

SUMMARY OF BUDGET
REQUIREMENTS
2007 - 2008

DEPARTMENT CITY COUNCIL
DIVISION 101 CITY COUNCIL

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	\$ 4,732	\$ 6,271	\$ 8,618	\$ 8,618	\$
710 00	FRINGE BENEFITS	351	232	1,121	1,121	
	TOTAL PERSONAL SERVICES	\$ 5,083	\$ 6,503	\$ 9,739	\$ 9,739	\$
	SUPPLIES AND MATERIALS					
728 00	OFFICE SUPPLIES	\$ 1,242	\$ 1,495	\$ 1,430	\$ 1,350	\$
730 00	POSTAGE	800	877	900	900	
	TOTAL SUPPLIES & MATERIALS	\$ 2,042	\$ 2,372	\$ 2,330	\$ 2,250	\$
	CARRIED FORWARD	\$ 7,125	\$ 8,875	\$ 12,069	\$ 11,989	\$

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	BROUGHT FORWARD	\$ 7,125	\$ 8,875	\$ 12,069	\$ 11,989	\$
	CONTRACTUAL SERVICES					
801 00	PROFESSIONAL SERVICES	\$ 14,847	\$ 14,475	\$ 12,000	\$ 14,000	\$
818 00	CONTRACTUAL SERVICES	4,468	5,805	21,375	11,650	
818 01	CONTR SERVICES - SEARCH	0	6,459	0		
853 00	TELEPHONE	58	14	200	150	
873 00	TRAVEL & TRAINING	15,430	10,162	20,870	20,870	
901 00	ADVERTISING	25,796	28,236	23,920	24,000	
958 00	DUES & SUBSCRIPTIONS	18,565	17,655	19,794	20,676	
	TOTAL CONTRACTUAL SERVICES	\$ 79,164	\$ 82,806	\$ 98,159	\$ 91,346	\$
	TOTAL ORDINARY RECURRING EXPENSES	\$ 86,289	\$ 91,681	\$ 110,228	\$ 103,335	\$
	CAPITAL OUTLAY					
	TOTAL CAPITAL OUTLAY	\$ 0	\$ 0	\$ 0	\$	\$
	TOTAL FOR DIVISION	\$ 86,289	\$ 91,681	\$ 110,228	\$ 103,335	\$

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				\$ 6,271	\$ 8,618		
1	MAYOR ALAN D. CUTCHER	(45 MTGS. @ \$30)				\$ 1,350	\$
2	MAYOR PRO-TEM B. MARK NEAL	(45 MTGS. @ \$20)				900	
3	COUNCILMEMBER DAVID HAYNES (45 MTGS. @ \$20)					900	
4	COUNCILMEMBER JAMES FISHER	(45 MTGS. @ \$20)				900	
5	COUNCILMEMBER SALLY JACOBS	(45 MTGS. @ \$20)				900	
6	COUNCILMEMBER TIMOTHY MCCULLOCH	(45 MTGS. @ \$20)				900	
7	COUNCILMEMBER LAURIE SAMPLE-WYNN	(45 MTGS. @ \$20)				900	
8	TECHNICIAN FOR MTGS. IN PUBLIC MEETING ROOM (20 MTGS. X \$20.75 X 3 HRS. X 1.5)					1,868	
						\$ 8,618	\$

710-00 FRINGE BENEFITS

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 232	\$ 1,121		
FULL-TIME SALARIES OF \$1,868 (TECHNICIAN) X 60%			\$ 1,121	\$
			\$ 1,121	\$

728-00 OFFICE SUPPLIES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 1,495	\$ 1,430		
MAYOR'S OFFICE				
INVENTORY USAGE - SUPPLY ROOM				
PROCLAMATION PAPER AND FRAMES				
NAME BADGES				
STATIONERY AND ENVELOPES				
BUSINESS CARDS				
INVITATION CARDS			\$ 1,100	\$
CHRISTMAS CARDS (1/2 COST)			250	
			\$ 1,350	\$

730-00 POSTAGE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 877	\$ 900		
VARIOUS MAILINGS (LETTERS, EXPRESS, ETC.)			\$ 900	\$
			\$ 900	\$

801-00 PROFESSIONAL SERVICES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 14,475	\$ 12,000		
AUDIT FEE			\$ 14,000	\$
			\$ 14,000	\$

818-00 CONTRACTUAL SERVICES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 5,805	\$ 21,375		
PHOTOCOPIES (AVG. \$400/MO.)			\$ 4,800	\$
SPIRIT OF PORT HURON			2,500	
NATIONAL DAY OF PRAYER BREAKFAST			200	
COMMITTEE OF THE WHOLE MEETING EXPENSE			250	
FLOWERS AND MEMORIALS			600	
VARIOUS PROMOTIONS			800	
PROMOTIONAL ITEMS (PLAQUES, PINS, MUGS, ETC.)			1,000	
MAYOR'S EXCHANGE			1,000	
SESQUICENTENNIAL CELEBRATION			500	
			\$ 11,650	\$

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 14	\$ 200		
LONG DISTANCE, CREDIT CARD AND FAX CALLS			\$ 150	\$
			\$ 150	\$

901-00 ADVERTISING

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 28,236	\$ 23,920		
NEWSPAPER (PUBLISHING COUNCIL MINUTES & OTHER ADS)			\$ 24,000	\$
			\$ 24,000	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

FUND: 101 GENERAL
 DIVISION: 101 CITY COUNCIL

958-00 DUES & SUBSCRIPTIONS

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 17,655	\$ 19,794		
NATIONAL LEAGUE OF CITIES (NLC)			\$ 3,100	\$
MICHIGAN MUNICIPAL LEAGUE			10,000	
SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS (SEMCOG)			4,620	
MAINSTREET PORT HURON			2,040	
CHAMBER OF COMMERCE			816	
MICH. ASSN. OF MAYORS			100	
			\$ 20,676	\$