

City of Parchment, Michigan

650 South Riverview Drive



Proposed FY 2020-21 Budget

Submitted by:

Nancy Stoddard, City Manager

Shannon Stutz, City Treasurer

Budgeted Fund Revenue

City of Parchment

2020-21 Budget for Commission

4/6/2020

General Fund 101

	Prior Year Actual	Current Year Budget	Proposed FY 2020-21
Taxes/Fees	\$737,970.38	\$744,100.00	\$754,125.00
State Sales Tax	189,065.00	196,500.00	200,400.00
Solid Waste Collections	111,701.33	116,300.00	118,600.00 *
Reimbursement for Overhead	230,000.00	230,000.00	141,000.00
State Grants	133,895.39	54,100.00	122,000.00
Miscellaneous	46,633.50	27,100.00	27,600.00
Total	\$1,449,265.60	\$1,368,100.00	\$1,363,725.00

Major Street Fund 202

State Grants	\$150,819.11	\$142,800.00	\$163,300.00
Transfer from Other Funds	110,000.00	0.00	0.00
Total	\$260,819.11	\$142,800.00	\$163,300.00

Local Street Fund 203

State Grants/Interest	\$69,467.04	\$52,000.00	\$66,700.00
Transfer from Other Fund	20,000.00	20,400.00	-
Total	\$89,467.04	\$72,400.00	\$66,700.00

Brownfield Redevelopment 251

Taxes	\$57,153.57	\$55,800.00	\$56,900.00
Transfer from General Fund	2,300.0	2,300.00	0.00
Total	\$59,453.57	\$58,100.00	\$56,900.00

Sewer Fund 590

Charges and Penalties	\$139,871.84	\$367,800.00	\$35,700.00 *
Interest/Special Assessments	2,205.43	1,800.00	1,800.00
Total	\$142,077.27	\$369,600.00	\$37,500.00

Water Fund 591

Charges and Penalties	\$211,849.97	\$0.00	
SAW Grant	\$406,754.67	\$328,500.00	\$144,000.00
Interest/Hydrant Rental	\$5,665.00		
Sale of Capital Assets	151,889.26	-	
Total	\$776,158.90	\$328,500.00	\$144,000.00

GRAND TOTAL REVENUE

	\$2,777,241.49	\$2,339,500.00	\$1,832,125.00
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GENERAL FUND FY 2020-21

Total General Fund Revenues: \$1,363,725

Total General Fund Expenditures: \$1,460,600

Change in Fund Balance from the Previous Year: (\$96,875)

Projected FYE 6/30/21 Fund Balance: \$266,976

Noteworthy Items:

1. 1.6% COLA increase, 2% increase in all other expenses
2. Seasonal DPW employee assistance included
3. \$27,000 for General Ledger Software
4. Solid waste collections revenue subject to change in rate
5. Includes stage repair and improvements (resealing, brackets, paint, etc.)
6. Includes Brick sealing to City Hall
7. Includes SCBA for Fire Department ($\frac{1}{2}$ current year, $\frac{1}{2}$ in budget)
8. Includes Parks and Recreation Master Plan
9. Includes dead tree removal in park

General Fund Expenses

4/6/2020

City of Parchment

2020-21 Budget for Commission

Prior Year Actual	Current Year Budget	Proposed FY 2020-21
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Dept 100 - Legislative

Payroll/Fringes	\$6,637.38	\$8,570.00	\$8,600.00
Contracted Services	34,222.37	10,200.00	10,400.00
Memberships/Training/Dues	2,780.56	1,500.00	1,500.00
Community Promotion/Wassailing	3,374.94	3,000.00	3,000.00
Printing/Publishing	3,241.20	2,000.00	2,000.00
Transfer to other fund	37,300.00	2,300.00	-
Miscellaneous	1,094.00	1,000.00	1,000.00
Total	\$88,650.45	\$28,570.00	\$26,500.00

Dept 200 - Administration

Payroll/Fringes	\$234,637.64	\$272,830.00	\$285,300.00
Contracted Services	38,944.12	17,300.00	13,700.00
Memberships/Training/Dues	29,610.49	5,300.00	5,400.00
Communications	11,241.06	7,100.00	7,200.00
Printing/Publishing	6,063.36	2,600.00	2,700.00
Capital	39,551.00	-	27,000.00
Miscellaneous	27,315.09	20,000.00	29,800.00
Total	\$387,362.76	\$325,130.00	\$371,100.00

Dept 210 - Legal Services

Attorney - general and police	\$22,330.00	\$24,200.00	\$24,700.00
Total	\$22,330.00	\$24,200.00	\$24,700.00

Dept 300 - Police

Payroll/Fringes	\$29,977.07	\$24,000.00	\$23,900.00
Contracted Services	278,825.25	337,400.00	356,500.00
Total	\$308,802.32	\$361,400.00	\$380,400.00

Dept 336 - Fire

Payroll/Fringes	\$45,465.68	\$49,600.00	\$0.00
Contracted Services	14,832.28	20,800.00	77,400.00
Memberships/Training/Dues	1,950.00	5,800.00	
Communications	3,900.17	3,700.00	4,300.00
Operating/repair & maintenance	(329.85)	8,200.00	7,100.00
Capital	17,188.76	18,400.00	20,000.00
Insurance/utilities/hydrant rental	24,372.88	17,000.00	12,000.00
Total	\$107,379.92	\$123,500.00	\$120,800.00

General Fund Expenses

4/6/2020

City of Parchment

2020-21 Budget for Commission

Prior Year Actual	Current Year Budget	Proposed FY 2020-21
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Dept 440 - Public Works

Payroll/Fringes	\$161,629.00	\$149,275.00	\$161,400.00
Contracted Services	\$14,948.00	\$11,600.00	11,800.00
Operating/repair & maintenance	\$8,767.00	\$12,800.00	13,100.00
Communications	\$945.00	\$900.00	900.00
Community Promotion/training	\$580.00	\$800.00	800.00
Rubbish Collection Charges	\$113,633.00	\$100,000.00	110,000.00
Capital		\$0.00	
Utilities/Street Lighting	\$40,576.00	\$36,800.00	37,600.00
Debt Retirement/interest expense	\$18,963.00	\$19,200.00	19,500.00
Miscellaneous	\$10,255.00	\$8,500.00	8,700.00
Total	\$370,296.00	\$339,875.00	\$363,800.00

Dept 751 - Parks, Recreation & Culture

Payroll/Fringes	\$78,589.00	\$90,650.00	\$108,600.00
Contracted Services	\$21,429.00	\$15,600.00	\$28,000.00
Operating/repair & maintenance	\$14,330.00	\$11,400.00	\$13,500.00
Capital	\$23,482.00	\$0.00	10,000.00
Utilities/Street Lighting	\$6,338.00	\$6,700.00	6,800.00
Insurance	\$7,937.00	\$6,300.00	6,400.00
Total	\$152,105.00	\$130,650.00	\$173,300.00

TOTAL GENERAL FUND	\$1,436,926.45	\$1,333,325.00	\$1,460,600.00
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MAJOR STREETS FUND FY 2020-21

Total Major Streets Revenues: \$163,300

Total Major Streets Expenditures: \$106,685

Increase in Fund Balance from the Previous Year: \$56,615

Projected FYE 6/30/21 Fund Balance: \$58,001

Noteworthy Items:

1. 2% increase in overall expenses
2. Regular maintenance, snow removal, sidewalk repair
3. Includes ½ of City portion of Commerce Lane, and Parchmount from Riverview to Orient
4. Includes ½ of hot box \$10,500

Major Streets Fund Expenses

4/6/2020

City of Parchment

2020-21 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2020-21
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Dept 451 - Construction

Contracted Services	-	34,000.00	-
Capital	-	-	10,500.00
Total	\$0.00	\$34,000.00	\$10,500.00

Dept 463 - Routine Maintenance

Payroll/Fringes	\$4,225.90	\$9,780.00	\$12,900.00
Contracted Services	1,500.00	2,000.00	7,500.00
Miscellaneous	2,483.62	2,500.00	2,500.00
Total	\$8,209.52	\$14,280.00	\$22,900.00

Dept 475 - Traffic Services

Payroll/Fringes	\$5,307.89	\$9,310.00	\$12,600.00
Repair/Maintenance/Gas&Oil	6,714.65	14,900.00	15,100.00
Total	\$12,022.54	\$24,210.00	\$27,700.00

Dept 478 - Winter Maintenance

Payroll/Fringes	\$8,497.25	\$12,215.00	\$15,345.00
Gas&Oil/Salt	\$6,380.96	\$10,600.00	\$10,800.00
Total	\$14,878.21	\$22,815.00	\$26,145.00

Dept 482 - Administration

Payroll/Fringes	\$1,524.06	\$2,350.00	\$2,440.00
Overhead	\$17,000.00	\$17,000.00	\$17,000.00
Transfer to other fund	20,000.00	20,400.00	-
Total	\$38,524.06	\$39,750.00	\$19,440.00

TOTAL MAJOR STREETS FUND	\$73,634.33	\$135,055.00	\$106,685.00
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LOCAL STREETS FUND FY 2020-21

Total Local Streets Revenues: \$66,700

Total Local Streets Expenditures: \$101,255

Change in Fund Balance from the Previous Year: (\$34,555)

Projected FYE 6/30/21 Fund Balance: \$137,026

Noteworthy Items:

1. 2% increase in overall expenses
2. Regular maintenance, snow removal, sidewalk repair
3. Includes ½ of hot box \$10,500

Local Streets Fund Expenses

4/6/2020

City of Parchment

2020-21 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2020-21
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Dept 451 - Construction

Contracted Services	7,050.00	-	-
Capital	-	-	10,500.00
Total	\$7,050.00	\$0.00	\$10,500.00

Dept 463 - Routine Maintenance

Payroll/Fringes	\$4,218.89	\$12,500.00	\$15,775.00
Contracted Services	3,492.00	1,000.00	5,000.00
Miscellaneous	2,693.12	3,400.00	3,500.00
Total	\$10,404.01	\$16,900.00	\$24,275.00

Dept 475 - Traffic Services

Payroll/Fringes	\$5,517.27	\$11,810.00	\$14,820.00
Repair/Maintenance/Gas&Oil	129.34	5,600.00	5,700.00
Total	\$5,646.61	\$17,410.00	\$20,520.00

Dept 478 - Winter Maintenance

Payroll/Fringes	\$8,458.53	\$12,500.00	\$15,320.00
Repair/Maintenance/Gas&Oil	\$8,056.22	\$10,600.00	\$10,800.00
Total	\$16,514.75	\$23,100.00	\$26,620.00

Dept 482 - Administration

Payroll/Fringes	\$1,524.06	\$2,930.00	\$3,040.00
Overhead	16,000.00	16,300.00	16,300.00
Total	\$17,524.06	\$19,230.00	\$19,340.00

TOTAL LOCAL STREETS FUND	\$57,139.43	\$76,640.00	\$101,255.00
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Brownfield Fund Expenses

4/6/2020

City of Parchment 2020-21 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2020-21
Dept 000			
Adminstrative overhead	\$0.00	\$20,000.00	\$20,400.00
Attorney fees	\$17,428.25	\$20,000.00	\$0.00
Debt Retirement/Principal & Interest	\$58,146.08	\$59,200.00	\$59,500.00
Transfer to other fund	\$0.00	\$0.00	\$0.00
Total	\$75,574.33	\$99,200.00	\$79,900.00
TOTAL BROWNFIELD	\$75,574.33	\$99,200.00	\$79,900.00

SEWER FUND FY 2020-21

Total Sewer Revenues: \$37,500

Total Sewer Streets Expenditures: \$187,120

Change in Fund Balance from the Previous Year: (\$149,620)

Projected FYE 6/30/21 Fund Balance: (\$386,992)

Noteworthy Items:

1. Based on historic usage with current 25% surcharge (subject to rate change)
2. 2% increase in overall expenses

Sewer Fund Expenses

4/6/2020

City of Parchment

2020-21 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2020-21
Dept 000			
Payroll/Fringes	\$57,718.24	\$31,900.00	\$41,320.00
Contracted Services	10,715.73	31,300.00	31,000.00
Sewer Treatment Charges	35,029.17	-	-
Admin Overhead/Depreciation	117,577.49	101,300.00	101,600.00
Insurance & Bonds	13,137.00	10,200.00	10,400.00
Transfer to other fund	65,000.00	-	-
Capital	-	-	-
Miscellaneous	6,753.61	2,800.00	2,800.00
Total	\$305,931.24	\$177,500.00	\$187,120.00
TOTAL SEWER FUND	\$305,931.24	\$177,500.00	\$187,120.00

WATER FUND FY 2020-21

Total Water Revenues: \$144,000

Total Water Expenditures: \$176,500

Projected FYE 6/30/21 Fund Balance: \$229,672

Noteworthy Items:

1. Revenues are reimbursable portion of SAW grant expenditures
2. Includes Prein & Newhof estimate of SAW grant expenditures
3. Will close this fund during FYE 6/30/21, likely to a Special Revenue Fund

Water Fund Expenses

4/6/2020

City of Parchment

2020-21 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2020-21
Dept 000			
Payroll/Fringes	\$63,831.08	\$69,150.00	\$0.00
Contracted Services (SAW)	448,600.58	365,000.00	160,000.00
Admin Overhead/Depreciation	128,774.64	89,000.00	-
Utilities	26,982.12	15,000.00	16,500.00
Transfer to other Fund	10,000.00	-	-
Capital		-	
Miscellaneous	106,646.46	25,850.00	-
Total	\$784,834.88	\$564,000.00	\$176,500.00
TOTAL WATER FUND	\$784,834.88	\$564,000.00	\$176,500.00

Kindleberger Festival

City of Parchment

2020-21 Budget for Commission

	Prior Year Actual	Prior Year Budget	Proposed FY 2020-21
Revenue			
Arts/crafts	\$4,935.74	\$1,800.00	\$3,100.00
Race/walk fees	\$163.13	\$600.00	\$4,100.00
Membership drive	\$3,192.75	\$4,800.00	\$3,040.00
Concessions/Spec event	\$300.00	\$1,630.00	\$3,420.00
Corporate Sponsorships	\$11,540.00	\$9,000.00	\$10,150.00
Bingo for Bags	\$18,289.00	\$10,000.00	\$16,200.00
Car Show Proceeds	1,623.56	1,500.00	1,600.00
Misc		2,040.00	1,240.00
Grants	34,000.00	32,500.00	30,000.00
Total	\$74,044.18	\$63,870.00	\$72,850.00
TOTAL	\$74,044.18	\$63,870.00	\$72,850.00

	Prior Year Actual	Prior Year Budget	Proposed FY 2020-21
Expenses			
Performance Expense	\$20,216.29	\$17,000.00	\$18,000.00
Arts/crafts	\$208.08	\$480.00	\$300.00
Children's area	\$921.83	\$1,300.00	\$1,300.00
Bingo/Friday Event	\$10,780.59	\$6,000.00	\$12,525.00
Misc	\$532.74	\$0.00	\$2,100.00
Festival Admin	14,696.67	14,380.00	10,595.00
Stage Entertainment/con	14,100.58	18,500.00	18,100.00
Race/walk		-	3,500.00
Car Show expenses	1,347.04	1,250.00	1,350.00
Publicity	2,938.47	4,960.00	5,080.00
Total	\$65,742.29	\$63,870.00	\$72,850.00
TOTAL	\$65,742.29	\$63,870.00	\$72,850.00

TOTAL	8,301.89	-	-
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