CITY OF CHARLEVOIX

Agenda
City of Charlevoix City Council Regular Meeting
Monday, January 2, 2023 - 4:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

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1. **Roll Call**
2. **Discussion Items**
   A. Special Event Policy

   B. Fiscal Year 2024 General Fund Budget Discussion

3. **Public Comment**
4. **Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.

Charlevoix City Council
Discussion Items

Title: Special Event Policy
Date: January 2, 2023

Presented By:

Background:
Annually, the Council has sought to review and consider options related to special events in Charlevoix. It seems we have a love-hate relationship with special events, especially those held downtown. On one hand, they can bring a short-term burst of business and activity but they also come with a cost that is not directly borne, in most cases, by the economic beneficiaries of the events. Financially, some events are far more consequential to the city operations but aside from the cost, labor considerations drive how we staff and the tasks that can be completed. We can only realistically do so much.

The existing Special Event Policy is attached for your review along with a summary of costs for 2022 events. In this case, we track the hours for staff who were doing event related work and tracked the expenses for external vendors (like portable toilet rental or other vendor expenses). Equipment rental is our internal cost tracking for things like dump trucks and other equipment used in support of an event.

Recommendation:

Attachments:
1. Special Event Policy
2. 2022 Festival/Special Event Cost Summary

City of Charlevoix Special Event Policy

Purpose

Charlevoix parks, open spaces, alleys, walkways, streets, and recreation areas exist, primarily, for the benefit and enjoyment of the residents who live in this City. These resources were built by the taxpayers of this City, the generosity of donors, and resources of the State of Michigan to bring positive outdoor experiences to connect with the recreational assets, commerce, and natural beauty of our community. Special events should be limited in number, organized in form, and compatible with the community. Special events, when planned on public property, should supplement the enjoyment of our community rather than supplant the free enjoyment of public space. This policy is intended to regulate time, manner, and place of events but not the content of an event.

Recognition of Events of Historic and Cultural Significance to Charlevoix

As Charlevoix has grown and evolved over the years, there are special events that have come to be synonymous with Charlevoix and serve as local markers of the seasons; these events also serve as regional and national draws for visitors. These events shall be deemed exempt events and are given preference in space use above all other requests in any public space of the City; exempt events shall generally be exempt from space usage fees given their unique importance to the cultural and social life of the community.

Charlevoix Venetian Festival

The Venetian Festival's eight day run in late July is Charlevoix's oldest and most well-known special event. It exists for the purpose of drawing families and friends together and celebrating summer life in Charlevoix and the surrounding area. Having begun in 1930, this event has a lasting impact on the character of summer life in Charlevoix. The City of Charlevoix is committed to continuing our unique relationship in support of the Festival.

Charlevoix Waterfront Art Fair

Begun in 1958, this one-day festival is consistently ranked among America's best art shows. The Waterfront Art Fair is sponsored by the Charlevoix Council for the Arts who uses the proceeds derived from the annual show to support the arts in our community. The Council helps sustain various organizations who contribute to the high quality of life enjoyed in our community.

Charlevoix's Apple Fest

Founded in 1978 as a collaboration with area apple vendors and downtown merchants, the Apple Festival is operated by the Charlevoix Area Chamber of Commerce and is viewed by many as the "end of the season" in Charlevoix. Combining crafters, apple vendors, and local food booths, the festival is the prime fall attraction in downtown Charlevoix utilizing East Park, Bridge Park and other portions of the downtown.

Definition of events

Major Events

Major events are those events intended to raise money, sell products, or otherwise engage in commercial activity within a city park, public space or street. This may include events where a fee is charged to patrons for entry, where a special liquor license or extended liquor service is requested, or for events where, in the opinion of City staff, unique public service requirements are requested for the management of traffic, pedestrians, fireworks, or other special circumstances. The City Council shall establish a fee scale for these events based on location, type of activity and time of year.

Small Events

Small events are those events where commercial activity or fundraising is included in the event but done so at a small scale. Events of this type may occur in parks, public spaces or streets but shall be limited in scope. Events may require low-level public service requirements but not, in the opinion of City staff, to a significant extent. The City Council may establish a fee scale for these events based on location, type of activity, and time of year.

Community Events

Community events are unique in that they include any event sponsored and fully managed by the City of Charlevoix or one of its entities. Community events may also include events sponsored by Charlevoix Public Schools or other community entities for which the event exists as a broad gathering for members of the community for which fundraising or commerce is not the intent and for which entry is open to all persons regardless of affiliation. Community events shall expressly include the Charlevoix Farmers Market(s) operated by the City; summer concert or entertainment series operated by the Charlevoix DDA; Charlevoix High School homecoming festivities; and holiday-themed events (including the Easter Egg Hunt and the Holiday Tree Lighting). Most community events shall be exempt from special event fees.

Event Spaces and Restrictions

All public spaces, parks, and areas of the City are unique and carry with them certain characteristics making them more or less fitting for a variety of activities. Small private events like weddings, memorials, graduation parties, receptions or other similar events may be permitted by staff in addition to those rules outlined below. Small private events like these should have minimal impact on a public space and allow for the free enjoyment of the public space by non-participants congruently with the small, private event. Exempt events shall always have precedent over small private events. Any kind of event and gathering must still comply with the mass gathering permit regulations elsewhere stipulated.

City Council and City staff may place limitations on the size, scope, and manner of an event as indicated. Permission to hold an event is limited to the space and agreed standards for the event between the City and the event organizer.

East Park

East Park is the crown jewel of Charlevoix's public spaces. Its unique design connects the marina, downtown, and merchants together. It is anchored by the Odmark Performance Pavilion to the south and the marina office and trout pond at the north end. The undulating landscape of the park creates unique opportunities and challenges for using the space for different activities. All event requests for East Park will require City Council approval.

East Park Use Restrictions

Peak Season

From the Tuesday following Memorial Day through Labor Day, the following major events may be permitted after review and approval by City Council:

- Summer Art Show (June)
- Art & Craft Show (July)
- Charlevoix Venetian Festival (July)
- Waterfront Art Fair (August)

New major events shall not be permitted during the peak season unless specifically approved by City Council.

Small events may be permitted so long as their use is limited, using less than 25% of the park for tents, vendors or other temporary structures. Community events are permitted. Event planners shall pay the per-space parking fee as Council may from time to time establish for all spaces requested to be closed (excluding community events). Aside from Community events, no events may be held on the weekend closest to Independence Day.

Fall Season

From the Tuesday following Labor Day through October 31, major and small events are permitted in East Park along with community Events and Charlevoix's Apple Fest. Event planners will pay the per-space parking fee as Council may from time to time establish for all spaces requested to be closed (excluding community events). Major events shall require specific Council approval.

Off-season Events

Dependent on weather and snow conditions, events may be held in East Park from November 1 through Memorial Day. Major events shall require specific Council approval.

Bridge Park

Bridge Park consists of the open space roof above 103-111 Bridge Park Drive and the park area along the Pine River Channel between the ferry dock and US 31. It is suitable for small events and some smaller major events. Due to the park being situated on a roof, there are restrictions on the weight of vehicles and tent usage. All event requests for Bridge Park will require City Council approval.

Bridge Park Use Restrictions

Peak Season

From the Tuesday following Memorial Day through Labor Day, the Council may permit up to four major events in Bridge Park in addition to exempt and community events. Event planners shall pay the per-space parking fee as Council may from time to time establish for all spaces requested to be closed (excluding community events). Aside from Community events, no events may be held on the weekend closest to Independence Day.

Fall Season

From the Tuesday following Labor Day through October 31, major events may be planned with Council approval. Event planners shall pay the per-space parking fee as Council may from time to time establish for all spaces requested to be closed (excluding community events).

Off-peak Season
Dependent on weather and snow conditions, events may be held in Bridge Park from November 1 through Memorial Day.

Ferry Beach Park
Ferry Beach Park is a large community park with ample shoreline on Lake Charlevoix including amenities like an accessible kayak launch, beach, swimming pier, and pavilions. There is ample parking and shaded areas for recreation.

Ferry Beach Park Use Restrictions
In-season
From May 1 through October 31, the City Council may permit up to two major events plus exempt and community events. Small events and community events shall be permitted by staff on a space available basis; exempt events shall always have preference.

Off-season
Event use from November 1 through April 30 is impacted based on snowfall and seasonal conditions. While events may be planned, there is no expectation of parking being available in the park. Services are limited based on weather.

Michigan Beach
Michigan Beach is Charlevoix's premiere public beach on Lake Michigan. It is defined as the parking lot behind the DNR station on to the west inclusive of the playground, pavilion, beach, and parking areas to the Water Treatment Plant but below the bluff.

Michigan Beach Use Restrictions
Council may permit one major event at Michigan Beach each year between Memorial Day and Labor Day. Small events and community events shall be permitted by staff on a space available basis; exempt events shall always have preference.

Depot Beach Park
Depot Beach is centered around the historic train depot and features a pavilion and beach on Lake Charlevoix. Council may permit one major event there each year in addition to exempt events. Small events may be permitted by staff on a space available basis.

Lake Michigan Beach Park
This natural park located along Park Avenue features walking areas and some parking. Aside from the parking areas, which may support other events, events centered in the park are only permitted on a case by case basis (excluding pedestrian races which may utilize the area).

Water Tower Park and Hoffman Park
These are small neighborhood parks along Park Avenue and the Pine River Channel. Neither is suitable for major events and small events may be permitted by staff on a space available basis.

Veterans Park
This is a small park downtown adjacent to East Park. Aside from Community events, there are no events permitted in this park.

Other Public Spaces

Sometimes events or activities may be held in parking lots, alleys or similar spaces. Residents may also wish to have a block party to gather neighbors together. Peak Season shall be defined as the Friday before Memorial Day to Labor Day; Fall Season is the Tuesday following Labor Day through October 31 and off-peak season is November 1 through the Thursday before Memorial Day. Straight-forward requests may be approved by staff or forwarded to City Council for review as staff may feel appropriate.

Mt. McSauba Recreation Area

The Mt. McSauba Recreation Area is primarily intended for the operation of winter sports activities including skiing, snowboarding, ice skating and snowshoeing along with summer day camp and disc golf. Some community events are held here but primarily the area is intended for the free enjoyment of the public. Major and small events will be considered on a case by case basis to the extent they are compatible with routine operations.

Fees and Expenses

The City Council will set fees for the use of certain spaces dependent on the kinds of activities planned and the season in which they will occur. In addition to usage fees which cover costs for staff time, maintenance, and supplies for the activity, Council may impose actual fees for expense including but not limited to: traffic control devices and personnel; public services; and any other specialized costs pertaining directly to the event.

Solid Waste and Recycling

Events tend to create waste. Event holders are responsible for developing a solid waste and recycling plan for each event and delineating responsibility for the collection and disposal of waste. This plan should outline how the event organizers will manage solid waste, what steps will be used to encourage the use of recyclable material, and how waste will be collected and removed from the site. It is the goal of the City of Charlevoix to continually reduce the stream of unrecycled waste in the community; event organizers should work with vendors to use materials that can be recycled.

Senior Citizens and Inclusion for those with Disabilities

The City of Charlevoix desires to be a community accessible and welcoming of persons of all ages and abilities. To this end, organizers of special events shall provide a statement of their efforts to include senior citizens in the special event and discuss steps taken to ensure those with disabilities can freely enjoy the event.

Specific Rules and Procedures

The City Manager is authorized by City Council to develop or have developed other specific rules and regulations to apply to all events consistent with this policy. These additional rules and regulations may include but not be limited to: permits; procedures; insurance requirements; live music and noise rules; parking; and other such topics leading to orderly events.

Reporting and Assessment

Event organizers shall annually report their reasonable estimated return on the City's investment into their event by tracking such data points as: visitor counts; specific local economic impact; funds donated or spent in the City; and other such information as may be relevant. Additionally, event organizers should indicate the steps taken to reduce non-recycled waste, the efforts made to include persons with disabilities, and efforts to minimize traffic and parking congestion.

City staff are directed to track costs associated with all major special events and report the excess or deficiency of fees compared with the City's cost to support such events.

City Council shall review and modify this policy as needed each year in November based on the reporting, assessment, and feedback received.

Breach and Revocation

An event organizer who fails to adhere to the rules set forth for their event or who fails to fully reimburse the City for expenses as stipulated by this policy may face revocation of their right to organize an event under this policy. Announcing an event without prior written authorization may also be grounds for revocation.

SUMMARY OF 2022 FESTIVALS						
FESTIVAL	Date(s) of Event	Employee Wages	Fringe Benefits	Equipment Rental	Vendors Paid	Total
Groundhog Shadowfest	**01/29/22**	$ 304.49	$ 237.49	$ 276.31	$ 2,500.00	**$ 3,318.29**
Dogman Challenge	**02/19/22**	$ 160.56	$ 125.23	$ 184.56	$ -	**$ 470.35**
4 Ukraine 5k	**04/16/22**	$ 122.40	$ 95.47	$ 36.70	$ -	**$ 254.57**
Easter Egg Hunt	**04/16/22**	$ 275.80	$ 194.97	$ 73.39	$ -	**$ 544.16**
Breast Cancer Walk/Run	**05/07/22**	$ 121.90	$ 95.06	$ 36.70	$ -	**$ 253.66**
Memorial Day Parade	**05/30/22**	$ 82.96	$ 64.71	$ 31.20	$ -	**$ 178.87**
High School Graduation	**06/05/22**	$ 208.97	$ 162.99	$ 30.58	$ -	**$ 402.54**
Trout Tournament	**06/10/22-06/12/22**	$ 145.29	$ 113.31	$ 31.20	$ -	**$ 289.80**
Charlevoix Marathon	**06/18/22**	$ 1,900.07	$ 1,450.55	$ 557.18	$ 624.00	**$ 4,531.80**
Summer Art Show	**06/25/22-06/26/22**	$ 1,584.84	$ 975.38	$ 397.01	$ -	**$ 2,957.23**
Boyne Thunder	**07/09/22**	$ 898.84	$ 592.11	$ 141.00	$ -	**$ 1,631.95**
Annual Arts & Craft Show	**07/09/22-07/10/22**	$ 1,990.54	$ 1,513.25	$ 371.32	$ -	**$ 3,875.11**
Venetian	**07/16/22-07/24/22**	$ 16,028.08	$ 14,970.39	$ 4,173.49	$ 22,858.60	**$ 58,030.57**
Dragon Boat Race	**08/06/22**	$ -	$ -	$ -	$ -	**$ -**
Waterfront Art Fair	**08/13/22**	$ 1,993.56	$ 1,434.03	$ -	$ -	**$ 3,427.59**
Sidewalk Sales	**08/18/22-08/20/22**	$ 225.76	$ 176.10	$ 48.93	$ -	**$ 450.79**
Homecoming Parade	**TBD**	$ 279.42	$ 217.95	$ 24.46	$ -	**$ 521.83**
Apple Festival	**10/14/22-10/16/22**	$ 5,290.33	$ 4,087.44	$ 1,284.54	$ 850.00	**$ 11,512.31**
Holiday Parade	**11/25/22**	$ 496.36	$ 387.14	$ 137.26	$ -	**$ 1,020.76**
GRAND TOTALS:		**$ 32,110.17**	**$ 26,893.57**	**$ 7,835.81**	**$ 26,832.60**	**$ 93,672.15**

Charlevoix City Council
Discussion Items

Title: Fiscal Year 2024 General Fund Budget Discussion
Date: January 2, 2023

Presented By:

Background:
As we begin discussion of the fiscal year 2024 budget, we'll focus on the General Fund.
Recommendation:

Attachments:
1. General Fund Budget Memo for Council
2. FY 2024 General Fund DRAFT

CITY OF CHARLEVOIX

MEMO

TO: The Honorable Mayor Gennett and the Charlevoix City Council

FROM: Mark L. Heydlauff, City Manager

RE: FY 2024 Budget Review

DATE: December 29, 2022

As we begin the review of the budget for next year, let me remind you of some background and terminology. Our fiscal year, as set by the City Charter, begins on April 1 of each year. This is a unique fiscal year for cities in Michigan, but it works well for us in a couple of ways. This date allows us to keep most of our seasonal activities in one fiscal year and it also allows time to prepare for the busiest season for our operations. When we use the term, FY 2024, this refers to the end date in the budget. We are currently finishing FY 2023 (the year that began April 1, 2022) and we are preparing the budget for FY 2024 (the year that will end March 31, 2024).

When we review the budget, we are reviewing and editing two different years. The columns you see on the attached budget report are all required by Michigan law. The first shows the actual performance for the City in a given line in the most recently completed fiscal year (in our case, FY 2022). The second column from the left shows the budget adopted by Council for the current fiscal year (FY 2023). The estimated actual column (second from the right) shows the staff expectation for how the year will end. We use some hard calculations to ascertain some of these numbers while others are truly an informed prediction of how the next two months of fiscal performance will go. If the line is debt service, depreciation, or a similar financial transfer, we know exactly the amount to be paid and can predict it based on the timing. When we look at wages, we assume normal year conditions for overtime and snow conditions, for example. The final column on the right is the current recommendation for the upcoming budget (FY 2024). In the case of the document you are receiving, the first two columns (FY 22 Actual and FY 23 Budget) are set in stone because we know the audited position of the City at the end of the last fiscal year and we know the budget approved by Council last year. The next two columns are still a rough draft to one degree or another. The year-end balances (shown most easily on the bottom of page one) give an overview or the closest thing to a profit and loss statement you might expect from a private enterprise. Fund balance shows our net reserves in the general fund once we account for the current annual performance. The Fund Balance as a percent of Expenses is an important indicator of fiscal health for the fund; 15%-25% is optimal and should be our target.

For the work session on Monday, I'd like to suggest we focus primarily on the General Fund (which is included in two different formats). The first page is a one-page summary of the Fund; the following pages are a more detailed breakdown. You should not try to use page one in comparison to page nine, for example, because it would duplicate the data.

In the preparation of this year's budget, we found two human errors made in the preparation of the budget I recommended to you last spring which negatively reflect in our fund balance for FY 23. First, there was a keying error in the police budget that dropped a zero from one of the full-time positions to reduce the actual cost by about $51,000. This mistake was compounded by fact that the fringe benefit calculation is based on the full-time wage cost; the fringe benefit cost was inaccurately lowered by about $39,000. In total, this $90,000 switch can be seen in the increased expense for Public Safety on page one. We have not taken into account the temporary vacancy in the Chief of Police position which ironically will actually reduce some of the effect of this error and lower our cost. Secondly, the costs and revenue associated with the work at Michigan Beach Park are not clear at this point. You'll recall we received a grant of $150,000 to extend the non-motorized trail through the upper area of Michigan Beach Park. While construction is now planned for this coming year, we have begun spending toward this project which will count for our match to the grant. The draft before you, shows less revenue than we project to receive from this state for this project and the expenses are beginning to accrue in FY 23 while the grant is expected to be accounted in FY 24.

Other areas where we saw changes over our expectation:

- Labor costs for temporary, seasonal workers increased and we hired additional staff over previous years when special event activity was reduced. This is noticed especially in the Cemetery and Parks and amounted to $57,000 for these two areas.
- New contract with Charlevoix Township for Fire Service increased by $7,000 and increases again in FY 24.
- Election expenses increased and are set to increase again dramatically next year with the passage of the new election requirements in this past election creating 9 days of early voting.
- When the skid pier at the boat launch broke last year, we needed to update the piers. This was a roughly $70,000 expense for which we have a $41,000 grant from the state. The full expense is shown in the budget but the grant revenue has not yet been shown which will reduce our expenses.

All of this to say, expenses are greater than we projected last year. Revenue is also greater but not to a corresponding extent. We will refine these projections further in the next couple of weeks. I think the budget will ultimately be better than what we are showing at this moment, but it is not going to meet the expectations we had last year.

This brings up questions of how to refine our revenue and expenses going forward in order to ensure continued fiscal health and sustainability for the City. Labor costs are likely to continue outpacing revenue in the short-run as inflation drives costs—especially for seasonal staff.

Here are other sources of revenue not currently used in the General Fund but could be realistic options:

- In FY 22, we created the Parking Fund to hold the cost for new parking meters and to create a reserve account for parking improvements. At that time, we also began transferring a portion (roughly $30,000) of the parking fees to the street department to cover snow removal and maintenance in the parking lots. With the debt on the parking meters and this transfer, this fund still is developing a healthy margin. I would suggest we make an annual or at least a one-time transfer from this fund back to the General Fund; the Police Department oversees this activity.
- We currently set aside about $56,000 per year for future replacement of the ladder truck. Currently, we are obligated to provide this to Charlevoix Township for their use in fighting fires in the City. We also have budgeted $20,000 for maintenance on this vehicle. We just had it inspected and this cost under $2,000. It is likely we will have about $15,000 less in maintenance costs than presently budgeted.
- Over the previous three years, we have accrued approximately $250,000 in federal revenue from the American Rescue and Recovery Act. This is not presently allocated in any fund but any portion of it could be deposited to the General Fund.
- Statutorily, we are limited on our operating millage. We currently levy the statutory cap as rolled back by Headlee but we divide this revenue in two areas: operating and infrastructure. For FY 24, we can

lower the infrastructure levy and increase the operating levy by an equal amount. This does NOT change the amount taxpayers actually pay but will shift where the revenue is received within the city. A shift of .5 mills would move roughly $130,000.

- Even with anticipated statutory inflation for taxable value, we are projecting less tax revenue than we are likely to receive. This is a routine practice I recommend so account for the prospect of tax tribunal cases that might lower our revenue.

Here are other expense considerations for the future:

- For several years, we have relied on a part-time, contractual position for Zoning Administration through Networks Northwest. When this contract as most recently revised (in transition from Jonathan Scheel to Janet Koch), enforcement of non-Zoning Code items (like short-term rentals and blight) was not included. Janet has accepted the position of Deputy County Administrator for Antrim County and will be leaving us in a couple of weeks. She and I have spoken about the workload for this position and she recommends moving this back to a more comprehensive, full-time position. This switch is budgeted in FY 24.
- As noted above, expenses for election administration will increase dramatically for FY 24 since nine days of early voting will be required. Given the propensity of local school districts especially to hold elections in May when no one else is voting, this will significantly add to our unreimbursed expense for elections.

I look forward to a discussion with Council on Monday about the budget. Rather than have a separate discussion about goals to drive the budget, I think it is reasonable to think now about the areas you want to address in the City and how the budget is a tool to direct them. Beyond the Work Session planned for Monday, I'd suggest we have one or more later in the month as we further refine these projections and respond to your direction on budgetary matters. As always, please do not hesitate to contact me if you'd like to discuss any of these topics or background directly with me in advance of the meeting.

Though we have addressed the General Fund in this document and discussion, the remaining funds of the City are largely performing well. I anticipate increases to water and sewer rates that are less than the trending inflation with the electric fund seeing increases in-line with inflationary pressure as we try to update the critical infrastructure of this system. We are still working through the recovery process with FEMA for some costs associated with the EMS system we operated during the pandemic. When this is all complete, it may result in revenue returned to the General Fund for losses incurred by that segment of our work. We will also review these budgets and the accompanying fee schedules later in January and February.

CITY OF CHARLEVOIX
GENERAL FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
Taxes	2,659,502	2,771,000	2,780,683	2,868,100
Licenses & Permits	38,525	54,400	56,495	56,500
Federal Grants	61,059	-	-	-
State Grants & Revenue	307,235	278,800	288,035	546,500
Local Grants & Contributions	45,660	6,500	26,000	6,500
Charges for Services	387,007	352,500	391,677	397,200
Fines & Forfeits	2,391	2,100	2,810	2,300
Interest & Rents	293,325	241,100	245,081	244,500
Other	85,488	47,800	29,950	40,100
Fund Transfers	-	-	-	-
TOTAL REVENUES	**$ 3,880,192**	**$ 3,754,200**	**$ 3,820,730**	**$ 4,161,700**
EXPENSES				
Legislative	178,793	57,700	62,320	62,200
General Government	650,839	709,700	770,262	814,400
Public Safety	1,138,018	1,106,900	1,221,343	1,261,000
Public Works	268,292	352,900	358,105	432,700
Health & Welfare	179,131	-	-	-
Recreation & Culture	1,424,777	1,409,550	1,555,527	1,818,250
Other	41,339	21,000	30,178	20,900
Fund Transfers	128,494	48,300	78,481	77,600
TOTAL EXPENSES	**$ 4,009,683**	**$ 3,706,050**	**$ 4,076,215**	**$ 4,487,050**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (129,491)**	**$ 48,150**	**$ (255,485)**	**$ (325,350)**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,185,811	902,000	1,056,320	800,835
NET CHANGE IN FUND BALANCE	(129,491)	48,150	(255,485)	(325,350)
FUND BALANCE	**$ 1,056,320**	**$ 950,150**	**$ 800,835**	**$ 475,485**
CASH & INVESTMENTS	**$ 1,245,713**	**$ 842,077**	**$ 990,228**	**$ 664,878**
FUND BALANCE AS % OF TOTAL EXPENSES	**26%**	**26%**	**20%**	**11%**

CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
TAXES				
CURRENT PROPERTY TAX LEVY	2,236,461	2,355,200	2,350,810	2,427,400
REFUSE TAX	242,240	255,100	263,982	272,600
PAYMENT IN LIEU OF TAXES	6,138	7,400	7,400	7,400
DELINQUENT TAXES - CITY OPERATING	40,663	30,000	30,000	30,000
DELINQUENT TAXES - REFUSE	4,335	3,000	3,000	3,000
IFT / CFT TAXES	8,265	8,300	8,300	8,300
LOCAL STABILIZATION REVENUE	86,641	80,000	83,190	85,400
INTEREST & DELINQUENT - TAXES	6,573	7,000	7,000	7,000
TAX ADMINISTRATION FEES	28,186	25,000	27,000	27,000
TOTAL TAXES	**$ 2,659,502**	**$ 2,771,000**	**$ 2,780,683**	**$ 2,868,100**
LICENSES & PERMITS				
LICENSES & PERMITS	6,175	6,400	8,495	8,500
LICENSES & PERMITS - SHORT TERM RENTALS	32,350	48,000	48,000	48,000
TOTAL LICENSES & PERMITS	**$ 38,525**	**$ 54,400**	**$ 56,495**	**$ 56,500**
FEDERAL GRANTS				
FEDERAL GRANTS - OTHER	61,059	-	-	-
FEDERAL GRANTS	-	-	-	-
TOTAL FEDERAL GRANTS	**$ 61,059**	**$ -**	**$ -**	**$ -**
STATE GRANTS & REVENUE				
STATE GRANTS - PUBLIC SAFETY	875	1,500	1,500	1,500
STATE GRANTS - ELECTIONS	-	-	1,500	-
STATE GRANTS - OTHER	-	-	-	260,000
STATE SHARED REVENUE	281,399.50	253,700.00	259,434.90	259,400.00
STATE SHARED REVENUE - LIQUOR LICENSES	11,326	10,000	12,000	12,000
STATE SHARED REVENUE - METRO ACT	13,635	13,600	13,600	13,600
TOTAL STATE GRANTS & REVENUE	**$ 307,235**	**$ 278,800**	**$ 288,035**	**$ 546,500**
LOCAL GRANTS & CONTRIBUTIONS				
CONTRIBUTION - CHARLEVOIX TWP	-	-	-	-
CONTRIBUTION - HAYES TWP	-	-	-	-
CONTRIBUTION - NORWOOD TWP	-	-	-	-
GRANTS - CVX COUNTY COMMUNITY FOUNDATION	-	1,000	11,000	1,000
GRANTS - OTHER	22,340	-	-	-
GRANTS - FREY FOUNDATION	-	-	-	-
GRANTS - GRAND TRAVERSE BAND	21,500	3,500	13,500	3,500
GRANTS - FARMERS MARKET	1,820	2,000	1,500	2,000
TOTAL LOCAL GRANTS & CONTRIBUTIONS	**$ 45,660**	**$ 6,500**	**$ 26,000**	**$ 6,500**
CHARGES FOR SERVICES				
CHARGES FOR SERVICES - OTHER	453	700	700	700
CEMETERY - LOTS, FOUND & OPENING	57,580	43,000	55,000	50,000
PAVILLION RESERVATION FEE	9,641	9,500	9,000	9,500
SKATE PARK RENTAL EQUIPMENT	-	-	-	-
SKATE PARK CONCESSION	-	-	-	-
GOLF - NINE AND DINE	-	-	-	-
GOLF - NON TAXABLE ITEMS	1,742	1,800	2,200	2,500
GOLF - TAXABLE ITEMS	3,648	8,000	6,000	8,000
RECREATION - NON TAXABLE ITEMS	238	-	1,100	1,000
FARMERS MARKET SALES	17,861	18,000	22,500	22,500

CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
USE & ADMISSIONS - GREEN FEES	132,601	133,000	145,000	150,000
USE & ADMISSIONS - SUMMER SPORTS	133	4,000	3,800	5,000
USE & ADMISSIONS - DAY CAMP	61,564	62,100	70,000	75,000
USE & ADMISSIONS - SKI HILL	84,329	55,000	55,000	55,000
USE & ADMISSIONS - BASKETBALL	80	100	-	-
USE & ADMISSIONS - VOLLEYBALL	-	-	-	-
USE & ADMISSIONS - BEACH CONSESSION	3,013	2,500	4,500	2,000
USE & ADMISSIONS - SKATE PARK	2,451	2,500	177	-
USE & ADMISSIONS - SKATING RINK	991	500	500	500
USE & ADMISSIONS - FARMERS MKT BOOTH	10,425	11,500	14,900	15,000
USE & ADMISSIONS - YOGA IN PARK	314	300	500	500
USE & ADMISSIONS - USE&ADM COMMUNITY PARTNERSHIPS	(56)	-	800	-
PARKING FEES	-	-	-	-
ALARM RESPONSE FEES	-	-	-	-
TOTAL CHARGES FOR SERVICES	**$ 387,007**	**$ 352,500**	**$ 391,677**	**$ 397,200**
FINES & FORFEITS				
FINES AND FORFEITS	235	-	660	200
ORDINANCE FINES - COUNTY	2,161	2,000	2,000	2,000
NSF CHECK CHARGES	45	100	100	100
CIVIL INFRACTION FINES	(50)	-	50	-
TOTAL FINES & FORFEITS	**$ 2,391**	**$ 2,100**	**$ 2,810**	**$ 2,300**
INTEREST & RENTS				
INTEREST EARNINGS	63,296	5,000	5,000	5,000
RENTS - DOCKING	-	-	-	-
RENTS - CITY HALL	201,500	206,600	206,600	209,900
RENTS - ELECTIONS	-	2,600	3,281	2,600
RENTS - FERRY BOAT LAUNCH	26,866	26,900	27,000	27,000
RENTS - ROAD RIGHT OF WAY	-	-	-	-
RENTS - TOWER LEASE	-	-	-	-
RENTS - GOLF	1,661	-	3,200	-
RENTS - HARBOR BUILDING	1	-	-	-
TOTAL INTEREST & RENTS	**$ 293,325**	**$ 241,100**	**$ 245,081**	**$ 244,500**
OTHER				
SALE OF FIXED ASSETS	-	500	500	500
DONATIONS - PRIVATE SOURCES	5,085	-	-	-
CONTRIBUTIONS & DONATIONS - RESTRICTED POLICE	-	-	100	100
DONATIONS - SKATE PARK	1,026	1,000	2,700	2,500
CONTRIBUTIONS & DONATIONS - DRUG FORFEITURES	300	-	-	-
DONATIONS - DISC GOLF	-	-	-	-
DAY CAMP SCHOLARSHIPS	4,670	6,500	2,550	3,000
SKI HILL SCHOLARSHIPS	2,415	5,000	6,000	6,000
DONATIONS - BRICKS	800	700	1,000	1,000
CONTRIBUTIONS PRIVATE - BENCHES	3,885	2,000	2,000	2,000
DONATIONS-MCSAUBA CANDLE HIKE	118	1,500	1,000	1,000
SPONSOR/DONATION - FARMERS MKT	2,050	3,000	2,000	2,000
DONATION - DAY CAMP EDUCATE	-	-	100	-
DONATION - ICE RINK	-	1,000	-	-
DONATION - BALL FIELD IMPROVEMENT	9,225	-	-	-
DONATION - KAYAK LAUNCH-FERRY	5,000	13,000	-	10,000
DONATION - DOG PARK	28,435	1,500	-	-

CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
DONATION - RECREATION	-	-	-	-
REFUNDS & REBATES	-	1,000	1,000	1,000
REFUNDS & REBATES - INSURANCE	6,888	2,000	2,000	2,000
APPROPRIATIONS FROM SURPLUS	-	-	-	-
MISCELLANEOUS	15,571	9,000	9,000	9,000
MISCELLANEOUS - FARMERS MARKET	20	100	-	-
TOTAL OTHER	**$ 85,488**	**$ 47,800**	**$ 29,950**	**$ 40,100**
FUND TRANSFERS				
CONTRIBUTIONS FROM OTHER FUNDS	-	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS - PI 6	-	-	-	-
TOTAL FUND TRANSFERS	**$ -**	**$ -**	**$ -**	**$ -**
TOTAL REVENUES	**$ 3,880,192**	**$ 3,754,200**	**$ 3,820,730**	**$ 4,161,700**

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES SUMMARY
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
LEGISLATIVE				
Common Council	178,793	57,700	62,320	62,200
TOTAL LEGISLATIVE	**$ 178,793**	**$ 57,700**	**$ 62,320**	**$ 62,200**
GENERAL GOVERNMENT				
Mayor	7,259	10,400	7,401	8,700
City Manager	115,644	120,200	120,797	126,400
Elections	28,596	41,900	47,032	72,900
Assessor	45,017	44,300	44,051	44,800
City Attorney	22,651	33,400	33,400	33,400
City Clerk	54,824	51,300	55,007	55,700
City Treasurer	64,185	79,000	81,013	81,200
City Hall & Grounds	195,213	228,300	239,251	245,000
Cemetery	117,449	100,900	142,310	146,300
TOTAL GENERAL GOVERNMENT	**$ 650,839**	**$ 709,700**	**$ 770,262**	**$ 814,400**
PUBLIC SAFETY				
Police Department	890,939	833,000	932,358	942,900
Fire Department	184,053	217,600	226,688	234,200
Planning	63,026	56,300	62,298	83,900
TOTAL PUBLIC SAFETY	**$ 1,138,018**	**$ 1,106,900**	**$ 1,221,343**	**$ 1,261,000**
PUBLIC WORKS				
Highways & Streets	-	-	-	-
Leaf Pickup	162,200	208,500	215,889	246,800
Spring Cleanup	60,615	59,500	85,977	97,900
Brush Pickup	45,477	84,900	56,239	88,000
TOTAL PUBLIC WORKS	**$ 268,292**	**$ 352,900**	**$ 358,105**	**$ 432,700**
HEALTH & WELFARE				
Ambulance	179,131	-	-	-
TOTAL HEALTH & WELFARE	**$ 179,131**	**$ -**	**$ -**	**$ -**
RECREATION & CULTURE				
Parks Department	645,599	636,900	687,394	683,000
Recreation Administration	197,942	208,300	218,159	229,200
City Beaches	55,127	7,350	25,357	293,550
Ball Fields	23,868	21,000	20,898	23,000
Day Camp	73,307	85,100	83,025	89,400
Ice Rink	5,680	10,700	7,080	4,100
Mt. McSauba Ski Hill	162,920	145,300	159,587	177,900
Recreational Sports	487	9,200	150	-
Skate Park	9,551	8,700	7,307	9,400
Golf Course	208,068	231,300	218,757	261,300
Boat Launch	34,480	33,800	115,737	35,300
Community Promotion	7,749	11,900	12,075	12,100
TOTAL RECREATION & CULTURE	**$ 1,424,777**	**$ 1,409,550**	**$ 1,555,527**	**$ 1,818,250**
MISCELLANEOUS				
OTHER	41,339	21,000	30,178	20,900
FUND TRANSFERS	128,494	48,300	78,481	77,600
TOTAL MISCELLANEOUS	**$ 169,833**	**$ 69,300**	**$ 108,659**	**$ 98,500**
TOTAL EXPENSES	**$ 4,009,683**	**$ 3,706,050**	**$ 4,076,215**	**$ 4,487,050**

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
COMMON COUNCIL				
EMPLOYEE FRINGE BENEFITS	2,674	3,600	3,551	3,600
FEES & PER DIEM	12,429	17,700	17,670	18,000
OFFICE SUPPLIES	2,724	2,500	3,200	2,700
PROFESSIONAL SERVICES	14,451	11,800	20,995	16,000
CONFERENCE & TRAVEL	1,800	6,200	500	6,200
PRINTING & PUBLISHING	3,176	5,800	5,800	5,800
MEMBERSHIPS & DUES	2,046	2,200	2,200	2,200
MISCELLANEOUS	6,214	6,000	6,000	6,000
CAPITAL IMPROVEMENTS	131,172	-	494	-
LOAN INTEREST	2,106	1,900	1,910	1,700
TOTAL COMMON COUNCIL	**$ 178,793**	**$ 57,700**	**$ 62,320**	**$ 62,200**
MAYOR				
EMPLOYEE FRINGE BENEFITS	627	900	861	800
FEES & PER DIEM	3,578	5,100	5,140	4,500
OFFICE SUPPLIES	25	200	200	200
CONFERENCE & TRAVEL	2,430	3,500	500	2,500
CAR ALLOWANCE	600	600	600	600
MISC. (MEMBERSHIPS & DUES)	-	100	100	100
TOTAL MAYOR	**$ 7,259**	**$ 10,400**	**$ 7,401**	**$ 8,700**
CITY MANAGER				
SALARIES & WAGES	40,326	37,100	38,596	39,900
WAGES (ICMA)	5,810	5,900	6,243	6,400
SALARIES & WAGES - TEMPORARY	4,841	6,100	6,237	6,500
EMPLOYEE FRINGE BENEFITS	36,392	34,100	35,252	36,300
OFFICE SUPPLIES	4,487	7,900	7,900	7,900
CONTRACTUAL SERVICES	6,003	10,000	10,000	10,000
TELEPHONE	2,507	2,700	2,700	2,800
CONFERENCE & TRAVEL	5,632	7,600	5,000	7,600
CAR ALLOWANCE	5,400	5,400	5,400	5,400
BOOKS, MAGAZINES & PERIODICALS	362	700	700	700
MEMBERSHIPS & DUES	1,637	1,800	1,719	1,800
MISCELLANEOUS	428	100	300	300
OFFICE EQUIPMENT	1,819	800	750	800
TOTAL CITY MANAGER	**$ 115,644**	**$ 120,200**	**$ 120,797**	**$ 126,400**
ELECTIONS				
SALARIES & WAGES	10,711	11,900	11,780	12,100
WAGES (ICMA)	1,000	1,200	1,237	1,300
SALARIES & WAGES - TEMPORARY	3,826	9,500	9,537	26,700
EMPLOYEE FRINGE BENEFITS	8,928	10,700	10,619	13,400
FEES & PER DIEM	-	-	-	-
OFFICE SUPPLIES	1,553	2,700	3,400	7,500
PRINTING & PUBLISHING	1,213	500	1,600	3,000
EQUIPMENT MAINTENANCE	1,365	5,400	8,860	8,900
TOTAL ELECTIONS	**$ 28,596**	**$ 41,900**	**$ 47,032**	**$ 72,900**
ASSESSOR				
SALARIES & WAGES	-	-	-	-
WAGES (ICMA)	-	-	-	-

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
SALARIES & WAGES	-	-	-	-
EMPLOYEE FRINGE BENEFITS	188	200	225	200
FEES & PER DIEM	1,250	1,500	1,500	1,500
OFFICE SUPPLIES	-	200	200	200
CONTRACTUAL SERVICES	39,185	37,700	37,740	38,500
TELEPHONE	-	-	-	-
CONFERENCE & TRAVEL	1,220	1,200	1,220	1,200
PRINTING & PUBLISHING	1,554	2,000	1,585	1,600
EQUIPMENT MAINTENANCE	1,540	1,500	1,581	1,600
OFFICE EQUIPMENT	81	-	-	-
TOTAL ASSESSOR	**$ 45,017**	**$ 44,300**	**$ 44,051**	**$ 44,800**
CITY ATTORNEY				
LEGAL FEES	22,337	33,000	33,000	33,000
MISC. (DUES & PERIODICALS)	314	400	400	400
TOTAL CITY ATTORNEY	**$ 22,651**	**$ 33,400**	**$ 33,400**	**$ 33,400**
CITY CLERK				
SALARIES & WAGES	21,511	18,500	18,517	19,100
WAGES (ICMA)	2,011	1,900	1,944	2,000
SALARIES & WAGES - TEMPORARY	1,558	3,700	3,711	3,800
EMPLOYEE FRINGE BENEFITS	17,012	15,000	15,000	15,500
OFFICE SUPPLIES	3,673	3,100	3,500	3,200
CONTRACTUAL SERVICES	4,801	200	3,500	2,800
TELEPHONE	1,445	1,300	1,360	1,400
CONFERENCE & TRAVEL	2,179	6,400	6,400	6,900
INSURANCE & BONDS	165	200	100	100
EQUIPMENT MAINTENANCE	-	800	800	800
MISC. (MEMBERSHIPS & DUES)	470	200	175	100
OFFICE EQUIPMENT	-	-	-	-
TOTAL CITY CLERK	**$ 54,824**	**$ 51,300**	**$ 55,007**	**$ 55,700**
CITY TREASURER				
SALARIES & WAGES	24,567	30,600	30,710	31,700
WAGES (ICMA)	2,601	3,200	3,225	3,300
SALARIES & WAGES - TEMPORARY	368	-	100	-
EMPLOYEE FRINGE BENEFITS	19,217	23,900	23,954	24,700
OFFICE SUPPLIES	3,135	5,800	5,000	5,300
PROFESSIONAL SERVICES	3,450	3,000	5,300	3,900
TELEPHONE	1,845	1,900	1,960	2,000
CONFERENCE & TRAVEL	1,351	1,400	1,350	1,400
PRINTING & PUBLISHING	1,451	2,200	2,880	2,200
INSURANCE & BONDS	257	300	257	300
EQUIPMENT MAINTENANCE	4,306	4,400	4,526	4,600
MISC. (MEMBERSHIPS & DUES)	824	800	850	900
MISCELLANEOUS (BANK FEES)	813	1,200	600	600
OFFICE EQUIPMENT	-	300	300	300
TOTAL CITY TREASURER	**$ 64,185**	**$ 79,000**	**$ 81,013**	**$ 81,200**
CITY HALL & GROUNDS				
SALARIES & WAGES	29,877	41,300	42,135	43,600
WAGES (ICMA)	3,010	4,300	4,424	4,600

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
SALARIES & WAGES - TEMPORARY	12,423	13,200	16,275	16,800
EMPLOYEE FRINGE BENEFITS	25,168	34,200	35,307	36,500
REPAIRS & MAINTENANCE SUPPLIES	17,534	16,000	16,000	16,000
PROFESSIONAL SERVICES	10,909	15,800	16,500	16,500
CONTRACTUAL SERVICES	7,036	10,000	10,000	10,000
LEGAL FEES	-	-	-	-
TELEPHONE	967	1,100	1,100	1,100
UTILITIES	84,382	74,300	80,000	82,400
BUILDING MAINTENANCE	2,011	16,000	16,000	16,000
MISCELLANEOUS	1,896	2,100	1,510	1,500
BUILDING - CAPITAL OUTLAY	-	-	-	-
TOTAL CITY HALL & GROUNDS	**$ 195,213**	**$ 228,300**	**$ 239,251**	**$ 245,000**
CEMETERY				
SALARIES & WAGES	19,941	15,700	16,261	16,800
WAGES (ICMA)	1,936	1,600	1,707	1,800
SALARIES & WAGES - TEMPORARY	48,683	41,400	64,993	67,300
EMPLOYEE FRINGE BENEFITS	22,857	18,500	22,433	23,200
OPERATING SUPPLIES	8,649	7,500	8,700	8,700
TELEPHONE	1,159	1,300	1,320	1,300
UTILITIES	6,887	6,100	17,097	17,500
BUILDING MAINTENANCE	-	-	-	-
EQUIPMENT RENTAL	3,551	3,400	4,400	4,300
MISCELLANEOUS	430	400	400	400
MACHINERY & EQUIPMENT	3,357	5,000	5,000	5,000
TOTAL CEMETERY	**$ 117,449**	**$ 100,900**	**$ 142,310**	**$ 146,300**
POLICE DEPARTMENT				
SALARIES & WAGES	405,158	363,700	414,609	420,900
WAGES (ICMA)	41,012	38,200	43,534	44,200
SALARIES & WAGES - TEMPORARY	5,412	12,300	6,820	12,300
EMPLOYEE FRINGE BENEFITS	316,835	285,500	324,418	330,100
OFFICE SUPPLIES	6,747	6,500	6,500	6,500
OPERATING SUPPLIES	80	2,000	2,000	2,000
UNIFORMS PURCHASED	2,231	7,500	7,500	7,500
CONTRACTUAL SERVICES	7,054	7,900	18,900	7,900
TELEPHONE	2,345	2,700	2,700	2,700
CONFERENCE & TRAVEL	6,266	5,500	5,500	5,500
INSURANCE & BONDS	9,483	9,700	8,276	8,400
EQUIPMENT RENTAL	64,100	76,000	76,000	80,200
MISCELLANEOUS	4,255	4,500	4,600	4,500
EQUIPMENT	19,962	11,000	11,000	10,200
TOTAL POLICE DEPARTMENT	**$ 890,939**	**$ 833,000**	**$ 932,358**	**$ 942,900**
FIRE DEPARTMENT				
OPERATING SUPPLIES	-	-	-	-
CONTRACTUAL SERVICES	132,397	137,000	144,977	153,500
CONFERENCE & TRAVEL	-	-	-	-
INSURANCE & BONDS	3,938	4,100	5,111	5,400
EQUIPMENT MAINTENANCE	(1,782)	20,000	20,000	20,000
EQUIPMENT RENTAL	49,500	56,500	56,600	55,300
MISC. (DUES & PERIODICALS)	-	-	-	-

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
MACHINERY & EQUIPMENT	-	-	-	-
TOTAL FIRE DEPARTMENT	**$ 184,053**	**$ 217,600**	**$ 226,688**	**$ 234,200**
PLANNING				
SALARIES & WAGES	-	-	-	23,400
WAGES (ICMA)	-	-	-	2,500
SALARIES & WAGES - TEMPORARY	4,500	5,200	6,400	6,400
EMPLOYEE FRINGE BENEFITS	675	800	960	19,200
OFFICE SUPPLIES	1,038	2,500	2,500	2,500
PROFESSIONAL SERVICES	53,267	42,900	46,488	24,600
CONTRACTUAL SERVICES	1,063	700	1,600	1,100
TELEPHONE	322	400	400	400
CONFERENCE & TRAVEL	210	500	650	500
PRINTING & PUBLISHING	1,276	1,800	1,800	1,800
MEMBERSHIPS & DUES	675	700	700	700
MISCELLANEOUS	-	300	300	300
OFFICE EQUIPMENT	-	500	500	500
TOTAL PLANNING	**$ 63,026**	**$ 56,300**	**$ 62,298**	**$ 83,900**
HIGHWAYS & STREETS				
PROFESSIONAL SERVICES	-	-	-	-
UTILITIES	-	-	-	-
TOTAL HIGHWAYS & STREETS	**$ -**	**$ -**	**$ -**	**$ -**
LEAF PICKUP				
SALARIES & WAGES	31,299	36,600	42,583	40,500
WAGES (ICMA)	3,264	3,800	4,471	4,500
SALARIES & WAGES - TEMPORARY	10,216	23,500	13,520	23,500
EMPLOYEE FRINGE BENEFITS	25,945	32,100	35,242	35,100
OPERATING SUPPLIES	623	2,200	700	2,200
CONTRACTUAL SERVICES	2,455	15,000	15,000	34,500
EQUIPMENT RENTAL	88,397	95,300	104,373	106,500
TOTAL LEAF PICKUP	**$ 162,200**	**$ 208,500**	**$ 215,889**	**$ 246,800**
SPRING CLEANUP				
CONTRACTUAL SERVICES	60,615	59,500	85,977	97,900
TOTAL SPRING CLEANUP	**$ 60,615**	**$ 59,500**	**$ 85,977**	**$ 97,900**
BRUSH PICKUP				
SALARIES & WAGES	5,457	10,900	10,894	26,000
WAGES (ICMA)	638	1,100	1,144	2,700
SALARIES & WAGES - TEMPORARY	8,485	9,000	11,200	13,700
EMPLOYEE FRINGE BENEFITS	6,163	9,900	10,177	22,300
EQUIPMENT RENTAL	24,734	54,000	22,825	23,300
TOTAL BRUSH PICKUP	**$ 45,477**	**$ 84,900**	**$ 56,239**	**$ 88,000**
AMBULANCE				
SALARIES & WAGES	-	-	-	-
WAGES (ICMA)	-	-	-	-
SALARIES & WAGES - TEMPORARY	-	-	-	-
EMPLOYEE FRINGE BENEFITS	-	-	-	-
FEES & PER DIEM	-	-	-	-

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
OPERATING SUPPLIES	-	-	-	-
CONTRACTUAL SERVICES	187,668	-	-	-
CONFERENCE & TRAVEL	-	-	-	-
INSURANCE & BONDS	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
EQUIPMENT RENTAL	-	-	-	-
MISCELLANEOUS	2,892	-	-	-
EDUCATION & TRAINING	-	-	-	-
BAD DEBT EXPENSE	(11,430)	-	-	-
MACHINERY & EQUIPMENT	-	-	-	-
TOTAL AMBULANCE	**$ 179,131**	**$ -**	**$ -**	**$ -**
PARKS DEPARTMENT				
SALARIES & WAGES	103,604	121,600	121,670	126,100
WAGES (ICMA)	10,450	12,800	12,775	13,200
SALARIES & WAGES - TEMPORARY	103,466	98,500	124,200	124,200
EMPLOYEE FRINGE BENEFITS	96,331	109,600	113,533	117,000
OPERATING SUPPLIES	57,130	48,900	58,515	58,500
REPAIRS & MAINTENANCE SUPPLIES	-	-	-	-
IWF MAINTENANCE	-	1,400	1,400	1,400
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	121,862	119,100	113,800	113,800
CONTRACTUAL SERVICE-BIKE SHARE	4,409	2,000	2,000	1,500
CONTRACTUAL SERVICES-DOG PARK	32,061	-	11,500	500
UTILITIES	64,444	65,100	65,100	68,400
BUILDING MAINTENANCE	263	1,500	1,500	1,500
EQUIPMENT RENTAL	51,580	53,900	53,900	54,400
MACHINERY & EQUIPMENT	-	2,500	7,500	2,500
TOTAL PARKS DEPARTMENT	**$ 645,599**	**$ 636,900**	**$ 687,394**	**$ 683,000**
RECREATION ADMINISTRATION				
SALARIES & WAGES	76,275	84,100	88,122	91,300
WAGES (ICMA)	8,107	8,800	9,253	9,600
SALARIES & WAGES - TEMPORARY	-	-	-	-
EMPLOYEE FRINGE BENEFITS	59,495	65,600	68,735	71,200
OFFICE SUPPLIES	1,154	2,000	2,500	2,500
OPERATING SUPPLIES	1,938	3,000	2,500	10,000
OPERATING SUPPLIES-FARMERS MKT	4,776	3,700	1,700	3,000
PROFESSIONAL SERVICES-FARM MKT	20,477	22,500	25,750	24,000
CONTRACTUAL SERVICES	19,348	6,000	7,000	7,000
TELEPHONE	1,845	2,000	2,000	2,000
CONFERENCE & TRAVEL	2,055	3,000	3,000	3,000
MISCELLANEOUS	1,998	6,500	6,500	4,500
MISCELLANEOUS - FARMERS MARKET	-	100	100	100
REFUNDS & REBATES	473	1,000	1,000	1,000
TOTAL RECREATION ADMINISTRATION	**$ 197,942**	**$ 208,300**	**$ 218,159**	**$ 229,200**
CITY BEACHES				
SALARIES & WAGES	-	400	361	400
WAGES (ICMA)	-	-	38	-
EMPLOYEE FRINGE BENEFITS	-	300	281	300
OPERATING SUPPLIES	927	5,000	5,000	1,200

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
CONTRACTUAL SERVICES	54,200	1,500	19,526	291,500
TELEPHONE	-	-	-	-
EQUIPMENT RENTAL	-	150	150	150
MACHINERY & EQUIPMENT	-	-	-	-
TOTAL CITY BEACHES	**$ 55,127**	**$ 7,350**	**$ 25,357**	**$ 293,550**
BALL FIELDS				
SALARIES & WAGES - TEMPORARY	1,008	5,000	5,600	6,300
EMPLOYEE FRINGE BENEFITS	151	800	840	900
OPERATING SUPPLIES	9,718	1,800	1,300	2,000
CONTRACTUAL SERVICES	3,233	200	10	500
TELEPHONE	-	-	-	-
UTILITIES	3,957	5,100	5,100	5,400
BUILDING MAINTENANCE	-	500	500	500
EQUIPMENT MAINTENANCE	-	-	-	-
EQUIPMENT RENTAL	5,800	7,600	7,548	7,400
TOTAL BALL FIELDS	**$ 23,868**	**$ 21,000**	**$ 20,898**	**$ 23,000**
DAY CAMP				
SALARIES & WAGES	-	700	722	800
WAGES (ICMA)	-	100	76	100
SALARIES & WAGES - TEMPORARY	51,993	56,200	56,221	58,700
EMPLOYEE FRINGE BENEFITS	7,799	9,000	8,996	9,400
OPERATING SUPPLIES	6,889	8,700	8,720	8,900
CONTRACTUAL SERVICES	5,091	5,000	2,890	5,900
TELEPHONE	359	500	500	500
UTILITIES	1,082	4,600	4,600	4,800
EQUIPMENT RENTAL	94	300	300	300
TOTAL DAY CAMP	**$ 73,307**	**$ 85,100**	**$ 83,025**	**$ 89,400**
ICE RINK				
SALARIES & WAGES - TEMPORARY	-	6,200	-	-
EMPLOYEE FRINGE BENEFITS	-	900	-	-
OPERATING SUPPLIES	3,133	1,900	1,500	1,500
CONTRACTUAL SERVICES	1,946	1,100	1,980	2,000
UTILITIES	601	600	600	600
EQUIPMENT RENTAL	-	-	3,000	-
TOTAL ICE RINK	**$ 5,680**	**$ 10,700**	**$ 7,080**	**$ 4,100**
MT. McSAUBA SKI HILL				
SALARIES & WAGES	196	2,500	2,481	2,600
WAGES (ICMA)	35	300	260	300
SALARIES & WAGES - TEMPORARY	95,368	76,900	93,109	94,400
EMPLOYEE FRINGE BENEFITS	14,458	13,500	15,901	16,200
OPERATING SUPPLIES	10,335	8,000	8,000	11,000
CONTRACTUAL SERVICES	3,148	7,700	3,200	15,700
TELEPHONE	164	200	200	200
INSURANCE & BONDS	1,059	1,100	1,335	1,400
UTILITIES	25,752	24,900	24,900	26,100
BUILDING MAINTENANCE	269	1,000	1,000	1,000
EQUIPMENT MAINTENANCE	6,336	2,500	2,500	2,500
EQUIPMENT RENTAL	5,800	6,700	6,700	6,500

CITY OF CHARLEVOIX
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2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
MACHINERY & EQUIPMENT	-	-	-	-
TOTAL MT. McSAUBA SKI HILL	**$ 162,920**	**$ 145,300**	**$ 159,587**	**$ 177,900**
RECREATIONAL SPORTS				
ATHLETIC EQUIPMENT	487	2,000	150	-
CONTRACTUAL SERVICES	-	7,200	-	-
TOTAL RECREATIONAL SPORTS	**$ 487**	**$ 9,200**	**$ 150**	**$ -**
SKATE PARK				
SALARIES & WAGES - TEMPORARY	6,391	6,200	5,484	6,200
EMPLOYEE FRINGE BENEFITS	959	900	823	900
OPERATING SUPPLIES	1,222	800	200	1,500
UTILITIES	979	800	800	800
TOTAL SKATE PARK	**$ 9,551**	**$ 8,700**	**$ 7,307**	**$ 9,400**
GOLF COURSE				
SALARIES & WAGES	99	-	-	-
WAGES (ICMA)	10	-	-	-
SALARIES & WAGES - TEMPORARY	113,350	119,100	115,234	131,200
EMPLOYEE FRINGE BENEFITS	17,080	17,900	17,285	19,700
OFFICE SUPPLIES	474	1,500	600	1,300
GOLF MERCHANDISE FOR SALE	3,934	6,000	6,200	8,500
OPERATING SUPPLIES	6,326	4,000	2,500	4,500
GASOLINE, OIL, ETC.	1,854	3,000	4,300	4,000
CONTRACTUAL SERVICES	12,646	28,600	8,600	28,800
TELEPHONE	957	1,200	1,200	1,200
CONFERENCE & TRAVEL	1,438	1,500	1,100	1,800
UTILITIES	7,275	8,200	8,203	8,600
BUILDING MAINTENANCE	31	1,500	900	1,900
EQUIPMENT MAINTENANCE	5,745	6,500	6,500	6,500
COURSE MAINTENANCE	24,428	20,200	26,600	27,900
IRRIGATION MAINTENANCE	2,402	2,200	6,235	2,200
EQUIPMENT RENTAL	6,255	6,700	6,700	6,500
MISCELLANEOUS	3,763	3,200	3,600	3,700
MACHINERY & EQUIPMENT	-	-	3,000	3,000
TOTAL GOLF COURSE	**$ 208,068**	**$ 231,300**	**$ 218,757**	**$ 261,300**
BOAT LAUNCH				
SALARIES & WAGES - TEMPORARY	19,145	17,900	18,598	19,100
EMPLOYEE FRINGE BENEFITS	2,872	2,700	2,790	2,900
OPERATING SUPPLIES	1,561	1,500	3,250	1,500
CONTRACTUAL SERVICES	9,790	10,500	89,900	10,500
UTILITIES	1,112	1,200	1,200	1,300
TOTAL BOAT LAUNCH	**$ 34,480**	**$ 33,800**	**$ 115,737**	**$ 35,300**
COMMUNITY PROMOTION				
COMMUNITY PROMOTION	7,749	11,900	12,075	12,100
TOTAL COMMUNITY PROMOTION	**$ 7,749**	**$ 11,900**	**$ 12,075**	**$ 12,100**
MISCELLANEOUS				
CONTRACTUAL-INTERNET/FIBER	-	-	-	-
INSURANCE & BONDS	14,566	15,300	14,478	15,200

CITY OF CHARLEVOIX
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	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
INSURANCE CLAIMS-CITY SHARE	-	200	200	200
CONTINGENCIES	-	-	-	-
MISCELLANEOUS	26,340	3,500	13,500	3,500
REFUNDS & REBATES	434	1,000	1,000	1,000
BAD DEBT EXPENSE	-	1,000	1,000	1,000
TRANSFER TO OTHER FUND	128,494	48,300	78,481	77,600
TRANSFER TO LOCAL STREET	-	-	-	-
TOTAL MISCELLANEOUS	**$ 169,833**	**$ 69,300**	**$ 108,659**	**$ 98,500**
TOTAL EXPENSES	**$ 4,009,683**	**$ 3,706,050**	**$ 4,076,215**	**$ 4,487,050**