

# City of Kentwood

Michigan Department of Treasury  
City, Village, and Township Revenue  
Sharing / County Incentive Program  
(CVTRS / CIP)

Accountability & Transparency  
2018 Submission due 12/1/2018

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# City of Kentwood

MI Public Act 207 of 2018

(applicable sections)

## **2018 Public Act 207 2018 Senate Bill 848**

### **City, Village, and Township Revenue Sharing (CVTRS)/County Incentive Program (CIP)**

Sec. 952. (1) The funds appropriated in part 1 for city, village, and township revenue sharing are for grants to cities, villages, and townships such that, subject to fulfilling the requirements under subsection (3), each city, village, or township that received a payment under section 950(2) of 2009 PA 128 greater than \$1,000.00 is eligible to receive a payment equal to 78.51044% of its total payment received under section 950(2) of 2009 PA 128 or for each city, village, or township with a population in excess of 7,500, notwithstanding whether it received a payment greater than \$1,000.00 under section 950(2) of 2009 PA 128, a payment equal to the population of the city, village, or township multiplied by \$2.648299, whichever is greater, rounded to the nearest dollar. Payments under this section to cities, villages, or townships that did not receive a payment under section 950(2) of 2009 PA 128 greater than \$4,500.00 are one-time payments for which eligibility is based on a presumed level of local services provided. For purposes of this subsection, any city, village, or township that completely merges with another city, village, or township will be treated as a single entity, such that when determining the eligible payment under section 950(2) of 2009 PA 128 for the combined single entity, the amount each of the merging local units was eligible to receive under section 950(2) of 2009 PA 128 is summed. For purposes of this subsection, population is determined in the same manner as under section 3 of the Glenn Steil state revenue sharing act of 1971, 1971 PA 140, MCL 141.903. In addition, any city or village that according to the 2010 federal decennial census is determined to have population in more than 1 county shall be treated as a single entity when determining the eligible payment under section 950(2) of 2009 PA 128.

(2) The funds appropriated in part 1 for the county incentive program are to be used for grants to counties such that each county is eligible to receive an amount equal to 20% of the amount determined pursuant to the Glenn Steil state revenue sharing act of 1971, 1971 PA 140, MCL 141.901 to 141.921. The amount calculated under this subsection shall be adjusted as necessary to reflect partial county fiscal years and prorated based on the total amount appropriated for distribution to all eligible counties. Except as otherwise provided under this subsection, payments under this subsection will be distributed to an eligible county subject to the county's fulfilling the requirements under subsection (3).

(3) For purposes of accountability and transparency, each eligible city, village, township, or county shall certify by December 1, or the first day of a payment month, that it has produced a citizen's guide of its most recent local finances, including a recognition of its unfunded liabilities; a performance dashboard; a debt service report containing a detailed listing of its debt service requirements, including, at a minimum, the issuance date, issuance amount, type of debt instrument, a listing of all revenues pledged to finance debt service by debt instrument, and a listing of the annual payment amounts until maturity; and a projected budget report, including, at a minimum, the current fiscal year and a projection for the immediately following fiscal year. The projected budget report shall include revenues and expenditures and an explanation of the assumptions used for the projections. Each eligible city, village, township, or county shall include in any mailing of general information to its citizens the internet website address location for its citizen's guide, performance dashboard, debt service report, and projected budget report or the physical location where these documents are available for public viewing in the city, village, township, or county clerk's office. Each city, village, township, and county applying for a payment under this subsection shall submit a copy of the performance dashboard, a copy of the

## **2018 Public Act 207 2018 Senate Bill 848**

### **City, Village, and Township Revenue Sharing (CVTRS)/County Incentive Program (CIP)**

debt service report, and a copy of the projected budget report to the department of treasury. In addition, each eligible city, village, township, or county applying for a payment under this subsection shall either submit a copy of the citizen's guide or certify that the city, village, township, or county will be utilizing treasury's online citizen's guide. The department of treasury shall develop detailed guidance for a city, village, township, or county to follow to meet the requirements of this subsection. The detailed guidance shall be posted on the department of treasury website and distributed to cities, villages, townships, and counties by October 1.

(4) City, village, and township revenue sharing payments and county incentive program payments are subject to the following conditions:

(a) The city, village, township, or county shall certify to the department that it has met the required criteria for subsection (3) and submitted the required citizen's guide, performance dashboard, debt service report, and projected budget report as required by subsection (3). A department of treasury review of the citizen's guide, dashboard, or reports is not required in order for a city, village, township, or county to receive a payment under subsection (1) or (2). The department shall develop a certification process and method for cities, villages, townships, and counties to follow.

(b) Subject to subdivisions (c), (d), and (e), if a city, village, township, or county meets the requirements of subsection (3), the city, village, township, or county shall receive its full potential payment under this section.

(c) Cities, villages, and townships eligible to receive a payment under subsection (1) shall receive 1/6 of their eligible payment on the last business day of October, December, February, April, June, and August. Payments under subsection (1) shall be issued to cities, villages, and townships until the specified due date for subsection (3). After the specified due date for subsection (3), payments shall be made to a city, village, or township only if that city, village, or township has complied with subdivision (a).

(d) Payments under subsection (2) shall be issued to counties until the specified due date for subsection (3). After the specified due date for subsection (3), payments shall be made to a county only if that county has complied with subdivision (a).

(e) If a city, village, township, or county does not submit the required certification, citizen's guide, performance dashboard, debt service report, and projected budget report by the first day of a payment month, the city, village, township, or county shall forfeit the payment in that payment month.

(f) Any city, village, township, or county that falsifies certification documents shall forfeit any future city, village, and township revenue sharing payments or county incentive program payments and shall repay to this state all payments it has received under this section.

**2018 Public Act 207**  
**2018 Senate Bill 848**

**City, Village, and Township Revenue Sharing (CVTRS)/County Incentive Program (CIP)**

(g) City, village, and township revenue sharing payments and county incentive program payments under this section shall be distributed on the last business day of October, December, February, April, June, and August.

(h) Payments distributed under this section may be withheld pursuant to sections 17a and 21 of the Glenn Steil state revenue sharing act of 1971, 1971 PA 140, MCL 141.917a and 141.921.

(5) The unexpended funds appropriated in part 1 for city, village, and township revenue sharing and the county incentive program shall be available for expenditure under the program for financially distressed cities, villages, or townships after the approval of transfers by the legislature pursuant to section 393(2) of the management and budget act, 1984 PA 431, MCL 18.1393.

# **2018 Public Act 207**

## **2018 Senate Bill 848**

### **Supplemental City, Village, and Township Revenue Sharing**

Sec. 957. (1) From the one-time funds appropriated in part 1 for supplemental city, village, and township revenue sharing, a city, village, or township eligible for a payment under section 952 of this part shall receive a payment equal to the population of the city, village, or township multiplied by \$0.807929, rounded to the nearest dollar. The amount calculated under this subsection shall be prorated based on the total amount appropriated for distribution to all eligible cities, villages, and townships. Payments under this section must be used to pay down debt, pension, or other postemployment benefit obligations, unless the local unit has no such obligations. For purposes of this section, population is determined in the same manner as under section 3 of the Glenn Steil state revenue sharing act of 1971, 1971 PA 140, MCL 141.903. In addition, any city or village that according to the 2010 federal decennial census is determined to have population in more than 1 county shall be treated as a single entity when determining the payment received under this section.

(2) Cities, villages, and townships eligible to receive a payment under subsection (1) shall receive 1/6 of their eligible payment on the last business day of October, December, February, April, June, and August.

# City of Kentwood

## Certification of Accountability and Transparency

(MI Department of Treasury Form 4886)

2018 Submission due 12/1/2018


## 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 Kentwood		Local Unit County Name Kent	
Local Unit Code 41-2050		Contact E-Mail Address rambom@kentwood.us	
Contact Name Mark Rambo	Contact Title Deputy City Administrator	Contact Telephone Number (616) 554-0770	Extension
Website Address, if reports are available online www.kentwood.us		Current Fiscal Year End Date 6/30/2019	
PART 2: CITIZEN'S GUIDE			
Check any of the following that apply:			
<input checked="" 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) Stephen C.N. Kepley	
Title Mayor		Date 11/19/2018	

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	



# City of Kentwood

## Citizen's Guide

The City has elected to use the Michigan Department of Treasury on-line Citizen's Guide, also referred to as MI Community Financial Dashboard, to comply with the City, Village, and Township Revenue Sharing (CVTRS) Program Citizen's Guide requirement.

Please follow the link below to access this information resource.

[MICommunityFinancials.michigan.gov](https://MICommunityFinancials.michigan.gov)

# City of Kentwood

## Performance Dashboard

### FY 2014 – 2018

**CITY OF KENTWOOD  
PERFORMANCE DASHBOARD  
FY 2014 - 2018**

FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
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**Fiscal Stability**

Annual general fund expenditures per capita	\$ 514.94	\$ 539.25	\$ 530.93	\$ 530.75	\$ 539.22
Fund balance as a percentage of annual general fund expenditures	20.53%	20.71%	21.29%	21.45%	21.48%
Unfunded other post employment benefits as a % of general fund revenue	-2.25%	-3.01%	-2.79%	-3.12%	-3.76%
Governmental Activities - Debt burden per capita	\$ 283.88	\$ 247.42	\$ 210.58	\$ 191.34	\$ 172.76
Percentage of road funding provided by the general fund	0%	0%	0%	0%	0%
Ratio of pensioners to employees	1 to 7	1 to 7	1 to 6	1 to 6	1 to 5
Number of services delivered by cooperative venture	60	60	60	60	60

**Economic Venture**

Percentage of Community with access to high speed internet	100%	100%	100%	100%	100%
Percentage of Community age 25+ with a Bachelor Degree+	31.9%	33.1%	33.1%	33.6%	33.6%

**Public Safety**

Violent crimes per thousand residents	2.59	3.51	3.31	2.88	3.34
Property crimes per thousand residents	29.9	30.5	30.0	27.9	22.6
Traffic injuries and fatalities per thousand residents	5.6	5.8	5.9	7.4	6.2
Total Fire Department Responses	4,220	4,324	4,288	4,662	4,645
Total Structure Fires	31	48	41	41	63

**Quality of Life Through June 30th of each year**

Miles of sidewalks and NMT's as a factor of total miles of local/major streets	0.59	0.64	0.64	0.63	0.63
Percentage of general fund expenditures committed to arts, culture, and recreation	6.43%	7.28%	7.79%	8.54%	9.90%
Total Acres of Parkland (Developed + Undeveloped)	447.0	462.8	462.8	462.8	462.8
Acres of developed Parkland Per Thousand Residents	8.90	9.12	9.01	8.95	8.94
Percentage of community with available curbside recycling	100%	100%	100%	100%	100%
Total Lane Mileage of Roadways with Bike Lanes	2.60	4.65	4.45	4.45	4.45

# City of Kentwood

## Debt Service Report

June 30, 2018

# City of Kentwood

## Debt Service Report

**Local Unit Name:** City of Kentwood  
**Local Unit Code:** 41-2050  
**Current Fiscal Year End Date:** 6/30/2018  
  
**Debt Name:** 2009 Capital Improvement Bonds  
**Issuance Date:** 3/19/2009  
**Issuance Amount:** \$8,000,000  
**Debt Instrument (or Type):** General Obligation Limited Tax  
**Repayment Source(s):** Library Millage Fund

<u>Years Ending</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
6/30/2019	\$ 400,000	\$ 245,928	\$ 645,928
6/30/2020	\$ 390,000	\$ 227,802	\$ 617,802
6/30/2021	\$ 410,000	\$ 208,302	\$ 618,302
6/30/2022	\$ 425,000	\$ 190,672	\$ 615,672
6/30/2023	\$ 445,000	\$ 171,972	\$ 616,972
6/30/2024	\$ 465,000	\$ 151,948	\$ 616,948
6/30/2025	\$ 460,000	\$ 130,325	\$ 590,325
6/30/2026	\$ 510,000	\$ 108,475	\$ 618,475
6/30/2027	\$ 535,000	\$ 84,250	\$ 619,250
6/30/2028	\$ 560,000	\$ 57,500	\$ 617,500
6/30/2029	\$ 590,000	\$ 29,500	\$ 619,500
<b>Totals</b>	<b>\$ 5,190,000</b>	<b>\$ 1,606,674</b>	<b>\$ 6,796,674</b>

Commentary:

# City of Kentwood

## Debt Service Report

**Local Unit Name:** City of Kentwood  
**Local Unit Code:** 41-2050  
**Current Fiscal Year End Date:** 6/30/2018

**Debt Name:** 2013 General Obligation Refunding Bonds  
**Issuance Date:** 6/18/2013  
**Issuance Amount:** \$6,530,000  
**Debt Instrument (or Type):** General Obligation Limited Tax  
**Repayment Source(s):** General Fund

<u>Years Ending</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
6/30/2019	\$ 600,000	\$ 55,482	\$ 655,482
6/30/2020	\$ 610,000	\$ 48,065	\$ 658,065
6/30/2021	\$ 615,000	\$ 39,335	\$ 654,335
6/30/2022	\$ 630,000	\$ 29,682	\$ 659,682
6/30/2023	\$ 635,000	\$ 19,086	\$ 654,086
6/30/2024	\$ 660,000	\$ 6,765	\$ 666,765
<b>Totals</b>	<b>\$ 3,750,000</b>	<b>\$ 198,415</b>	<b>\$ 3,948,415</b>

Commentary:

# City of Kentwood

## Debt Service Report

**Local Unit Name:** City of Kentwood  
**Local Unit Code:** 41-2050  
**Current Fiscal Year End Date:** 6/30/2018

**Debt Name:** 2013 Drinking Water Revolving Fund Water Main Improvement Bonds  
**Issuance Date:** 9/17/2013  
**Issuance Amount:** \$5,798,672  
**Debt Instrument (or Type):** General Obligation Limited Tax  
**Repayment Source(s):** Water Fund

Years Ending	Principal	Interest	Total
6/30/2019	\$ 250,000	\$ 98,674	\$ 348,674
6/30/2020	\$ 255,000	\$ 93,624	\$ 348,624
6/30/2021	\$ 265,000	\$ 88,424	\$ 353,424
6/30/2022	\$ 270,000	\$ 83,074	\$ 353,074
6/30/2023	\$ 275,000	\$ 77,624	\$ 352,624
6/30/2024	\$ 280,000	\$ 72,074	\$ 352,074
6/30/2025	\$ 285,000	\$ 66,423	\$ 351,423
6/30/2026	\$ 290,000	\$ 60,673	\$ 350,673
6/30/2027	\$ 295,000	\$ 54,823	\$ 349,823
6/30/2028	\$ 300,000	\$ 48,873	\$ 348,873
6/30/2029	\$ 310,000	\$ 42,773	\$ 352,773
6/30/2030	\$ 315,000	\$ 36,523	\$ 351,523
6/30/2031	\$ 320,000	\$ 30,173	\$ 350,173
6/30/2032	\$ 325,000	\$ 23,723	\$ 348,723
6/30/2033	\$ 335,000	\$ 17,123	\$ 352,123
6/30/2034	\$ 340,000	\$ 10,373	\$ 350,373
6/30/2035	\$ 348,672	\$ 3,487	\$ 352,159
<b>Totals</b>	<b>\$ 5,058,672</b>	<b>\$ 908,461</b>	<b>\$ 5,967,133</b>

Commentary:

# City of Kentwood Debt Service Report

**Local Unit Name:** City of Kentwood  
**Local Unit Code:** 41-2050  
**Current Fiscal Year End Date:** 6/30/2018

**Debt Name:** 2015 Refunding Bonds  
**Issuance Date:** 5/5/2015  
**Issuance Amount:** \$1,985,000  
**Debt Instrument (or Type):** General Obligation Limited Tax  
**Repayment Source(s):** Water & Sewer Funds

<u>Years Ending</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
6/30/2019	\$ 400,000	\$ 10,062	\$ 410,062
6/30/2020	\$ 405,000	\$ 5,063	\$ 410,063
<b>Totals</b>	<b>\$ 805,000</b>	<b>\$ 15,125</b>	<b>\$ 820,125</b>

Commentary:



**City of Kentwood**  
**Projected Budget Report**  
**FY 2019 & 2020**

# City of Kentwood Projected Budget Report

**Local Unit Name:** City of Kentwood  
**Local Unit Code:** 41-2050  
**Current Fiscal Year End Date:** 6/30/2019  
**Fund Name:** General Fund

REVENUES	FY 2019 Adopted Budget	FY 2020 Projected Budget	Assumptions
Property Taxes	\$ 5,972,200	\$ 6,060,600	1.5% increase
Intergovernmental	6,515,900	6,597,800	1.5% increase
Licenses & Permits	1,878,200	1,878,200	0% increase
Charges for Services	4,502,400	4,515,400	0% increase
Fines & Forfeitures	1,322,000	1,322,000	0% change
Investment Income	100,000	100,000	0% change
Miscellaneous	204,800	205,200	0% change
Other Financing Sources	12,599,900	12,994,700	Transfer from Police & Fire Millage Fund change to match police & fire costs less General Fund contribution, plus transfer from Library Millage Fund for Library Department expenditures.
<b>Total Revenues</b>	<b>\$ 33,095,400</b>	<b>\$ 33,673,900</b>	
<b>EXPENDITURES</b>			
General Government	\$ 2,604,000	\$ 2,617,700	See commentary below for expenditure-related assumptions
Court	1,666,000	1,702,500	
Sobriety Court	154,700	157,500	
Executive	366,100	373,900	
Elections	66,000	66,800	
Finance	674,000	690,000	
Assessor	490,100	502,600	
Clerk	273,100	280,300	
Human Resources	267,700	275,200	
Treasurer	268,600	275,400	
Information Technology	590,500	602,200	
Police	10,960,200	11,209,100	
Police Investigative	142,400	142,400	
Fire Part Time	131,800	137,700	
Fire	6,004,500	6,143,000	
Inspections	603,200	607,400	
Planning	462,900	475,500	
Public Works	3,522,500	3,597,000	
Engineering	449,600	461,300	
Recreation	1,067,200	1,150,700	
Recreation - ARCH Grant	1,705,600	1,743,900	
Recreation - Community Events	295,900	298,900	
Library	324,800	326,300	
<b>Total Expenditures</b>	<b>\$ 33,091,400</b>	<b>\$ 33,837,300</b>	
<b>Net Revenues (Expenditures)</b>	<b>4,000</b>	<b>(163,400)</b>	
<b>Beginning Fund Balance</b>	<b>5,993,247</b>	<b>5,997,247</b>	
<b>Ending Fund Balance</b>	<b>\$ 5,997,247</b>	<b>\$ 5,833,847</b>	

Commentary: Expenditure-related assumptions are 1) no staffing changes; 2) pay to increase based on contractual rates; 3) medical costs +6.5%; 4) pension contributions based on projection by plan actuary; 5) debt service payments based on repayment schedules.