Internal Memo

December 5, 2019

TO: Mayor and City Council

FROM: Mark C. Meyers, City Administrator MCM

SUBJECT: December 2019 Information Update

1. Holiday Hours – Non-emergency offices will be closed December 24, 25 and 31, 2019 and January 1, 2020 in observance of the Christmas and New Year's holidays. Also, please be reminded that there is no work session scheduled for December.

2. Dashboard, Citizen's Guide and Debt Report – Attached are copies of the City's annual Dashboard, Citizen's Guide to Finance and Debt Report. This data is required by the State of Michigan for local government eligibility of City, Township and Villages Revenue Sharing (CTVRS), or, statutory revenue sharing. Please note that the financial information only includes governmental funds. It does not include special revenue and proprietary funds. This information is posted on the City's website.

3. Library Improvements – At a recent Council meeting, Council Member Mike Hylland inquired about the history of the Library's capital improvements and amount of the Muskegon Area District Library's capital improvement contribution. Attached is a spreadsheet showing the history of improvements and contributions since the district was established in 2007.

4. Statutory Revenue Sharing – Last week's general information packet included a Save Mi City report illustrating the significant amount of historic cuts in revenue sharing to local governments. The online version of that report includes a search engine that provides specific figures per municipality. Attached is a printout for Norton Shores that reflects revenue sharing cuts between 2002 and 2017 of 33.55% or a $1,015,833 annual reduction. The figures demonstrate the disinvestment that the State of Michigan has extracted from local governments. Further, the overall picture of total revenues over this 15-year period, which are adjusted for inflation and reflect strictly governmental funds, are essentially flat.

/ss
Attachments

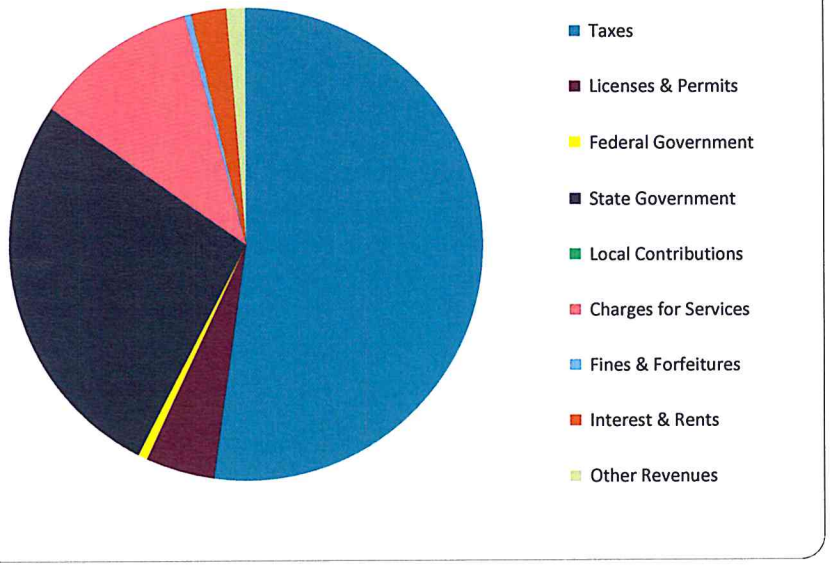
Performance Dashboard

Local Unit Name: City of Norton Shores
Local Unit Code: 61-2050

	2018	2019	Trend	Performance
Fiscal Stability				
Annual General Fund expenditures per capita	$454	$457	⇨ 0.8%	Neutral
Fund Balance as % of annual General Fund expenditures	19.6%	24.3%	⇧24.0%	Positive
Unfunded pension & OPEB liability, as a % of annual General Fund revenue	468%	425%	⇩-9.1%	Positive
Debt burden per capita	$0	$0	#DIV/0!	#DIV/0!
Percentage of road funding provided by the General Fund	0.0%	0.0%	#DIV/0!	#DIV/0!
Ratio of pensioners to employees	1.29	1.31	⇧ 1.4%	Neutral
Number of services delivered via cooperative venture	5	5	⇨ 0.0%	Neutral
Quality of Life				
Miles of sidewalks and non-motorized paths/trails as a factor of total miles of local/major roads & streets	0.23	0.24	⇧ 2.9%	Positive
Percent of General Fund expenditures committed to arts, culture and recreation	8.7%	8.8%	⇨ 0.6%	Neutral
Acres of parks per thousand residents	14.9	14.6	⇩-1.7%	Neutral
Percent of community being provided with curbside recycling	100%	100%	⇨ 0.0%	Neutral

CITIZEN'S GUIDE TO LOCAL UNIT FINANCES - City of Norton Shores (21-6050)

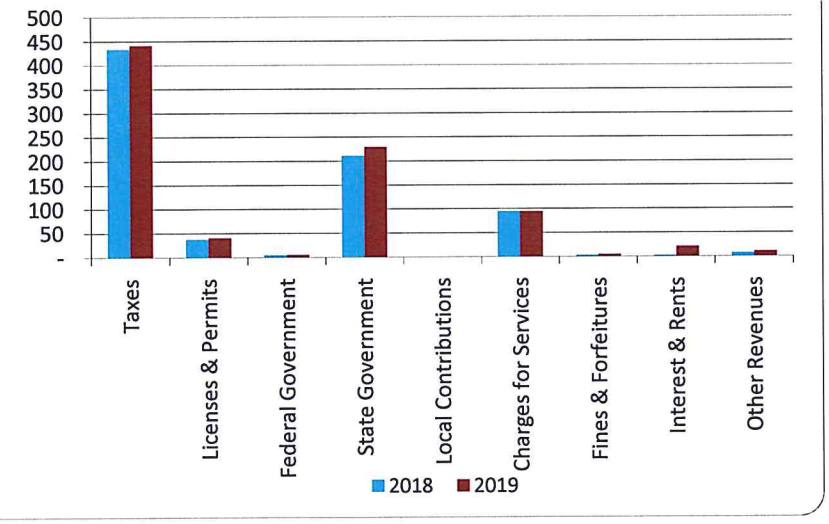
1. Where our money comes from (all governmental funds)



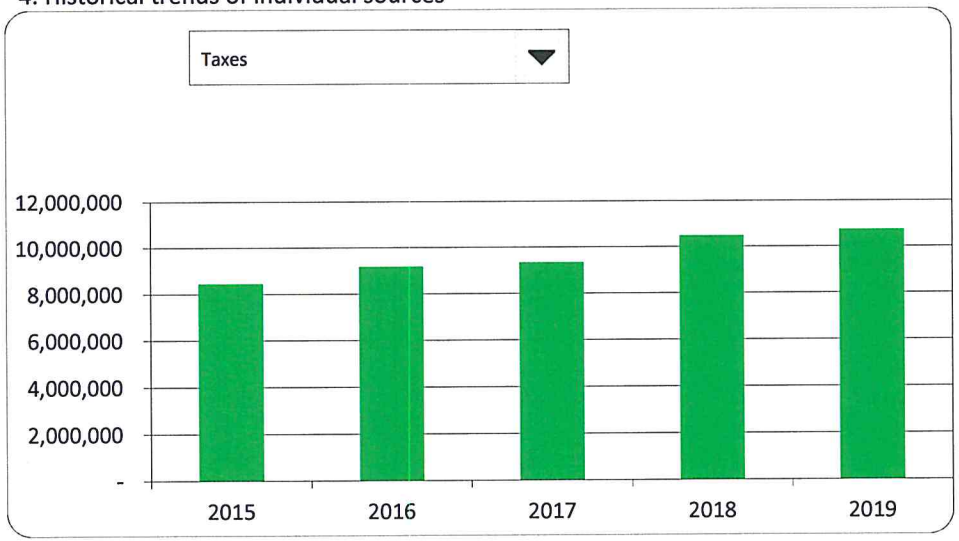
2. Compared to the prior year

	2018	2019	% change
Taxes	$ 10,480,320	$ 10,734,979	2.43%
Licenses & Permits	884,011	967,434	9.44%
Federal Government	90,820	129,119	42.17%
State Government	5,094,754	5,581,385	9.55%
Local Contributions	-	-	N/A
Charges for Services	2,272,740	2,291,827	0.84%
Fines & Forfeitures	54,553	98,617	80.77%
Interest & Rents	35,328	489,833	1286.53%
Other Revenues	168,665	262,051	55.37%
Total Revenues	$ 19,081,191	$ 20,555,245	7.73%

3. Revenue sources per capita - compared to the prior year



4. Historical trends of individual sources



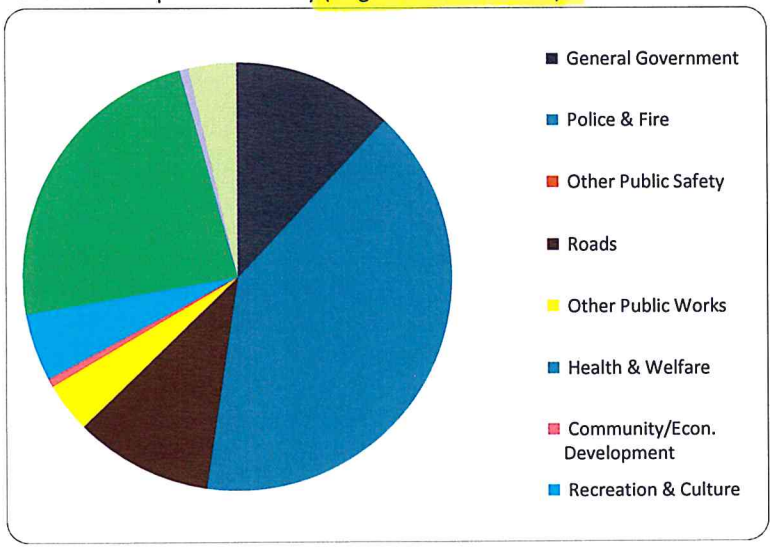
Commentary:

For more information on our unit's finances, contact Michael Huston at 231 799-6805.

CITIZEN'S GUIDE TO LOCAL UNIT FINANCES - City of Norton Shores (21-6050)

EXPENDITURES

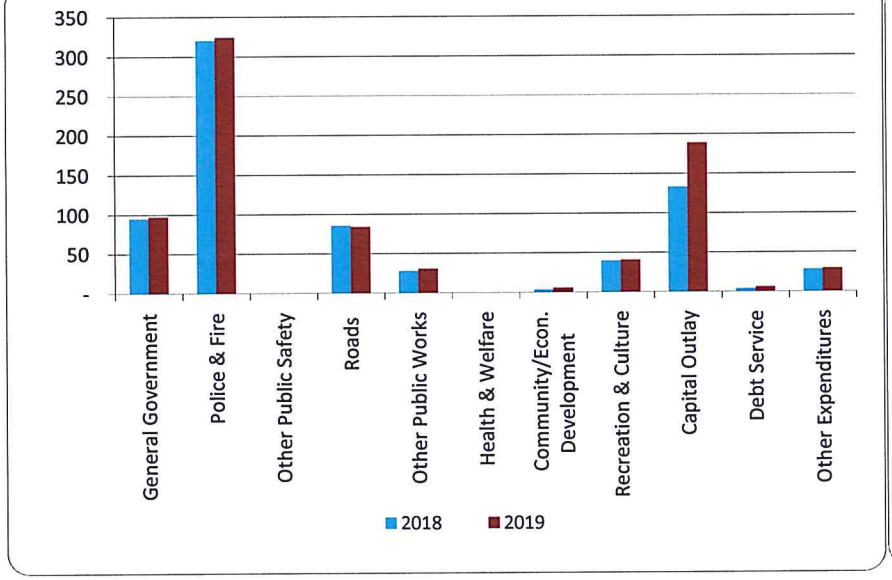
1. Where we spend our money (all governmental funds)



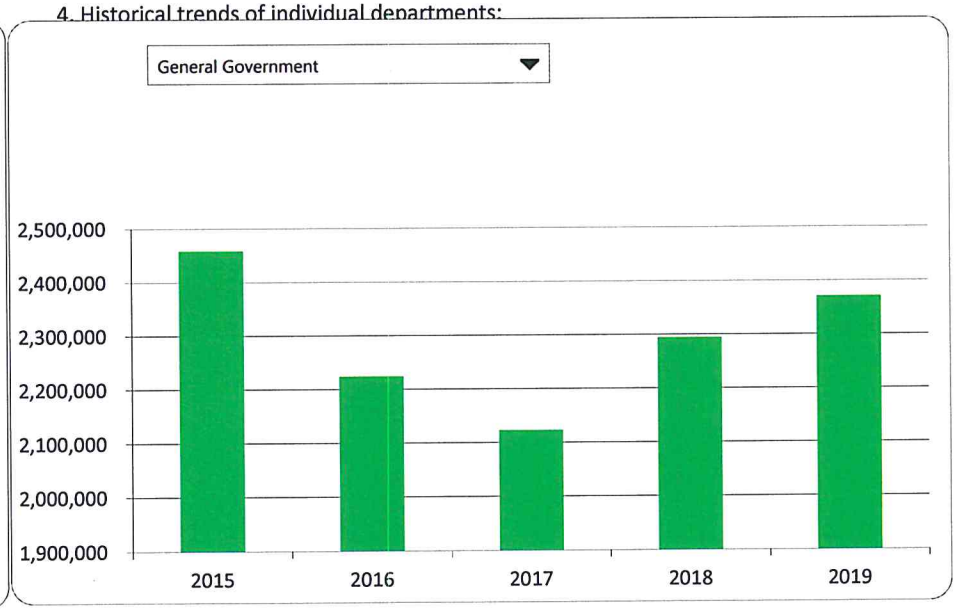
2. Compared to the prior year

	2018	2019	% change
General Government	$ 2,294,125	$ 2,370,957	3.35%
Police & Fire	7,744,753	7,897,058	1.97%
Other Public Safety	-	-	N/A
Roads	2,069,003	2,037,061	-1.54%
Other Public Works	672,590	742,742	10.43%
Health & Welfare	-	-	N/A
Community/Econ. Development	77,817	123,924	59.25%
Recreation & Culture	958,910	988,866	3.12%
Capital Outlay	3,223,945	4,595,278	42.54%
Debt Service	96,487	141,022	46.16%
Other Expenditures	682,340	703,960	3.17%
Total Expenditures	$ 17,819,970	$ 19,600,868	9.99%

3. Spending per capita - compared to the prior year



4. Historical trends of individual departments:



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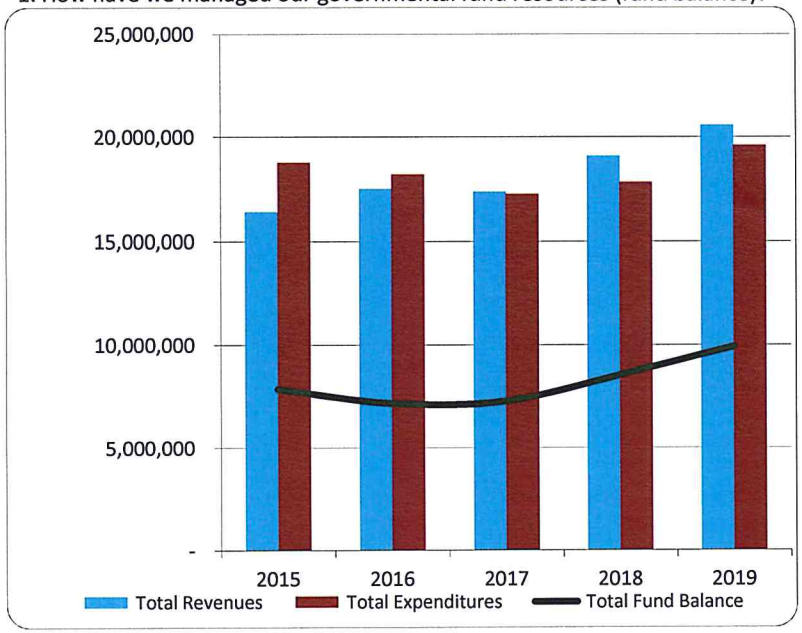
CITIZEN'S GUIDE TO LOCAL UNIT FINANCES - City of Norton Shores (21-6050)

FINANCIAL POSITION

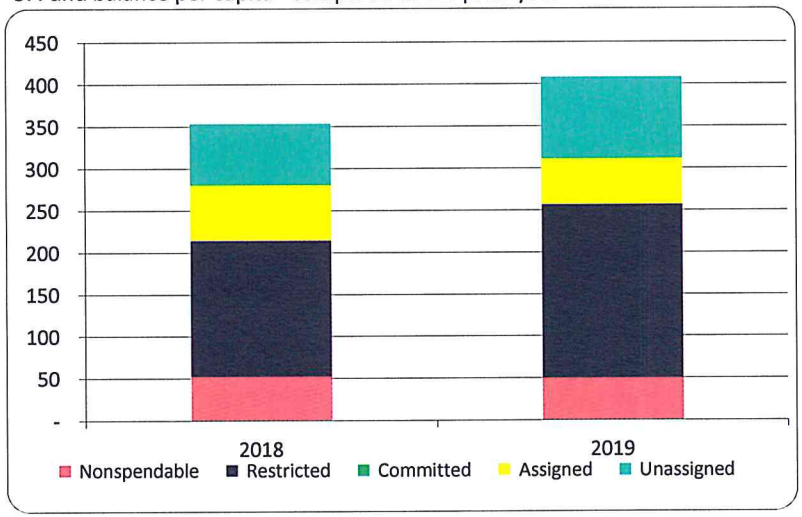
1. How have we managed our governmental fund resources (fund balance)?



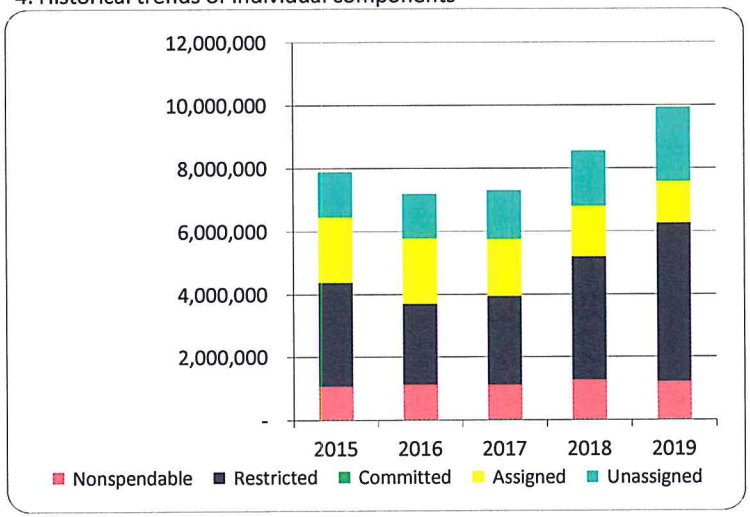
2. Compared to the prior year

	2018	2019	% change
Revenue	19,081,191	20,555,245	7.73%
Expenditures	17,819,970	19,600,868	9.99%
Surplus (shortfall)	1,261,221	954,377	-24.33%
Fund balance, by component:			
Nonspendable	1,273,108	1,213,800	-4.66%
Restricted	3,914,472	5,029,213	28.48%
Committed	-	-	N/A
Assigned	1,604,979	1,330,760	-17.09%
Unassigned	1,757,497	2,345,660	33.47%
total fund balance	8,550,056	9,919,433	16.02%

3. Fund balance per capita - compared to the prior year



4. Historical trends of individual components



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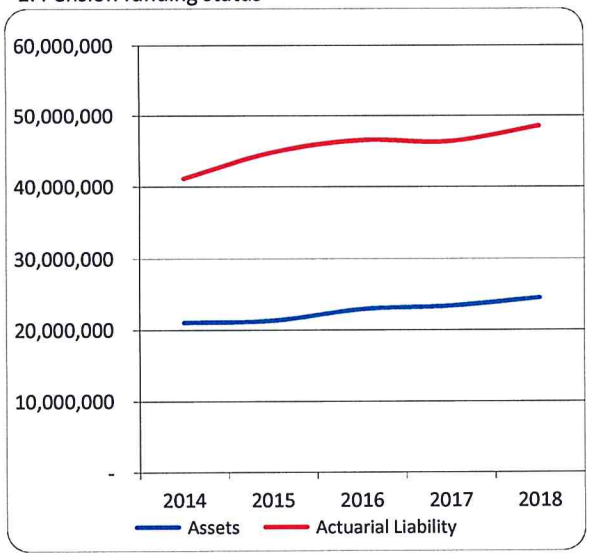
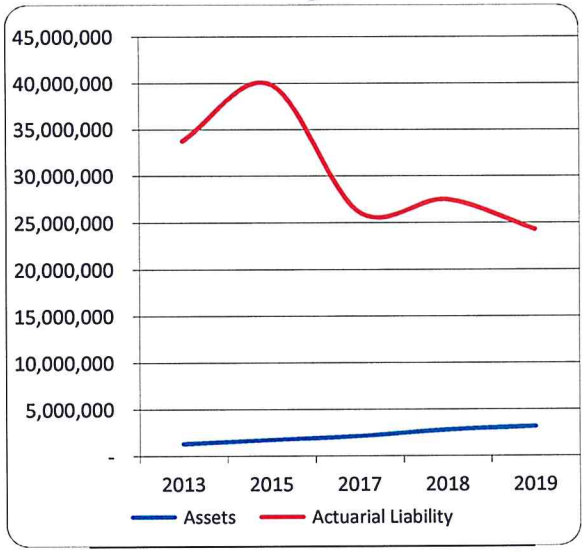
CITIZEN'S GUIDE TO LOCAL UNIT FINANCES - City of Norton Shores (21-6050)

OTHER LONG TERM OBLIGATIONS

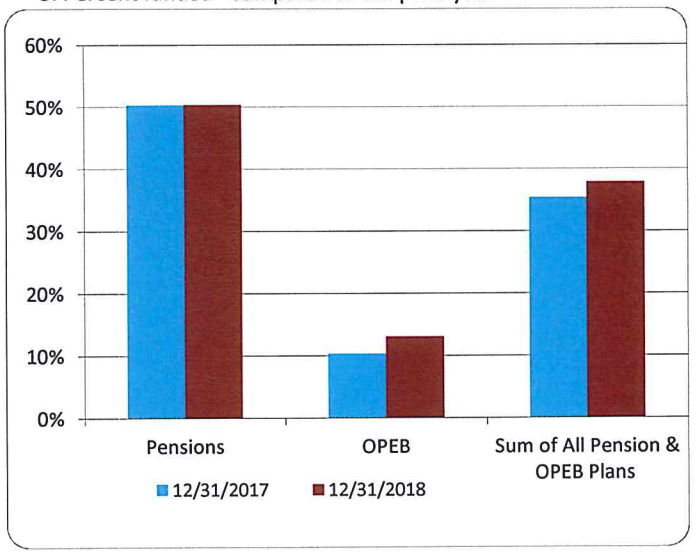
1. Pension funding status



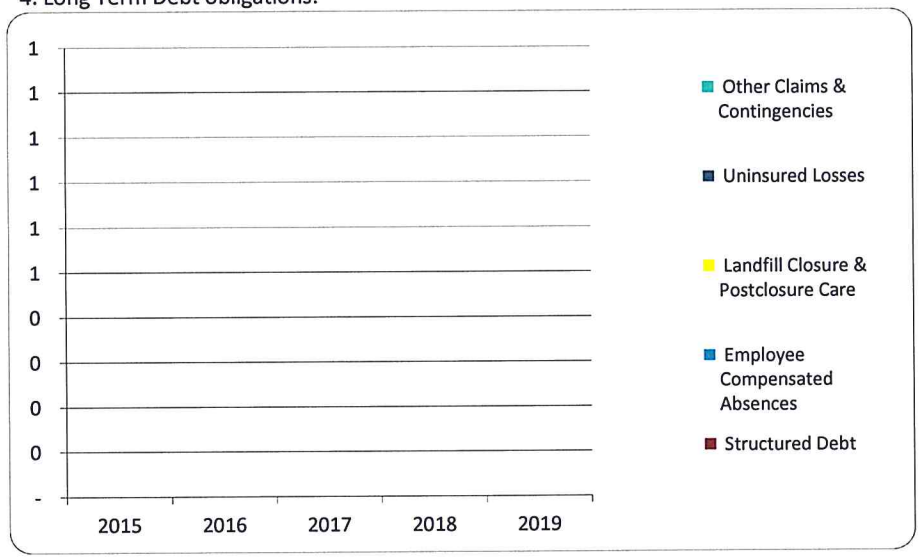
2. Retiree Health care funding status



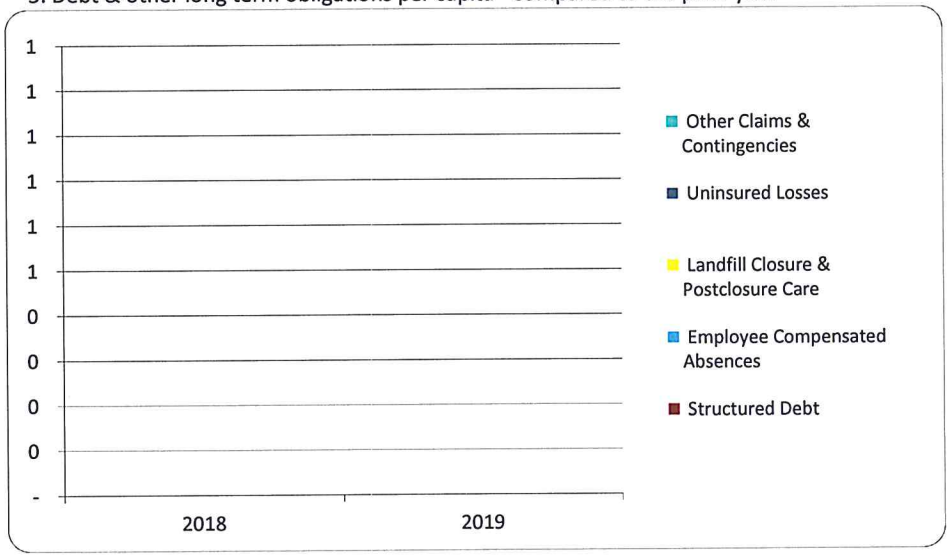
3. Percent funded - compared to the prior year



4. Long Term Debt obligations:



5. Debt & other long term obligations per capita - compared to the prior year



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LIBRARY CAPITAL IMPROVEMENT PLAN

FISCAL YEAR	FY-2007	FY-2008	FY-2009	FY-2010	FY-2011	FY-2012	FY-2013	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019
AMOUNT RECEIVED	$24,000	$24,000	$24,000	$24,000	$24,000	$24,000	$24,000	$24,000	$24,000	$24,000	$24,000	$24,000	$24,000
PROJECT COMPLETED													
NONE	$0	$0	$0	$0				$0		$0	$0		
PARKING LOT PAVING					-$4,919	-$17,115							
RESEAL ROOF						-$7,500							
SIGN					-$1,015		-$586						
REPAIR/REPLACE FLOOR & WALLS							-$11,425						
REFRIGERATOR							-$200						
MICROWAVE							-$169						
COMPRESSOR							-$11,160						
TELEPHONES							-$1,096						
LIBRARY FURNITURE												-$10,000	
LIBRARY HVAC SYSTEM												-$38,727	-$472,768
AUDIO/VISUAL SYSTEM									-$7,346				
BALANCE	$24,000	$48,000	$72,000	$96,000	$114,066	$113,451	$112,815	$136,815	$153,469	$177,469	$201,469	$176,742	-$272,026

SELECT A CITY

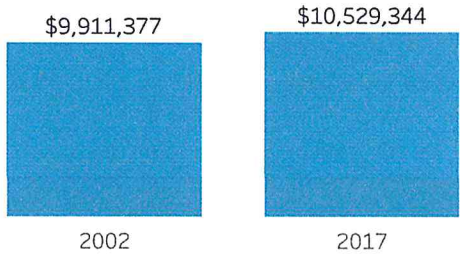
Norton Shores

Select a category (optional)

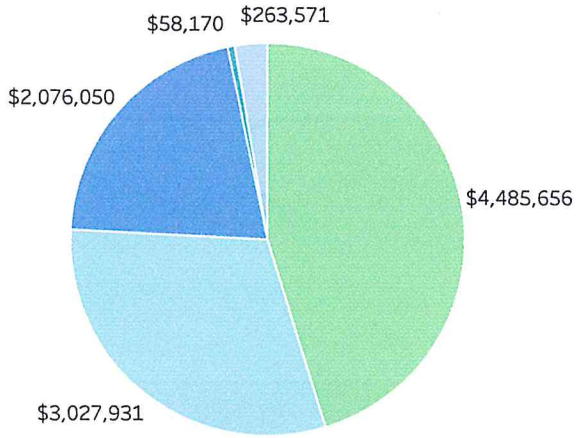
- Property and Income Tax
- State Revenue Sharing
- Charges For Services
- Federal Grants
- Other

Total Revenue by Year

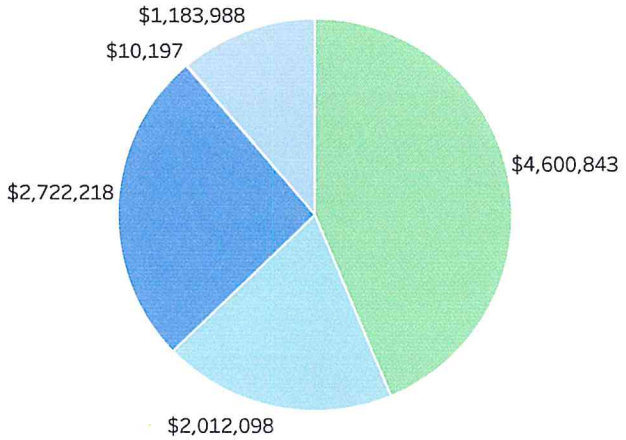
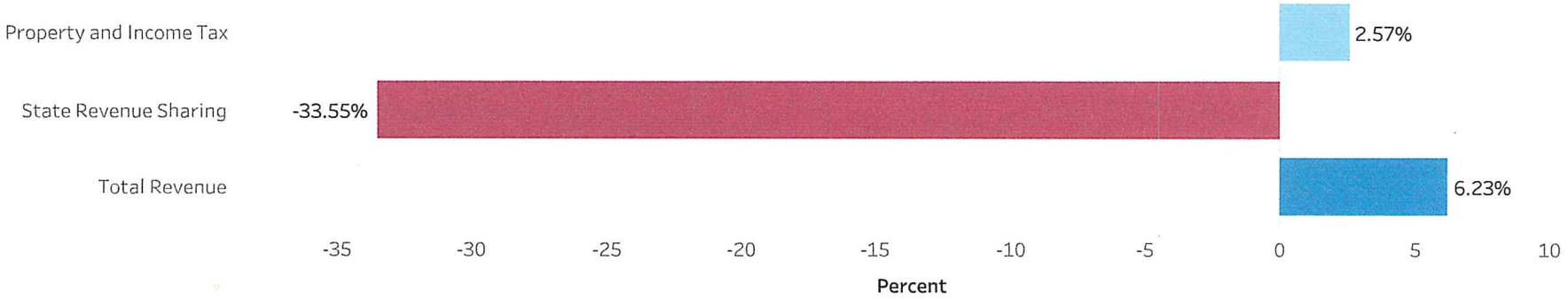
(Adjusted for inflation)



2002



2017



Percent Change of Revenue