

City of Parchment, Michigan

650 South Riverview Drive



Proposed FY 2021-22 Budget

Submitted by:

Nancy Stoddard, City Manager

Shannon Stutz, City Treasurer

Budgeted Fund Revenue

City of Parchment

2021-22 Budget for Commission

4/21/2021

	Prior Year Actual	Current Year Budget	Proposed FY 2021-22
General Fund 101			
Taxes/Fees	\$732,300.00	\$754,125.00	\$783,200.00
State Sales Tax	195,348.00	200,400.00	200,000.00
Solid Waste Collections	93,039.00	118,600.00	120,400.00
Reimbursement for Overhead	230,000.00	141,000.00	143,100.00
State Grants	135,295.00	122,000.00	130,000.00
Other Financing Sources	15,157.00	5,000.00	177,400.00
Miscellaneous	4,907.00	27,600.00	28,000.00
Total	\$1,406,046.00	\$1,368,725.00	\$1,582,100.00

Major Street Fund 202			
State Grants	\$136,837.00	\$163,300.00	\$163,900.00
Transfer from Other Funds/other	1,444.00	0.00	0.00
Total	\$138,281.00	\$163,300.00	\$163,900.00

Local Street Fund 203			
State Grants/Interest	\$56,865.00	\$66,700.00	\$66,900.00
Transfer from Other Fund	20,400.00	-	-
Total	\$77,265.00	\$66,700.00	\$66,900.00

Brownfield Redevelopment 251			
Taxes	\$55,302.00	\$56,900.00	\$158,717.00
Transfer from General Fund	2,300.00	0.00	0.00
Total	\$57,602.00	\$56,900.00	\$158,717.00

Sewer Fund 590			
Charges and Penalties	\$41,512.00	\$35,700.00	\$270,000.00
Interest/Special Assessments	99.00	1,800.00	1,800.00
Total	\$41,611.00	\$37,500.00	\$271,800.00

Water Fund 591			
Charges and Penalties	\$424.00	\$0.00	
SAW Grant	\$191,802.00	\$144,000.00	\$0.00
Interest	\$0.00		
Sale of Capital Assets	12,000.00	-	
Total	\$204,226.00	\$144,000.00	\$0.00

GRAND TOTAL REVENUE	\$1,925,031.00	\$1,837,125.00	\$2,243,417.00
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GENERAL FUND FY 2021-22

Total General Fund Revenues: \$1,582,100

Total General Fund Expenditures: \$1,481,765

Change in Fund Balance from the Previous Year: \$100,335

Projected FYE 6/30/22 Fund Balance: \$551,314

Noteworthy Items:

1. 1.5% COLA increase, same increase in all other expenses
2. Seasonal DPW employee assistance included
3. Includes Water Fund transfer monies (and insurance for water bldg.), but not federal stimulus
4. Includes additional funding for ordinance amendments
5. Includes professional accounting assistance
6. Includes BSA software and IT needs
7. Includes flagpole for City Hall
8. Includes dead tree removal in park
9. Includes cement work in lower playground/swing area

General Fund Expenses

4/22/2021

City of Parchment

2021-22 Budget for Commission

Prior Year Actual	Current Year Budget	Proposed FY 2021-22
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Dept 100 - Legislative

Payroll/Fringes	\$7,986.00	\$8,600.00	\$8,765.00
Contracted Services	36,756.00	10,400.00	20,700.00
Memberships/Training/Dues	2,157.00	1,500.00	1,500.00
Community Promotion/Wassailing	2,130.00	3,000.00	3,000.00
Printing/Publishing	2,016.00	2,000.00	5,000.00
Capital/Property Development	(15,386.00)		3,300.00
Transfer to other fund	2,300.00	-	-
Miscellaneous	1,889.00	1,000.00	1,000.00
Total	\$39,848.00	\$26,500.00	\$43,265.00

Dept 200 - Administration

Payroll/Fringes	\$241,398.00	\$285,300.00	\$289,900.00
Contracted Services	61,615.00	13,700.00	43,400.00
Memberships/Training/Dues	5,288.00	5,400.00	5,500.00
Communications	8,113.00	7,200.00	7,300.00
Printing/Publishing	1,804.00	2,700.00	2,700.00
Capital	1,490.00	27,000.00	20,000.00
Miscellaneous	23,760.00	29,800.00	20,700.00
Total	\$343,468.00	\$371,100.00	\$389,500.00

Dept 210 - Legal Services

Attorney - general and police	\$15,538.00	\$24,700.00	\$25,000.00
Total	\$15,538.00	\$24,700.00	\$25,000.00

Dept 300 - Police

Payroll/Fringes	\$24,505.00	\$23,900.00	\$10,200.00
Contracted Services	329,201.00	356,500.00	358,800.00
Total	\$353,706.00	\$380,400.00	\$369,000.00

Dept 336 - Fire

Payroll/Fringes	\$37,626.00	\$0.00	\$0.00
Contracted Services	34,361.00	77,400.00	78,600.00
Memberships/Training/Dues	1,400.00	-	
Communications	3,478.00	4,300.00	4,400.00
Operating/repair & maintenance	288.00	7,100.00	7,200.00
Capital	-	20,000.00	20,300.00
Insurance/utilities	17,234.00	12,000.00	12,100.00
Total	\$94,387.00	\$120,800.00	\$122,600.00

General Fund Expenses

4/22/2021

City of Parchment

2021-22 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2021-22
Dept 440 - Public Works			
Payroll/Fringes	\$135,218.00	\$161,400.00	\$156,700.00
Contracted Services	\$15,801.00	\$11,800.00	12,000.00
Operating/repair & maintenance	\$13,948.00	\$13,100.00	15,300.00
Communications	\$900.00	\$900.00	900.00
Community Promotion/training	\$309.00	\$800.00	800.00
Rubbish Collection Charges	\$110,105.00	\$110,000.00	111,700.00
Capital	\$146,927.00	\$0.00	
Utilities/Street Lighting	\$39,159.00	\$37,600.00	38,100.00
Debt Retirement/interest expense	\$18,963.00	\$19,500.00	-
Miscellaneous	\$13,709.00	\$8,700.00	25,500.00
Total	\$495,039.00	\$363,800.00	\$361,000.00
Dept 751 - Parks, Recreation & Culture			
Payroll/Fringes	\$63,432.00	\$108,600.00	\$100,200.00
Contracted Services	\$3,544.00	\$28,000.00	\$28,400.00
Operating/repair & maintenance	\$8,025.00	\$13,500.00	\$19,200.00
Capital	\$9,694.00	\$10,000.00	10,200.00
Utilities/Street Lighting	\$6,290.00	\$6,800.00	6,900.00
Insurance	\$6,970.00	\$6,400.00	6,500.00
Total	\$97,955.00	\$173,300.00	\$171,400.00
TOTAL GENERAL FUND	\$1,439,941.00	\$1,460,600.00	\$1,481,765.00

MAJOR STREETS FUND FY 2021-22

Total Major Streets Revenues: \$163,900

Total Major Streets Expenditures: \$101,825

Increase in Fund Balance from the Previous Year: \$62,075

Projected FYE 6/30/22 Fund Balance: \$98,492

Noteworthy Items:

1. 1.5% increase in overall expenses
2. Regular maintenance, snow removal, \$7500 sidewalk repair
3. Includes ½ of portable speed sign
4. \$30,000 toward paving Parchmount is within the YE Fund Balance

Major Streets Fund Expenses

4/22/2021

City of Parchment

2021-22 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2021-22
Dept 451 - Construction			
Contracted Services	67,195.00	-	-
Capital	-	10,500.00	3,000.00
Total	\$67,195.00	\$10,500.00	\$3,000.00
Dept 463 - Routine Maintenance			
Payroll/Fringes	\$4,534.00	\$12,900.00	\$13,750.00
Contracted Services	2,974.00	7,500.00	7,500.00
Miscellaneous	836.00	2,500.00	2,500.00
Total	\$8,344.00	\$22,900.00	\$23,750.00
Dept 475 - Traffic Services			
Payroll/Fringes	\$4,598.00	\$12,600.00	\$13,075.00
Repair/Maintenance/Gas&Oil	11,328.00	15,100.00	15,300.00
Total	\$15,926.00	\$27,700.00	\$28,375.00
Dept 478 - Winter Maintenance			
Payroll/Fringes	\$7,232.00	\$15,345.00	\$16,100.00
Gas&Oil/Salt	\$8,400.00	\$10,800.00	\$10,900.00
Total	\$15,632.00	\$26,145.00	\$27,000.00
Dept 482 - Administration			
Payroll/Fringes	\$2,076.00	\$2,440.00	\$2,400.00
Overhead	\$17,000.00	\$17,000.00	\$17,300.00
Transfer to other fund	20,400.00	-	-
Total	\$39,476.00	\$19,440.00	\$19,700.00
TOTAL MAJOR STREETS FUND	\$146,573.00	\$106,685.00	\$101,825.00

LOCAL STREETS FUND FY 2021-22

Total Local Streets Revenues: \$66,900

Total Local Streets Expenditures: \$94,900

Change in Fund Balance from the Previous Year: (\$28,000)

Projected FYE 6/30/22 Fund Balance: \$151,174

Noteworthy Items:

1. 1.5% increase in overall expenses
2. Regular maintenance, snow removal, sidewalk repair
3. Includes ½ of portable speed sign
4. No transfers from other funds

Local Streets Fund Expenses

4/22/2021

City of Parchment

2021-22 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2021-22
Dept 451 - Construction			
Contracted Services	40,295.00	-	-
Capital		10,500.00	3,000.00
Total	\$40,295.00	\$10,500.00	\$3,000.00
Dept 463 - Routine Maintenance			
Payroll/Fringes	\$4,819.00	\$15,775.00	\$15,900.00
Contracted Services	2,700.00	5,000.00	5,100.00
Miscellaneous	836.00	3,500.00	3,500.00
Total	\$8,355.00	\$24,275.00	\$24,500.00
Dept 475 - Traffic Services			
Payroll/Fringes	\$4,663.00	\$14,820.00	\$15,100.00
Repair/Maintenance/Gas&Oil	899.00	5,700.00	5,800.00
Total	\$5,562.00	\$20,520.00	\$20,900.00
Dept 478 - Winter Maintenance			
Payroll/Fringes	\$7,209.00	\$15,820.00	\$16,000.00
Repair/Maintenance/Gas&Oil	\$8,120.00	\$10,800.00	\$10,900.00
Total	\$15,329.00	\$26,620.00	\$26,900.00
Dept 482 - Administration			
Payroll/Fringes	\$2,076.00	\$3,040.00	\$3,100.00
Overhead	16,000.00	16,300.00	16,500.00
Total	\$18,076.00	\$19,340.00	\$19,600.00
TOTAL LOCAL STREETS FUND	\$87,617.00	\$101,255.00	\$94,900.00

SEWER FUND FY 2021-22

Total Sewer Revenues: \$271,800

Total Sewer Streets Expenditures: \$189,700

Change in Fund Balance from the Previous Year: \$82,100

Projected FYE 6/30/22 Fund Balance: (\$292,366)

Noteworthy Items:

1. Based on historic usage with increase in surcharge based on CIP as approved by City Commission
2. 1.5% increase in overall expenses
3. Reduction in Overhead by \$20,000

Sewer Fund Expenses

4/22/2021

City of Parchment

2021-22 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2021-22
Dept 000			
Payroll/Fringes	\$66,898.00	\$41,320.00	\$41,800.00
Contracted Services	-	31,000.00	51,400.00
Sewer Treatment Charges	-	-	-
Admin Overhead	88,000.00	88,000.00	69,300.00
Depreciation	13,037.00	13,600.00	13,800.00
Insurance & Bonds	10,522.00	10,400.00	10,600.00
Transfer to other fund	-	-	-
Capital	-	-	-
Miscellaneous	2,900.00	2,800.00	2,800.00
Total	\$181,357.00	\$187,120.00	\$189,700.00
TOTAL SEWER FUND	\$181,357.00	\$187,120.00	\$189,700.00

WATER FUND FY 2021-22

Total Water Revenues: \$0

Total Water Expenditures: \$0

Projected FYE 6/30/21 Fund Balance: \$172,300

Noteworthy Items:

1. Will close this fund during FYE 6/30/21

Water Fund Expenses

4/22/2021

City of Parchment

2021-22 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2021-22
Dept 000			
Payroll/Fringes	\$67,500.00	\$0.00	\$0.00
Contracted Services (SAW)	285,536.00	160,000.00	-
Admin Overhead/Depreciation	89,000.00	-	-
Insurance/Utilities	7,290.00	16,500.00	-
Transfer to other Fund	-	-	-
Capital	-	-	-
Miscellaneous	3,420.00	-	-
Total	\$452,746.00	\$176,500.00	\$0.00
TOTAL WATER FUND	\$452,746.00	\$176,500.00	\$0.00

BROWNFIELD FUND FY 2021-22

Total Revenues: \$158,717

Total Expenditures: \$99,100

Projected FYE 6/30/22 Fund Balance: \$61,600

Noteworthy Items:

1. Includes 400 Island LLC property with 1.6M TV
2. Increased Admin Overhead by \$20,000 over previous year

Brownfield Fund Expenses

4/22/2021

City of Parchment

2021-22 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2021-22
Dept 000			
Administrative overhead	\$20,000.00	\$20,400.00	\$40,700.00
Attorney fees	\$20,422.00	\$0.00	\$0.00
Debt Retirement/Principal & Interest	\$58,146.00	\$59,500.00	\$58,400.00
Transfer to other fund	\$0.00	\$0.00	\$0.00
Total	\$98,568.00	\$79,900.00	\$99,100.00
TOTAL BROWNFIELD	\$98,568.00	\$79,900.00	\$99,100.00

Kindleberger Festival

City of Parchment 2021-22 Budget for Commission

	2019 Actual	2019 Budget	Proposed FY 2021-22
Revenue			
Arts/crafts	\$4,935.74	\$1,800.00	\$3,100.00
Race/walk fees	\$163.13	\$600.00	\$3,000.00
Membership drive	\$3,192.75	\$4,800.00	\$2,800.00
Concessions/Spec event	\$300.00	\$1,630.00	\$1,580.00
Corporate Sponsorships	\$11,540.00	\$9,000.00	\$8,000.00
Bingo for Bags/Fri Night	\$18,289.00	\$10,000.00	\$8,610.00
Car Show Proceeds	1,623.56	1,500.00	-
Misc		2,040.00	1,080.00
Grants	34,000.00	32,500.00	21,000.00
Total	\$74,044.18	\$63,870.00	\$49,170.00
TOTAL	\$74,044.18	\$63,870.00	\$49,170.00

	Prior Year Actual	Prior Year Budget	Proposed FY 2021-22
Expenses			
Performance Expense	\$20,216.29	\$17,000.00	\$17,000.00
Arts/crafts	\$208.08	\$480.00	\$140.00
Children's area	\$921.83	\$1,300.00	\$1,100.00
Bingo/Friday Event	\$10,780.59	\$6,000.00	\$1,030.00
Misc	\$532.74	\$0.00	\$1,400.00
Festival Admin	14,696.67	14,380.00	8,265.00
Stage Entertainment/concert:	14,100.58	18,500.00	12,300.00
Race/walk		-	3,000.00
Car Show expenses	1,347.04	1,250.00	-
Publicity	2,938.47	4,960.00	4,935.00
Total	\$65,742.29	\$63,870.00	\$49,170.00
TOTAL	\$65,742.29	\$63,870.00	\$49,170.00

TOTAL	8,301.89	-	-
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