

Michigan Department of Treasury  
Revenue Sharing and Grants Division  
PO Box 30722  
Lansing MI 48909

**RE: Compliance Form 4886 for City of Charlevoix, MI Transparency & Accountability**

The City of Charlevoix is pleased to submit form 4886 with the required documents per Public Act 207, in compliance with the State of Michigan's Transparency and Accountability Initiative.

The City of Charlevoix has chosen to use a web-service for this requirement, and has partnered with Munetrix to showcase our data.

**Included with this letter are the required documents for City of Charlevoix's:**

- Citizen's Guide to Finances including our Pension and OPEB status
- Performance Dashboard
- Debt Service Report
- Projected Budget Report

We have made the data available to the public via a link on our website; as well we will make available limited quantities of paper copies in our municipality lobby and notify residents in our periodic mailings. You will find the confirmation of our website link and various supporting transparency documentation included with this letter.

We look forward to receiving these important funds from the State of Michigan and trust you will contact us if there are any questions or concerns.

Sincerely,



Mark L. Heydlauff  
City Manager

Michigan Department of Treasury  
(Recreated) 4886 (Rev. 09-18)


### City, Village, and Township Revenue Sharing and County Incentive Program Certification

Issued under authority of 2018 Public Act 207. Filing is mandatory to qualify for payments.

Each city/village/township/county applying for City, Village, and Township Revenue Sharing or County Incentive Program payments must:

1. Certify to the Michigan Department of Treasury (Treasury) that the local unit listed below has produced and made available to the public a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report as required by 2018 Public Act 207. The local unit must include in any mailing of general information to its citizens, the Internet website address or the physical location where all the documents are available for public viewing in the clerk's office.
2. Submit to Treasury a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report.

This certification, along with a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report, **must be received by December 1, 2018**, (or the first day of a payment month) in order to qualify for that month's payment. Postmark dates will not be considered. For questions, call 517-373-2697.

PART 1: LOCAL UNIT INFORMATION			
Local Unit Name City of Charlevoix		Local Unit County Name Charlevoix County	
Local Unit Code 152020		Contact E-Mail Address markh@charlevoixmi.gov	
Contact Name Mark L. Heydlauff	Contact Title City Manager	Contact Telephone Number 2315473270	Extension
Website Address, if reports are available online <a href="http://munetrix.com/sections/data/municipal.php?MuniID=354&amp;Type=City">http://munetrix.com/sections/data/municipal.php?MuniID=354&amp;Type=City</a>		Current Fiscal Year End Date 2019-03-31	
PART 2: CITIZEN'S GUIDE			
Check any of the following that apply:			
<input type="checkbox"/> The local unit has elected to use Treasury's online Citizen's Guide to comply with the legislative requirements. Therefore, a copy of the Citizen's Guide will not be submitted to Treasury.			
<input type="checkbox"/> The local unit does not have any unfunded liabilities (pensions or other postemployment benefits (OPEB)).			
PART 3: CERTIFICATION			
<i>In accordance with 2018 Public Act 207, the undersigned hereby certifies to Treasury that the above mentioned local unit 1) has produced a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report and 2) will include in any mailing of general information to our citizens, the Internet website address or the physical location where all the documents are available for public viewing in the clerk's office. The Citizen's Guide, Performance Dashboard, Debt Service Report, and Projected Budget Report are attached to this signed certification, unless otherwise noted in Part 2.</i>			
Chief Administrative Officer Signature (as defined in MCL 141.422b) 		Printed Name of Chief Administrative Officer (as defined in MCL 141.422b) Mark L. Heydlauff	
Title City Manager		Date November 19, 2018	

Completed and signed form (including required attachments) should be e-mailed to: **TreasRevenueSharing@michigan.gov**  
If you are unable to submit via e-mail, fax to 517-335-3298 or mail the completed form and required attachments to:

Michigan Department of Treasury  
Revenue Sharing and Grants Division  
PO Box 30722  
Lansing MI 48909

TREASURY USE ONLY		
CVTRS/CIP Eligible Y N	Certification Received	Citizen's Guide Received
Performance Dashboard Received	Debt Service Report Received	Projected Budget Report Received
Final Certification	CVTRS/CIP Notes	

# General Info

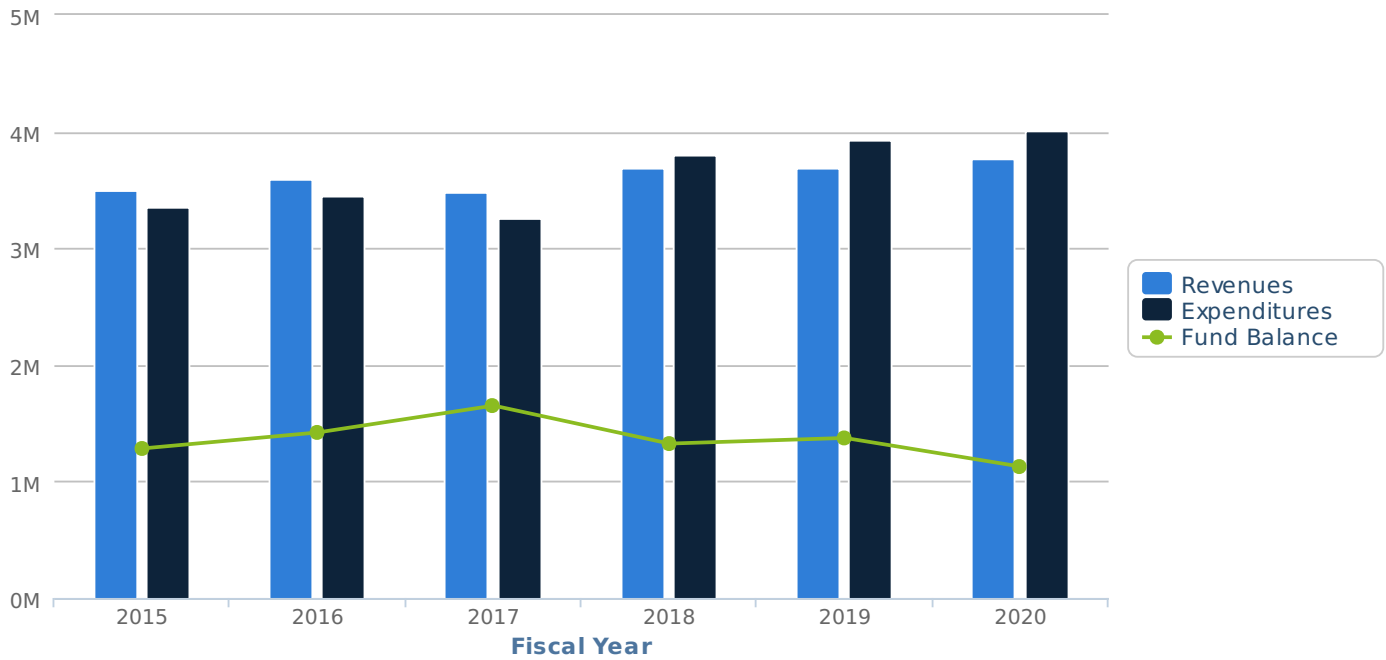
Name	Type	Fiscal Year End	Population (2010)	Phone	Website
Charlevoix	City	March	2,508	(231) 547-3270	www.charlevoixmi.gov

# Multi-Year General Fund Only

Year	Data Status	Fiscal Score	Population	General Fund Revenues	General Fund Expenditures	*Available Fund Balance	Taxable Value
2020	Forecast	0	2,514	\$3,762,397	\$4,007,988	\$1,126,920	\$256,302,684
2019	Budget	1	2,514	\$3,688,624	\$3,929,400	\$1,372,512	\$251,277,141
2018	Audited	1	2,514	\$3,685,037	\$3,802,117	\$1,324,170	\$251,277,141
2017	Historic	1	2,493	\$3,483,240	\$3,253,611	\$1,650,040	\$246,117,605
2016	Historic	1	2,496	\$3,590,608	\$3,452,820	\$1,419,874	\$244,386,939
2015	Historic	0	2,502	\$3,495,154	\$3,353,464	\$1,282,171	\$243,377,720

\*Available Fund Balance includes Committed, Assigned, and Unassigned Funds. It excludes Nonspendable and Restricted Funds.

## How We Have Managed Our Resources



# Fiscal Year Assumptions Notes

## 2020 Notes:

### **REVENUE:**

- **Property Tax Values:**
  - Although they may increase very slightly it would not be enough to forecast higher property taxes. Therefore, we are assuming Property Taxes to remain flat.
- **Permits & Fees:**
  - Assumed flat.
- **State Revenue Sharing:**
  - Assumed to remain flat.
- **All Other Sources:**
  - All other revenue sources assumed flat for FY 2020

### **EXPENSES:**

- **Salaries:**
  - The City of Charlevoix has taken steps to outsource some services. Due to recent changes and not enough actual history of these changes, we will leave salaries relatively flat.
- **Benefits:**
  - Employees are taking on a bigger portion of the cost of health Insurance. Therefore, as costs are increasing, the costs to the employees are increasing leaving the costs to the City flat.
- **All Other:**
  - All other expenses assumed to be flat as compared to 2019 or will be managed accordingly

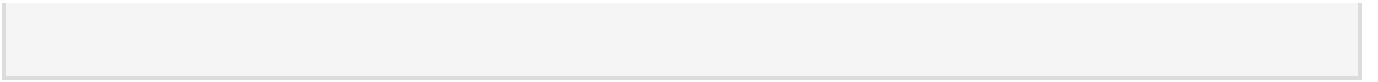
## 2019 Notes:

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# Financial Statement

Including General Fund only

## Balance Sheet

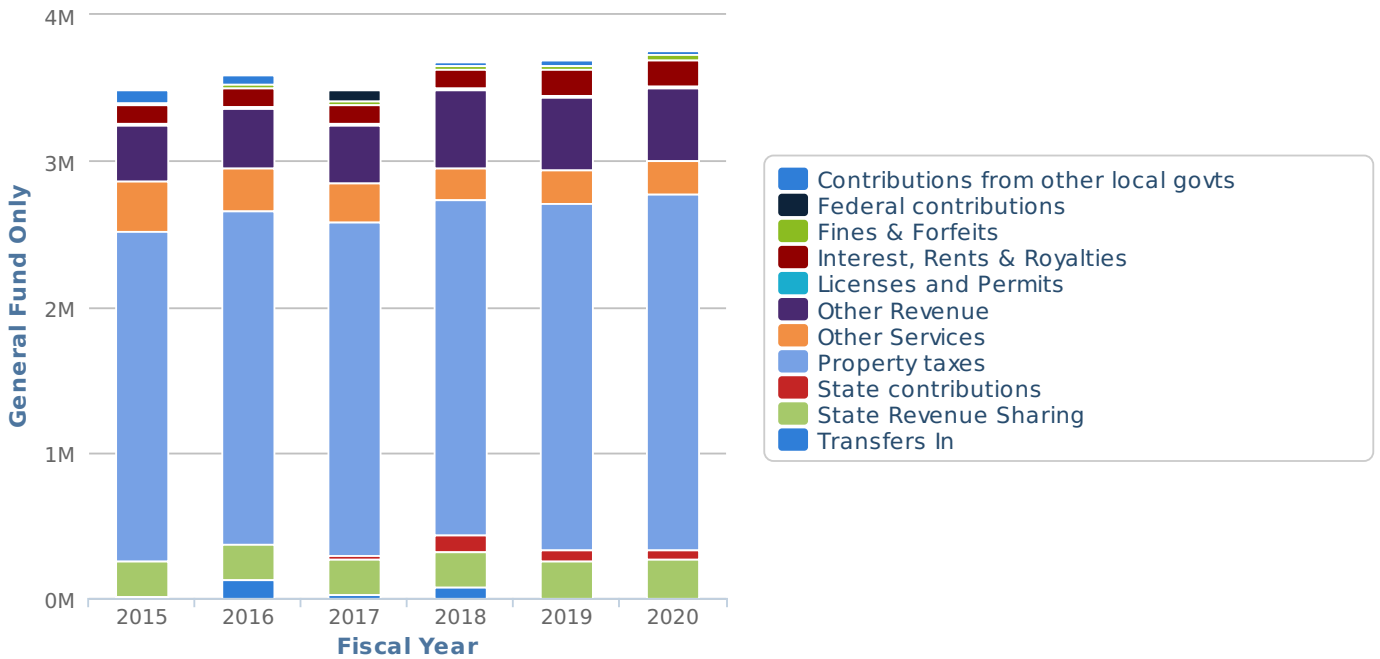
Category Name	2020	2019	2018	2017	2016	2015
Fund Equity	\$1,126,920	\$1,372,512	\$1,324,170	\$1,653,970	\$1,424,341	\$1,286,553
Total Assets	N/A	N/A	\$1,324,170	\$1,782,595	\$1,665,246	\$1,503,325
Total Liabilities	N/A	N/A	N/A	\$128,625	\$240,905	\$216,772

\*Fund Equity includes all five fund types: Committed, Assigned, Unassigned, Nonspendable and Restricted Funds.

## Revenues

Category Name	2020	2019	2018	2017	2016	2015
Contributions from other local govts	\$35,700	\$35,000	\$28,388		\$67,826	\$91,876
Federal contributions				\$77,435		
Fines & Forfeits	\$29,580	\$29,000	\$23,841	\$21,715	\$21,033	\$22,825
Interest, Rents & Royalties	\$182,274	\$178,700	\$135,937	\$129,476	\$131,835	\$126,223
Licenses and Permits	\$12,444	\$12,200	\$14,123	\$6,374	\$4,942	\$3,970
Other Revenue	\$497,964	\$488,200	\$527,947	\$395,176	\$413,652	\$386,967
Other Services	\$237,456	\$232,800	\$218,976	\$276,433	\$286,989	\$346,678
Property taxes	\$2,434,153	\$2,386,424	\$2,295,943	\$2,286,404	\$2,291,855	\$2,258,880
State contributions	\$69,054	\$67,700	\$119,309	\$16,143	\$3,815	\$5,334
State Revenue Sharing	\$261,222	\$256,100	\$247,873	\$249,525	\$235,105	\$242,901
Transfers In	\$2,550	\$2,500	\$72,700	\$24,559	\$133,556	\$9,500
<b>Total</b>	<b>\$3,762,397</b>	<b>\$3,688,624</b>	<b>\$3,685,037</b>	<b>\$3,483,240</b>	<b>\$3,590,608</b>	<b>\$3,495,154</b>

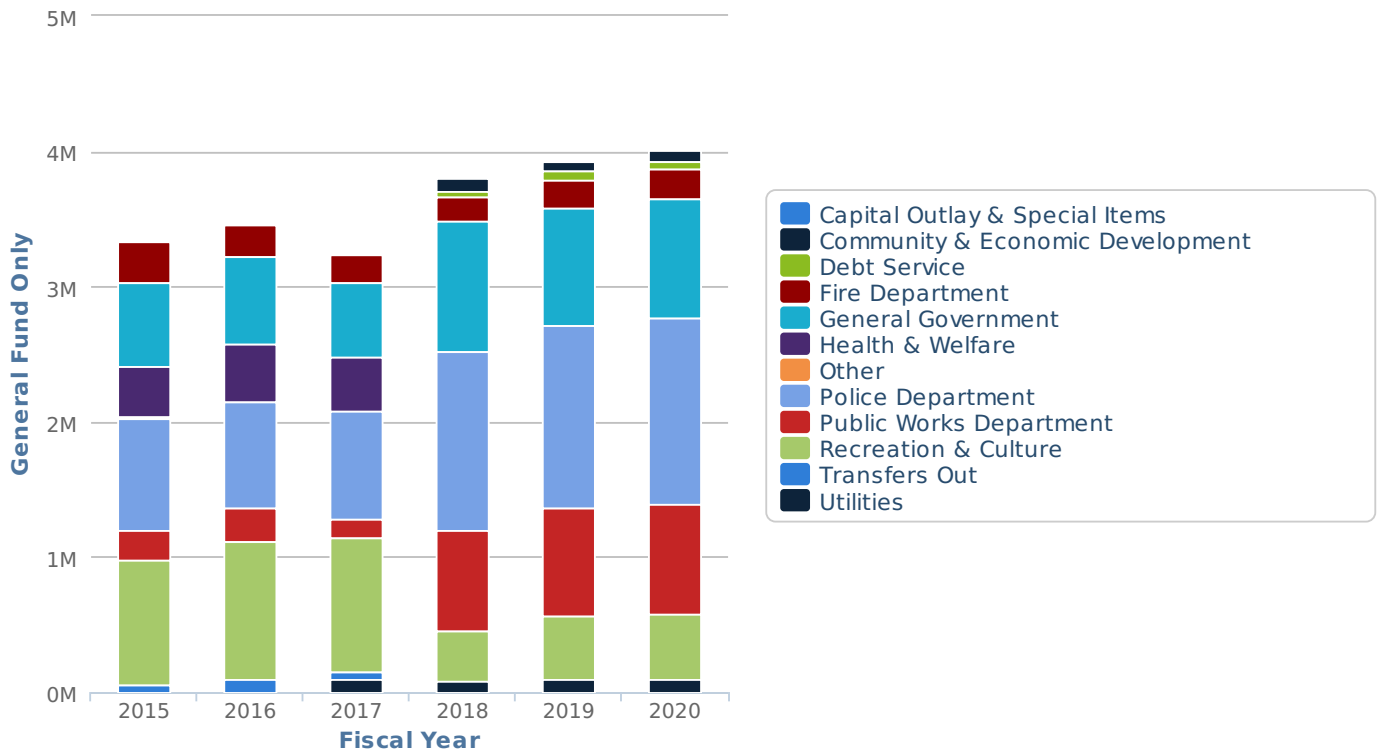
Where The Money Comes From



## Expenses

Category Name	2020	2019	2018	2017	2016	2015
Capital Outlay & Special Items				\$15,908		\$19,155
Community & Economic Development	\$79,764	\$78,200	\$99,999			
Debt Service	\$64,464	\$63,200	\$39,490			
Fire Department	\$213,078	\$208,900	\$176,942	\$210,707	\$227,358	\$306,154
General Government	\$888,777	\$871,350	\$960,332	\$553,243	\$654,835	\$611,860
Health & Welfare				\$387,919	\$419,068	\$376,079
Other					\$0	\$21,865
Police Department	\$1,370,370	\$1,343,500	\$1,326,932	\$806,448	\$783,474	\$818,829
Public Works Department	\$813,144	\$797,200	\$746,018	\$138,614	\$245,539	\$218,303
Recreation & Culture	\$482,460	\$473,000	\$374,447	\$991,355	\$1,031,542	\$921,059
Transfers Out				\$52,512	\$91,004	\$60,160
Utilities	\$95,931	\$94,050	\$77,958	\$96,905		
<b>Total</b>	<b>\$4,007,988</b>	<b>\$3,929,400</b>	<b>\$3,802,117</b>	<b>\$3,253,611</b>	<b>\$3,452,820</b>	<b>\$3,353,464</b>

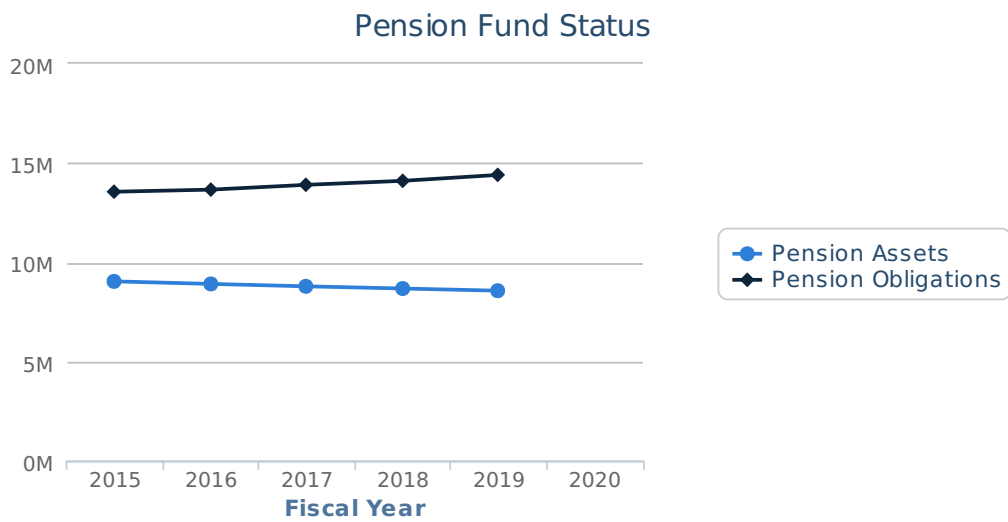
### How The Money Is Spent





## Supplementary Information (Pension / OPEB)

Category Name	2020	2019	2018	2017	2016	2015
Pensions Actuarial Liability	N/A	\$14,400,000	\$14,100,000	\$13,900,000	\$13,656,144	\$13,551,032
Pension Fund Assets	N/A	\$8,560,000	\$8,670,000	\$8,780,000	\$8,901,979	\$9,029,420
OPEB Actuarial Liability	N/A	N/A	N/A	N/A	N/A	N/A
OPEB Fund Assets	N/A	N/A	N/A	N/A	N/A	N/A



## Other Post-Employment Benefit Fund Status

—●— OPEB Assets  
—◆— OPEB Obligations

2015   2016   2017   2018   2019   2020  
**Fiscal Year**

**OPEB Notes:**

The City of Charlevoix does not offer retiree health care and has no OPEB liability.

## Fund Equity Detail

Category Name	2020	2019	2018	2017	2016	2015
Assigned					\$211,600	\$108,500
Nonspendable				\$3,930	\$2,467	\$2,382
Restricted					\$2,000	\$2,000
Unassigned	\$1,126,920	\$1,372,512	\$1,324,170	\$1,650,040	\$1,208,274	\$1,173,671

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Fiscal Stability	2017	2018	Progress
Fiscal Wellness Indicator Score	1	1	↑
Annual General Fund expenditures per capita	\$1,305	\$1,512	↓
Fund balance as % of General Fund Revenues <a href="#">i</a>	47.4%	35.9%	↓
Pension % Funded <a href="#">i</a>	63.2%	61.5%	↓
Debt burden per capita <a href="#">i</a>	\$1,598.0	\$1,348.7	↑

Economy & Financial Health	2017	2018	Progress
Population <a href="#">i</a>	2,493	2,514	↑
Taxable Value (100k) <a href="#">i</a>	\$246,118	\$251,277	↑

Public Safety	2016	2017	Progress
Crimes against persons per thousand residents <a href="#">i</a>	26.8	28.1	↓
Crimes against property per thousand residents <a href="#">i</a>	51.3	41.7	↑
Crimes against society per thousand residents <a href="#">i</a>	38.9	49.3	↓
Other crimes per thousand residents <a href="#">i</a>	84.1	77.0	↑
Traffic crashes property <a href="#">i</a>	106	101	↑
Traffic crashes injuries <a href="#">i</a>	25	15	↑
Traffic crashes fatalities <a href="#">i</a>	-	-	↔

School District Enrollment	2017	2018	Progress
Charlevoix Public Schools	1,003	971	↓

Culture & Lifestyle	2017	2018	Progress
Percent of Governmental Funds committed to arts culture and recreation	14.00%	18.67%	↑

OPEB Notes:

The City of Charlevoix does not offer retiree health care and has no OPEB liability.

[Print](#)

**City of Charlevoix**  
**Local Code: 15-2020**  
**Debt Service Summary Report**

**Bonds & contracts payable**

**Fiscal Years**

<b>Name</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
2016 Capital Improvement & Refunding Bonds (LTGO):	483,000	793,800	787,800	791,200
<b>Subtotal for Bonds &amp; contracts payable</b>	<b>\$483,000</b>	<b>\$793,800</b>	<b>\$787,800</b>	<b>\$791,200</b>

**Other contractual debt**

**Fiscal Years**

<b>Name</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Sewer Revenue Bonds (LTGO) Act 94:	615,779	602,115	602,489	602,614
<b>Subtotal for Other contractual debt</b>	<b>\$615,779</b>	<b>\$602,115</b>	<b>\$602,489</b>	<b>\$602,614</b>
<b>Total Principal &amp; Interest</b>	<b>\$1,098,779</b>	<b>\$1,395,915</b>	<b>\$1,390,289</b>	<b>\$1,393,814</b>

**City of Charlevoix  
Complete Debt Report for  
2016 Capital Improvement & Refunding Bonds (LTGO):**

**Issuance Information**

**Debt Type:** Bonds & contracts payable  
**Activity Type:** Government  
**Repayment Source:** General Obligation  
**Issuance Date:** 2016-03-22  
**Issuance Amount:** \$7,135,000  
**Interest Rate:** 2-4%  
**Maturing Through:** 2030  
**Principal Maturity Range:** \$205,000 - \$720,000  
**Comments:** Repayment Source(s): Multiple Funds (DDA, Marina, infrastructure)

**Payment Schedule**

<u>Date Due</u>	<u>Interest Rate</u>	<u>Principal</u>	<u>Interest</u>	<u>Payment</u>	<u>Balance</u>
2017-04-01	2%		136,500.00	136,500.00	\$6,930,000.00
2017-10-01	2%	210,000.00	136,500.00	346,500.00	\$6,720,000.00
2018-04-01	2%		134,400.00	134,400.00	\$6,720,000.00
2018-10-01	4%	525,000.00	134,400.00	659,400.00	\$6,195,000.00
2019-04-01	4%		123,900.00	123,900.00	\$6,195,000.00
2019-10-01	4%	540,000.00	123,900.00	663,900.00	\$5,655,000.00
2020-04-01	4%		113,100.00	113,100.00	\$5,655,000.00
2020-10-01	4%	565,000.00	113,100.00	678,100.00	\$5,090,000.00
2021-04-01	4%		101,800.00	101,800.00	\$5,090,000.00
2021-10-01	4%	590,000.00	101,800.00	691,800.00	\$4,500,000.00
2022-04-01	4%		90,000.00	90,000.00	\$4,500,000.00
2022-10-01	4%	610,000.00	90,000.00	700,000.00	\$3,890,000.00
2023-04-01	4%		77,800.00	77,800.00	\$3,890,000.00
2023-10-01	4%	635,000.00	77,800.00	712,800.00	\$3,255,000.00
2024-04-01	4%		65,100.00	65,100.00	\$3,255,000.00
2024-10-01	4%	665,000.00	65,100.00	730,100.00	\$2,590,000.00
2025-04-01	4%		51,800.00	51,800.00	\$2,590,000.00
2025-10-01	4%	690,000.00	51,800.00	741,800.00	\$1,900,000.00
2026-04-01	4%		38,000.00	38,000.00	\$1,900,000.00
2026-10-01	4%	720,000.00	38,000.00	758,000.00	\$1,180,000.00
2027-04-01	4%		23,600.00	23,600.00	\$1,180,000.00
2027-10-01	4%	275,000.00	23,600.00	298,600.00	\$905,000.00
2028-04-01	4%		18,100.00	18,100.00	\$905,000.00
2028-10-01	4%	290,000.00	18,100.00	308,100.00	\$615,000.00

2029-04-01	4%		12,300.00	12,300.00	\$615,000.00
2029-10-01	4%	300,000.00	12,300.00	312,300.00	\$315,000.00
2030-04-01	4%		6,300.00	6,300.00	\$315,000.00
2030-10-01	4%	315,000.00	6,300.00	321,300.00	
Totals		\$6,930,000.00	\$1,985,400.00	\$8,915,400.00	

**City of Charlevoix  
Complete Debt Report for  
Sewer Revenue Bonds (LTGO) Act 94:**

**Issuance Information**

**Debt Type:** Other contractual debt  
**Activity Type:** Business-type/Enterprise  
**Repayment Source:** Revenue - Sewer  
**Issuance Date:** 2014-09-17  
**Issuance Amount:** \$9,459,562  
**Interest Rate:** 2.50%  
**Maturing Through:** 2036  
**Principal Maturity Range:** \$380,000 - \$589,562

**Comments:** CWRP Fixed Rate Loan. Estimated issuance amount was originally \$9,900,000 and has since been revised to a final amount of \$9,459,562.

**Payment Schedule**

<b>Date Due</b>	<b>Interest Rate</b>	<b>Principal</b>	<b>Interest</b>	<b>Payment</b>	<b>*Adjustments</b>	<b>Balance</b>
2017-04-01	2.5%	385,000.00	117,326.57	502,326.57		\$9,072,599.00
2017-09-21				0.00	1,963.00	\$9,074,562.00
2017-10-01	2.5%		113,452.02	113,452.02		\$9,074,562.00
2018-04-01	2.5%	380,000.00	113,433.39	493,433.39		\$8,694,562.00
2018-10-01	2.5%		108,682.03	108,682.03		\$8,694,562.00
2019-04-01	2.5%	390,000.00	108,682.03	498,682.03		\$8,304,562.00
2019-10-01	2.5%		103,807.03	103,807.03		\$8,304,562.00
2020-04-01	2.5%	400,000.00	103,807.03	503,807.03		\$7,904,562.00
2020-10-01	2.5%		98,807.03	98,807.03		\$7,904,562.00
2021-04-01	2.5%	410,000.00	98,807.03	508,807.03		\$7,494,562.00
2021-10-01	2.5%		93,682.03	93,682.03		\$7,494,562.00
2022-04-01	2.5%	420,000.00	93,682.03	513,682.03		\$7,074,562.00
2022-10-01	2.5%		88,432.03	88,432.03		\$7,074,562.00
2023-04-01	2.5%	430,000.00	88,432.03	518,432.03		\$6,644,562.00
2023-10-01	2.5%		83,057.03	83,057.03		\$6,644,562.00
2024-04-01	2.5%	440,000.00	83,057.03	523,057.03		\$6,204,562.00
2024-10-01	2.5%		77,557.03	77,557.03		\$6,204,562.00
2025-04-01	2.5%	450,000.00	77,557.03	527,557.03		\$5,754,562.00
2025-10-01	2.5%		71,932.03	71,932.03		\$5,754,562.00
2026-04-01	2.5%	460,000.00	71,932.03	531,932.03		\$5,294,562.00
2026-10-01	2.5%		66,182.03	66,182.03		\$5,294,562.00
2027-04-01	2.5%	475,000.00	66,182.03	541,182.03		\$4,819,562.00
2027-10-01	2.5%		60,244.53	60,244.53		\$4,819,562.00



2028-04-01	2.5%	485,000.00	60,244.53	545,244.53	\$4,334,562.00
2028-10-01	2.5%		54,182.03	54,182.03	\$4,334,562.00
2029-04-01	2.5%	495,000.00	54,182.03	549,182.03	\$3,839,562.00
2029-10-01	2.5%		47,994.53	47,994.53	\$3,839,562.00
2030-04-01	2.5%	510,000.00	47,994.53	557,994.53	\$3,329,562.00
2030-10-01	2.5%		41,619.53	41,619.53	\$3,329,562.00
2031-04-01	2.5%	520,000.00	41,619.53	561,619.53	\$2,809,562.00
2031-10-01	2.5%		35,119.53	35,119.53	\$2,809,562.00
2032-04-01	2.5%	535,000.00	35,119.53	570,119.53	\$2,274,562.00
2032-10-01	2.5%		28,432.03	28,432.03	\$2,274,562.00
2033-04-01	2.5%	550,000.00	28,432.03	578,432.03	\$1,724,562.00
2033-10-01	2.5%		21,557.03	21,557.03	\$1,724,562.00
2034-04-01	2.5%	560,000.00	21,557.03	581,557.03	\$1,164,562.00
2034-10-01	2.5%		14,557.03	14,557.03	\$1,164,562.00
2035-04-01	2.5%	575,000.00	14,557.03	589,557.03	\$589,562.00
2035-10-01	2.5%		7,369.53	7,369.53	\$589,562.00
2036-04-01	2.5%	589,562.00	7,369.53	596,931.53	

Totals		\$9,459,562.00	\$2,550,640.06	\$12,010,202.06	\$1,963.00
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\*Adjustments are applied to the principal amount and can be a positive or negative number. The value displayed is added to the ending balance. Therefore a positive number increases the ending balance and a negative number decreases the ending balance.

