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MICHIGAN MUNICIPAL LEAGUE

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michigan municipal league

Better Communities. Better Michigan.

# Economic Vitality and Incentive Program

- ❖ EVIP Program
- ❖ Requirements
- ❖ SB 7
- ❖ Grant Program

# Revenue Sharing Appropriations FY 2012

❖ Constitutional	-	Unchanged	\$659.0M
❖ Statutory	-	Eliminated	\$ 0.0M
❖ EVIP	-	New Program	\$215.0M

# Requirements For Revenue Sharing Payments

- ❖ Constitutional - No Requirements
- ❖ EVIP - Multiple Requirements

# What is the Economic Vitality Incentive Program (EVIP)?

- ❖ New Program passed by the Legislature in Public Act 63 of 2011 (the FY 2012 Appropriation Act)
- ❖ Provides Incentive payments to eligible cities, villages and townships

# P.A. 63 of 2011 - EVIP

- ❖ Appropriated \$215.0M
- ❖ Boilerplate(Section 951) Set program requirements
  - Section 951 (1) - Grant program
  - Section 951 (2) - Incentive program
  - Section 951 (3) - Incentive program requirements
  - Section 951 (4) - Conditions of EVIP
  - Section 951 (5) - Work project language

# Economic Vitality Incentive Program (EVIP) – Two Programs

- ❖ Incentive Program            \$210.0M
- ❖ Grant Program                \$    5.0M

# EVIP - Eligible Local Units

	<u>Number</u>	<u>Amount</u>
Cities	270	202.3M
Villages	182	3.1M
Townships	<u>34</u>	<u>4.5M</u>
Total	486	210.0M

# Who is Eligible for EVIP Payments

- ❖ Any city, village, and/or township whose fiscal year 2010 statutory revenue sharing total was greater than \$4,500
  - Fiscal Year = State's Fiscal Year  
October 1, 2009 – September 30, 2010
  - Eligible does not mean the local unit qualifies for payments

# How Does A Local Unit “Qualify” for EVIP Payments?

- ❖ Provide the required documentation to the Michigan Department of Treasury by the due date

# Incentive Program (EVIP) – Three Categories

- ❖ A local unit's FY 2010 total statutory revenue sharing amount times 67.837363% equals the potential maximum EVIP amount.
  - Accountability & Transparency \$70.0M
  - Consolidation of Services \$70.0M
  - Employee Compensation \$70.0M

# Accountability & Transparency Requirements to Qualify for Payments

- ❖ Treasury must receive the following in order for an eligible local unit to qualify for payments:
  1. A completed Certification Form (form # 4886) signed by the Chief Administrative Officer
  2. A copy of the local unit's Citizen's Guide
  3. A copy of the local unit's Performance Dashboard

# Accountability & Transparency Requirements to Qualify for Payments

- ❖ Documentation was due to Treasury October 1, 2011 to receive maximum amount available
- ❖ Citizen's Guide and Performance Dashboard must be made readily available to the public

# Accountability & Transparency Performance Dashboard Requirements

- ❖ The Performance Dashboard must include:
  - The local finances for the local unit and
  - A recognition of the local unit's unfunded liabilities

# Consolidation of Services Requirements to Qualify for Payments

❖ Treasury must receive the following in order for an eligible local unit to qualify for payments:

1. A completed Certification Form (form # 4887) signed by the Chief Administrative Officer
2. A copy of the local unit's Cooperation, Collaboration and Consolidation Plan

# Consolidation of Services Requirements to Qualify for Payments

- ❖ Documentation due to Treasury by January 1, 2012 to receive maximum amount available
- ❖ Cooperation, Collaboration, and Consolidation Plan must be made readily available to the public

# Cooperation, Collaboration and Consolidation Plan

- ❖ Listing of any previous services consolidated, with the cost savings realized
- ❖ Listing of any new cooperation, collaboration or consolidations being planned, with the estimated potential savings Indicated
- ❖ Act requires one or more proposals to increase existing level of cooperation, collaboration or consolidation

# Employee Compensation Requirements to Qualify for Payments

- ❖ Treasury must receive the following in order for an eligible local unit to qualify for payments:
  1. A completed Certification Form (form # 4888) signed by the Chief Administrative Officer
  2. A copy of the local unit's Employee Compensation Plan

# Employee Compensation Requirements to Qualify for Payments

- ❖ Documentation due to Treasury by May 1, 2012 to receive maximum amount available
- ❖ Employee Compensation Plan must be made available for public viewing either on the internet or in the local unit's clerk's office

# Employee Compensation Plan

- ❖ Develop and publicize a plan that the local unit intends to implement with any new, modified, or extended contract or employment agreement

# Employee Compensation Plan

- ❖ P.A. 63 of 2011, Section 951 (3):
  - Caps annual amount employer contributes to retirement plans for new hires
  - Sets the maximum multiplier for defined benefit pension plans
  - Defines the limits on calculation of the final average compensation for defined benefit pension plans
  - Sets limits on health care premium costs for new hires

# Senate Bill 7: Health care hybrid

80/20 and hard cap hybrid - Last month the Governor signed SB 7 as a hybrid between the 80/20 premium share and hard cap concepts.

➤ There is a preference for the hard cap: \$5,500 times # of employees for single coverage; \$11,000 times # of employees for individual + spouse; and \$15,000 times # of employees for family.

➤ An employer can opt out of the hard cap if it chooses (by 2/3 vote of governing body) to instead use an 80/20 premium share model.

➤ However a local unit of government (only cities, villages, townships and counties NOT schools) may opt out of the plan entirely by 2/3 vote of the governing body.

# SB 7

- ❖ Failing to comply means 10% reduction in EVIP payments.
- ❖ HOWEVER, EVIP and SB 7 are separate.
- ❖ You can opt out lawfully under SB 7 and still qualify for EVIP with proper certification to Treasury.

# When Will Payments Be Issued?

Last Business Day of the Even Numbered Months:

- October 31
- December 29
- February 29
- April 30
- June 29
- August 31

# Payment Example – Required Documentation in by Due Date

Total Projected EVIP: \$ 180,000  
All Required Documentation Received by Due Date

Payment Month	Accountability & Transparency	Consolidation of Services	Employee Compensation	Total
Oct	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000
Dec	10,000	10,000	10,000	30,000
Feb	10,000	10,000	10,000	30,000
Apr	10,000	10,000	10,000	30,000
Jun	10,000	10,000	10,000	30,000
Aug	10,000	10,000	10,000	30,000
Total	\$ 60,000	\$ 60,000	\$ 60,000	\$ 180,000

# Payment Example – Required Documentation in on October 2nd

Total Projected EVIP: \$ 180,000  
 Accountability & Transparency Documentation In On October 2nd  
 Documentation For Other Categories Received by Due Dates

Payment Month	Accountability & Transparency	Consolidation of Services	Employee Compensation	Total
Oct	\$ -	\$ 10,000	\$ 10,000	\$ 20,000
Dec	10,000	10,000	10,000	30,000
Feb	10,000	10,000	10,000	30,000
Apr	10,000	10,000	10,000	30,000
Jun	10,000	10,000	10,000	30,000
Aug	10,000	10,000	10,000	30,000
Total	\$ 50,000	\$ 60,000	\$ 60,000	\$ 170,000

# Payment Example – Never Send in Required Documentation

Total Projected EVIP: \$ 180,000  
 Required Documentation Never Sent In

Payment Month	Accountability & Transparency	Consolidation of Services	Employee Compensation	Total
Oct	\$ -	\$ 10,000	\$ 10,000	\$ 20,000
Dec	-	10,000	10,000	20,000
Feb	-	-	10,000	10,000
Apr	-	-	10,000	10,000
Jun	-	-	-	-
Aug	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 40,000</b>	<b>\$ 60,000</b>

# Summary - EVIP Requirements

- ❖ Certification Form
- ❖ Additional Documentation
  - Citizens Guide & Dashboard
  - Consolidation Plan
  - Employee Compensation Plan

# Citizens Guide and F65 portal

- ❖ Citizens Guide as required under the Economic Vitality Incentive Program (EVIP) is now loaded into F65 portal
- ❖ Available for all local governments that submit F65 data



# Department of Treasury

Michigan.gov

The Official State of Michigan Website

[Help](#)

## Welcome to F65 Government Fiscal Data Portal (Department of Treasury)

[E-File F65](#)

[Available Reports](#)

# Retrieving the Citizens Guide

- ❖ User will access their Citizens Guide report via the E-File 65 button
- ❖ Enter your username and password



# Department of Treasury



[Skip Introduct](#)

## Introductory Local Unit Information

### INSTRUCTIONS:

1. Select F65 Form Year from the drop down list. This selection should correspond to the year in which the filing is due. The F65 is due six months after a local unit's fiscal year end. For example: For fiscal year ending 9/30/2008, the F65 is due by 3/31/2009. Therefore, the appropriate F65 Form Year is 2009.
2. Select Unit Name from the drop down list. If you do not find the Unit Name in the drop down list, it is an indication that the document has already been submitted.
3. Verify the data displayed and make any necessary changes. Once correct, click on the "Submit" button and begin entering data.
4. now adding the new text to the new line number 4aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa



# Department of Treasury

Michigan.gov  
The Official State of Michigan Website

Revenues

Expenditures

Capital Outlay

Statement of Position

Supplementary Info

Submit-F65

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2011

Addison - Lenawee

Tax Revenues

Account Number	Description	General Fund (101 Fund)	All other Governmental Funds (102-499 Funds)	Enterprise Funds (500-599 Funds)	Component Units	Total
400-449 Except below	Property Tax (includes delinquent taxes, penalties, interest, fees)			1.00	1.00	2.00
424	Tax Reverted Property	1.00	1.00	1.00	1.00	4.00
434	Commercial Facilities Tax	1.00	1.00	1.00	1.00	4.00
434	Trailer Taxes	1.00	1.00	1.00	1.00	4.00

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-  Save
-  Save As
-  Open
-  Close

Info


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New

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Save & Send

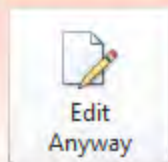
Help

 Options

 Exit

## Information about Citizens\_Guide\_8122011(1)

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Edit  
Anyway

### Protected View

Office has detected a problem with this file. Editing it may be dangerous. To help keep your computer safe this file has been opened in Protected View.

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### Properties ▾

Size	145KB
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Categories	None

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Last Modified	8/9/2011 4:50 AM
Created	1/4/2011 11:16 AM
Last Printed	6/4/2011 10:46 AM

### Related People

Author	Joe.Heffernan
Last Modified By	Rajesh

### Related Documents

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- ❖ With Windows Excel version 2007 (latest version), you will see a statement about protected view because of spreadsheet macros
- ❖ You can click on protected view

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Cut Copy Paste Format Painter Clipboard

Arial 14 A A B I U Font

Wrap Text Merge & Center Alignment

Accounting \$ % .00 .00 Number

Conditional Formatting as Table Styles Cell Styles

**Security Warning** Macros have been disabled. [Enable Content](#)

A1 **INSTRUCTIONS FOR THE CITIZEN'S GUIDE SPREADSHEET**

Document Recovery

Excel has recovered the following files. Save the ones you wish to keep.

Available files

Book1 (version 2).xlsb [Autos...]  
Version created from the last ...  
6:55 PM Thursday, August 11...

flint cash flow (version 1).xlsb ...  
Version created from the last ...  
10:12 AM Wednesday, August...

Copy of Cashflow Analysis20 ...  
Version created from the last ...  
11:34 PM Monday, August 08...

Book1 (version 1).xlsb [Autos...]  
Version created from the last ...  
10:33 PM Tuesday, August 02...

Copy of Cashflow Analysis FY...  
Version created from the last ...  
9:14 AM Wednesday, August ...

Which file do I want to save?

Close

**INSTRUCTIONS FOR THE CITIZEN'S GUIDE SPREADSHEET**

The spreadsheet is organized by tabs. The first tab to the right of the Instruction tab is titled "Data Input" and is where you should have to enter data or make modifications. The next four tabs contain the Citizens' Guide information organized as follows:

- Revenues
- Expenditures
- Financial Position
- Other long-term obligations

To enter information in the data input tab, you will need to have copies of your financial statements, trial balance, and F-65 forms. To use the spreadsheet:

- The model requires 5 years of data, but allows for 10 years (10 years being preferable.) In order for the model to run, you must ignore the first five years, we have hidden those columns. If you want to use more than five years, columns C-G and the input areas will be available.
- Rows 4 through 29 present the revenues and expenditures from all governmental funds.
  - » This should include the General Fund plus all special revenue, debt service, capital project, and other funds (if you are using the F-65, this is the sum of columns (a) and (b)).
  - » If you have any revenue or expenditure categories that are not being used by your local unit, please hide those rows on the data input sheet. This will remove them from the graphs so that the graphical presentation will not be cluttered.

❖ Note that there are 7 tabs

❖ The key tabs are:

- Data input
- Rev
- Exp
- Position
- Obligations

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Clipboard: Paste, Cut, Copy, Format Painter

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Styles: Conditional Formatting, Format as Table, Cell Styles

A6 Revenue

1 **CITIZENS' GUIDE TO LOCAL UNIT FINANCES - Addison - Lenawee** Per capita information

2 **Date Input Page** 2006 2007 2008 2009 2010 2009 2010

3 Instructions:  
Input all data on this page. The following pages will then provide the graphs and charts which comprise the Transparency tool (citizen friendly guide). This model requires 5 years of data, but allows up to 10 years. To use more than 5 years, unhide columns D-H.

4 Before publishing to the web site, we recommend "hiding" this tab, and the "F-65 crosswalk" tab, so that the document will be

5 **Stmt. Of Rev & Exp - All governmental funds**

6 **Revenue**

7	Taxes	100,414	107,256	110,600	113,666	105,637	#DIV/0!	#DIV/0!
8	Licenses & permits	-	23	1,025	440	565	#DIV/0!	#DIV/0!
9	from Federal Govt.	-	-	-	-	-	#DIV/0!	#DIV/0!
10	from State Govt.	117,786	116,390	114,715	111,360	104,166	#DIV/0!	#DIV/0!
11	Local contributions	-	-	-	3,187	5,093	#DIV/0!	#DIV/0!
12	Charges for services	22,132	24,729	21,375	20,886	7,890	#DIV/0!	#DIV/0!
13	Fines & forfeitures	-	-	-	-	304	#DIV/0!	#DIV/0!
14	Interest & rent	631	966	954	11,334	11,555	#DIV/0!	#DIV/0!
15	Other revenue	16,006	27,189	43,123	282,675	51,637	#DIV/0!	#DIV/0!
16	total revenue	256,969	276,553	291,792	543,548	286,847	#DIV/0!	#DIV/0!

17 **Expenditures**

18	General government	115,323	60,486	57,306	62,110	70,196	#DIV/0!	#DIV/0!
19	Police & fire	132,778	44,522	31,722	28,293	35,995	#DIV/0!	#DIV/0!
20	Other public safety	52,200	-	1,250	440	295	#DIV/0!	#DIV/0!
21	Roads	-	-	-	52,627	39,325	#DIV/0!	#DIV/0!
22	Other public works	246,447	76,362	83,092	24,880	23,071	#DIV/0!	#DIV/0!

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A6		Revenue								
A	B	H	I	J	K	L	M	N	O	P
1	<b>CITIZENS' GUIDE TO LOCAL UNIT FINANCES - Addison - Lenawee</b>					Per capita information				
2	<a href="#">Date Input Page</a>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2009</u>	<u>2010</u>		
43	Pensions									
44	Date of actuarial valuation:	12/31/2005	12/31/2006	12/31/2007	12/31/2008	12/31/2009				
45	Assets	Enter	Enter	Enter	Enter	Enter				
46	Actuarial Liability	Enter	Enter	Enter	Enter	Enter				
47	Unfunded (Overfunded)	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!		
48	Percent funded	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!				
49	OPEB									
50	Date of actuarial valuation:	12/31/2005	12/31/2006	12/31/2007	12/31/2008	12/31/2009				
51	Assets	Enter	Enter	Enter	Enter	Enter				
52	Actuarial Liability	Enter	Enter	Enter	Enter	Enter				
53	Unfunded	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!		
54	Percent funded	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!				
55	Sum of all pension & OPEB plans									
56	Assets	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!				
57	Actuarial Liability	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!				
58	Unfunded	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!		
59	Percent funded	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!				
60										
61										
62	Debt:									
63	Bonds & contracts payable	Enter	Enter	Enter	Enter	Enter				
64	Capital leases	Enter	Enter	Enter	Enter	Enter				
65	Other contractual debt	Enter	Enter	Enter	Enter	Enter				
66	Structured debt	-	-	-	-	-	-	#DIV/0!	#DIV/0!	

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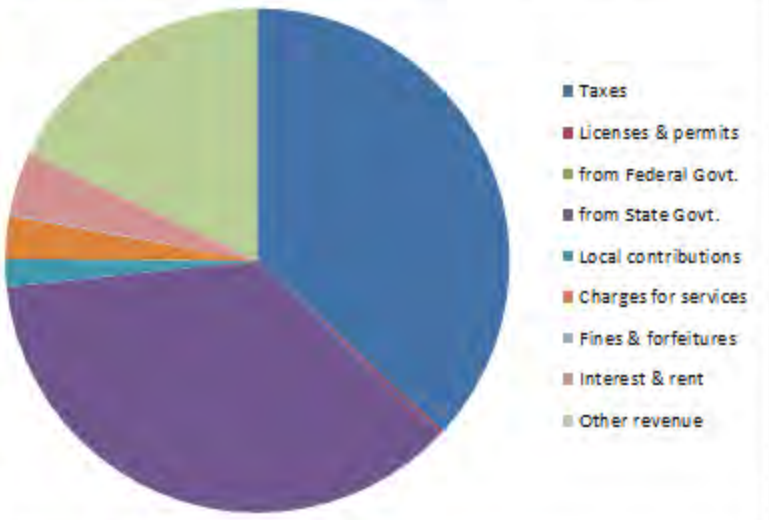
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**CITIZENS' GUIDE TO LOCAL UNIT FINANCES - Addison - Lenawee**

REVENUES

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

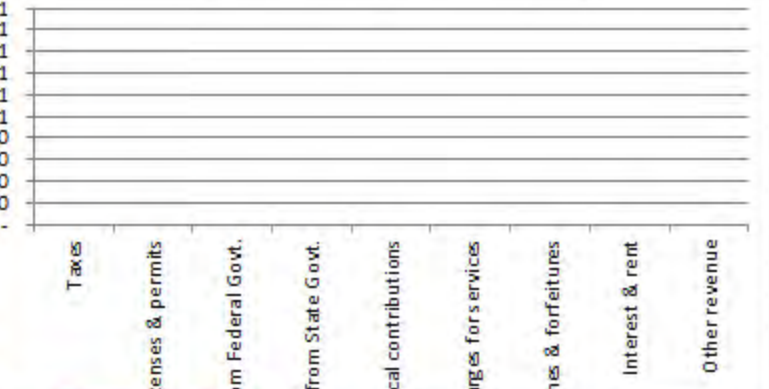
2. Compared to the prior year



	2009	2010	% change
Taxes	\$ 113,666	\$ 105,637	-7%
Licenses & permits	440	565	28%
from Federal Govt.	-	-	n/a
from State Govt.	111,360	104,166	-6%
Local contributions	3,187	5,093	60%
Charges for services	20,886	7,890	-62%
Fines & forfeitures	-	304	n/a
Interest & rent	11,334	11,555	0
Other revenue	282,675	51,637	-82%
<b>Total</b>	<b>\$ 543,548</b>	<b>\$ 286,847</b>	<b>-47%</b>

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

4. Historical trends of individual sources



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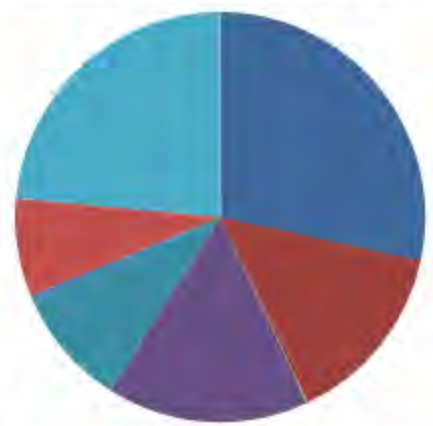
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**CITIZENS' GUIDE TO LOCAL UNIT FINANCES - Addison - Lenawee**

**EXPENDITURES**

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

2. Compared to the prior year



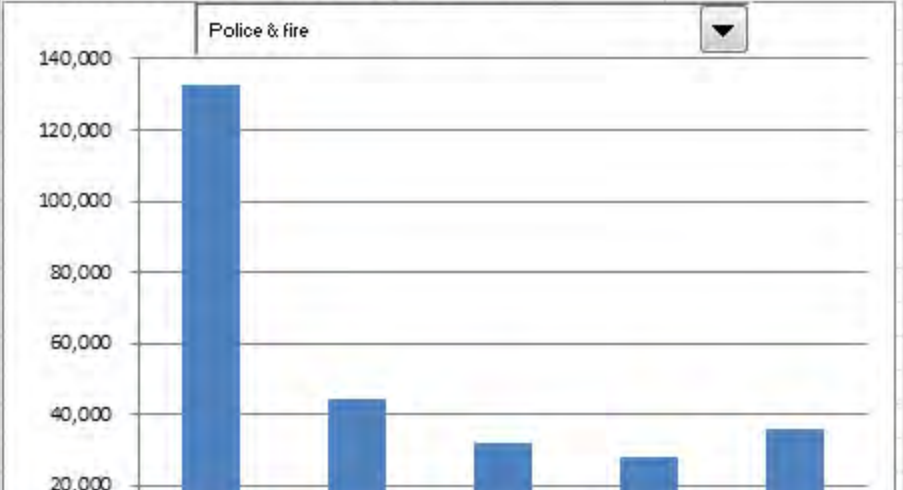
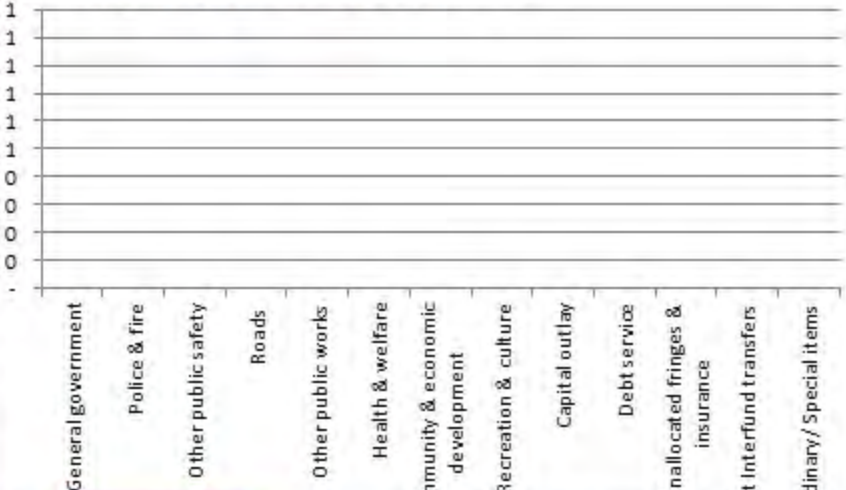
- General government
- Police & fire
- Other public safety
- Roads
- Other public works
- Health & welfare
- Community & economic development

Chart Area

	2009	2010	%
General government	\$ 62,110	\$ 70,196	13%
Police & fire	28,293	35,995	27%
Other public safety	440	295	-33%
Roads	52,627	39,325	-25%
Other public works	24,880	23,071	-7%
Health & welfare	-	-	n/a
Community & economic deve	2,257	980	-57%
Recreation & culture	18,489	19,142	4%
Capital outlay	132,003	-	-100%
Debt service	-	-	n/a
Unallocated fringes & insura	60,827	58,147	-4%
Net Interfund transfers	66,953	-	-100%
<b>total expenditures</b>	<b>\$ 448,879</b>	<b>\$ 247,151</b>	<b>-45%</b>

3. Spending per capita - compared to the prior year

4. Historical trends of individual departments:



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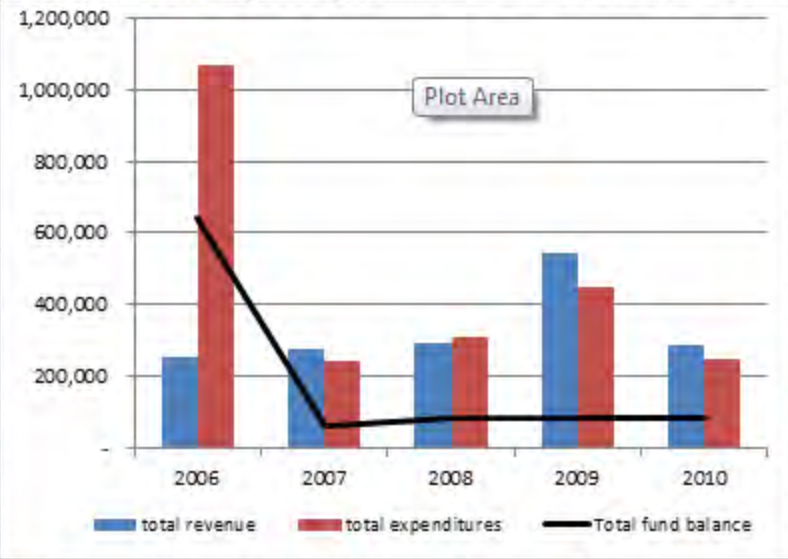
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**CITIZENS' GUIDE TO LOCAL UNIT FINANCES - Addison - Lenawee**

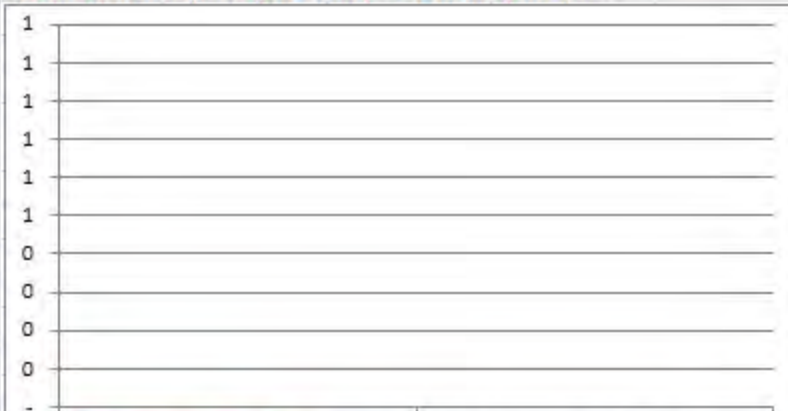
1. How have we managed our governmental fund resources (fund balance) 2. Compared to the prior year



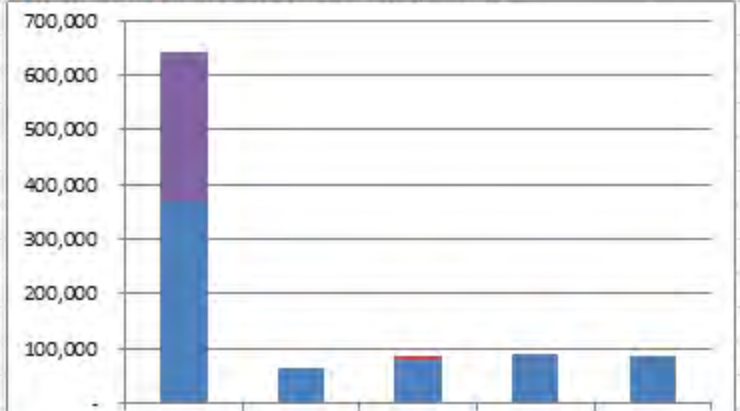
**FINANCIAL POSITION**

	2009	2010	% change
Revenue	543,548	286,847	-47%
Expenditures	448,879	247,151	-45%
Surplus (shortfall)	94,669	39,696	-58%
<b>Fund balance, by component:</b>			
Reserved	800	-	-100%
Designated	-	-	#DIV/0!
Undesignated	85,634	85,634	0%
total fund balance	86,434	85,634	-1%

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



4. Historical trends of individual components



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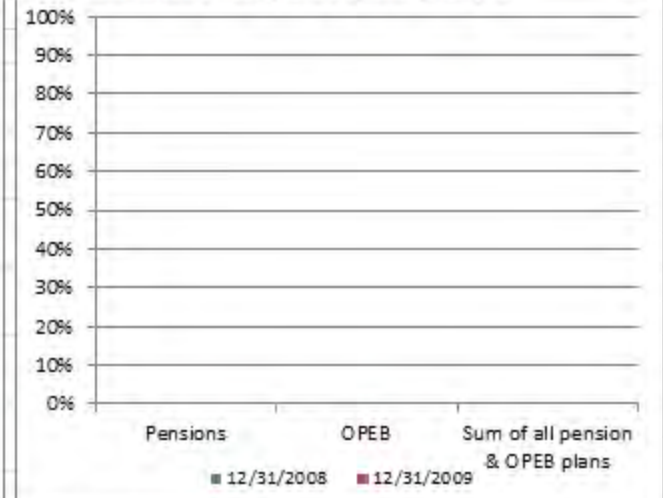
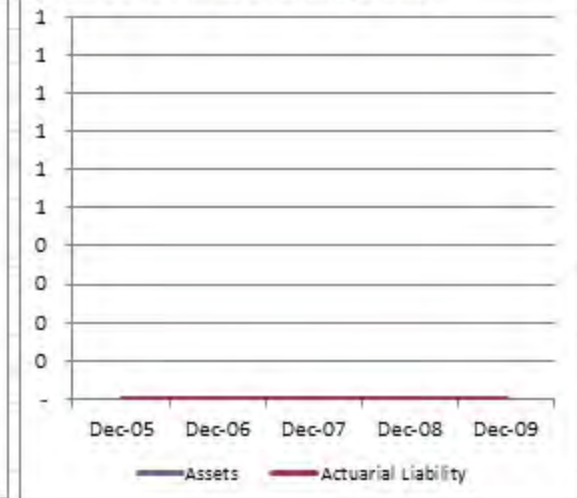
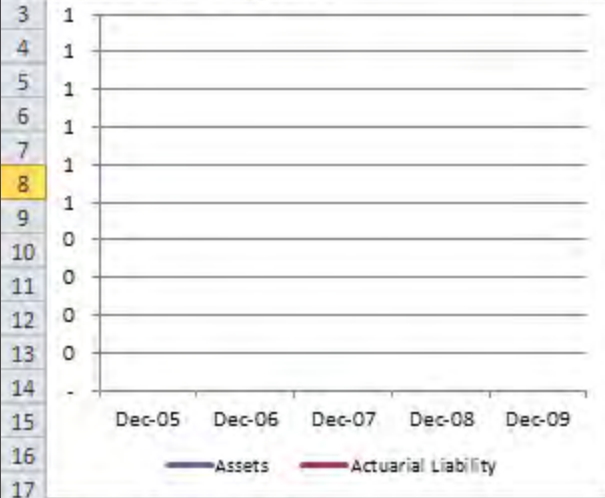
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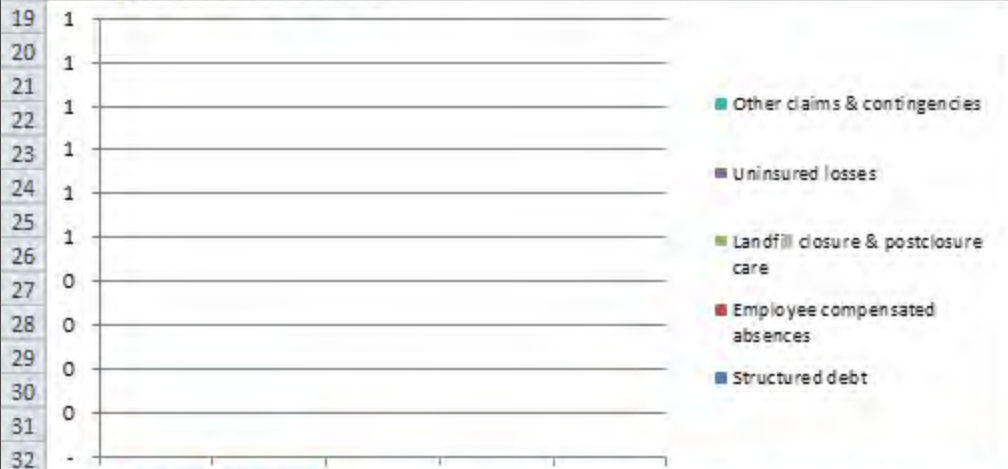
A B C D E F G H I J K L M N O P Q

1 **CITIZENS' GUIDE TO LOCAL UNIT FINANCES - Addison - Lenawee** OTHER LONG TERM OBLIGATIONS

2 1. Pension funding status 2. Retiree Health care funding status 3. Percent funded - compared to the prior year



18 4. Long Term Debt obligations: 5. Debt & other long term obligations per capita - compared to the prior year



- ❖ Once you have filled out the pension and obep data, the obligation tab will be filled out automatically



# Department of Treasury



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## WELCOME TO THE F65 MEMBER LOGIN PAGE

If you have not received an initial UserID and Password, Please contact the Department of Treasury (email link on the bottom of this page). If you have received an initial UserID and Password, you must enter each now.

### Member Log In

User Name:

Password:

[Forgot password](#)

### Citizen's Guide is now Available!!!

Automatically generate a citizen's guide to meet the requirements of EVIP. For more information, click on the "Download Citizen's Guide" link.

### F-65 Filing History

### F-65 Due Dates

F-65 "How-To" provides guidance on completing the F-65 Form. Please note that all local units of government, regardless of population, are required, by Statute, to file this form annually!

### Population Report

# How To Submit Documentation to Qualify for Payments

## ❖ Use One of the Following Methods:

1. Email to: [TreasORTA@michigan.gov](mailto:TreasORTA@michigan.gov)
2. Mail to: Michigan Department of Treasury  
Office of Revenue & Tax Analysis  
P.O. Box 30722  
Lansing, Michigan 48909

# Economic Vitality Incentive Program Grants

- ❖ Revised statutory revenue sharing program
- ❖ \$5 million in grants to local units for shared services
- ❖ Assist with costs involved in combining operations associated for approved projects that occur on or after October 1, 2011 or for mergers and inter-local agreements on or after June 21, 2011.
- ❖ Can also be used to offset up to 25% of a shared service analysis.
- ❖ Applications due November 1.