

SUMMARY OF BUDGET
REQUIREMENTS
2007 - 2008

DEPARTMENT ASSESSOR
DIVISION 209 ASSESSOR

FUND 101 GENERAL

I APPROVE THIS ESTIMATE OF REQUIREMENTS FOR 7-1-07 THRU 6-30-08
AND PRESENT MY REQUESTS FOR APPROPRIATIONS.

DEPARTMENT HEAD:



ACCT NO	CLASS	EXPENDED 04 05	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
	ORDINARY RECURRING EXPENSES					
	PERSONAL SERVICES					
706 00	SALARY & WAGES PERM EMPLOYEES	\$ 203,156	\$ 198,827	\$ 216,251	\$ 217,107	\$
707 00	SALARY & WAGES TEMP EMPLOYEES	2,283	5,525	0		
710 00	FRINGE BENEFITS	108,105	115,955	129,751	130,264	
	TOTAL PERSONAL SERVICES	\$ 313,544	\$ 320,307	\$ 346,002	\$ 347,371	\$
	SUPPLIES AND MATERIALS					
728 00	OFFICE SUPPLIES	\$ 1,030	\$ 1,627	\$ 1,300	\$ 1,000	\$
730 00	POSTAGE	5,598	5,946	7,600	6,500	
759 00	PHOTOGRAPHIC SUPPLIES	190	499	250	250	
	TOTAL SUPPLIES & MATERIALS	\$ 6,818	\$ 8,072	\$ 9,150	\$ 7,750	\$
	CARRIED FORWARD	\$ 320,362	\$ 328,379	\$ 355,152	\$ 355,121	\$

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	BROUGHT FORWARD	\$ 320,362	\$ 328,379	\$ 355,152	\$ 355,121	\$
	CONTRACTUAL SERVICES					
801 00	PROFESSIONAL SERVICES	\$ 0	\$ 69	\$ 15,000	\$ 15,000	\$
818 00	CONTRACTUAL SERVICES	44,297	47,372	59,080	63,330	
853 00	TELEPHONE	635	795	700	800	
873 00	TRAVEL & TRAINING	1,893	2,866	4,420	2,920	
936 00	REPAIRS & MAINTENANCE	50	40	100	100	
947 00	RENT OF CITY MOTOR VEHICLES	4,598	5,609	5,400	5,574	
958 00	DUES & SUBSCRIPTIONS	1,618	1,233	1,328	1,438	
	TOTAL CONTRACTUAL SERVICES	\$ 53,091	\$ 57,984	\$ 86,028	\$ 89,162	\$
	TOTAL ORDINARY RECURRING EXPENSES	\$ 373,453	\$ 386,363	\$ 441,180	\$ 444,283	\$
	CAPITAL OUTLAY					
	TOTAL CAPITAL OUTLAY	\$ 0	\$ 0	\$ 0	\$	\$
	TOTAL FOR DIVISION	\$ 373,453	\$ 386,363	\$ 441,180	\$ 444,283	\$

706-00 SALARY & WAGES PERM EMPLOYEES

NO	TITLE	NAME	D.O.H.	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS				\$ 198,827	\$ 216,251		
01	ASSESSING TECH	V. JEX	08-25-86			\$ 34,576	\$
02	ASSESSING CLERK	D. KREGER	10-17-05			25,435	
03	ASSISTANT CITY ASSESSOR	C. LOPICCOLO	09-25-78			50,218	
04	ASSESSOR	R. FERNANDEZ	02-04-02			71,582	
05	APPRAISER II	R. PORTE	09-23-02			35,296	
						\$ 217,107	\$

710-00 FRINGE BENEFITS

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 115,955	\$ 129,751		
FULL-TIME WAGES OF \$217,107 X .60			\$ 130,264	\$
			\$ 130,264	\$

728-00 OFFICE SUPPLIES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 1,627	\$ 1,300		
GENERAL OFFICE SUPPLIES: PENS, PENCILS, TAPE, LIQUID PAPER, MEMO PADS, STAPLES, ETC.			\$ 1,000	\$
DRAFTING SUPPLIES				
MANILLA FOLDERS TO REPLACE WORN ONES-REPLACE ON ROTATING BASIS				
			\$ 1,000	\$

730-00 POSTAGE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 5,946	\$ 7,600		
DAILY GENERAL CORRESPONDENCE & CERTIFIED MAIL			\$ 6,500	\$
PERSONAL PROPERTY STATEMENTS				
ASSESSMENT CHANGE NOTIFICATION				
BOARD OF REVIEW FINAL DECISION LETTERS				
PERSONAL PROPERTY REMINDER LETTERS				
			\$ 6,500	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

FUND: 101 GENERAL
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759-00 PHOTOGRAPHIC SUPPLIES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 499	\$ 250		
35MM FILM AND FILM PROCESSING FOR CARD MAINTINANCE, NEW CONSTRUCTION, AND APPEAL APPRAISALS			\$ 250	\$
CLEANING SUPPLIES: PAPER, BRUSHES, BATTERIES, ETC.				
			----- \$ 250	\$

801-00 PROFESSIONAL SERVICES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 69	\$ 15,000		
MICHIGAN TAX TRIBUNAL HEARINGS AND APPEALS			\$ 15,000	\$
			----- \$ 15,000	----- \$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

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818-00 CONTRACTUAL SERVICES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 47,372	\$ 59,080		
DATA PROCESSING SERVICE			\$ 57,490	\$
PHOTO COPY CHARGES			2,400	
SERVICE SUPPORT CONTRACT WITH BSA FOR THE EQUALIZER ASSESSING COMPUTER PROGRAM			2,540	
SERVICE SUPPORT CONTRACT WITH APEX			350	
SERVICE ST CLAIR CO EQUALIZATION PERSONAL PROPERTY STATEMENTS			550	
			----- \$ 63,330	\$

853-00 TELEPHONE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 795	\$ 700		
LONG DISTANCE AND LOCAL CALLS REGARDING ASSESSING INFORMATION			\$ 800	\$
			\$ 800	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

873-00 TRAVEL & TRAINING

FUND: 101 GENERAL
 DIVISION: 209 ASSESSOR

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 2,866	\$ 4,420		
ST CLAIR CO ASSESSOR'S ASSOCIATION (ASSESSOR - ASSOCIATION MEETINGS)			\$ 120	\$
ASSESSOR (1 MICHIGAN ASSESSORS SHORT COURSES) (MICHIGAN ASSESSOR'S ASSOCIATION ANNUAL CONFERENCE)			700	
APPRAISING STAFF (4 MICHIGAN ASSESSORS SHORT COURSES)			3,460	
STATE OF MICHIGAN 6 HR RENEWALS			140	
REDUCED FOR BUDGETARY PURPOSES			1,500-	
			2,920	\$

936-00 REPAIRS & MAINTENANCE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 40	\$ 100		
REPAIRS AND MAINTENANCE ON OFFICE EQUIPMENT			\$ 100	\$
			----- \$ 100	----- \$

947-00 RENT OF CITY MOTOR VEHICLES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 5,609	\$ 5,400		
FULL SIZE SEDAN #521 2080 HRS X 2.68			\$ 5,574	\$
			----- \$ 5,574	----- \$

958-00 DUES & SUBSCRIPTIONS

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 1,233	\$ 1,328		
ASSESSOR'S ASSOCIATION - ST CLAIR COUNTY (3@25 EACH)			\$ 75	\$
SOUTHEAST CHAPTER ASSESSOR'S ASSOCIATION (1@25 EACH)			25	
IAAO MEMBERSHIP DUES (1 @ \$130 EACH)			130	
STATE ASSESSOR'S BOARD CERTIFICATION RENEWAL (2 @ \$75 EACH; 2 @ \$125 EACH)			400	
MICHIGAN PROPERTY TAX LAW UPDATES				
THE APPRAISAL JOURNAL			48	
MICHIGAN TAX TRIBUNAL REPORTER			235	
MICHIGAN ASSESSOR'S ANNUAL DUES (3 @ \$75 EACH)			225	
PUBLIC RECORD BULLETIN-CREDIT BUREAU OF PH			300	
NOTARY PUBLIC RENEWAL				
			\$ 1,438	\$