



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL WORK SESSION
Monday, January 20, 2020- 5:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. FY 2020 Budget Review
- 4. Reports and Communications**
 - A. Public Comment
- 5. 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: FY 2020 Budget Review

DATE: January 20, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Attached for your review, is the latest draft of the General Fund Budget summary. We'll go into more detail discussing this Monday but we have updated the revenue projections with a revised tax revenue including a re-allocation of .3 mills from the Infrastructure Levy to the General Operating Levy. This will yield no change to the taxes our property owners pay but it places slightly more revenue in the General Fund and slightly less revenue in our "savings account" for future infrastructure expenses. This budget also assumes the purchase of a new phone system for the City this year but has not taken into account some expected savings from operating efficiencies from the new system.

The draft Fee Schedule is also included and reflects some changes discussed at your last meeting. We can discuss other questions or topics you'd like to raise related to fees during the work session.

ATTACHMENTS:

- ▣ Draft General Fund Budget FY 2020
- ▣ Draft Fee Schedule

**CITY OF CHARLEVOIX
GENERAL FUND
2020-21 BUDGET**

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
Taxes	2,398,905	2,446,800	2,544,017	2,609,000
Licenses & Permits	7,485	5,900	7,400	7,400
Federal Grants	-	-	-	-
State Grants & Revenue	258,757	263,400	266,165	271,000
Local Grants & Contributions	13,000	21,000	37,628	5,200
Charges for Services	1,216,231	266,300	481,360	349,600
Fines & Forfeits	16,435	21,300	18,600	17,600
Interest & Rents	184,626	184,300	209,419	212,400
Other	51,080	73,700	38,290	35,000
Fund Transfers	2,500	2,500	-	-
TOTAL REVENUES	\$ 4,149,019	\$ 3,285,200	\$ 3,602,880	\$ 3,507,200
EXPENSES				
Legislative	52,453	61,700	76,719	59,000
General Government	603,072	673,450	689,334	651,450
Public Safety	1,052,206	1,111,900	1,139,140	1,181,300
Public Works	245,350	300,300	298,121	265,200
Health & Welfare	1,271,247	-	77,472	61,200
Recreation & Culture	1,205,520	1,242,850	1,281,620	1,216,750
Other	34,535	33,300	16,915	17,100
Fund Transfers	8,991	30,000	100,000	25,000
TOTAL EXPENSES	\$ 4,473,375	\$ 3,453,500	\$ 3,679,322	\$ 3,477,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (324,356)	\$ (168,300)	\$ (76,442)	\$ 30,200
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,536,890	1,325,571	1,212,534	1,136,092
NET CHANGE IN FUND BALANCE	(324,356)	(168,300)	(76,442)	30,200
FUND BALANCE	\$ 1,212,534	\$ 1,157,271	\$ 1,136,092	\$ 1,166,292
CASH & INVESTMENTS	\$ 936,514	\$ 848,873	\$ 860,072	\$ 890,272
FUND BALANCE AS % OF TOTAL EXPENSES	27%	34%	31%	34%



**CITY OF
CHARLEVOIX**

Schedule of Rates, Fees & Charges

Unless otherwise noted, all of the following rates, fees, and charges are currently effective.

2020-21 PROPOSED CHANGES HIGHLIGHTED

Airport

Aircraft Landing & Ramp Fees

- Landing fee waived for one day with a qualifying minimum purchase of fuel.
- 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	\$10.00
	Monthly Ramp Fee	60.00	Remove
Add	Weekly Ramp Fee	40.00	
Add	Annual Ramp Fee	300.00	

Piston Twin

	Landing Fee	20.00	25.00	30 gallons
	Ramp Fee (overnight)	15.00	20.00	
	Weekly Monthly Ramp Fee	150.00	75.00	
	Annual Landing Pass	450.00	Remove	

Single Turbo Prop (including Meridan, TBM & Eclipse Jet)

	Landing Fee	50.00	55.00	50 gallons
	Ramp Fee (overnight)	30.00	35.00	
	Weekly Monthly Ramp Fee	300.00	175.00	
	Annual Pass	500.00	Remove	

Twin Turbo Prop (including Pilatus & Caravan singles)

	Landing Fee	75.00	110.00	100 gallons
	Ramp Fee (overnight)	50.00	60.00	
	Weekly Monthly Ramp Fee	400.00	275.00	
	Annual Pass	700.00	Remove	

Type I Jet (up to 20,000 lbs)

	Landing Fee	105.00	110.00	100 gallons
	Ramp Fee (overnight)	55.00	60.00	
	Weekly Monthly Ramp Fee	400.00	300.00	
	Yearly Landing Fee Pass	900.00	Remove	

Type II Jet (20,000 - 40,000 lbs)

Landing Fee	145.00 155.00	225 gallons
Ramp Fee (overnight)	70.00 75.00	
Weekly Monthly Ramp Fee	500.00 375.00	
Annual Landing Fee	1,200.00 Remove	

Type III Jet (over 40,000 lbs)

Landing Fee	175.00 185.00	275 gallons
Ramp Fee (overnight)	95.00 100.00	
Weekly Monthly Ramp Fee	700.00 500.00	
Annual Pass	1,500.00 Remove	

Hangar and Access Rates

Hangar Rental Rates* (per month)

Units 1, 2, 3, 8, 9 & 10	164.00 172.20
Units 4, 5 & 7	169.13 177.59
Unit 6	225.50 236.78
Box B	240.88 252.92
Box C	430.50 452.03
Box D	189.63 199.11

* 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

After Hours Call Out Fee (1st hour) ~~150.00~~ **175.00**

Additional Hours 100.00

Ground Power Unit (GPU) Connection (1 hour maximum) 85.00 **per ½ hour**

Ground Handling Fee ~~30.00~~ **35.00**

Lav Cart Fee 85.00

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

ADD Rental Car Parking (Per Space)	175.00
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Ambulance Fees - No Changes

ALS Emergency	\$ 810.00
ALS II Emergency	1,300.00
ALS Non-Emergency	675.00
BLS Emergency	675.00
BLS Non-Emergency	675.00
LALS Emergency	810.00
Mileage	16.75
Oxygen	50.00
Lift Assist	225.00
BLS Transfer	675.00
ALS Transfer	810.00
Treatment/NO Transport	485.00

Cemetery

<u>Service/Charge</u>	<u>20-21Proposed</u>	<u>Resident</u>	<u>Non-resident</u>	<u>Proposed</u>
Adult Lots	425.00	\$410.00	\$615.00	640.00
Baby Lots	215.00	205.00	307.50	320.00
Adult Opening	320.00	307.50	465.00	485.00
Baby Opening	160.00	153.75	235.00	245.00
Winter Opening	640.00	615.00	922.50	960.00
Adult Exhumation	640.00	615.00	922.50	960.00
Cremation Opening	190.00	180.00	282.00	295.00
Cremation Exhumation	215.00	205.00	307.50	320.00
Winter Storage: City Cemetery	110.00	102.00	102.00	110.00
Winter Storage: Other Cemetery	160.00	155.00	155.00	160.00
Monument Foundation: Single or Double	.26	0.25	0.25	.26
(price per square inch)				
Replacement Deed	16.00	15.00	15.00	16.00
Deed Transfers: One to Four (1-4) (price each)	26.00	25.00	25.00	26.00
Deed Transfers: More than Four (4+)		At Cost	At Cost	
Perpetual Care	190.00	180.00	280.00	290.00
Seeding / Topseeding / Leveling		Cost	Cost	
Full Setup	110.00	102.50	102.50	110.00
Partial Setup	53.00	51.00	51.00	53.00
Saturday / Sunday / Holiday		Double	Double	

Charlevoix Municipal Marina

Transient Boater Daily Fee	DNR Tier H
Transient Boater Discount - Open to May 31 and Labor Day to Close – Rent one day get one day Free	
Daily Dingy Fee	\$10.00 \$6.00
Seasonal Slips	DNR Tier E for 156 days
Seasonal Dingy (individual)	\$525.00 \$550.00
Seasonal Dingy (commercial)	650.00
Burns Street Dock	43.00 per foot 49.00

Parking Fees & Fines

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.

<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

Annual Downtown Permit Parking

Reserved Permit Parking	\$1,000.00	\$1,250.00
Unreserved Permit Parking	\$ 500.00	Remove

<u>Boat Launch Parking</u>	<u>Resident</u>	<u>Non-Resident</u>
Seasonal	\$20.00	40.00
Daily Car and/or Car with Trailer	5.00	8.00
Commercial*	1,200	1,500
10-punch (any commercial, limit one)*	500.00	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	\$135.00
Level B Site Plan Review	275.00 +actual expenses
Rezoning Application	325.00+actual expenses
Variance - Zoning Board of Appeals	350.00 +actual expenses
Construction Hours Waiver Fee	350.00
Zoning Permit	45.00
Zoning Appeals	300.00 +actual expenses
Special Use Permit	300.00 +actual expenses
Parcel Division	125.00
Sign Permit (per sign)	30.00
Sign Variance	300.00
Alley Abandonment	1000.00+actual expenses

Sidewalk Café (Annual Fee)	50.00
Outdoor Dining Fee	50.00

*Additional actual expenses shall not exceed \$500 except where permitted by ordinance.

Freedom of Information Act (FOIA) Requests – NO CHANGES 20-21

Copies (per page)	\$0.10
Blueprints (each)	Minimum \$3 or Cost
CDs (each)	3.00
Flash Drives (each)	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

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<u>Pavilion Reservation</u>	<u>Resident</u>	<u>Non-Resident</u>
Picnic Pavilion Rental - Weekday	35.00	\$30.00 \$55.00 60.00
Picnic Pavilion Rental - Weekend or Holiday	55.00	50.00 80.00 85.00
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)	200.00	750.00
Wedding on Public Property (must be approved)	200.00	750.00
<u>Sports Fees</u>		
Team Fees (Basketball, Volleyball, Softball) (per team)	150.00	150.00 175.00
Youth Sport (per person)	25.00	25.00 30.00
<u>Skate Park (Carpenter Avenue)</u>		
Daily Pass	3.00	5.00
Seven Day Punch Card	15.00	20.00
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.

<u>Day Camp</u>	<u>Resident</u>	<u>Non-Resident</u>
Mt. McSauba Day Camp (per person per week)	110.00 100.00	130.00 120.00
Camp CHILL (Before/After Camp)	25.00	25.00

Mt. McSauba Ski Hill

Weeknight Daily	12.00 \$10.00	17.00 \$15.00
Weekend Daily	15.00 13.00	20.00 18.00
Season Pass: 1 Person	150.00 135.00	230.00 215.00
Each Additional Family Member	80.00 70.00	90.00 80.00

Equipment Rental

Downhill Skis or Snowboard	11.00 10.00	13.00 12.00
Cross Country Skis or Snowshoes (8 hour rental)	6.00 5.00	10.00 8.00
Cross Country Skis or Snowshoes (24 hour rental)	11.00 10.00	14.00 12.00

Lessons

Group Ski or Snowboard Lessons (per person)	50.00 45.00	60.00 50.00
Group Ski or Snowboard Lessons with Rental (per person)	60.00 55.00	70.00 60.00
Individual Ski or Snowboard Lessons with Rental (1/2 hour)	30.00 25.00	35.00 30.00
Individual Ski or Snowboard Lessons with Rental (1 hour)	40.00 35.00	50.00 40.00

Skating Rink

Daily Fee	2.00	2.00
Season Pass	30.00	30.00
Ice Skate Rental	1.00	1.00

Mt. McSauba Area Rental Fee

Initial Rate (Two hours)	155.00	260.00
Additional rate per hour	110.00	110.00
Supervisor fee per hour (Required)	28.00	28.00

Charlevoix Golf Club

Daily Rates

9 Holes	\$15.00 17.00 or \$20/all day play
9 Holes Senior Platinum Card	10.00 12.00
18 Holes	25.00 Remove
9 Hole Youth (With "Youth on Course Membership")	5.00
9 Hole Youth (Without "Youth on Course Membership")	10.00 12.00

The Recreation Director is authorized to offer sales, specials, and other inducements to account for seasonality and market competitiveness beyond the rates set above.

5-play punch card (Before Memorial Day)	50.00 60.00
5-play punch card (After Memorial Day)	60.00 70.00
Pull Cart Rental	3.00
Upper Locker Rental	35.00
Lower Locker Rental	45.00
Golf Club Rental	10.00

Season Pass

Single	336.00 340.00
ADD Double (+\$130.00 per additional family member)	470.00
Family	520.00 Remove
Student	185.00 Remove
Senior Citizen - Single	268.00 275.00
Senior Citizen - Double	405.00

Utility Rates – Proposed increases: Electric 3.9%, Sewer 3.9%, Water 4.9%

Water Rates	Proposed			Proposed
Service Charge - Meter Size	City	City	Non-City	non-city
3/4 " or Smaller	28.00	\$26.90	\$53.80	51.25
1"	36.50	35.00	70.00	66.75
1 1/2"	57.25	55.00	110.00	104.75
2"	81.25	78.00	156.00	148.75
3"	135.25	130.00	260.00	247.50
4"	260.00	250.00	500.00	475.75
6"	483.50	465.00	930.00	884.75

Sprinkling Meter	5.25	5.00	9.50	9.50
<u>Commodity Charge</u>				
1st 2,000 Gallons	4.35	4.00	8.00	7.96
3rd-50th 1,000 Gallons	4.35	4.00	8.00	7.96
51st 1,000 Gallons and Over	4.35	4.00	8.00	7.96
Water Usage Minimum (Gallons)		2,000 gal.	2,000 gal.	
Water Minimum Charge		26.90	53.80	
<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)		35.00	45.00	
Turn On Fee - Sprinkler		35.00	45.00	
<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*		1,500.00		
*Remove old galvanized pipe from Main to Curb if owner has copper or PVC otherwise additional charges may be warranted.				
Bacteriological Tests		20.00 / sample		

Sewer Rates	Proposed			Proposed
Service Charge – (Based on Water Meter Size)	In City			Rural
3/4 " or Smaller	39.50	\$38.00	\$57.00	59.25
1"	56.00	54.00	81.00	84.00
1 1/2"	91.50	88.00	132.00	137.25
2"	133.00	128.00	192.00	199.50
3"	251.50	242.00	363.00	377.25
4"	426.00	410.00	615.00	639.00
6"		N/A	620.00	650.50

Commodity Charge

Commodity Rate per 1,000 Gallons	6.55	6.25	9.38	9.83
Sewer Minimum Charge		50.50	75.76	

Privilege Fees

New User Cost per REU, Prepaid		2,000.00	3,000.00
Turn On Fee - Water & Sewer		500.00	750.00

Electric Rates		Proposed		Proposed	
	Rate / kWH	Rate	Charge	Charge	PCA*
Residential - In City	\$0.0774	.0780	\$8.75	10.75	\$0.01023
Residential - In Senior	0.0703	.0780	8.75	10.75	0.01023
Residential - Rural	0.0884	.0890	10.00	12.50	0.01023
Residential - Rural Senior	0.0869	.0890	10.00	12.50	0.01023
Commercial - In City (GS-C)	0.0892	.0918	21.50	25.00	0.01023
Commercial - Out (GS-R)	0.0973	.0983	21.50	25.00	0.01023
Commercial – Demand	0.0482	.0497	62.00	62.00	0.01023
Industrial & Charity Demand	0.0383	.0394	294.50	294.50	0.01023
Demand KW	10.90 / KW	11.50			

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

Renewable Credits

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

Services

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

Security Lights

	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

Tax Abatement Application Fee (IFT, CFEC, etc)	\$200.00	210.00
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Temporary / Seasonal Business Fees

Solicitor's License	\$50.00/day; \$100/week; \$150/month	52/105/158
Roadside Stand / Temporary Business (per season)	100.00	105.00
Transient Merchant (per season)	\$200.00	210.00

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	105.00
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 (Standard license)	100.00	105.00
Redevelopment Liquor License	200.00	210.00
Trash License (annual fee)	10.00	Remove

Copy/Fax/Report Charges

General Copies (per copy)	0.25	.26
Accident Report (per report)	2.00	
Garden Plots (per plot)	35.00	37.00
Notary Service	5.00	

Farmers Market Spaces

ADD 5' Space per Season	\$150.00
10' Space per Season	\$300.00
20' Space per Season	600.00
10' Space – Daily Fee	30.00
ADD Monday Night Booth 10' Space	100.00