



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

May 18, 2020 - Virtual

7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice-Mayor Thomas Jordan

Commissioner Richard Bagley

Commissioner Doug Fooy

Commissioner Chester Emmons

Commissioner Holly Evans

Commissioner Robin Madaras

Officers

City Manager Nancy R. Stoddard

City Attorney Robert Soltis

City Treasurer/Clerk Shannon Stutz

1. Call to Order

2. Roll Call

3. Approval of Minutes

From the City Commission Regular Meeting Minutes of May 4, 2020

4. Additions/Changes to the Agenda - Approval

5. Citizen Comments – Items ON the Agenda

If you wish to comment regarding items ON the agenda, please follow the format below:

- *Stand at the podium*
- *State your name and address for the record*
- *You are allowed up to 5 minutes for your comments*
- *Please let us know if you require special accommodations by notifying the Clerk*

- *Reminder: You will be making a statement, without discussion from the Commission. You are always welcome to make an appointment with the City Manager to further discuss your comments.*

6. Consent Agenda

Items on the consent agenda will be dealt with one vote by the City Commission unless a Commissioner requests an item be dealt with individually.

Motion to RECEIVE OR APPROVE as indicated:

- i. Warrant No. 1412 – approve
- ii. Credit Card Statement – approve
- iii. Monthly Financial Statement - receive

7. Unfinished Business

A. 2020-2021 Budget Adoption - approval

8. New Business

9. Citizen Comments – Items ON or OFF the Agenda

Persons wishing to comment on items that are on/off the agenda are instructed to please follow the same format as Citizen Comments for items on the agenda.

10. Mayor and Commissioner Comments

11. City Manager Comments

12. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY MAY 4, 2020.

1. Call to order

Mayor Britigan called the meeting to order via Zoom (online due to Coronavirus shutdown) at 7:00 p.m.

2. Roll Call.

Present: Mayor Britigan, Vice Mayor Jordan, Commissioners Bagley, Emmons, Evans, Fooy, and Madaras. City Manager Stoddard, City Treasurer/Clerk Stutz; Attorney Soltis, Deputy Clerk Smith.

Absent: None.

3. Minutes

Moved by Commissioner Emmons, supported by Vice Mayor Jordan to approve the Minutes of the April 20, 2020 Regular Meeting. **Motion Carried.**

4. Additions or changes to the agenda.

None. Moved by Commissioner Bagley, supported by Vice Mayor Jordan to accept the agenda. **Motion Carried.**

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Moved by Commissioner Evans, supported by Commissioner Bagley to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

A. Public Hearing for 2020-2021 Fiscal Year Budget. Moved by Vice Mayor Jordan and supported by Commissioner Evans to move to the public hearing at 7:04 pm. Roll call vote was as follows:

Ayes: Bagley, Britigan, Emmons, Evans, Fooy, Jordan, and Madaras.

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

Mayor Britigan then asked if there was any discussion or questions from those present. After hearing none, he asked for a motion to move back into regular session. Moved by Commissioner Bagley, supported by Commissioner Madaras to move out of public hearing and back into regular session at 7:07 pm. Roll call vote was as follows:

Ayes: Bagley, Britigan, Emmons, Evans, Fooy, Jordan, and Madaras.

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

8. New Business

None.

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Bagley told everyone to stay safe.

Commissioner Evans agreed, adding that a good job was done on the budget.

Commissioner Fooy mentioned the budgeted loss in the general fund concerns him, asking the City Manager to reach out to him later. He then complimented city staff, saying “keep up the good work” and “stay safe”.

Mayor Britigan noted that the Commissioners will talk more about the budget in the future, as well as the impact Covid-19 could have on cities. He then announced that the Kindleberger Summer Festival and concert series have been canceled for 2020. The KAC Committee felt it was the appropriate thing to do out of concern for public health. The Mayor then mentioned Bingo for Bags was moved to October 24.

11. City Manager Comments/Reports

City Manager Stoddard thanked all those in attendance and reported that City Hall will be closed to the public at least until June 1, in accordance with the Governor and County health officials. At that time, it looks like there will be a “soft opening”, we will take appointments if needed, and are available by phone. The lead service line yard restoration will be completed. She mentioned that she was in a virtual meeting with other City Managers around the County where they said to not change budgets, just make plans for changes throughout the year when more is known. City Manager Stoddard noted that the first cuts we will make is to seminars and conventions, and possibly moving GL software to the following year. She added that we will be posting updates to our website and our Facebook page, and invited all who had questions or concerns to call City Hall to discuss with her.

12. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Madaras and supported by all to adjourn the meeting at 7:15 p.m.

Shannon Stutz, City Clerk



City of Parchment
Check Register Report
Warrant 1412

Check #		Vendor Name	Check Description	Amount
MERCANTILE Checks				
35861	05/11/2020	BS & A SOFTWARE	Annual Support-5/1/20 to 5/1/21	2,492.00
35862	05/11/2020	CINTAS	Uniform Rental & Towels	112.84
35863	05/11/2020	CLARK TECHNICAL SERVICES	Computer Support - April	330.00
35865	05/11/2020	CONSUMERS ENERGY	Monthly citywide energy use	5,586.02
35866	05/11/2020	CORNERSTONE TECHNOLOGIES	Monthly Contract-5/4 to 6/3/20	175.98
35867	05/11/2020	ENGINEERED PROTECTION SYSTEMS	Maintenance Bldg-6/1 to 8/31/20	175.50
35868	05/11/2020	FORD, KRIEKARD, SOLTIS & WISE	General & Police Matters-March/April	856.25
35869	05/11/2020	MARANA GROUP	Trash Bills - April 2020	258.29
35870	05/11/2020	MICHIGAN ELECTION RESOURCES	Election Supplies-Absent Voter	35.44
35871	05/11/2020	REPUBLIC SERVICES #249	DPW - May	299.69
35872	05/11/2020	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-April 2020	120.00

ACCT. NUMBER: XXXX XXXX XXXX 1546			
CREDIT LIMIT	15,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	486.74	MINIMUM PAYMENT DUE	486.74
AVAILABLE CREDIT	14,513.26	PAYMENT DUE DATE	05-22-20

CORPORATE ACCOUNT ACTIVITY

CITY OF PARCHMENT XXXX-XXXX-XXXX-1546		TOTAL CORPORATE ACTIVITY \$3,464.37 CR	
Post Date	Trans Date	Reference Number	Transaction Description
04-20	04-20		AUTO PAYMENT DEDUCTION
			Amount 3,464.37 CR

INDIVIDUAL CARDHOLDER ACTIVITY

PHIL WOLTHUIS XXXX-XXXX-XXXX-1793		CREDITS \$0.00	PURCHASES \$71.51	CASH ADV \$0.00	TOTAL ACTIVITY \$71.51
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
04-23	04-21	8517924011398000955356	CARLETON EQUIP CO-KALA KALAMAZOO MI		71.51
JIM DUBY XXXX-XXXX-XXXX-1892		CREDITS \$0.00	PURCHASES \$40.76	CASH ADV \$0.00	TOTAL ACTIVITY \$40.76
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
04-02	03-31	02305370092100078288653	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		40.76
CAMRON J BOEKHOVEN XXXX-XXXX-XXXX-9114		CREDITS \$0.00	PURCHASES \$145.88	CASH ADV \$0.00	TOTAL ACTIVITY \$145.88
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
03-27	03-25	02305370086100060739760	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		128.89
04-10	04-08	02305370100100068449398	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		16.99
NANCY R STODDARD XXXX-XXXX-XXXX-7241		CREDITS \$500.00	PURCHASES \$0.00	CASH ADV \$0.00	TOTAL ACTIVITY \$500.00 CR
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
04-09	04-08	85500590099900016600289	MICHIGAN MUNICIPAL LEA 734-662-3246 MI		500.00 CR
SHANNON STUTZ XXXX-XXXX-XXXX-0473		CREDITS \$0.00	PURCHASES \$701.44	CASH ADV \$0.00	TOTAL ACTIVITY \$701.44
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
03-30	03-28	55432860088200781801436	SPECTRUM 855-707-7328 MO		74.98
04-08	04-07	55429500098637527693459	PIXELVINE 8007340751 MI		71.25
04-13	04-11	55432860102200803888249	SPECTRUM 855-707-7328 MO		74.98
04-14	04-13	55429500104637906125901	PIXELVINE 8007340751 MI		65.00
04-24	04-23	85138500114900018807775	LAKE MICHIGAN MAILERS 269-3839333 MI		273.41
04-27	04-24	05410190115105228482551	QUILL CORPORATION 800-982-3400 SC		41.85
04-27	04-26	55432860117200099517604	SPECTRUM 855-707-7328 MO		99.97

REVENUE/EXPENDITURE REPORT

As of April 30, 2020

City of Parchment

CY MTD: 4/1/2020 to 4/30/2020 CY QTD: 4/1/2020 to 6/30/2020
CY YTD: 7/1/2019 to 4/30/2020 CY ATD: 7/1/2019 to 6/30/2020

Fund: 101 - GENERAL FUND

Revenues

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Dept: 000.000						
404.000 Tax Revenue	687,000.00	687,000.00	673,815.00	0.00	0.00	98.08
405.000 Taxes - Industrial Facilities	3,400.00	3,400.00	3,391.00	0.00	0.00	99.74
441.000 Local Community Stab Share Tax	54,100.00	54,100.00	67,414.25	0.00	0.00	124.61
445.000 Penalty on Taxes	2,600.00	2,600.00	2,318.37	0.00	0.00	89.17
448.000 1% Collection Fees	24,500.00	24,500.00	23,329.42	0.00	0.00	95.22
451.000 License and Fees	9,200.00	9,200.00	7,765.32	0.00	0.00	84.41
452.000 Cablevision Fees	14,300.00	14,300.00	9,892.53	0.00	0.00	69.18
453.000 Recreation Fees	2,600.00	2,600.00	0.00	0.00	0.00	0.00
454.000 Solid Waste Collections	116,300.00	116,300.00	97,387.27	23,672.90	23,672.90	83.74
475.011 Historical Marker	0.00	0.00	565.00	0.00	0.00	0.00
575.000 State Sales Tax	196,500.00	196,500.00	135,288.00	0.00	0.00	68.85
632.000 Charges for Services Rendered	500.00	500.00	939.60	0.00	0.00	187.92
660.000 Ordinance Fines	0.00	0.00	440.00	0.00	0.00	0.00
662.000 Traffic Fines	7,100.00	7,100.00	2,791.51	0.00	0.00	39.32
664.000 Interest on Investments	4,100.00	4,100.00	473.52	0.00	0.00	11.55
680.000 Reimbursement for Overhead	230,000.00	230,000.00	230,000.00	230,000.00	230,000.00	100.00
693.000 Sale of Capital Assets	0.00	0.00	5,950.00	0.00	0.00	0.00
694.000 Miscellaneous	15,900.00	15,900.00	-1,469.88	0.00	0.00	-9.24
695.000 Other Financing Sources	0.00	0.00	15,157.08	0.00	0.00	0.00
696.000 Deposits Over & Short	0.00	0.00	0.21	0.00	0.00	0.00
Dept: 000.000	1,368,100.00	1,368,100.00	1,275,448.20	253,672.90	253,672.90	93.23

Revenues

	1,368,100.00	1,368,100.00	1,275,448.20	253,672.90	253,672.90	93.23
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Expenditures

Dept: 100.000 Legislative	7,000.00	7,000.00	5,720.00	1,110.00	610.00	81.71
703.000 Payroll - Part Time	1,000.00	1,000.00	232.81	68.82	37.82	23.28
715.000 Social Security	330.00	330.00	2.70	0.44	0.22	0.82
720.000 Worker's Compensation	240.00	240.00	54.45	16.10	8.85	22.89
722.000 Medicare	700.00	700.00	1,637.60	240.44	240.44	233.94
740.000 Operating Supplies	10,200.00	10,200.00	36,756.40	415.50	415.50	360.36
800.000 Professional/Contractual Serv.	1,500.00	1,500.00	185.00	0.00	0.00	12.33
830.000 Memberships & Dues	0.00	0.00	884.85	0.00	0.00	0.00
860.000 Institutes & Training	1,000.00	1,000.00	1,935.00	0.00	0.00	193.50
880.000 Community Promotion	2,000.00	2,000.00	0.00	0.00	0.00	0.00
880.001 Wassailing Contribution	2,000.00	2,000.00	1,866.57	0.00	0.00	93.33
900.000 Printing & Publishing	300.00	300.00	0.00	0.00	0.00	0.00
955.000 Miscellaneous	0.00	0.00	-15,386.22	0.00	0.00	0.00
967.000 Property Development	0.00	0.00				

* Using Averged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT

As of April 30, 2020

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 101 - GENERAL FUND						
Expenditures						
Dept: 100.000 Legislative	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00	100.00
999.000 Transfer to other Fund						
Legislative						
Dept: 200.000 Administration	28,570.00	28,570.00	36,189.16	4,151.30	3,612.83	126.67
702.000 Payroll - Full Time	119,500.00	119,500.00	88,508.73	12,412.50	8,275.00	74.07
703.000 Payroll - Part Time	55,000.00	55,000.00	32,394.62	5,116.08	3,050.72	58.90
715.000 Social Security	10,900.00	10,900.00	7,416.10	1,070.79	694.20	68.04
716.000 Hospital/Life Insurance	61,000.00	61,000.00	37,206.48	9,480.52	4,744.64	60.99
716.001 Insurance Deductible	4,000.00	4,000.00	951.90	0.00	0.00	23.80
718.000 Pension	9,600.00	9,600.00	29,537.98	2,804.41	2,804.41	307.69
720.000 Worker's Compensation	730.00	730.00	360.04	54.41	36.10	49.32
722.000 Medicare	2,500.00	2,500.00	1,770.85	250.41	162.34	70.83
724.000 ICMA Retirement Benefit	9,600.00	9,600.00	0.00	0.00	0.00	0.00
730.000 Postage	3,100.00	3,100.00	4,400.65	0.00	0.00	141.96
740.000 Operating Supplies	4,300.00	4,300.00	3,374.91	329.01	153.03	78.49
775.000 Repair & Maintenance Supplies	2,000.00	2,000.00	426.10	0.00	0.00	21.31
800.000 Professional/Contractual Serv.	6,100.00	6,100.00	47,020.78	373.88	373.88	770.83
805.000 Computer Services	9,200.00	9,200.00	6,824.34	3,207.00	385.00	74.18
830.000 Memberships & Dues	1,200.00	1,200.00	1,295.49	7.50	7.50	107.96
850.000 Communications	7,100.00	7,100.00	6,577.62	1,129.29	572.59	92.64
860.000 Institutes & Training	4,100.00	4,100.00	3,977.66	291.82	291.82	97.02
900.000 Printing & Publishing	2,600.00	2,600.00	1,579.33	0.00	0.00	60.74
910.000 Insurance & Bonds	6,500.00	6,500.00	3,180.00	0.00	0.00	48.92
920.000 Utilities	4,100.00	4,100.00	4,020.88	324.71	324.71	98.07
930.000 Repair & Maint Contractors	2,000.00	2,000.00	3,813.67	0.00	0.00	190.68
955.000 Miscellaneous	0.00	0.00	2,750.00	0.00	0.00	0.00
970.000 Capital	0.00	0.00	1,490.02	0.00	0.00	0.00
Administration						
Dept: 210.000 Legal Services	325,130.00	325,130.00	288,878.15	36,852.33	21,875.94	88.85
801.000 Attorney - General	15,000.00	15,000.00	12,293.75	856.25	0.00	81.96
802.000 Attorney-Police Matters	9,200.00	9,200.00	1,750.00	0.00	0.00	19.02
Legal Services						
Dept: 300.000 Police	24,200.00	24,200.00	14,043.75	856.25	0.00	58.03
703.000 Payroll - Part Time	9,500.00	9,500.00	7,926.56	1,500.00	1,000.00	83.44
715.000 Social Security	600.00	600.00	491.44	93.00	62.00	81.91
719.000 Hospital Insurance - Retirees	13,800.00	13,800.00	11,761.72	1,221.73	1,221.73	85.23
722.000 Medicare	100.00	100.00	114.95	21.75	14.50	114.95
800.000 Professional/Contractual Serv.	337,400.00	337,400.00	253,477.50	0.00	0.00	75.13

* Using Averaged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT
As of April 30, 2020

Fund: 101 - GENERAL FUND

Expenditures

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Dept: 300,000 Police						
955,000 Miscellaneous	0.00	0.00	70.00	0.00	0.00	0.00
Police	361,400.00	361,400.00	273,842.17	2,836.48	2,288.23	75.77
Dept: 336,000 Fire						
703,000 Payroll - Part Time	43,700.00	43,700.00	37,088.80	0.00	0.00	84.87
715,000 Social Security	2,900.00	2,900.00	306.21	0.00	0.00	10.56
717,000 Life Insurance	1,200.00	1,200.00	0.00	0.00	0.00	0.00
720,000 Worker's Compensation	1,200.00	1,200.00	159.28	0.00	0.00	13.27
722,000 Medicare	600.00	600.00	71.62	0.00	0.00	11.94
740,000 Operating Supplies	6,100.00	6,100.00	0.00	0.00	0.00	0.00
746,000 Gasoline & Oil	1,000.00	1,000.00	263.98	0.00	0.00	26.40
775,000 Repair & Maintenance Supplies	1,000.00	1,000.00	0.00	0.00	0.00	0.00
780,000 Safety Supplies	100.00	100.00	0.00	0.00	0.00	0.00
800,000 Professional/Contractual Serv.	7,300.00	7,300.00	14,395.93	0.00	0.00	197.20
830,000 Memberships & Dues	1,500.00	1,500.00	1,400.00	0.00	0.00	93.33
850,000 Communications	3,700.00	3,700.00	2,818.44	180.00	90.00	76.17
860,000 Institutes & Training	4,300.00	4,300.00	0.00	0.00	0.00	0.00
910,000 Insurance & Bonds	14,300.00	14,300.00	7,772.00	0.00	0.00	54.35
920,000 Utilities	2,700.00	2,700.00	1,968.36	163.99	163.99	72.90
930,000 Repair & Maint. Contractors	13,500.00	13,500.00	1,745.21	0.00	0.00	12.93
970,000 Capital	18,400.00	18,400.00	0.00	0.00	0.00	0.00
Fire	123,500.00	123,500.00	67,989.83	343.99	253.99	55.05
Dept: 440,000 Public Services						
702,000 Payroll - Full Time	68,000.00	68,000.00	47,359.05	6,421.92	4,281.28	69.65
715,000 Social Security	4,225.00	4,225.00	4,242.66	691.13	411.92	100.42
716,000 Hospital/Life Insurance	28,850.00	28,850.00	25,350.42	5,776.44	2,890.90	87.87
716,001 Insurance Deductible	2,000.00	2,000.00	5,583.08	0.00	0.00	279.15
718,000 Pension	28,910.00	28,910.00	15,121.97	1,413.15	1,413.15	52.31
719,000 Hospital Insurance - Retirees	13,900.00	13,900.00	11,761.72	1,221.73	1,221.73	84.62
720,000 Worker's Compensation	2,400.00	2,400.00	2,247.18	299.27	199.51	93.63
722,000 Medicare	990.00	990.00	992.14	161.63	96.33	100.22
740,000 Operating Supplies	500.00	500.00	133.98	0.00	0.00	26.80
746,000 Gasoline & Oil	4,100.00	4,100.00	3,284.29	58.35	58.35	80.10
775,000 Repair & Maintenance Supplies	7,700.00	7,700.00	7,066.21	99.54	99.54	91.77
780,000 Safety Supplies	500.00	500.00	0.00	0.00	0.00	0.00
800,000 Professional/Contractual Serv.	900.00	900.00	401.00	175.50	0.00	44.56
810,000 Rubbish Collection Charges	100,000.00	100,000.00	82,664.27	0.00	0.00	82.66
815,000 Uniform Rental	2,900.00	2,900.00	2,304.67	169.76	169.76	81.37
850,000 Communications	900.00	900.00	674.82	0.00	0.00	74.98

* Using Averaged MTD, QTD and YTD Amended & Original Budgets

REVENUE/EXPENDITURE REPORT
As of April 30, 2020

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 101 - GENERAL FUND						
Expenditures						
Dept: 440.000 Public Services						
860.000 Institutes & Training	300.00	300.00	0.00	0.00	0.00	0.00
880.000 Community Promotion	500.00	500.00	309.27	0.00	0.00	61.85
910.000 Insurance & Bonds	5,600.00	5,600.00	2,834.00	0.00	0.00	50.61
920.000 Utilities	8,200.00	8,200.00	6,555.67	0.00	647.75	79.95
926.000 Street Lighting	28,600.00	28,600.00	26,880.55	2,638.75	2,638.75	93.99
930.000 Repair & Maint Contractors	10,700.00	10,700.00	9,644.68	299.69	299.69	90.14
955.000 Miscellaneous	0.00	0.00	5,552.28	0.00	0.00	0.00
970.000 Capital	0.00	0.00	146,926.72	0.00	0.00	0.00
991.000 Debt Retirement-Principal	17,300.00	17,300.00	15,215.72	1,542.39	1,542.39	87.95
995.000 Interest Expense	1,900.00	1,900.00	586.48	37.83	37.83	30.87
Public Services	339,875.00	339,875.00	423,692.83	21,654.83	16,008.88	124.68
Dept: 751.000 Parks, Recreation & Culture						
702.000 Payroll - Full Time	44,200.00	44,200.00	30,294.28	4,313.76	2,875.84	68.54
703.000 Payroll - Part Time	7,400.00	7,400.00	3,052.93	666.16	368.23	41.26
715.000 Social Security	2,750.00	2,750.00	2,025.64	307.18	200.35	73.66
716.000 Hospital/Life Insurance	14,450.00	14,450.00	2,352.77	497.89	250.78	16.28
716.001 Insurance Deductible	1,000.00	1,000.00	0.00	0.00	0.00	0.00
718.000 Pension	19,000.00	19,000.00	10,006.86	974.62	974.62	52.67
720.000 Worker's Compensation	1,200.00	1,200.00	1,198.49	166.44	110.96	99.87
722.000 Medicare	650.00	650.00	473.76	71.85	46.86	72.89
746.000 Gasoline & Oil	2,600.00	2,600.00	1,574.76	0.00	0.00	60.57
775.000 Repair & Maintenance Supplies	8,400.00	8,400.00	2,767.16	0.00	0.00	32.94
780.000 Safety Supplies	400.00	400.00	-16.94	0.00	0.00	-4.24
800.000 Professional/Contractual Serv.	300.00	300.00	0.00	0.00	0.00	0.00
910.000 Insurance & Bonds	6,300.00	6,300.00	3,620.00	0.00	0.00	57.46
920.000 Utilities	6,700.00	6,700.00	5,700.56	597.19	597.19	85.08
930.000 Repair & Maint Contractors	15,300.00	15,300.00	2,980.35	0.00	0.00	19.48
970.000 Capital	0.00	0.00	9,693.72	0.00	0.00	0.00
Parks, Recreation & Culture	130,650.00	130,650.00	75,724.34	7,595.09	5,424.83	57.96
Expenditures	1,333,325.00	1,333,325.00	1,180,360.23	74,290.27	49,474.70	88.53

* Using Averged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT

As of April 30, 2020

City of Parchment

CY MTD: 4/1/2020 to 4/30/2020 CY QTD: 4/1/2020 to 6/30/2020
CY YTD: 7/1/2019 to 4/30/2020 CY ATD: 7/1/2019 to 6/30/2020

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 202 - MAJOR STREET FUND						
Revenues						
Dept: 000.000						
546.000 State Grants - Act 51	142,800.00	142,800.00	115,352.09	15,217.27	15,217.27	80.78
694.000 Miscellaneous	0.00	0.00	1,443.94	0.00	0.00	0.00
Dept: 000.000	142,800.00	142,800.00	116,796.03	15,217.27	15,217.27	81.79
Revenues						
	142,800.00	142,800.00	116,796.03	15,217.27	15,217.27	81.79
Expenditures						
Dept: 451.000 Construction						
930.000 Repair & Maint Contractors	34,000.00	34,000.00	0.00	0.00	0.00	0.00
Construction						
Dept: 463.000 Routine Maintenance						
702.000 Payroll - Full Time	5,000.00	5,000.00	2,126.70	339.24	226.16	42.53
715.000 Social Security	310.00	310.00	130.43	20.71	13.86	42.07
716.000 Hospital/Life Insurance	1,800.00	1,800.00	268.73	98.59	49.43	14.93
716.001 Insurance Deductible	125.00	125.00	0.00	0.00	0.00	0.00
718.000 Pension	2,150.00	2,150.00	744.85	76.65	76.65	34.64
720.000 Worker's Compensation	320.00	320.00	156.88	22.83	15.22	49.03
722.000 Medicare	75.00	75.00	30.51	4.84	3.24	40.68
746.000 Gasoline & Oil	300.00	300.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	2,200.00	2,200.00	836.20	0.00	0.00	38.01
930.000 Repair & Maint Contractors	2,000.00	2,000.00	2,974.33	0.00	0.00	148.72
Routine Maintenance						
Dept: 475.000 Traffic Services						
702.000 Payroll - Full Time	4,750.00	4,750.00	2,159.33	326.97	217.98	45.46
715.000 Social Security	300.00	300.00	132.40	19.96	13.36	44.13
716.000 Hospital/Life Insurance	1,750.00	1,750.00	308.36	98.56	49.41	17.62
716.001 Insurance Deductible	120.00	120.00	0.00	0.00	0.00	0.00
718.000 Pension	2,020.00	2,020.00	756.90	73.87	73.87	37.47
720.000 Worker's Compensation	300.00	300.00	158.98	21.99	14.66	52.99
722.000 Medicare	70.00	70.00	30.93	4.66	3.12	44.19
746.000 Gasoline & Oil	500.00	500.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	2,400.00	2,400.00	552.31	0.00	0.00	23.01
930.000 Repair & Maint Contractors	12,000.00	12,000.00	9,470.24	674.44	554.44	78.92
Traffic Services						
Dept: 478.000 Winter Maintenance						
702.000 Payroll - Full Time	6,150.00	6,150.00	3,681.76	470.01	313.34	59.87
715.000 Social Security	390.00	390.00	224.77	28.49	19.10	57.63
Dept: 478.000 Winter Maintenance	24,210.00	24,210.00	13,569.45	1,220.45	926.84	56.05
Dept: 478.000 Winter Maintenance	6,150.00	6,150.00	3,681.76	470.01	313.34	59.87
Dept: 478.000 Winter Maintenance	390.00	390.00	224.77	28.49	19.10	57.63

* Using Averaged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT

As of April 30, 2020

Fund: 202 - MAJOR STREET FUND

Expenditures	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Expenditures						
Dept: 478.000 Winter Maintenance						
716.000 Hospital/Life Insurance	2,400.00	2,400.00	723.66	196.78	98.57	30.15
716.001 Insurance Deductible	165.00	165.00	0.00	0.00	0.00	0.00
718.000 Pension	2,620.00	2,620.00	1,182.00	106.19	106.19	45.11
720.000 Worker's Compensation	400.00	400.00	242.65	31.65	21.10	60.66
722.000 Medicare	90.00	90.00	52.58	6.67	4.47	58.42
746.000 Gasoline & Oil	900.00	900.00	659.46	0.00	0.00	73.27
753.000 Salt	9,700.00	9,700.00	0.00	0.00	0.00	0.00
930.000 Repair & Maint Contractors	0.00	0.00	892.44	0.00	0.00	0.00

Winter Maintenance						
Dept: 482.000 Administration						
702.000 Payroll - Full Time	22,815.00	22,815.00	7,659.32	839.79	562.77	33.57
715.000 Social Security	1,160.00	1,160.00	958.76	130.74	87.16	82.65
716.000 Hospital/Life Insurance	70.00	70.00	57.82	7.78	5.24	82.60
718.000 Pension	590.00	590.00	318.90	98.19	49.14	54.05
720.000 Worker's Compensation	500.00	500.00	307.18	29.54	29.54	61.44
722.000 Medicare	15.00	15.00	64.46	8.79	5.86	429.73
960.000 Administrative Overhead	15.00	15.00	13.48	1.81	1.22	89.87
999.000 Transfer to other Fund	17,000.00	17,000.00	17,000.00	0.00	17,000.00	100.00
	20,400.00	20,400.00	0.00	0.00	0.00	0.00

Administration						
	39,750.00	39,750.00	18,720.60	17,276.85	17,178.16	47.10
Expenditures	135,055.00	135,055.00	47,218.00	19,899.95	19,052.33	34.96

* Using Averaged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT

As of April 30, 2020

Fund: 203 - LOCAL STREET FUND

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Revenues						
Dept: 000.000						
546.000 State Grants - Act 51	52,000.00	52,000.00	47,936.59	6,323.92	6,323.92	92.19
676.202 Transfer From Major Street	20,400.00	20,400.00	0.00	0.00	0.00	0.00
Dept: 000.000	72,400.00	72,400.00	47,936.59	6,323.92	6,323.92	66.21
Revenues						
	72,400.00	72,400.00	47,936.59	6,323.92	6,323.92	66.21
Expenditures						
Dept: 451.000 Construction						
800.000 Professional/Contractual Serv.	0.00	0.00	40,295.00	0.00	0.00	0.00
Dept: 463.000 Routine Maintenance						
702.000 Payroll - Full Time	6,300.00	6,300.00	2,283.36	339.24	226.16	36.24
715.000 Social Security	390.00	390.00	139.97	20.71	13.86	35.89
716.000 Hospital/Life Insurance	2,450.00	2,450.00	321.81	98.59	49.43	13.14
716.001 Insurance Deductible	170.00	170.00	0.00	0.00	0.00	0.00
718.000 Pension	2,700.00	2,700.00	797.08	76.65	76.65	29.52
720.000 Worker's Compensation	400.00	400.00	167.42	22.83	15.22	41.86
722.000 Medicare	90.00	90.00	32.74	4.84	3.24	36.38
746.000 Gasoline & Oil	300.00	300.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	3,100.00	3,100.00	836.20	0.00	0.00	26.97
930.000 Repair & Maint. Contractors	1,000.00	1,000.00	0.00	0.00	0.00	0.00
Routine Maintenance						
Dept: 475.000 Traffic Services	16,900.00	16,900.00	4,578.58	562.86	384.56	27.09
702.000 Payroll - Full Time	6,000.00	6,000.00	2,193.38	326.97	217.98	36.56
715.000 Social Security	370.00	370.00	134.47	19.96	13.36	36.34
716.000 Hospital/Life Insurance	2,300.00	2,300.00	321.61	98.56	49.41	13.98
716.001 Insurance Deductible	160.00	160.00	0.00	0.00	0.00	0.00
718.000 Pension	2,520.00	2,520.00	768.24	73.87	73.87	30.49
720.000 Worker's Compensation	375.00	375.00	161.26	21.99	14.66	43.00
722.000 Medicare	85.00	85.00	31.42	4.66	3.12	36.96
746.000 Gasoline & Oil	500.00	500.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	4,500.00	4,500.00	898.51	0.00	0.00	19.97
930.000 Repair & Maint. Contractors	600.00	600.00	0.00	0.00	0.00	0.00
Traffic Services						
Dept: 478.000 Winter Maintenance	17,410.00	17,410.00	4,508.89	546.01	372.40	25.90
702.000 Payroll - Full Time	6,300.00	6,300.00	3,666.43	470.01	313.34	58.20
715.000 Social Security	390.00	390.00	223.56	28.46	19.08	57.32

* Using Averaged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT

As of April 30, 2020

City of Parchment

CY MTD: 4/1/2020 to 4/30/2020 CY QTD: 4/1/2020 to 6/30/2020
CY YTD: 7/1/2019 to 4/30/2020 CY ATD: 7/1/2019 to 6/30/2020

Fund: 203 - LOCAL STREET FUND

Expenditures

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Dept: 478,000 Winter Maintenance						
716,000 Hospital/Life Insurance	2,450.00	2,450.00	723.52	196.73	98.54	29.53
718,001 Insurance Deductible	170.00	170.00	0.00	0.00	0.00	0.00
718,000 Pension	2,700.00	2,700.00	1,176.95	106.19	106.19	43.59
720,000 Worker's Compensation	400.00	400.00	241.96	31.65	21.10	60.49
722,000 Medicare	90.00	90.00	52.09	6.62	4.44	57.88
746,000 Gasoline & Oil	900.00	900.00	659.47	0.00	0.00	73.27
753,000 Salt	9,700.00	9,700.00	0.00	0.00	0.00	0.00
930,000 Repair & Maint Contractors	0.00	0.00	613.19	0.00	0.00	0.00

Winter Maintenance

Dept: 482,000 Administration	23,100.00	23,100.00	7,357.17	839.66	562.69	31.85
702,000 Payroll - Full Time	1,450.00	1,450.00	958.76	130.74	87.16	66.12
715,000 Social Security	90.00	90.00	57.82	7.78	5.24	64.24
716,000 Hospital/Life Insurance	740.00	740.00	318.90	98.19	49.14	43.09
718,000 Pension	615.00	615.00	307.18	29.54	29.54	49.95
720,000 Worker's Compensation	15.00	15.00	64.46	8.79	5.86	429.73
722,000 Medicare	20.00	20.00	13.48	1.81	1.22	67.40
960,000 Administrative Overhead	16,300.00	16,300.00	16,000.00	16,000.00	16,000.00	98.16

Administration

Administration	19,230.00	19,230.00	17,720.60	16,276.85	16,178.16	92.15
Expenditures	76,640.00	76,640.00	74,460.24	18,225.38	17,497.81	97.16

* Using Averaged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT

As of April 30, 2020

Fund: 251 - Brownfield Redevelopment

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Revenues						
Dept: 000,000						
404,000 Tax Revenue	55,800.00	55,800.00	52,448.76	0.00	0.00	93.99
676,101 Transfer from General Fund	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00	100.00
Dept: 000,000	58,100.00	58,100.00	54,748.76	2,300.00	2,300.00	94.23
Revenues						
	58,100.00	58,100.00	54,748.76	2,300.00	2,300.00	94.23
Expenditures						
Dept: 000,000						
801,000 Attorney - General	20,000.00	20,000.00	20,422.00	0.00	0.00	102.11
960,000 Administrative Overhead	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	100.00
991,000 Debt Retirement-Principal	46,700.00	46,700.00	46,508.23	0.00	0.00	99.59
995,000 Interest Expense	12,500.00	12,500.00	11,637.85	0.00	0.00	93.10
Dept: 000,000	99,200.00	99,200.00	98,568.08	20,000.00	20,000.00	99.36
Expenditures						
	99,200.00	99,200.00	98,568.08	20,000.00	20,000.00	99.36

* Using Averaged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT
As of April 30, 2020

CY MTD: 4/1/2020 to 4/30/2020 CY QTD: 4/1/2020 to 6/30/2020
CY YTD: 7/1/2019 to 4/30/2020 CY ATD: 7/1/2019 to 6/30/2020

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 401 - Veteran's Memorial Fund						
Revenues						
Dept: 000.000						
674.000 Contributed Capital Revenue	0.00	0.00	2,047.91	0.00	0.00	0.00
Dept: 000.000	0.00	0.00	2,047.91	0.00	0.00	0.00
Revenues	0.00	0.00	2,047.91	0.00	0.00	0.00

* Using Averaged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT
As of April 30, 2020

City of Parchment
CY MTD: 4/1/2020 to 4/30/2020 CY QTD: 4/1/2020 to 6/30/2020
CY YTD: 7/1/2019 to 4/30/2020 CY ATD: 7/1/2019 to 6/30/2020

Fund: 590 - SEWER FUND

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Revenues						
Dept: 000.000						
626.000 Sewer Services	35,000.00	35,000.00	29,756.97	0.00	0.00	85.02
663.000 Water & Sewer Penalties	0.00	0.00	98.52	0.00	0.00	0.00
664.000 Interest on Investments	1,800.00	1,800.00	0.00	0.00	0.00	0.00
Dept: 000.000	36,800.00	36,800.00	29,855.49	0.00	0.00	81.13

Revenues	36,800.00	36,800.00	29,855.49	0.00	0.00	81.13
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Expenditures						
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Dept: 000.000						
702.000 Payroll - Full Time	17,100.00	17,100.00	29,364.72	4,086.00	2,724.00	171.72
715.000 Social Security	1,100.00	1,100.00	1,773.45	243.71	164.08	161.22
716.000 Hospital/Life Insurance	5,250.00	5,250.00	13,006.92	2,962.09	1,482.69	247.75
716.001 Insurance Deductible	500.00	500.00	750.00	0.00	0.00	150.00
718.000 Pension	7,300.00	7,300.00	9,511.78	923.16	923.16	130.30
720.000 Worker's Compensation	400.00	400.00	687.74	94.38	62.92	171.94
722.000 Medicare	250.00	250.00	414.77	56.99	38.37	165.91
775.000 Repair & Maintenance Supplies	0.00	0.00	271.61	0.00	0.00	0.00
800.000 Professional/Contractual Serv.	16,300.00	16,300.00	0.00	0.00	0.00	0.00
815.000 Uniform Rental	500.00	500.00	319.92	0.00	0.00	0.00
910.000 Insurance & Bonds	10,200.00	10,200.00	5,463.00	32.26	32.26	63.98
920.000 Utilities	2,300.00	2,300.00	1,862.60	0.00	0.00	53.56
930.000 Repair & Maint. Contractors	15,000.00	15,000.00	0.00	200.17	200.17	80.98
960.000 Administrative Overhead	88,000.00	88,000.00	88,000.00	88,000.00	88,000.00	21.00
968.000 Depreciation	13,300.00	13,300.00	0.00	0.00	0.00	100.00
Dept: 000.000	177,500.00	177,500.00	151,426.51	96,598.76	93,627.65	87.09

Expenditures	177,500.00	177,500.00	151,426.51	96,598.76	93,627.65	87.09
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* Using Averaged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT
As of April 30, 2020

City of Parchment

CY MTD: 4/1/2020 to 4/30/2020 CY QTD: 4/1/2020 to 6/30/2020
CY YTD: 7/1/2019 to 4/30/2020 CY AFD: 7/1/2019 to 6/30/2020

Fund: 591 - WATER FUND

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Revenues						
Dept: 000.000						
540.000 State Grants	328,500.00	328,500.00	191,801.82	13,521.01	13,521.01	58.39
645.000 Sale of Fixed Assets	0.00	0.00	12,000.00	0.00	0.00	0.00
663.000 Water & Sewer Penalties	0.00	0.00	406.09	0.00	0.00	0.00
Dept: 000.000	328,500.00	328,500.00	204,207.91	13,521.01	13,521.01	62.16
Revenues	328,500.00	328,500.00	204,207.91	13,521.01	13,521.01	62.16
Expenditures						
Dept: 000.000						
702.000 Payroll - Full Time	33,800.00	33,800.00	29,313.88	4,086.00	2,724.00	86.73
715.000 Social Security	2,100.00	2,100.00	1,773.23	243.76	164.11	84.44
716.000 Hospital/Life Insurance	15,700.00	15,700.00	12,326.71	2,961.97	1,482.61	78.51
716.001 Insurance Deductible	1,500.00	1,500.00	1,790.59	0.00	0.00	119.37
718.000 Pension	14,400.00	14,400.00	9,191.16	923.16	923.16	63.83
720.000 Workers Compensation	1,150.00	1,150.00	1,037.23	142.59	95.06	90.19
722.000 Medicare	500.00	500.00	415.08	57.09	38.43	83.02
740.000 Operating Supplies	500.00	500.00	0.00	0.00	0.00	0.00
746.000 Gasoline & Oil	5,100.00	5,100.00	617.89	0.00	0.00	12.12
775.000 Repair & Maintenance Supplies	10,200.00	10,200.00	159.92	0.00	0.00	1.57
776.000 Vehicle Maintenance	1,300.00	1,300.00	0.00	0.00	0.00	0.00
800.000 Professional/Contractual Serv.	365,000.00	365,000.00	229,140.55	320.46	320.46	62.78
815.000 Uniform Rental	500.00	500.00	319.83	32.24	32.24	63.97
830.000 Memberships & Dues	0.00	0.00	1,000.00	0.00	0.00	0.00
850.000 Communications	0.00	0.00	599.84	0.00	0.00	0.00
910.000 Insurance & Bonds	8,250.00	8,250.00	0.00	0.00	0.00	0.00
920.000 Utilities	15,000.00	15,000.00	6,275.41	843.77	843.77	41.84
930.000 Repair & Maint Contractors	0.00	0.00	984.70	0.00	0.00	0.00
960.000 Administrative Overhead	89,000.00	89,000.00	89,000.00	89,000.00	89,000.00	100.00
Dept: 000.000	564,000.00	564,000.00	383,946.02	98,611.04	95,623.84	67.75
Expenditures	564,000.00	564,000.00	383,946.02	98,611.04	95,623.84	67.75
Grand Total Net Effect:	-379,020.00	-379,020.00	-202,881.38	-36,590.30	-4,241.23	53.89

* Using Averaged MTD, QTD and YTD Ammended & Original Budgets