gallons
Ramp Fee (overnight)	50.00	
Monthly Ramp Fee	500.00	
Annual Landing Fee	~~800.00~~ 900.00	
Type III Jet (over 40,000 lbs)		
Landing Fee	150.00	275 gallons
Ramp Fee (overnight)	70.00	
Monthly Ramp Fee	700.00	
Annual ~~Fee~~ Pass	~~1,000.00~~ 1,150.00	

Hangar and Access Rates

Hangar Rental Rates* (per month)	
Units 1, 2, 3, 8, 9 & 10	160.00
Units 4, 5 & 7	165.00
Unit 6	220.00
Box B	235.00
Box C	420.00
Box D	185.00

* Rates are not effective until current leases expire.

Land Lease Rates (per month, per square foot)	$0.30
Access Rate for Through-the-Fence Operations (per square foot)	0.35

Fuel Rates and Ground Services

100LL Contract Fuel into Plane Fee (per gallon)	0.35
100LL Fuel Delivery Surcharge (Fuel Truck) (per gallon)	0.25
After Hours Call Out Fee (1st hour)	150.00
Additional Hours	100.00
Ground Power Unit (GPU) Connection (1 hour maximum)	~~75.00~~ 85.00
Ground Handling Fee	~~15.00~~ 20.00

Vehicle Parking Fees

Daily	No Charge
Overnight	5.00
Weekly	20.00
Monthly	60.00

6 Months	100.00
6 Months - Premium	200.00
Annual	175.00
Annual - Premium	365.00
Commercial Operations	
On-Airport Rental Car Service (per year)	Set by contract
Aircraft Servicing, Maintaining & Repairing (per year)	2,000.00
Catering Service	2,000.00
Part 135 Operator (per year)	2,000.00
Parachuting & Jump Schools (per year)	2,000.00

Ambulance

Service	Fee
Base Rate - Basic Life Support (BLS)	$525.00
Base Rate - Advanced Life Support (ALS)	600.00
Note: Additional unit time may be added to base rate	75.00
Intercepts (ALS)	700.00
Mileage Rate per Loaded Mile	11.50
Transfers - Basic Life Support (BLS)	525.00
Transfers - Advanced Life Support (ALS)	600.00
Response Fee: Treatment / No Transport	450.00
JAWS Charge	750.00
Lift Assist Only	150.00

Cemetery

Service/Charge	Resident	Non-resident
Adult Lots	$400.00	$600.00
Baby Lots	200.00	300.00
Adult Opening	300.00	450.00
Baby Opening	150.00	225.00
Winter Opening	600.00	900.00
Adult Exhumation	600.00	900.00
Cremation Opening	175.00	275.00
Cremation Exhumation	200.00	300.00

Winter Storage: City Cemetery	100.00	100.00
Winter Storage: Other Cemetery	150.00	150.00
Monument Foundation: Single or Double (price per square inch)	0.25	0.25
Replacement Deed	10.00	10.00
Deed Transfers: One to Four (1-4) (price each)	20.00	20.00
Deed Transfers: More than Four (4+)	At Cost	At Cost
Perpetual Care	175.00	275.00
Seeding / Topseeding / Leveling	Cost	Cost
Full Setup	100.00	100.00
Partial Setup	50.00	50.00
Saturday / Sunday / Holiday	Double	Double

Charlevoix Municipal Marina

Transient Boater Daily Fee	DNR Tier D (Open- May 31) DNR Tier E (June 1-Close)
Daily Dingy Fee	$5.00
Seasonal Slips	DNR Tier C for 156 days
Seasonal Dingy (individual)	$500.00
Seasonal Dingy (commercial)	600.00
Burns Street Dock (effective 2019 season)	~~37.94~~ 43.00 per foot

Parking Fees & Fines

<u>Violations</u>	<u>Fine</u>	
Non-metered parking violation (paid within 72 hours)	$15.00	
Non-metered parking violation (paid beyond 72 hours)	30.00	
Metered parking violation (paid within 24 hours)	10.00	
Metered parking violation (paid after 24 hours)	30.00	
<u>Reserved Parking</u>	<u>Fee</u>	
Acacia Lot (~~14~~ 19 spaces- May 1- October 31)	~~$750.00~~ $1,000.00	
<u>Boat Launch Parking</u>	<u>Resident</u>	<u>Non-Resident</u>
Seasonal	~~$20.00~~ $50.00	~~$40.00~~ 100.00
Daily Car and/or Car with Trailer	~~5.00~~ 10.00	~~8.00~~ 17.00
Commercial*	~~1,000.00~~ 1,200	~~1,000.00~~ 1,500
10-punch (any commercial, limit one)*	~~100.00~~ 500.00	~~100.00~~ 750.00

*Resident commercial rate for business with a City of Charlevoix tax bill in the name of the business.

Planning & Zoning

Level A Site Plan Review	~~$100.00~~ $115.00
Level B Site Plan Review	275.00 +actual expenses
Rezoning Application	325.00+actual expenses
Variance - Zoning Board of Appeals	350.00 +actual expenses
Zoning Permit	~~40.00~~ 45.00
Zoning Appeals	300.00 +actual expenses
Special Use Permit	300.00 +actual expenses
Parcel Division	125.00
Sign Permit	~~25.00~~ 30.00
Sign Variance	300.00
Alley Abandonment	~~250.00~~ 1000.00+actual expenses
Sidewalk Café (Annual Fee)	50.00
Outdoor Dining Fee	50.00

Freedom of Information Act (FOIA) Requests

Request	Fee
Copies (per page)	$0.10
Blueprints (each)	Minimum $3 or Cost
CDs (each)	3.00
Flash Drives (each)	Actual Cost
Election Reports (per page)	0.10
Election Report - Labels (per page) (labels provided by customer)	0.10
Mailing Containers	Actual Cost
Postage	Actual Cost
Cost of labor to locate, examine, redact, copy and/or transfer records (Cost is calculated by rounding down to the nearest quarter hour)	Hourly Wage plus 50% fringe benefit Factor of the least paid employee capable of performing the work

Recreation

Pavilion Reservation	Resident	Non-Resident
Picnic Pavilion Rental - Weekday	$30.00	$55.00

Picnic Pavilion Rental - Weekend or Holiday	50.00	80.00
Picnic Pavilion Rental - Non-Profit	No charge	No Charge
Performance Pavilion Rental (case by case)	50.00	100.00
Use of Public Property (case by case basis) (must be approved)	~~50.00~~ 200.00	~~100.00~~ 500.00
Wedding on Public Property (must be approved)	~~150.00~~ 200.00	~~250.00~~ 500.00
<u>Sports Fees</u>		
Team Fees (Basketball, Volleyball, Softball) (per team)	150.00	150.00
Youth Sport (per person)	25.00	25.00
<u>Skate Park (Carpenter Avenue)</u>		
Daily Pass	~~1.00~~ 5.00	~~1.00~~ 5.00
Seven Day Punch Card	~~5.00~~ 10.00	~~5.00~~ 12.00
Summer Pass	30.00	40.00

Mt. McSauba

For all activities at Mt. McSauba, Charlevoix Township residents will be given the same rate as City residents. A "resident" must be one of the following criteria: 1) Taxpayer in the City of Charlevoix or Charlevoix Township (including business or residential property), 2) Renter in the City of Charlevoix or Charlevoix Township and registered to vote in the City of Charlevoix or Charlevoix Township or 3) a dependent of an adult resident, claimed by the adult on their income taxes as a legal dependent and under the age of 18.

Day Camp	Resident	Non-Resident
Mt. McSauba Day Camp (per person per week)	~~95.00~~ 100.00	~~110.00~~ 120.00
<u>Mt. McSauba Ski Hill</u>		
Weeknight Daily	$10.00	$15.00
Weekend Daily	13.00	18.00
Season Pass: 1 Person	~~130.00~~ 135.00	~~199.00~~ 215.00
Each Additional Family Member	70.00	80.00
<u>Equipment Rental</u>		
Downhill Skis or Snowboard	10.00	12.00
Cross Country Skis or Snowshoes (8 hour rental)	5.00	8.00
Cross Country Skis or Snowshoes (24 hour rental)	10.00	12.00
<u>Lessons</u>		
Group Ski or Snowboard Lessons (per person)	45.00	50.00

Group Ski or Snowboard Lessons with Rental (per person)	55.00	60.00
Individual Ski or Snowboard Lessons with Rental (1/2 hour)	25.00	30.00
Individual Ski or Snowboard Lessons with Rental (1 hour)	35.00	40.00
<u>Skating Rink</u>		
Daily Fee	1.00	1.00
Season Pass	30.00	30.00
Ice Skate Rental	1.00	1.00
<u>Mt. McSauba Area Rental Fee</u>		
Initial Rate (Two hours)	150.00	250.00
Additional rate per hour	100.00	100.00
Supervisor fee per hour (Required)	25.00	25.00

Charlevoix Golf Club

<u>Daily Rates</u>

	Pre-Memorial Day	Summer	After Labor Day
9 Holes Monday-Thursday	$14.00	$15.00	$13.00
9 Holes Friday-Sunday / Holiday	14.00	16.00	13.00
18 Holes Monday-Thursday	19.00	23.00	19.00
18 Holes Friday-Sunday / Holiday	19.00	25.00	19.00

5-play punch card	60.00	
Pull Cart Rental	3.00	
Upper Locker Rental	30.00	
Lower Locker Rental	40.00	
<u>Season Pass</u>	<u>Resident</u>	<u>Non-Resident</u>
Single	320.00	465.00
Family	495.00	625.00
Student	185.00	200.00
Senior Citizen - Single	255.00	400.00
Senior Citizen - Double	385.00	535.00

Utility Rates

Water Rates

<u>Service Charge - Meter Size</u>	<u>City</u>	<u>Non-City</u>

3/4 " or Smaller	$21.25	$42.25
1"	27.25	54.25
1 1/2"	42.45	84.65
2"	60.25	120.25
3"	101.25	202.25
4"	196.25	392.25
6"	367.25	N/A
Sprinkling Meter	4.25	8.25
<u>Commodity Charge</u>		
1st 2,000 Gallons	3.45	6.90
3rd-50th 1,000 Gallons	3.45	6.90
51st 1,000 Gallons and Over	3.45	6.90
Water Usage Minimum (Gallons)	2,000 gal.	2,000 gal.
Water Minimum Charge	24.70	49.15
<u>Privilege Fees</u>		
New User Cost per REU, Prepaid	1,000.00	1,500.00
Turn On Fee - Water	175.00	300.00
Turn On / Off Fee - Water (Seasonal)	25.00	35.00
Turn On Fee - Sprinkler	25.00	35.00
<u>Water Tap Fees</u>		
3/4" Line	$250.00	
1" Line	320.00	
Larger Than 1" Line	At cost	
<u>Other Fees</u>		
Service Upgrade (remove old galvanized pipe)	500.00	
Bacteriological Tests	20.00 / sample	

Sewer Rates

Service Charge – (Based on Water Meter Size)		
3/4 " or Smaller	$38.00	$57.00
1"	54.00	81.00
1 1/2"	88.00	132.00
2"	128.00	192.00
3"	242.00	363.00
4"	410.00	615.00
6"	N/A	620.00
<u>Commodity Charge</u>		
Commodity Rate per 1,000 Gallons	6.25	9.38
Sewer Minimum Charge	50.50	75.76
<u>Privilege Fees</u>		
New User Cost per REU, Prepaid	2,000.00	3,000.00
Turn On Fee - Water & Sewer	500.00	750.00

Electric Rates

	Rate / kWH	Charge	PCA*
Residential - In City	$0.0817	$5.25	$0.02139
Residential - In Senior	0.0744	5.25	0.02139
Residential - Rural	0.0946	6.00	0.02139
Residential - Rural Senior	0.0921	6.00	0.02139
Commercial - In City (GS-C)	0.0917	12.00	0.02139
Commercial - Out (GS-R)	0.1048	12.00	0.02139
Commercial – Demand	0.0505	42.00	0.02139
Industrial & Charity Demand	0.0400	235.70	0.02139
Demand KW	10.90 / KW		

* PCA changes twice a year (in April & October) (PCA = Power Cost Adjustment)

<u>Renewable Credits</u>

These credits are available for approved renewable generation:	Credit Rate/kWH
Solar	$0.0844
Wind	0.0504

<u>Services</u>

Disconnect / Reconnect - Regular	No charge

Disconnect / Reconnect - After Hours	150.00	
Disconnect / Reconnect - Regular (Without 24 Hour Notice)	50.00	
Disconnect / Reconnect - Seasonal**	115.00	
Disconnect / Reconnect - Seasonal After Hours**	167.00	
** Disconnected from the system for longer than one billing cycle		
Reconnect - Non Payment	30.00	
Reconnect - Non Payment (After Hours)	150.00	
Trenching for All Underground Residential Services 200 amps & Under	3.00 Per Foot	
Meter Test	25.00	
Additional meter test at the same location	5.00	
<u>Security Lights</u>		
	City	Non-City
70 Watt	5.28	5.60
100 Watt	6.60	7.08
150 Watt	8.92	9.23
250 Watt	14.11	15.24
400 Watt	20.79	22.60
105 Watt LED (400 W equivalent)	9.70	10.23
1000 Watt	47.37	51.90

Miscellaneous Fees

<u>Temporary / Seasonal Business Fees</u>

Solicitor's License: 1st Day, One Person	$50.00
Additional Days (per day)	$5.00
Additional Person on License (per person)	25.00
Roadside Stand / Temporary Business (per application)	100.00
Transient Merchant	50.00

NSF Fees

NSF / Returned Check Charge (per occurrence)	$45.00
ACH NSF Charge (per occurrence)	35.00
Police Bad Check Processing Fee (per request)	45.00

Public Safety Fees

Mass Gathering Permit	100.00
Public safety services for events (applies to for-profit organizations only)	1,000.00
Standby for Fireworks (Equipment & Personnel) (per hour)	500.00
Police Escort Fee (per occurrence)	100.00
Liquor License Fee	100.00
Trash License (annual fee)	10.00

Copy/Fax/Report Charges

City Charter (free on city website)	10.00
City Zoning Code (free on city website)	10.00
Code Book (free on city website)	30.00
City Budget (loose leaf)	15.00
City Council Rules & Procedures	2.00
General Copies (per copy)	0.25
Accident Report (per report)	2.00
Facsimile (send or receive a fax) (per page)	1.00
Garden Plots (per plot)	35.00
City Flag	35.00

Miscellaneous Payment Rates

Election Inspectors (per hour)	10.00
Election chairperson (per hour)	10.50
Election Receiving Board Member (per hour)	11.50
Board of Review Member (per day)	50.00
Mileage	IRS Rate / Mile
~~Per Diem - Council / Mayor (per day)~~	50.00
Major/Council Additional Meetings (per diem) <25 Miles	

~~More Than 25 Miles (set by Compensation Commission)~~	75.00
Major/Council Additional Meetings (per diem) >25 Miles	

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager Comments

DATE: January 29, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Linda Weller's Retirement Party
Please remember to join us on Wednesday afternoon at 3pm for Linda's retirement reception.

B. Chamber Breakfast
Space is still available for Council to attend the Chamber of Commerce Annual Breakfast on Friday morning. Please advise Linda and we'll reserve a sport for you.

C. Presentation on Green Elk Rapids
I was asked to share this information with Council and I believe it could be an interesting concept for us to explore.

When some Elk Rapids citizens became aware of the environmental practices of the Elk Rapids Department of Public Works they asked the village council to showcase that information. When there was such an enthusiastic response, a Green Elk Rapids Committee was formed in 2009. With their local perspective, their community involvement and citizen education, they partner with local schools, businesses, and a variety of local organizations. Some activities: recycling events, bird habitat, renewable energy, water conservation, nature hikes, local experts, marking storm water drains, competitions, book discussions and more. If you'd like to hear more about this collaborative group working to protect beautiful lakes, beaches, parks, natural areas come to the Charlevoix Public Library Community Room at 1:00 on Thursday, February 15. Sponsored by the Friends of the Charlevoix Public Library, Life Long Learning. Please register with the Charlevoix Public Library by phone 231-237-7340.