

SUMMARY OF BUDGET  
REQUIREMENTS  
2007 - 2008

DEPARTMENT CITY MANAGER  
DIVISION 172 CITY MANAGER

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	\$ 208,449	\$ 380,609	\$ 175,191	\$ 191,246	\$
710 00	FRINGE BENEFITS	113,115	154,940	105,115	114,748	
	TOTAL PERSONAL SERVICES	\$ 321,564	\$ 535,549	\$ 280,306	\$ 305,994	\$
	SUPPLIES AND MATERIALS					
728 00	OFFICE SUPPLIES	\$ 1,838	\$ 972	\$ 1,630	\$ 1,650	\$
730 00	POSTAGE	1,085	1,503	1,500	1,200	
	TOTAL SUPPLIES & MATERIALS	\$ 2,923	\$ 2,475	\$ 3,130	\$ 2,850	\$
	CARRIED FORWARD	\$ 324,487	\$ 538,024	\$ 283,436	\$ 308,844	\$

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	BROUGHT FORWARD	\$ 324,487	\$ 538,024	\$ 283,436	\$ 308,844	\$
	CONTRACTUAL SERVICES					
801 00	PROFESSIONAL SERVICES	\$ 575	\$ 2,500	\$ 0	\$	\$
818 00	CONTRACTUAL SERVICES	7,991	8,491	20,860	11,490	
853 00	TELEPHONE	1,823	2,150	2,400	2,400	
861 00	AUTO EXPENSE ALLOWANCE	5,100	11,050	5,100	7,200	
873 00	TRAVEL & TRAINING	7,823	6,413	3,330	6,465	
936 00	REPAIRS & MAINTENANCE	50	40	0	40	
947 00	RENT CITY OWNED MOTOR VEHICLES	16	29	40	40	
958 00	DUES & SUBSCRIPTIONS	825	1,469	700	1,675	
	TOTAL CONTRACTUAL SERVICES	\$ 24,203	\$ 32,142	\$ 32,430	\$ 29,310	\$
	TOTAL ORDINARY RECURRING EXPENSES	\$ 348,690	\$ 570,166	\$ 315,866	\$ 338,154	\$
	CAPITAL OUTLAY					
	TOTAL CAPITAL OUTLAY	\$ 0	\$ 0	\$ 0	\$	\$
	TOTAL FOR DIVISION	\$ 348,690	\$ 570,166	\$ 315,866	\$ 338,154	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

FUND: 101 GENERAL  
 DIVISION: 172 CITY MANAGER

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				\$ 380,609	\$ 175,191		
1.	EXECUTIVE SECRETARY	KINGSBURY, P.A.	03-09-92			\$ 45,443	\$
2.	CITY MANAGER	TOMION, K.T.	08-07-06			136,000	
3.	DEFERRED COMPENSATION - ICMA (TOMION)					9,803	
						\$ 191,246	\$

710-00 FRINGE BENEFITS

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 154,940	\$ 105,115		
FULL-TIME SALARIES OF \$191,246 X .60			\$ 114,748	\$
			\$ 114,748	\$

728-00 OFFICE SUPPLIES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 972	\$ 1,630		
OFFICE SUPPLIES			\$ 1,400	\$
CHRISTMAS CARDS (1/2 COST)			250	
			----- \$ 1,650	\$

730-00 POSTAGE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 1,503	\$ 1,500		
MAILING OF LETTERS (U.S.MAIL & EXPRESS)			\$ 1,200	\$
			\$ 1,200	\$

818-00 CONTRACTUAL SERVICES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 8,491	\$ 20,860		
DATA PROCESSING			\$ 7,790	\$
PHOTOCOPIES			3,000	
FLOWERS, CARDS, MEMORIALS, ETC.			500	
OTHER SERVICES			200	
			----- \$ 11,490	\$



ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

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861-00 AUTO EXPENSE ALLOWANCE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 11,050	\$ 5,100		
CAR ALLOWANCE (\$600 X 12 MONTHS)			\$ 7,200	\$
			\$ 7,200	\$

873-00 TRAVEL & TRAINING

DESCRIPTION		EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS		\$ 6,413	\$ 3,330		
MGR.	MML CONVENTION - TRAVERSE CITY, MI SEPT. 18-22, 2007			\$ 1,000	\$
MGR.	MCMA WINTER WORKSHOP JAN. 2008			500	
MGR.	MML LEGISLATIVE CONF - LANSING, MI MARCH 2008 1 @ 150			150	
MGR.	MML REGIONAL MEETING MAY 2008			150	
MGR.	NAACP DINNER (1 @ \$25)			25	
MANAGER	CHAMBER OF COMMERCE DINNER (1 @ \$35)			35	
MGR.	EDA SEMI-ANNUAL MEETING (1 @ \$20)			20	
MGR.	EDA ANNUAL MEETING (1 @ \$50)			50	
MGR.	MAINSTREET ANNUAL MEETING (1 @ \$35)			35	
MANAGER	MISCELLANEOUS EXPENSES			4,500	
-----					
				\$ 6,465	\$

936-00 REPAIRS & MAINTENANCE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 40	\$ 0		-----
TYPEWRITER			\$ 40	\$
			----- \$ 40	----- \$

947-00 RENT CITY OWNED MOTOR VEHICLES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 29	\$ 40		
RENT CITY OWNED VEHICLE			\$ 40	\$
			----- \$ 40	----- \$

