



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

June 19, 2023

7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan

Commissioner Holly Evans

Commissioner Tammy Cooper

Commissioner Robin Madaras

Commissioner Doug Fooy

Commissioner Michael Conner

Officers

City Manager Nancy R. Stoddard

City Attorney Robert Soltis

City Treasurer/Clerk Shannon Stutz

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes**
From the City Commission Meeting of June 5, 2023
5. **Additions/Changes to the Agenda - Approval**

6. **Citizen Comments – Items ON the Agenda**

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

- *State your name and address for the records*
- *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.*

7. 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. 1492 – action
- ii. Credit Card Statement May 2023 – action
- iii. May 2023 Financial Report - receive
- iv. KABA May 2023 Report - receive
- v. Kindleberger Park Pavilion #4 Rental – Echols Graduation Open House- action
- vi. Kindleberger Park Pavilions #4 & #5 – Huntley Department Retreat - action

8. Unfinished Business

9. New Business

- A. Mill Development Process - discussion
- B. Prosecution of Misdemeanors - discussion
- C. Year End Budget Amendments, Treasurer/Clerk Stutz – action
- D. Renewal of the Compliance with Title VI of the Civil Rights Act of 1964 - action

10. 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.

11. Mayor and Commissioner Comments

12. City Manager Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY JUNE 5, 2023.

1. Call to order

Mayor Britigan called the meeting to order at 7:00 p.m. then led everyone in the Pledge of Allegiance.

2. Roll Call.

Present: Mayor Britigan, Commissioners Cooper, Conner, Evans, Fooy, Jordan, and Madaras. City Manager Stoddard, Attorney Soltis, City Treasurer/Clerk Stutz.

Absent: None.

3. Minutes

Moved by Commissioner Madaras, supported by Vice Mayor Jordan to approve the minutes of the May 15, 2023 Regular meeting. Vice Mayor Jordan abstained. **Motion Carried.**

4. Additions or changes to the agenda.

None. Moved by Vice Mayor Jordan supported by Commissioner Conner to approve the agenda as presented. **Motion Carried.**

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Questions by Commissioners were answered regarding specific items. Moved by Commissioner Evans, supported by Commissioner Fooy to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

A. None.

8. New Business

A. Resolution #2023-4 to Establish the 2023-2024 Millage Rate – action. City Treasurer Stutz explained that this rate is the same as prior year, adding that it supports the budget as approved last meeting.

WHEREAS, the City of Parchment Board of Review has completed its review and correction of the Assessment Roll for 2023; and

WHEREAS, said Assessment Roll shows the taxable value of all real and personal property in the City of Parchment subject to general Ad Valorem taxation to be as follows:

REAL PROPERTY	53,596,479
PERSONAL PROPERTY	2,741,100
TOTAL ASSESSMENT ROLLS	\$56,337,579

WHEREAS, the City Commission has adopted a budget for the 2023-24 fiscal year which will require the levy of 16.4701 mills in order to adequately fund the operations of the City of Parchment; and

WHEREAS, the City Commission has complete authority to establish that 16.4701 mills be levied in 2023 for operating purposes; and

WHEREAS, the City Commission of the City of Parchment did hold a public hearing Monday, May 15, 2023 at which time the property tax millage rate proposed to be levied to support the proposed budgets was a subject of that hearing.

NOW THEREFORE BE IT RESOLVED, that by the authority granted by the City Charter, Chapter IX, Section 9.1, the millage rate for 2023 is hereby set at 16.4701 mills to be levied against each dollar of Taxable Value of Real and Personal Property within the City of Parchment for general operating purposes.

BE IT FURTHER RESOLVED, pursuant to the authority of Parchment City Charter, Chapter IX, Section 9.6 the City Clerk is hereby directed to certify to the Assessor the total amount of \$875,721 to be raised by taxes.

FURTHER, when extensions have been made by the Assessor, that the City Assessor, pursuant to City Charter, Chapter IX, Section 9.8, shall execute the necessary warrant directing the City Treasurer to collect the tax set forth in said warrant, and that same when collected be credited to 2023-2024 GENERAL OPERATIONS in the amount of \$875,721. Moved by Commissioner Madaras, supported by Commissioner Fooy to approve the forgoing resolution. Roll call vote was as follows:

Ayes: Britigan, Conner, Cooper, Evans, Fooy, Jordan, and Madaras.
Nays: None.
Absent: None.
Abstain: None.

Motion Carried 7-0.

B. Resolution # 2023-5 to Establish the Sewer Rate for 2023-2024 – action. Mayor Britigan reminded everyone that this rate is already set as written, and that it can be changed at any time by commission action. This is only a formality at this time. Vice Mayor Jordan explained that while reducing the rate may be possible, it isn't prudent until we have bids in for the USDA project. Some discussion took place.

CHARGES FOR SEWER SERVICES SUPPLIED BY THE SEWER DEPARTMENT

WHEREAS, in accordance with the City of Parchment Compiled Ordinances, specifically section 58-61, the City Commission is empowered to set the rates charged to customers of the City of Parchment Sewer System for the efficient operation and maintenance of said system,

WHEREAS, the City of Parchment wastewater system has been shown to need improvements for structural concerns as identified by Prein & Newhof's *2021 Parchment Sanitary Engineering Report*,

WHEREAS, the City of Parchment has been awarded USDA Rural Development funding in the amount of \$3,750,000 to update the city's sewer infrastructure,

WHEREAS, said improvements will enhance the health and security of the system in addition to providing adequate capacity for future and current wastewater flows,

WHEREAS, the reserves are necessary to ensure that adequate funds are being generated to pay for the wastewater system expenses and the corresponding annual debt service,

NOW THEREFORE BE IT RESOLVED, effective July 1, 2023, the surcharges for sewer services supplied by the City of Kalamazoo for the City of Parchment Sewer System shall be computed as follows:

- A. The charges for sewer services shall be based upon the readings from the water system.
- B. Surcharge – Customers of all account classes located within the corporate limits of the City of Parchment shall pay 155% of the sewer services charged by the City of Kalamazoo.

Moved by Commissioner Madaras, supported by Vice Mayor Jordan to adopt the forgoing resolution. Roll call vote was as follows:

Ayes: Britigan, Conner, Cooper, Evans, Fooy, Jordan, and Madaras.
Nays: None.
Absent: None.
Abstain: None.

Motion Carried 7-0.

C. Parks & Recreation Committee Memo, Parchment Tree Replacement Fund – action. Cheryl Lyon-Jenness, 294 Glendale, and representing the P&R committee gave an overview of the idea to establish a tree fund that would serve as

structure for replacing both residential and public trees in the city. She noted there will be an educational booth at the summer festival with a drawing to win a tree as one way to fundraise. Ms. Lyon-Jenness emphasized the need for this to be an “intelligent and environmentally-sound plan” that will be ongoing. Mayor Britigan noted the value in this, saying the commission’s action is to either support this now or not. Some questions were posed, suggestions made. Moved by Commissioner Cooper, supported by Commissioner Madaras to support the idea of a tree fund to be overseen by the Parks & Recreation Committee with details to be clarified by city staff. **Motion Carried.**

D. City Manager Contract – action. Mayor Britigan reminded all present that the city manager’s contract expires on 6/17/23, that her rating on the review completed by commissioners was 4+/5, with good comments. Commissioner Fooy, as representative of the personnel committee, stated that an offer was made to CM Stoddard, which was countered. Among the details of the counteroffer were expiration date of 6/17/2025, an increase in pay to \$75,000 per year, an 8% contribution to retirement, and a 90 day extension at commissioners’ discretion. Moved by Commissioner Cooper, supported by Commissioner Madaras to accept the counter offer as presented and authorize the city attorney to draft the contract amendment accordingly. Commissioner Madaras stated she supports this amendment, saying the value of the grants the CM has brought to the city is huge. Commissioner Cooper added that CM Stoddard has devoted herself to our community, that she deserves all of this, “offering less isn’t showing gratitude”. Commissioner Conner expressed his wishes that the commission doesn’t wait to the “11th hour” to conduct a search for the next city manager. He added that he thought 8% contribution into retirement was “a lot for municipalities”. Roll call vote was as follows:

Ayes: Britigan, Cooper, Evans, Fooy, Jordan, and Madaras.
Nays: Conner.
Absent: None.
Abstain: None.

Motion Carried 6-1.

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Cooper thanked the personnel committee for the city manager’s contract, and said she’s looking forward to two more years working with CM Stoddard.

Commissioner Conner asked whose responsibility it is to trim resident-owned trees that have limbs in the roadway.

Commissioner Madaras noted that the summer concert series begins this weekend and she’s looking forward to it.

Commissioner Fooy added his thanks to the commission saying he’s excited to have CM Stoddard for another two years.

Commissioner Evans reported that the Parks & Recreation committee feels it’s good to establish a plan for the trees.

Vice Mayor Jordan thanked the personnel committee as well, and noted the new speakers have been reported to sound great. He said he is glad to have CM Stoddard working for the city for two more years. He also mentioned thinking the tree fund sounds like a great idea.

Mayor Britigan congratulated the city manager on her renewed contract, saying “it’s been a pleasure”. He noted that he will send the commissioners a RCKC survey that is worth filling out. He reminded all that there’s an Envision the River stakeholder meeting on 6/23/23, finally adding that it’s great the city was awarded the EPA grant.

11. City Manager Comments/Reports

City Manager Stoddard thanked the commission for a renewal of her contract, and added that good things are coming to the city. She then invited anyone who has questions or concerns to call and discuss them with her.

12. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Cooper and supported by all to adjourn the meeting at 8:06 p.m.

Shannon Stutz, City Clerk



City of Parchment
 Check Register Report
 Warrant 1492

Check	Check Date	Vendor Name	Description	Amount
37587	06/08/2023	ASPHALT RESTORATION, INC	REPAIR RIVERVIEW DRIVE STORM EAST SIDE	750.00
37588	06/08/2023	CIVICPLUS	MUNICODE ADMIN SUPPORT FEE 6/1/23 TO 5/3	225.00
37589	06/08/2023	COMPANION LIFE	LIFE & AD&D INS - JUNE - LIFC3712	66.50
37590	06/08/2023	CONSUMERS ENERGY	ACCT #: 1704 5509 CITY HALL	4,825.26
37591	06/08/2023	VOID		0.00
37592	06/08/2023	VOID		0.00
37593	06/08/2023	CORPORATE TECHNOLOGIES LLC	BS&A UPDATE ASSISTANCE	450.00
37594	06/08/2023	CYNTHIA DENISE DAVIS	CONCERT JUNE 11, 2023 - DENISE DAVIS & T	1,550.00
37595	06/08/2023	DEYOUNG LANDSCAPE SERVICE	TURF TREATMENT #2 - GARDEN - ACCT #5223	199.00
37596	06/08/2023	ELECTION SYSTEMS & SOFTWARE	MAINTENANCE FOR VOTING MACHINE 5/1/23 TO	395.00
37597	06/08/2023	FORD, KRIEKARD, SOLTIS & WISE	GENERAL MATTERS - MAY genl \$1237.50, police \$1006.25	2,243.75
37598	06/08/2023	J & H OIL COMPANY	FUEL CHARGES 05/01 TO 05/15/2023 CUSTOME	911.06
37599	06/08/2023	JENNIFER LESTERHOUSE	REFUND FOR PAVILION RENTAL ON 05/27/2023	50.00
37600	06/08/2023	KALAMAZOO TOWNSHIP	POLICE + FIRE SERVICES - JUNE 2023 pol \$36,684.50, fire \$5575.00	42,259.50
37601	06/08/2023	MLIVE MEDIA GROUP	NOTICE OF PUBLIC HEARING 05/07/2023	123.19
37602	06/08/2023	NANCY STODDARD	ZOOM - ONLINE MEETING PLATFORM	16.95
37603	06/08/2023	P & C AUTO BODY, INC.	WORK ON PHIL'S TRUCK	3,625.00
37604	06/08/2023	PROTEC	ANNUAL MEMBERSHIP DUES BEGINNING 07/01/2	240.75
37605	06/08/2023	PUBLIC MEDIA NETWORK	DIRECT TV - FRANCHISE FEES (JAN-MARCH)	2,743.18
37606	06/08/2023	REPUBLIC SERVICES #249	DPW - JUNE - ACCT #3-0249-1048811 dpw \$556.89, citywide pickup \$9640.25, bulk pu \$9997.90	20,195.04
37607	06/08/2023	SBIS	EMPLOYEE INSURANCE - JULY 2023	12,258.49
37608	06/08/2023	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINTENANCE - MAY 2023	120.00
37609	06/08/2023	THRUN LAW FIRM P.C.	USDA - LOAN APRIL/MAY	66.00

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Cardholder Account Summary cont.

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
JIM DUBY XXXX XXXX XXXX 1892	\$3,000	\$185.35	\$1,323.35	\$0.00	\$1,138.00
CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	\$3,000	\$0.00	\$2,154.66	\$0.00	\$2,154.66
TY J WOLTHUIS XXXX XXXX XXXX 7674	\$3,000	\$0.00	\$47.88	\$0.00	\$47.88
SHANNON STUTZ XXXX XXXX XXXX 9125	\$5,000	\$0.00	\$1,487.74	\$0.00	\$1,487.74

Cardholder Account Activity

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
05/03	05/02	75500593122800011700114	J & J LOCKSMITHS KALAMAZOO MI		\$10.00
05/03	05/02	55436873122291227690089	RATHCO SAFETY SUPPLY I PORTAGE MI		\$163.80
05/08	05/04	85179243125700609005431	ONE WAY PRODUCTS 269-343-3772 MI		\$56.38

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
04/27	04/25	02305373116100168901834	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$10.98
04/27	04/26	55547503117996274787221	CONSUMERS CONCRETE 301 KALAMAZOO MI		\$36.60
04/27	04/25	02305373116100168901750	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$127.11
04/28	04/25	02305373116100474733670	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		-\$13.49
04/28	04/26	02305373117100169585962	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$11.46
04/28	04/27	82711163117000007950581	LS MULDER'S LANDSCAPE KALAMAZOO MI		\$60.30
05/01	04/29	05227023119600035117756	D & R SPORTS CENTER RE KALAMAZOO MI		\$572.38
05/02	05/01	02305373122000636647184	TRACTOR SUPPLY #1272 KALAMAZOO MI		\$1.89
05/04	05/02	02305373123100161971121	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$27.97
05/11	05/10	82711163130000010667340	LS MULDER'S LANDSCAPE KALAMAZOO MI		\$60.30
05/12	05/11	02305373132000666563234	TRACTOR SUPPLY #1272 KALAMAZOO MI		\$10.99
05/12	05/11	55432863132207589102982	CARTER LUMBER KALAMAZOO MI		\$26.99
05/12	05/11	55432863132207589102966	CARTER LUMBER KALAMAZOO MI		\$40.89
05/17	05/16	55446413136839191320521	FERGUSON WTRWRKS #3393 KALAMAZOO MI		-\$132.08
05/17	05/16	82711163136000010500123	LS MULDER'S LANDSCAPE KALAMAZOO MI		\$30.15
05/18	05/16	02305373137100544583191	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		-\$39.76
05/18	05/18	82711163133000010564788	LS MULDER'S LANDSCAPE KALAMAZOO MI		\$71.91
05/22	05/18	02305373139100181714123	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$4.48
05/22	05/18	85179243139980005540900	STEENSMA LAWN AND POWE KALAMAZOO MI		\$19.74
05/24	05/23	55263523144400015210814	HARBOR FREIGHT TOOLS 2 KALAMAZOO MI		\$15.88
05/25	05/23	85179243144980005540960	STEENSMA LAWN AND POWE KALAMAZOO MI		\$19.49
05/25	05/24	55432863144201275091803	AMAZON.COM*T33WD6L23 AMZN.COM/BILL WA		\$173.74

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
05/05	05/04	02305373125000643948366	TRACTOR SUPPLY #1272 KALAMAZOO MI		\$99.98
05/10	05/09	55309531229838004869157	RIDGE PARTS 0090721 KALAMAZOO MI		\$13.58
05/18	05/17	05227023137300306238369	RIETH RILEY KALAMAZOO KALAMAZOO MI		\$127.30

(transactions continued on next page)

Cardholder Account Activity cont.

05/19	05/18	05227023138300302479099	RIETH RILEY KALAMAZOO KALAMAZOO MI	\$89.78
05/22	05/19	55446413139839191519152	FERGUSON ENT #1474 KALAMAZOO MI	\$279.00
05/23	05/22	72306063142900010468567	GOGGIN RENTAL KALAMAZOO MI	\$1,545.02

TY J WOLTHUIS		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 7674		\$3,000	\$0.00	\$47.88	\$0.00	\$47.88

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
04/27	04/26	55432863116202983693041	AMZN MKTP US*HF2X89QP1 AMZN.COM/BILL WA		\$47.88

SHANNON STUTZ		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9125		\$5,000	\$0.00	\$1,487.74	\$0.00	\$1,487.74

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
04/27	04/26	55432863116202949611996	SPECTRUM 855-707-7328 MO		\$149.97
04/28	04/28	55432863118203433395904	SPECTRUM 855-707-7328 MO		\$119.98
05/04	05/03	05410193123105490542607	QUILL CORPORATION 800-9823400 SC		\$19.98
05/04	05/03	75500593123900011100017	REGISTER OF DEEDS KALAMAZOO MI		\$90.00
05/05	05/03	85140513124900013000027	CORNERSTONE OFFICE SYS AVALANCE@CORN MI		\$299.35
05/08	05/05	05410193125105490561332	QUILL CORPORATION 800-9823400 SC		\$25.99
05/08	05/07	82711163127000007891254	PIXELVINE FREEPORT MI		\$89.75
05/16	05/15	82711163135000012360212	PIXELVINE FREEPORT MI		\$75.00
05/18	05/15	8271291313600000252171	CORPORATE TECHNOLOGIES 7018934056 MN		\$437.75
05/22	05/19	75500593138900012300048	REGISTER OF DEEDS KALAMAZOO MI		\$30.00
05/28	05/26	55432863146201780453926	SPECTRUM 855-707-7328 MO		\$149.97

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 05/31/2023	ACTIVITY FOR MONTH 05/31/2023		AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)		INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND								
Revenues								
Dept 000								
101-000-404.000	Tax Revenue	766,500.00	766,463.68	2,155.38	0.00	36.32	100.00	
101-000-405.000	Taxes - Industrial Facilities	2,200.00	2,235.84	0.00	0.00	(35.84)	101.63	
101-000-441.000	Local Community Stab Share Tax	140,000.00	114,363.27	61,232.53	61,232.53	25,636.73	81.69	
101-000-445.000	Penalty on Taxes	3,000.00	3,845.39	772.83	772.83	(845.39)	128.18	
101-000-448.000	1% Collection Fees	29,300.00	29,458.16	405.36	405.36	(158.16)	100.54	
101-000-451.000	License and Fees	15,000.00	4,119.04	430.00	430.00	10,880.96	27.46	
101-000-452.000	Cablevision Fees	15,700.00	13,651.60	3,072.96	3,072.96	2,048.40	86.95	
101-000-453.000	Recreation Fees	2,700.00	2,700.00	2,700.00	2,700.00	0.00	100.00	
101-000-454.000	Solid Waste Collections	136,000.00	140,499.89	405.00	405.00	(4,499.89)	103.31	
101-000-528.000	Other Federal Funding	23,172.00	40,972.00	0.00	0.00	(17,800.00)	176.82	
101-000-540.000	State Grants	0.00	63,757.14	19,710.00	19,710.00	(63,757.14)	100.00	
101-000-541.000	Federal Grants	6,152.00	12,304.00	0.00	0.00	(6,152.00)	200.00	
101-000-544.000	State Grant - Water Plant	425,000.00	286,021.59	0.00	0.00	(138,978.41)	67.30	
101-000-575.000	State Sales Tax	202,000.00	208,369.00	63,910.79	63,910.79	(6,369.00)	103.15	
101-000-632.000	Charges for Services Rendered	500.00	550.00	250.00	250.00	(50.00)	110.00	
101-000-662.000	Traffic Fines	7,500.00	3,325.65	261.03	261.03	4,174.35	44.34	
101-000-664.000	Interest on Investments	4,600.00	681.55	0.00	0.00	3,918.45	14.82	
101-000-680.000	Reimbursement for Overhead	210,000.00	210,000.00	0.00	0.00	0.00	100.00	
101-000-694.000	Miscellaneous	17,400.00	33,323.75	2,238.56	2,238.56	(15,923.75)	191.52	
101-000-695.000	Other Financing Sources	5,400.00	2,613.01	0.00	0.00	2,786.99	48.39	
101-000-696.000	Deposits Over & Short	0.00	1.17	0.00	0.00	(1.17)	100.00	
Total Dept 000		2,012,124.00	1,939,255.73	157,544.44	157,544.44	72,868.27	96.38	
TOTAL REVENUES								
		2,012,124.00	1,939,255.73	157,544.44	157,544.44	72,868.27	96.38	
Expenditures								
Dept 100 - Legislative								
101-100-703.000	Payroll - Part Time	8,000.00	10,735.00	1,450.00	1,450.00	(2,735.00)	134.19	
101-100-715.000	Social Security	850.00	412.30	40.30	40.30	437.70	48.51	
101-100-720.000	Worker's Compensation	250.00	0.00	0.00	0.00	250.00	0.00	
101-100-722.000	Medicare	200.00	96.46	9.43	9.43	103.54	48.23	
101-100-740.000	Operating Supplies	700.00	991.27	140.13	140.13	(291.27)	141.61	
101-100-800.000	Professional/Contractual Serv.	12,000.00	13,532.00	0.00	0.00	(1,532.00)	112.77	
101-100-830.000	Memberships & Dues	1,500.00	2,207.22	1,746.00	1,746.00	(707.22)	147.15	
101-100-860.000	Institutes & Training	0.00	75.00	0.00	0.00	(75.00)	100.00	
101-100-880.000	Community Promotion	1,000.00	655.00	75.00	75.00	345.00	65.50	
101-100-880.001	Wassailing Contribution	2,000.00	1,428.00	0.00	0.00	572.00	71.40	
101-100-900.000	Printing & Publishing	5,000.00	1,169.72	(247.70)	(247.70)	3,830.28	23.39	
101-100-955.000	Miscellaneous	300.00	0.00	0.00	0.00	300.00	0.00	
Total Dept 100 - Legislative		31,800.00	31,301.97	3,213.16	3,213.16	498.03	98.43	
Dept 200 - Administration								
101-200-702.000	Payroll - Full Time	123,000.00	99,884.17	8,642.04	8,642.04	23,115.83	81.21	
101-200-703.000	Payroll - Part Time	48,000.00	36,321.82	3,289.28	3,289.28	11,678.18	75.67	
101-200-715.000	Social Security	10,500.00	7,638.55	666.45	666.45	2,861.45	72.75	
101-200-716.000	Hospital/Life Insurance	68,000.00	52,207.32	4,746.12	4,746.12	15,792.68	76.78	
101-200-716.001	Insurance Deductible	4,000.00	5,455.70	151.36	151.36	(1,455.70)	136.39	
101-200-718.000	Pension	20,000.00	34,532.61	2,975.27	2,975.27	(14,532.61)	172.66	
101-200-720.000	Worker's Compensation	700.00	0.00	0.00	0.00	700.00	0.00	
101-200-722.000	Medicare	2,400.00	1,786.44	155.87	155.87	613.56	74.44	
101-200-724.000	ICMA Retirement Benefit	9,800.00	10,480.00	0.00	0.00	(680.00)	106.94	

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 05/31/2023	ACTIVITY FOR MONTH 05/31/2023		AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL		INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND								
Expenditures								
101-200-730.000	Postage	7,900.00	4,448.29	393.11	3,451.71	56.31		
101-200-740.000	Operating Supplies	2,000.00	5,632.34	256.85	(3,632.34)	281.62		
101-200-775.000	Repair & Maintenance Supplies	2,100.00	307.97	0.00	1,792.03	14.67		
101-200-800.000	Professional/Contractual Serv.	22,872.00	63,472.75	3,558.05	(40,600.75)	277.51		
101-200-805.000	Computer Services	9,500.00	11,445.34	3,254.75	(1,945.34)	120.48		
101-200-830.000	Memberships & Dues	1,200.00	991.50	7.50	208.50	82.63		
101-200-850.000	Communications	7,300.00	7,896.37	573.65	(596.37)	108.17		
101-200-860.000	Institutes & Training	1,300.00	1,547.34	73.97	(247.34)	119.03		
101-200-900.000	Printing & Publishing	2,000.00	1,125.00	0.00	875.00	56.25		
101-200-910.000	Insurance & Bonds	7,100.00	11,406.00	3,906.00	(4,306.00)	160.65		
101-200-920.000	Utilities	4,400.00	4,865.79	333.37	(465.79)	110.59		
101-200-930.000	Repair & Maint. Contractors	2,950.00	5,981.42	0.00	(3,031.42)	202.76		
101-200-955.000	Miscellaneous	0.00	280.91	0.00	(280.91)	100.00		
101-200-970.000	Capital	24,800.00	25,050.00	0.00	(250.00)	101.01		
Total Dept 200 - Administration		381,822.00	392,757.63	32,983.64	(10,935.63)	102.86		
Dept 210 - Legal Services								
101-210-801.000	Attorney - General	16,000.00	11,153.75	1,368.75	4,846.25	69.71		
101-210-802.000	Attorney-Police Matters	9,800.00	2,030.00	0.00	7,770.00	20.71		
Total Dept 210 - Legal Services		25,800.00	13,183.75	1,368.75	12,616.25	51.10		
Dept 300 - Police								
101-300-703.000	Payroll - Part Time	6,800.00	6,680.00	800.00	120.00	98.24		
101-300-715.000	Social Security	600.00	414.16	49.60	185.84	69.03		
101-300-722.000	Medicare	100.00	96.86	11.60	3.14	96.86		
101-300-800.000	Professional/Contractual Serv.	440,214.00	403,529.50	0.00	36,684.50	91.67		
Total Dept 300 - Police		447,714.00	410,720.52	861.20	36,993.48	91.74		
Dept 336 - Fire								
101-336-740.000	Operating Supplies	5,100.00	0.00	0.00	5,100.00	0.00		
101-336-746.000	Gasoline & Oil	1,000.00	168.68	0.00	831.32	16.87		
101-336-775.000	Repair & Maintenance Supplies	1,000.00	1,402.45	0.00	(402.45)	140.25		
101-336-780.000	Safety Supplies	100.00	0.00	0.00	100.00	0.00		
101-336-800.000	Professional/Contractual Serv.	70,000.00	64,119.91	1,312.49	5,880.09	91.60		
101-336-830.000	Memberships & Dues	0.00	1,400.00	0.00	(1,400.00)	100.00		
101-336-850.000	Communications	4,200.00	2,908.44	90.00	1,291.56	69.25		
101-336-910.000	Insurance & Bonds	14,000.00	22,653.00	7,661.00	(8,653.00)	161.81		
101-336-920.000	Utilities	2,700.00	2,283.61	171.74	416.39	84.58		
101-336-930.000	Repair & Maint. Contractors	10,000.00	0.00	0.00	10,000.00	0.00		
101-336-970.000	Capital	15,000.00	3,680.00	0.00	11,320.00	24.53		
Total Dept 336 - Fire		123,100.00	98,616.09	10,635.23	24,483.91	80.11		
Dept 440 - Public Services								
101-440-702.000	Payroll - Full Time	102,000.00	87,424.66	7,313.27	14,575.34	85.71		
101-440-715.000	Social Security	6,300.00	7,055.18	597.84	(755.18)	111.99		
101-440-716.000	Hospital/Life Insurance	44,000.00	39,333.74	3,564.14	4,666.26	89.39		
101-440-716.001	Insurance Deductible	2,400.00	2,661.04	1,161.04	(261.04)	110.88		
101-440-718.000	Pension	41,500.00	28,749.79	2,517.99	12,750.21	69.28		

GL NUMBER DESCRIPTION AMENDED BUDGET 2022-23 YTD BALANCE 05/31/2023 ACTIVITY FOR MONTH 05/31/2023 AVAILABLE BALANCE & BDT USED

Fund 101 - GENERAL FUND

GL NUMBER	DESCRIPTION	AMENDED BUDGET	2022-23	YTD BALANCE 05/31/2023	ACTIVITY FOR MONTH 05/31/2023	AVAILABLE BALANCE	& BDT USED
Expenditures							
101-440-720.000	Worker's Compensation	3,600.00	0.00	3,600.00	0.00	3,600.00	0.00
101-440-722.000	Medicare	1,480.00	1,649.92	(169.92)	139.84	(169.92)	111.48
101-440-740.000	Operating Supplies	2,500.00	53.93	2,446.07	10.00	2,446.07	2.16
101-440-746.000	Gasoline & Oil	4,400.00	9,262.91	(4,862.91)	206.69	(4,862.91)	210.52
101-440-775.000	Repair & Maintenance Supplies	8,200.00	10,314.92	(2,114.92)	50.73	(2,114.92)	125.79
101-440-780.000	Safety Supplies	500.00	0.00	500.00	0.00	500.00	0.00
101-440-800.000	Professional/Contractual Serv.	1,000.00	3,448.12	(2,448.12)	180.78	(2,448.12)	344.81
101-440-810.000	Rubbish Collection Charges	118,400.00	118,423.26	(23.26)	10,960.64	(23.26)	100.02
101-440-815.000	Uniform Rental	3,000.00	2,708.13	291.87	55.99	291.87	90.27
101-440-830.000	Memberships & Dues	900.00	499.00	401.00	0.00	401.00	55.44
101-440-850.000	Communications	1,000.00	2,069.78	(1,069.78)	119.98	(1,069.78)	206.98
101-440-860.000	Institutes & Training	300.00	0.00	300.00	0.00	300.00	0.00
101-440-880.000	Community Promotion	500.00	0.00	500.00	0.00	500.00	0.00
101-440-910.000	Insurance & Bonds	6,000.00	8,523.00	(2,523.00)	2,951.00	(2,523.00)	142.05
101-440-920.000	Utilities	8,700.00	12,114.39	(3,414.39)	909.53	(3,414.39)	139.25
101-440-926.000	Street Lighting	29,000.00	28,786.33	213.67	2,383.21	213.67	99.26
101-440-930.000	Repair & Maint.Contractors	11,800.00	14,040.37	(2,240.37)	556.89	(2,240.37)	118.99
101-440-935.000	Miscellaneous	0.00	3,796.69	(3,796.69)	0.00	(3,796.69)	100.00
101-440-970.000	Capital	2,000.00	30,225.00	(28,225.00)	0.00	(28,225.00)	1,511.25
Total Dept 440 - Public Services		399,480.00	411,140.16	(11,660.16)	33,679.56	(11,660.16)	102.92

Dept 591 - Water Plant	Grant Expenses						
101-591-740.000	Operating Supplies	0.00	751.34	(751.34)	0.00	(751.34)	100.00
101-591-800.000	Professional/Contractual Serv.	413,000.00	212,367.87	200,632.13	0.00	200,632.13	51.42
101-591-830.000	Memberships & Dues	0.00	1,000.00	(1,000.00)	0.00	(1,000.00)	100.00
101-591-920.000	Utilities	0.00	2,314.07	(2,314.07)	192.45	(2,314.07)	100.00
101-591-930.000	Repair & Maint.Contractors	0.00	719.33	(719.33)	0.00	(719.33)	100.00
101-591-970.000	Capital	0.00	46,174.00	(46,174.00)	0.00	(46,174.00)	100.00
Total Dept 591 - Water Plant	Grant Expenses	413,000.00	263,326.61	149,673.39	192.45	149,673.39	63.76

Dept 751 - Parks, Recreation & Culture							
101-751-702.000	Payroll - Full Time	59,000.00	74,011.51	(15,011.51)	6,295.61	(15,011.51)	125.44
101-751-715.000	Social Security	3,700.00	4,550.59	(850.59)	386.81	(850.59)	122.99
101-751-716.000	Hospital/Life Insurance	24,500.00	12,022.77	12,477.23	1,108.08	12,477.23	49.07
101-751-716.001	Insurance Deductible	1,400.00	0.00	1,400.00	0.00	1,400.00	0.00
101-751-718.000	Pension	24,000.00	24,267.92	(267.92)	2,174.31	(267.92)	101.12
101-751-720.000	Worker's Compensation	3,500.00	0.00	3,500.00	0.00	3,500.00	0.00
101-751-722.000	Medicare	850.00	1,063.98	(213.98)	90.43	(213.98)	125.17
101-751-746.000	Gasoline & Oil	2,800.00	2,780.10	19.90	230.02	19.90	99.29
101-751-775.000	Repair & Maintenance Supplies	13,000.00	8,999.01	4,000.99	1,705.01	4,000.99	69.22
101-751-780.000	Safety Supplies	400.00	0.00	400.00	0.00	400.00	0.00
101-751-800.000	Professional/Contractual Serv.	0.00	24,082.80	(24,082.80)	0.00	(24,082.80)	100.00
101-751-910.000	Insurance & Bonds	7,100.00	10,810.00	(3,710.00)	3,710.00	(3,710.00)	152.25
101-751-920.000	Utilities	7,100.00	8,808.58	(1,708.58)	577.19	(1,708.58)	124.06
101-751-930.000	Repair & Maint.Contractors	29,200.00	9,464.48	19,735.52	374.00	19,735.52	32.41
101-751-970.000	Capital	6,000.00	0.00	6,000.00	0.00	6,000.00	0.00
Total Dept 751 - Parks, Recreation & Culture		182,550.00	180,861.74	1,688.26	16,651.46	1,688.26	99.08

TOTAL EXPENDITURES		2,005,266.00	1,801,908.47	203,357.53	99,585.45	203,357.53	89.86
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REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT
 PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 05/31/2023	ACTIVITY FOR MONTH 05/31/2023	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		2,012,124.00	1,939,255.73	157,544.44	72,868.27	96.38	
TOTAL EXPENDITURES		2,005,266.00	1,801,908.47	99,585.45	203,357.53	89.86	
NET OF REVENUES & EXPENDITURES		6,858.00	137,347.26	57,958.99	(130,489.26)	2,002.73	

GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE 05/31/2023	ACTIVITY FOR MONTH 05/31/2023	AVAILABLE BALANCE	% BGD USED
				INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-546.000	State Grants - Act 51	178,200.00	164,960.69	14,980.11	13,239.31	92.57
Total Dept 000		178,200.00	164,960.69	14,980.11	13,239.31	92.57
TOTAL REVENUES						
		178,200.00	164,960.69	14,980.11	13,239.31	92.57
Expenditures						
Dept 451 - Construction						
202-451-930.000	Repair & Maint.Contractors	120,000.00	125,064.32	20,114.32	(5,064.32)	104.22
Total Dept 451 - Construction		120,000.00	125,064.32	20,114.32	(5,064.32)	104.22
Dept 463 - Routine Maintenance						
202-463-702.000	Payroll - Full Time	9,000.00	5,610.47	494.68	3,389.53	62.34
202-463-715.000	Social Security	550.00	341.18	30.08	208.82	62.03
202-463-716.000	Hospital/Life Insurance	3,800.00	1,911.66	175.77	1,888.34	50.31
202-463-716.001	Insurance Deductible	210.00	0.00	0.00	210.00	0.00
202-463-718.000	Pension	3,600.00	1,960.82	169.17	1,639.18	54.47
202-463-720.000	Worker's Compensation	570.00	0.00	0.00	570.00	0.00
202-463-722.000	Medicare	130.00	79.86	7.02	50.14	61.43
202-463-746.000	Gasoline & Oil	300.00	0.00	0.00	300.00	0.00
202-463-775.000	Repair & Maintenance Supplies	2,300.00	970.61	338.62	1,329.39	42.20
202-463-930.000	Repair & Maint.Contractors	8,000.00	5,885.00	765.00	2,115.00	73.56
Total Dept 463 - Routine Maintenance		28,460.00	16,759.60	1,980.34	11,700.40	58.89
Dept 475 - Traffic Services						
202-475-702.000	Payroll - Full Time	8,500.00	5,668.99	485.67	2,831.01	66.69
202-475-715.000	Social Security	530.00	344.79	29.50	185.21	65.05
202-475-716.000	Hospital/Life Insurance	3,600.00	1,911.40	175.76	1,688.60	53.09
202-475-716.001	Insurance Deductible	200.00	0.00	0.00	200.00	0.00
202-475-718.000	Pension	3,500.00	1,925.69	166.14	1,574.31	55.02
202-475-720.000	Worker's Compensation	540.00	0.00	0.00	540.00	0.00
202-475-722.000	Medicare	120.00	80.77	6.91	39.23	67.31
202-475-746.000	Gasoline & Oil	500.00	0.00	0.00	500.00	0.00
202-475-775.000	Repair & Maintenance Supplies	2,500.00	(561.13)	0.00	3,061.13	(22.45)
202-475-930.000	Repair & Maint.Contractors	13,100.00	12,159.76	615.51	940.24	92.82
Total Dept 475 - Traffic Services		33,090.00	21,530.27	1,479.49	11,559.73	65.07
Dept 478 - Winter Maintenance						
202-478-702.000	Payroll - Full Time	10,200.00	8,605.02	796.67	1,594.98	84.36
202-478-715.000	Social Security	600.00	524.21	48.56	75.79	87.37
202-478-716.000	Hospital/Life Insurance	4,300.00	2,828.35	256.02	1,471.65	65.78
202-478-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00
202-478-718.000	Pension	4,200.00	2,711.55	220.95	1,488.45	64.56
202-478-720.000	Worker's Compensation	650.00	0.00	0.00	650.00	0.00
202-478-722.000	Medicare	150.00	122.65	11.34	27.35	81.77
202-478-746.000	Gasoline & Oil	1,000.00	760.16	0.00	239.84	76.02
202-478-753.000	Salt	9,000.00	5,010.93	0.00	3,989.07	55.68

User: SSS
DB: Parchment

PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 05/31/2023	ACTIVITY FOR MONTH 05/31/2023	AVAILABLE BALANCE	% BDC USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				

Fund 202 - MAJOR STREET FUND
Expenditures

Total Dept 478 - Winter Maintenance		30,350.00	20,562.87	1,333.54	9,787.13	67.75
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Dept 482 - Administration						
202-482-702.000	Payroll - Full Time	1,250.00	1,157.89	92.60	92.11	92.63
202-482-715.000	Social Security	75.00	70.28	5.61	4.72	93.71
202-482-716.000	Hospital/Life Insurance	520.00	535.05	49.15	(15.05)	102.89
202-482-716.001	Insurance Deductible	40.00	0.00	0.00	40.00	0.00
202-482-718.000	Pension	500.00	371.75	31.88	128.25	74.35
202-482-720.000	Worker's Compensation	15.00	0.00	0.00	15.00	0.00
202-482-722.000	Medicare	20.00	16.46	1.32	3.54	82.30
202-482-955.000	Miscellaneous	0.00	1,810.60	0.00	(1,810.60)	100.00
202-482-960.000	Administrative Overhead	20,000.00	20,000.00	0.00	0.00	100.00

Total Dept 482 - Administration		22,420.00	23,962.03	180.56	(1,542.03)	106.88
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TOTAL EXPENDITURES		234,320.00	207,879.09	25,088.25	26,440.91	88.72
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Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		178,200.00	164,960.69	14,980.11	13,239.31	92.57
TOTAL EXPENDITURES		234,320.00	207,879.09	25,088.25	26,440.91	88.72
NET OF REVENUES & EXPENDITURES		(56,120.00)	(42,918.40)	(10,108.14)	(13,201.60)	76.48

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 05/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDTG USED
Fund 203 - LOCAL STREET FUND						
Revenues						
Dept 000	State Grants - Act 51	73,300.00	67,267.04	6,096.49	6,032.96	91.77
203-000-546.000	Transfer from General Fund	119,225.00	119,225.00	0.00	0.00	100.00
203-000-676.101						
Total Dept 000		192,525.00	186,492.04	6,096.49	6,032.96	96.87
TOTAL REVENUES		192,525.00	186,492.04	6,096.49	6,032.96	96.87
Expenditures						
Dept 451 - Construction						
203-451-800.000	Professional/Contractual Serv.	119,225.00	119,225.00	119,225.00	0.00	100.00
203-451-930.000	Repair & Maint. Contractors	0.00	1,100.00	1,100.00	(1,100.00)	100.00
Total Dept 451 - Construction		119,225.00	120,325.00	120,325.00	(1,100.00)	100.92
Dept 463 - Routine Maintenance						
203-463-702.000	Payroll - Full Time	10,500.00	5,779.17	494.70	4,720.83	55.04
203-463-715.000	Social Security	650.00	351.64	30.08	298.36	54.10
203-463-716.000	Hospital/Life Insurance	4,400.00	1,911.61	175.76	2,488.39	43.45
203-463-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00
203-463-718.000	Pension	4,200.00	1,960.81	169.17	2,239.19	46.69
203-463-720.000	Worker's Compensation	650.00	0.00	0.00	650.00	0.00
203-463-722.000	Medicare	150.00	82.21	7.02	67.79	54.81
203-463-746.000	Gasoline & Oil	300.00	0.00	0.00	300.00	0.00
203-463-775.000	Repair & Maintenance Supplies	3,400.00	621.74	236.73	2,778.26	18.29
203-463-930.000	Repair & Maint. Contractors	5,400.00	4,844.80	0.00	555.20	89.72
Total Dept 463 - Routine Maintenance		29,900.00	15,551.98	1,113.46	14,348.02	52.01
Dept 475 - Traffic Services						
203-475-702.000	Payroll - Full Time	9,800.00	5,561.49	476.99	4,238.51	56.75
203-475-715.000	Social Security	600.00	338.34	28.96	261.66	56.39
203-475-716.000	Hospital/Life Insurance	4,150.00	1,864.11	171.42	2,285.89	44.92
203-475-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00
203-475-718.000	Pension	4,000.00	1,892.58	163.16	2,107.42	47.31
203-475-720.000	Worker's Compensation	620.00	0.00	0.00	620.00	0.00
203-475-722.000	Medicare	140.00	79.12	6.79	60.88	56.51
203-475-746.000	Gasoline & Oil	500.00	0.00	0.00	500.00	0.00
203-475-775.000	Repair & Maintenance Supplies	5,000.00	1,292.10	0.00	3,707.90	25.84
203-475-930.000	Repair & Maint. Contractors	600.00	8,572.83	8,572.83	(7,972.83)	1,428.81
Total Dept 475 - Traffic Services		25,660.00	19,600.57	9,420.15	6,059.43	76.39
Dept 478 - Winter Maintenance						
203-478-702.000	Payroll - Full Time	10,400.00	8,531.12	772.82	1,868.88	82.03
203-478-715.000	Social Security	650.00	519.41	47.08	130.59	79.91
203-478-716.000	Hospital/Life Insurance	4,400.00	2,911.45	251.64	1,488.55	66.17
203-478-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00
203-478-718.000	Pension	4,200.00	2,693.94	217.98	1,506.06	64.14
203-478-720.000	Worker's Compensation	650.00	0.00	0.00	650.00	0.00
203-478-722.000	Medicare	150.00	121.52	11.01	28.48	81.01

User: SSS
DB: Parchment

PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	05/31/2023 (ABNORMAL)	NORMAL	MONTH 05/31/2023 INCREASE (DECREASE)	BALANCE	NORMAL (ABNORMAL)		

Fund 203 - LOCAL STREET FUND										
Expenditures										
203-478-746.000	Gasoline & Oil	1,000.00		760.16		0.00		239.84		76.02
203-478-753.000	Salt	6,000.00		5,010.93		0.00		989.07		83.52
203-478-775.000	Repair & Maintenance Supplies	0.00		19.98		0.00		(19.98)		100.00
Total Dept 478 - Winter Maintenance		27,700.00		20,568.51		1,300.53		7,131.49		74.25

Dept 482 - Administration										
203-482-702.000	Payroll - Full Time	1,500.00		1,157.81		92.60		342.19		77.19
203-482-715.000	Social Security	100.00		70.27		5.61		29.73		70.27
203-482-716.000	Hospital/Life Insurance	650.00		535.04		49.15		114.96		82.31
203-482-716.001	Insurance Deductible	50.00		0.00		0.00		50.00		0.00
203-482-718.000	Pension	625.00		371.77		31.88		253.23		59.48
203-482-720.000	Worker's Compensation	15.00		0.00		0.00		15.00		0.00
203-482-722.000	Medicare	25.00		16.45		1.32		8.55		65.80
203-482-960.000	Administrative Overhead	20,000.00		20,000.00		0.00		0.00		100.00
Total Dept 482 - Administration		22,965.00		22,151.34		180.56		813.66		96.46

TOTAL EXPENDITURES		225,450.00		198,197.40		132,339.70		27,252.60		87.91
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Fund 203 - LOCAL STREET FUND:										
TOTAL REVENUES		192,525.00		186,492.04		6,096.49		6,032.96		96.87
TOTAL EXPENDITURES		225,450.00		198,197.40		132,339.70		27,252.60		87.91
NET OF REVENUES & EXPENDITURES		(32,925.00)		(11,705.36)		(126,243.21)		(21,219.64)		35.55

PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 05/31/2023	ACTIVITY FOR MONTH 05/31/2023	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 251 - Brownfield Redevelopment							
Revenues							
Dept 000							
251-000-404.000	Tax Revenue	299,300.00	297,669.70	297,669.70	0.00	1,630.30	99.46
251-000-694.000	Miscellaneous	0.00	2,222.00	2,222.00	0.00	(2,222.00)	100.00
Total Dept 000		299,300.00	299,891.70	299,891.70	0.00	(591.70)	100.20
TOTAL REVENUES							
		299,300.00	299,891.70	299,891.70	0.00	(591.70)	100.20
Expenditures							
Dept 000							
251-000-800.000	Professional/Contractual Serv.	0.00	1,065.00	1,065.00	0.00	(1,065.00)	100.00
251-000-960.000	Administrative Overhead	130,000.00	130,000.00	130,000.00	0.00	0.00	100.00
251-000-991.000	Debt Retirement-Principal	48,633.00	48,632.65	48,632.65	0.00	0.35	100.00
251-000-995.000	Interest Expense	9,513.00	9,513.43	9,513.43	0.00	(0.43)	100.00
Total Dept 000		188,146.00	189,211.08	189,211.08	0.00	(1,065.08)	100.57
TOTAL EXPENDITURES							
		188,146.00	189,211.08	189,211.08	0.00	(1,065.08)	100.57
Fund 251 - Brownfield Redevelopment:							
TOTAL REVENUES							
		299,300.00	299,891.70	299,891.70	0.00	(591.70)	100.20
TOTAL EXPENDITURES							
		188,146.00	189,211.08	189,211.08	0.00	(1,065.08)	100.57
NET OF REVENUES & EXPENDITURES							
		111,154.00	110,680.62	110,680.62	0.00	473.38	99.57

PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 05/31/2023 (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDT USED
		AMENDED BUDGET	NORMAL			NORMAL (ABNORMAL)	(ABNORMAL)	
Fund 401 - Veteran's Memorial Fund								
Revenues								
Dept 000								
401-000-528.000	Other Federal Funding	20,000.00	0.00	0.00	0.00	20,000.00	0.00	
401-000-674.000	Contributed Capital Revenue	5,000.00	19,574.32	19,574.32	6,850.00	(14,574.32)	391.49	
401-000-694.000	Miscellaneous	0.00	20,204.00	20,204.00	0.00	(20,204.00)	100.00	
Total Dept 000		25,000.00	39,778.32	39,778.32	6,850.00	(14,778.32)	159.11	
TOTAL REVENUES								
		25,000.00	39,778.32	39,778.32	6,850.00	(14,778.32)	159.11	
Expenditures								
Dept 000								
401-000-775.000	Repair & Maintenance Supplies	0.00	75.00	75.00	0.00	(75.00)	100.00	
401-000-800.000	Professional/Contractual Serv.	20,000.00	5,145.00	5,145.00	0.00	14,855.00	25.73	
401-000-955.000	Miscellaneous	5,000.00	0.00	0.00	0.00	5,000.00	0.00	
Total Dept 000		25,000.00	5,220.00	5,220.00	0.00	19,780.00	20.88	
TOTAL EXPENDITURES								
		25,000.00	5,220.00	5,220.00	0.00	19,780.00	20.88	
Fund 401 - Veteran's Memorial Fund:								
TOTAL REVENUES		25,000.00	39,778.32	39,778.32	6,850.00	(14,778.32)	159.11	
TOTAL EXPENDITURES		25,000.00	5,220.00	5,220.00	0.00	19,780.00	20.88	
NET OF REVENUES & EXPENDITURES		0.00	34,558.32	34,558.32	6,850.00	(34,558.32)	100.00	

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT
 PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 05/31/2023	ACTIVITY FOR MONTH 05/31/2023	AVAILABLE BALANCE	% BUDGET USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 590 - SEWER FUND							
Revenues							
Dept 000	Sewer Services	148,000.00	319,288.42	319,288.42	90,088.03	(171,288.42)	215.74
590-000-626.000	Sewer Services			0.00	0.00	1,900.00	0.00
590-000-664.000	Interest on Investments						
Total Dept 000		149,900.00	319,288.42	319,288.42	90,088.03	(169,388.42)	213.00
TOTAL REVENUES							
		149,900.00	319,288.42	319,288.42	90,088.03	(169,388.42)	213.00
Expenditures							
Dept 000	Payroll - Full Time	23,000.00	16,731.51	16,731.51	1,359.79	6,268.49	72.75
590-000-702.000	Payroll - Full Time			1,010.61	81.84	389.39	72.19
590-000-715.000	Social Security			7,593.08	698.16	1,406.92	84.37
590-000-716.000	Hospital/Life Insurance			0.00	0.00	700.00	0.00
590-000-718.000	Insurance Deductible			9,300.00	5,430.07	3,869.93	58.39
590-000-720.000	Pension			500.00	0.00	500.00	0.00
590-000-722.000	Worker's Compensation			300.00	19.15	63.59	78.80
590-000-775.000	Medicare			0.00	37.42	(37.42)	100.00
590-000-800.000	Repair & Maintenance Supplies			25,000.00	125,800.82	(100,800.82)	503.20
590-000-815.000	Professional/Contractual Serv.			500.00	0.00	500.00	0.00
590-000-910.000	Uniform Rental			10,600.00	15,840.00	(5,240.00)	149.43
590-000-920.000	Insurance & Bonds			2,300.00	2,377.62	(77.62)	103.37
590-000-930.000	Utilities			10,000.00	196.81	(9,803.19)	0.00
590-000-955.000	Repair & Maint. Contractors			0.00	0.00	10,000.00	0.00
590-000-960.000	Miscellaneous			40,000.00	645.00	(39,355.00)	100.00
590-000-968.000	Administrative Overhead			14,100.00	19,166.00	(5,066.00)	135.93
590-000-968.000	Depreciation						
Total Dept 000		146,700.00	234,868.54	234,868.54	13,904.92	(88,168.54)	160.10
TOTAL EXPENDITURES							
		146,700.00	234,868.54	234,868.54	13,904.92	(88,168.54)	160.10
Fund 590 - SEWER FUND:							
TOTAL REVENUES							
		149,900.00	319,288.42	319,288.42	90,088.03	(169,388.42)	213.00
TOTAL EXPENDITURES							
		146,700.00	234,868.54	234,868.54	13,904.92	(88,168.54)	160.10
NET OF REVENUES & EXPENDITURES							
		3,200.00	84,419.88	84,419.88	76,183.11	(81,219.88)	2,638.12
TOTAL REVENUES - ALL FUNDS							
		2,857,049.00	2,949,666.90	2,949,666.90	275,559.07	(92,617.90)	103.24
TOTAL EXPENDITURES - ALL FUNDS							
		2,824,882.00	2,637,284.58	2,637,284.58	270,918.32	187,597.42	93.36
NET OF REVENUES & EXPENDITURES							
		32,167.00	312,382.32	312,382.32	4,640.75	(280,215.32)	971.13



2023 MONTHLY PERMITS BY JURISDICTION

MONTH OF MAY 2023

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	47	\$ 32,345
COMSTOCK	ELECTRICAL	22	\$ 4,831
COMSTOCK	MECHANICAL	19	\$ 4,104
COMSTOCK	PLUMBING	26	\$ 4,966
COMSTOCK	SPECIAL - JURISDICTION	2	\$ 200
COMSTOCK	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL COMSTOCK		117	\$ 46,501
KALAMAZOO	BUILDING	18	\$ 4,420
KALAMAZOO	ELECTRICAL	10	\$ 1,301
KALAMAZOO	MECHANICAL	36	\$ 4,992
KALAMAZOO	PLUMBING	9	\$ 970
KALAMAZOO	SPECIAL - JURISDICTION	6	\$ 550
KALAMAZOO	SPECIAL - HOMEOWNER	-	\$ -
TOTAL KALAMAZOO		79	\$ 12,233
PARCHMENT	BUILDING	3	\$ 456
PARCHMENT	ELECTRICAL	1	\$ 185
PARCHMENT	MECHANICAL	1	\$ 106
PARCHMENT	PLUMBING	1	\$ 105
PARCHMENT	SPECIAL - JURISDICTION	1	\$ 200
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PARCHMENT		7	\$ 1,052
PINE GROVE	BUILDING	7	\$ 5,205
PINE GROVE	ELECTRICAL	8	\$ 1,617
PINE GROVE	MECHANICAL	10	\$ 1,667
PINE GROVE	PLUMBING	1	\$ 243
PINE GROVE	SPECIAL - JURISDICTION	1	\$ 100
PINE GROVE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PINE GROVE		27	\$ 8,832
RICHLAND	BUILDING	13	\$ 9,326
RICHLAND	ELECTRICAL	19	\$ 2,699
RICHLAND	MECHANICAL	26	\$ 4,003
RICHLAND	PLUMBING	7	\$ 1,339
RICHLAND	SPECIAL - JURISDICTION	1	\$ 150
RICHLAND	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND		66	\$ 17,517
RICHLAND VILLAGE	BUILDING	2	\$ 1,568
RICHLAND VILLAGE	ELECTRICAL	2	\$ 608
RICHLAND VILLAGE	MECHANICAL	1	\$ 305
RICHLAND VILLAGE	PLUMBING	1	\$ 286
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND VILLAGE		6	\$ 2,767
TOTAL		302	\$ 88,902.00

REVENUE	REVENUE
MAY 2022	% PREV YEAR MONTH
\$ 51,760.40	171.8%

PERMITS	PERMITS
MAY 2022	% 2022 - YTD
219	138%



2023 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF MAY 2023

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	151	\$ 168,195
COMSTOCK	ELECTRICAL	116	\$ 24,239
COMSTOCK	MECHANICAL	89	\$ 16,209
COMSTOCK	PLUMBING	72	\$ 13,086
COMSTOCK	SPECIAL - JURISDICTION	4	\$ 400
COMSTOCK	SPECIAL - HOMEOWNER	2	\$ 110
TOTAL COMSTOCK		434	\$ 222,239
KALAMAZOO	BUILDING	54	\$ 31,043
KALAMAZOO	ELECTRICAL	68	\$ 9,462
KALAMAZOO	MECHANICAL	128	\$ 18,057
KALAMAZOO	PLUMBING	37	\$ 5,330
KALAMAZOO	SPECIAL - JURISDICTION	18	\$ 1,750
KALAMAZOO	SPECIAL - HOMEOWNER	6	\$ 275
TOTAL KALAMAZOO		311	\$ 65,917
PARCHMENT	BUILDING	7	\$ 1,139
PARCHMENT	ELECTRICAL	5	\$ 801
PARCHMENT	MECHANICAL	5	\$ 637
PARCHMENT	PLUMBING	3	\$ 411
PARCHMENT	SPECIAL - JURISDICTION	2	\$ 300
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		22	\$ 3,288
PINE GROVE	BUILDING	16	\$ 10,667
PINE GROVE	ELECTRICAL	20	\$ 3,353
PINE GROVE	MECHANICAL	20	\$ 3,068
PINE GROVE	PLUMBING	4	\$ 929
PINE GROVE	SPECIAL - JURISDICTION	1	\$ 100
PINE GROVE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PINE GROVE		61	\$ 18,117
RICHLAND	BUILDING	37	\$ 23,859
RICHLAND	ELECTRICAL	61	\$ 10,389
RICHLAND	MECHANICAL	91	\$ 14,899
RICHLAND	PLUMBING	30	\$ 6,202
RICHLAND	SPECIAL - JURISDICTION	2	\$ 250
RICHLAND	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND		221	\$ 55,599
RICHLAND VILLAGE	BUILDING	10	\$ 4,932
RICHLAND VILLAGE	ELECTRICAL	5	\$ 1,061
RICHLAND VILLAGE	MECHANICAL	8	\$ 1,257
RICHLAND VILLAGE	PLUMBING	7	\$ 1,096
RICHLAND VILLAGE	SPECIAL - JURISDICTION	2	\$ 200
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND VILLAGE		32	\$ 8,546
TOTAL KABA	YTD	1,081	373,706.00

REVENUE	REVENUE
YTD - APRIL 2022	% 2022 - YTD
\$ 276,885	135.0%

REVENUE
% 2023 YTD BUDGET
1.39%

PERMITS	PERMITS
YTD - APRIL 2022	% 2022 - YTD
1003	107.8%

2023 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
150	\$ 48,411		JAN
142	\$ 34,998		FEB
276	\$ 144,116		MAR
211	\$ 57,279		APR
302	\$ 88,902		MAY
-	\$ -		JUN
-	\$ -		JUL
-	\$ -		AUG
-	\$ -		SEP
-	\$ -		OCT
-	\$ -		NOV
-	\$ -		DEC
1,081	\$ 373,706		

Property Maintenance Inspections

Reurchnment

06/06/2023

Special Permit

Permit #	Job Address	Parcel Number	Owner	Contractor	Date Entere	Fee Total Duc
PS23-18-024	221 W THOMAS	06-02-110-510	HORROCKS, SHERRY		05/17/2023	200.00
Work Description: <u>Court appearance</u> <i>5/16/23</i>						

Total Permits: 1 Total Fees Due: \$200.00

Population: All Records
 Permit.Type = Special
 Permit AND
 GovernmentUnit.ListUnitCode =
 18 AND
 Permit.Status = HOLD (TEB)
 AND
 Permit.Category = Jurisdiction
 Request

Permit List

06/06/2023

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB23-18-267	806 SHOPPERS LN	06-03-490-211	KECKLER JAMES REVOL		05/18/2023	\$176.00	\$0

Work Description: Construct fire partition per plans to create new tenant space.
NOTE: NEW TENANT SPACE TO BE COMPLETED UNDER SEPARATE PERMIT.

Total Permits For Type: 1
Total Fees For Type: \$176.00
Total Const. Value For Type: \$0

Report Summary

Grand Total Fees: \$176.00

Grand Total Permits: 1

Grand Total Const. Value: \$0

Population: All Records
Permit DateIssued Between
5/1/2023 12:00:00 AM AND
5/31/2023 11:59:59 PM AND
PermitPermitType = Building
AND
Permit.BasicUsage = Commercial
AND
GovernmentUnitListUnitCode =
18

Permit List

06/06/2023

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB23-18-101	623 N RIVERVIEW DR	06-02-110-250	OISTEN, JR RONALD & J	Bosworth Builders	05/08/2023	\$104.00	\$2,475
Work Description: Install a freestanding landing and ramp on the front of the home per plans. Must meet section R 311.8, of the 2015 MRC code requirements.							

PB23-18-201	434 ESPANOLA	06-02-320-230	HANNAH WHEELER	Blackberry Systems	05/01/2023	\$176.00	\$1,875
Work Description: Remove existing 5' x 25' attached deck and reconstruct new 5' x 25' self supporting unattached deck to same footprint.							

Total Permits For Type: 2

Total Fees For Type: \$280.00

Total Const. Value For Type: \$4,350

Report Summary

Grand Total Fees: \$280.00

Grand Total Permits: 2

Population: All Records

Permit DateIssued Between
 5/1/2023 12:00:00 AM AND
 5/31/2023 11:59:59 PM AND

Permit.PermiTType = Building
 AND
 Permit.BasicUsage = Residential
 AND
 GovernmentUnitList.UnitCode =
 18

Grand Total Const. Value: \$4,350

Kindleberger Park Reservation Form

Sunken Garden/Gazebo (\$350 non-resident/\$250 resident) (3 hour block)
Includes \$100 refundable deposit

Stage (\$450 non-resident/\$300 resident) (3 hour block) *Includes \$100 deposit*

Picnic Pavilion 1 Upper (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 2 Upper (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 3 Upper (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 4 Lower (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 5 Lower (\$100 non-resident, \$50 resident) (4 hour block)

Name: Kelvine Echols Phone: 305-4322

Address: 237 Espanola

Email: kelvine@spcglobal.net Alternate Phone: _____

Date of Event: 7-29-23 Time: 1-5pm

Type of event: Graduation open House

Approximate number of attendees: 25-30

Will there be music as part of your event? None

Name of DJ, musical performer, sound technician: _____

Decorations, rental chairs/tents/tables? Describe: None

Name & address for deposit return: _____

Signature on phone Date 6-12-23

This reservation form is your receipt, confirming your reserved area. Should you experience any problem during your event, please contact the Kalamazoo Township Police Department at 269-488-8911.

FOR INTERNAL OFFICE USE:
Application received by: [Signature] Date: 6-12-23

Payment amount received: \$50 Receipt # _____
Check # _____ Cash _____ Credit X

APPROVAL
Signature _____ Date _____

Kindleberger Park Reservation Form

- Sunken Garden/Gazebo** (\$350 non-resident/\$250 resident) (3 hour block)
Includes \$100 refundable deposit
- Stage** (\$450 non-resident/\$300 resident) (3 hour block) *Includes \$100 deposit*
- Picnic Pavilion 1 Upper** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 2 Upper** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 3 Upper** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 4 Lower** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 5 Lower** (\$100 non-resident, \$50 resident) (4 hour block)

Name: TJ Huntley ISK Phone: 269-553-8060
Address: 333 Courtland Ave Parchment MI 49004
Email: thuntley@isk.org Alternate Phone: 269-720-3292
Date of Event: July 21 Time: 11:00 AM - 4:00 PM
Type of event: Department retreat
Approximate number of attendees: 40-50
Will there be music as part of your event? possible from small speaker
Name of DJ, musical performer, sound technician: N/A

Decorations, rental chairs/tents/tables? Describe: N/A

Name & address for deposit return: same as above

[Signature] _____ Date: 6/15/23
Signature Date

This reservation form is your receipt, confirming your reserved area. Should you experience any problem during your event, please contact the Kalamazoo Township Police Department at 269-488-8911.

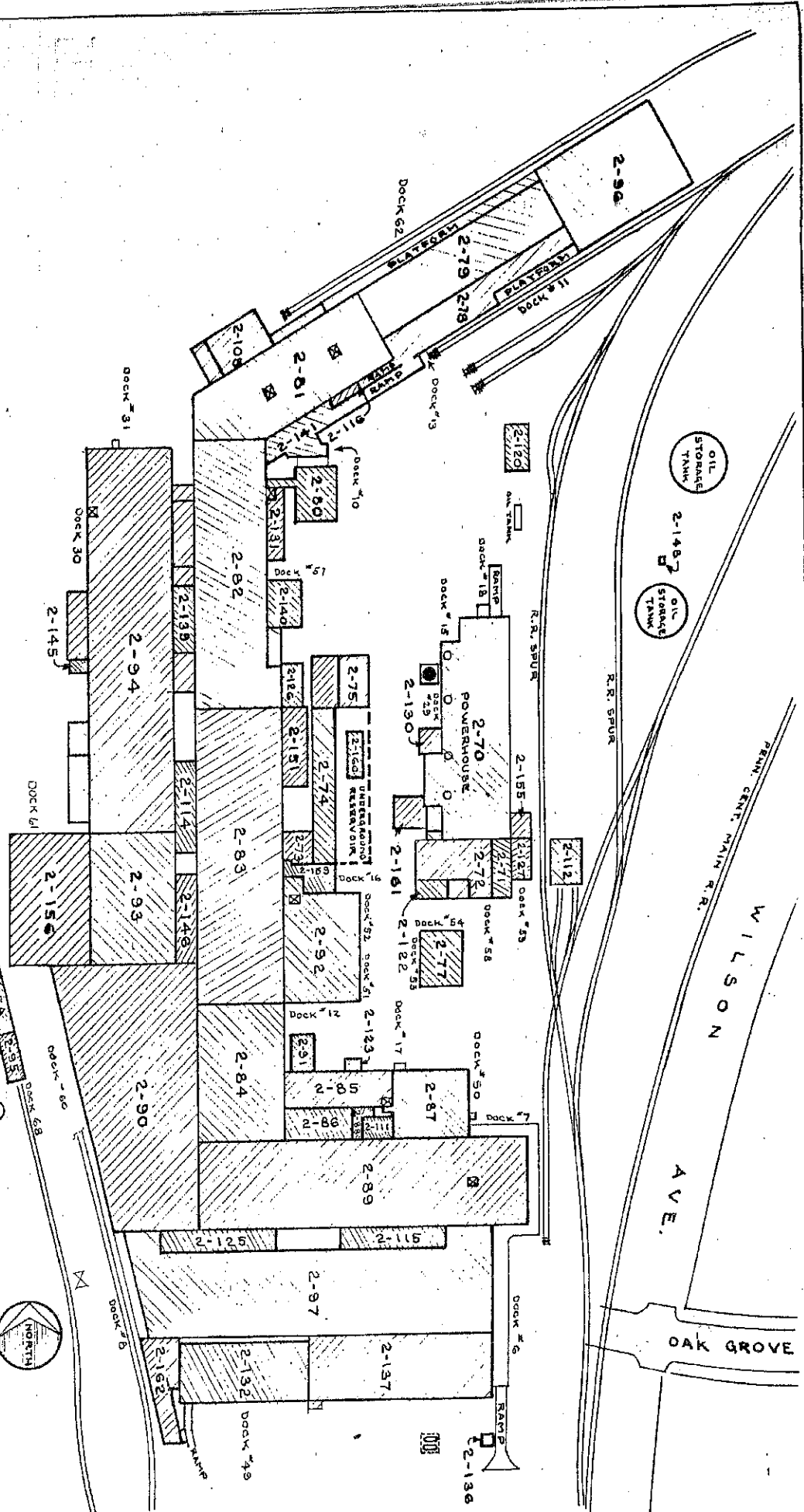
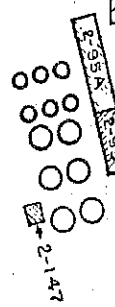
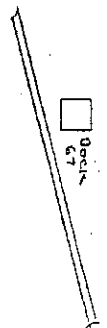
FOR INTERNAL OFFICE USE:
Application received by: [Signature] Date: 6-15-23
Payment amount received: \$50 Receipt # _____
Check # _____ Cash Credit _____

APPROVAL

Signature _____ Date **RECEIVED**
Date **JUN 15 2023**
PAID

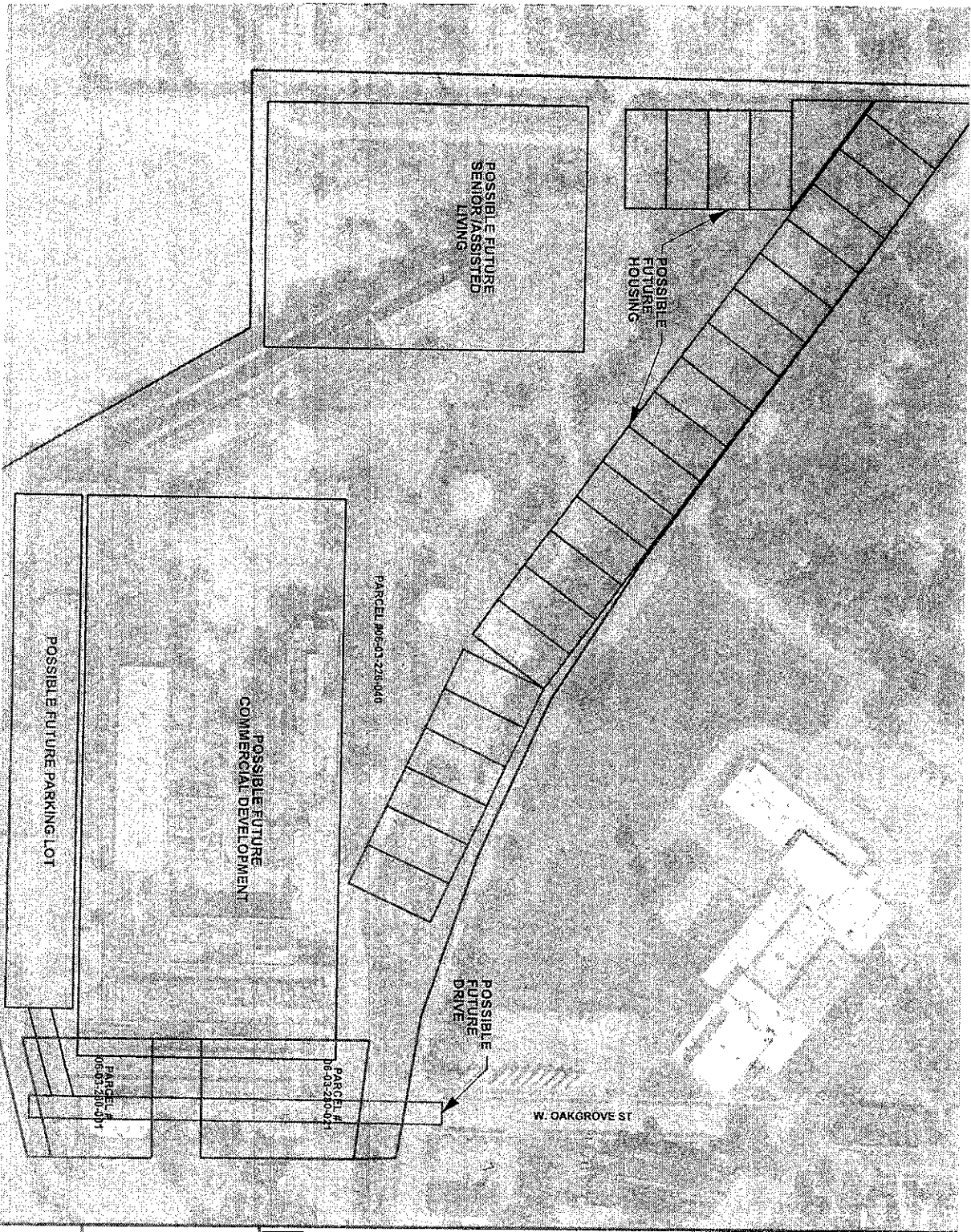
NORTH

REV.	DATE	DESCRIPTION	BY	SCALE 1" = 100'-0"	FILE INDEX # KGO-0	BRD. LAYOUT PLANT 2
A	12/14/56	REORAWN	ADP.			



WILSON AVE.
OAK GROVE

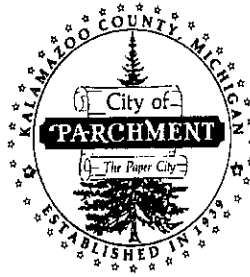
NORTH



NOTES:
 1. THIS IS NOT A PROPERTY BOUNDARY PLAN. PROPERTY BOUNDARIES SHOWN ON THIS
 ARE BASED ON AVAILABLE AVAILABLE INFORMATION AND ARE APPROXIMATE ONLY AND
 SHOULD NOT BE USED TO ESTABLISH PROPERTY BOUNDARIES IN THE FIELD.



**PARCHMENT
 MILL SITE #2
 S. RIVERVIEW DR
 PARCHMENT, MI 48064
 POSSIBLE
 REDEVELOPMENT
 SITE PLAN**



MEMORANDUM

To: Nancy Stoddard, City Manager

From: Shannon Stutz, City Treasurer

Date: June 13, 2023

Subject: Year End Budget Amendments

In reviewing financials for the fiscal year end, I have identified the following budget amendments necessary to avoid negative budget variances.

1. 101-540 (revenue) increase budget \$24,100 and 101-751-800 (expense), increase budget \$24,100 to record the revenue and expenses involved with the RAP grant. This is revenue neutral.
2. 101-540 (revenue) increase budget \$35,000 and 101-200-800 (expense) increase budget \$35,000 to record revenue and expenses involved with the Envision the River grant. This is revenue neutral.
3. 101-100-703.000 (payroll expense part time), increase budget \$3,000 to record the expenses related to the additional May election for KRESA. We were reimbursed for these expenses by the county.
4. 101-440-970 (capital expense) increase budget \$30,000 to allow for the DPW building upgrades.
5. 101-440-810 (rubbish collection expense) increase budget \$20,000. \$10,000 relates to increase in charges not foreseen, and \$10,000 relates to two bulk trash pickups in current fiscal year.
6. 101-751-702 (payroll expense full time) increase budget \$15,000 to account for payroll expenses related to DPW superintendent extending retirement date.
7. 251-800 (professional/contractual expense) increase budget \$1100 to allow for expenses in brownfield fund for Envirollogic/Fishbek invoices.
8. 590-800 (professional/contractual expense) increase budget \$127,000 to account for work done by Prein Newhof related to the USDA sanitary sewer project. These costs are to be reimbursed to city once the loan closes.

ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS

ASSURANCES OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

As a condition of receipt of federal financial assistance from the Department of the Treasury, the recipient named below (hereinafter referred to as the "Recipient") provides the assurances stated herein. The federal financial assistance may include federal grants, loans and contracts to provide assistance to the Recipient's beneficiaries, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits.

The assurances apply to all federal financial assistance from or funds made available through the Department of the Treasury, including any assistance that the Recipient may request in the future.

The Civil Rights Restoration Act of 1987 provides that the provisions of the assurances apply to all of the operations of the Recipient's program(s) and activity(ies), so long as any portion of the Recipient's program(s) or activity(ies) is federally assisted in the manner prescribed above.

1. Recipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d *et seq.*), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.
2. Recipient acknowledges that Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Recipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury's implementing regulations. Accordingly, Recipient shall initiate reasonable steps, or comply with the Department of the Treasury's directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Recipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Recipient's programs, services, and activities.
3. Recipient agrees to consider the need for language services for LEP persons when Recipient develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>.

4. Recipient acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Recipient and Recipient's successors, transferees, and assignees for the period in which such assistance is provided.
5. Recipient acknowledges and agrees that it must require any sub-grantees, contractors, subcontractors, successors, transferees, and assignees to comply with assurances 1-4 above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between the Recipient and the Recipient's sub-grantees, contractors, subcontractors, successors, transferees, and assignees:

The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.

6. Recipient understands and agrees that if any real property or structure is provided or improved with the aid of federal financial assistance by the Department of the Treasury, this assurance obligates the Recipient, or in the case of a subsequent transfer, the transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property.
7. Recipient shall cooperate in any enforcement or compliance review activities by the Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Recipient shall comply with information requests, on-site compliance reviews and reporting requirements.
8. Recipient shall maintain a complaint log and inform the Department of the Treasury of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending or completed, including outcome. Recipient also must inform the Department of the Treasury if Recipient has received no complaints under Title VI.
9. Recipient must provide documentation of an administrative agency's or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other

agreements between the Recipient and the administrative agency that made the finding. If the Recipient settles a case or matter alleging such discrimination, the Recipient must provide documentation of the settlement. If Recipient has not been the subject of any court or administrative agency finding of discrimination, please so state.

10. If the Recipient makes sub-awards to other agencies or other entities, the Recipient is responsible for ensuring that sub-recipients also comply with Title VI and other applicable authorities covered in this document. State agencies that make sub-awards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of sub-recipients.

The United States of America has the right to seek judicial enforcement of the terms of this assurances document and nothing in this document alters or limits the federal enforcement measures that the United States may take in order to address violations of this document or applicable federal law.

Under penalty of perjury, the undersigned official(s) certifies that official(s) has read and understood the Recipient's obligations as herein described, that any information submitted in conjunction with this assurances document is accurate and complete, and that the Recipient is in compliance with the aforementioned nondiscrimination requirements.

Recipient

Date

Signature of Authorized Official

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 30 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

CITY OF PARCHMENT POLICY STATEMENT

The City of Parchment reaffirms its policy to allow all individuals the opportunity to participate in federal financially assisted services and adopts the following provision:

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. In applying this policy, the City of Parchment and its sub-recipients of federal funds will not:

1. Deny any individual with any services, opportunity, or other benefit for which such individual is otherwise qualified;
2. Provide any individual with any service, or other benefit, which is inferior (in quantity or quality) to, or which is provided in a different manner from that which is provided to others;
3. Subject any individual to segregated or disparate treatment in any manner related to such individual's receipt of services or benefits;
4. Restrict an individual in any way from the enjoyment of services, facilities or any other advantage, privilege or other benefit provided to others;
5. Adopt or use methods of administration, which would limit participation by any group of recipients or subject any individual to discrimination;
6. Address any individual in a manner that denotes inferiority because of race, color, or national origin;
7. Permit discriminatory activity in a facility built in whole or in part with federal funds;
8. Deny any segment of the population the opportunity to participate in the operations of a planning or advisory body that is an integral part of a federally funded program;
9. Fail to provide information in a language other than English to potential or actual beneficiaries who are of limited English speaking ability, when requested and as appropriate;
10. Subject an individual to discriminatory employment practices under any federally funded program whose object is to provide employment;
11. Locate a facility in any way, which would limit or impede access to a federally-funded service or benefit.

The City of Parchment will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues all within a period not to exceed 90 days.

The City of Parchment designates the City Manager as the Title VI Coordinator. The Manager will be responsible for initiating and monitoring Title VI activities and other required matters, ensuring that the City of Parchment complies with the Title VI regulations and pursues prevention of Title VI deficiencies or violations. Inquiries concerning the City of Parchment and Title VI may be directed to the City Manager, 650 South Riverview Drive, Parchment, MI 49004, and (269) 349-3785, manager@parchment.org.

Robert Britigan III
Mayor