

SUMMARY OF BUDGET
REQUIREMENTS
2007 - 2008

DEPARTMENT GENERAL ADMINISTRATION
DIVISION 857 GENERAL ADMINISTRATION

FUND 280 COMM DEV BLOCK GRANT

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

DEPARTMENT HEAD: *Kimberly A. Harmer 4-30-07*

| 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 | \$ 108,234 | \$ 103,423 | \$ 67,036 | \$ 89,112 | \$ |
| 707 00 | SALARY & WAGES TEMP EMPLOYEES | 6,950 | 7,057 | 7,280 | 7,280 | |
| 710 00 | FRINGE BENEFITS | 58,875 | 60,739 | 73,607 | 54,195 | |
| TOTAL PERSONAL SERVICES | | \$ 174,059 | \$ 171,219 | \$ 147,923 | \$ 150,587 | \$ |
| SUPPLIES AND MATERIALS | | | | | | |
| 728 00 | OFFICE SUPPLIES | \$ 920 | \$ 1,440 | \$ 1,000 | \$ 800 | \$ |
| 730 00 | POSTAGE | 2,266 | 2,367 | 2,500 | 1,800 | |
| 757 00 | OPERATING SUPPLIES | 490 | 237 | 513 | 250 | |
| 759 00 | PHOTO SUPPLIES | 1,644 | 786 | 800 | 200 | |
| TOTAL SUPPLIES & MATERIALS | | \$ 5,320 | \$ 4,830 | \$ 4,813 | \$ 3,050 | \$ |
| CARRIED FORWARD | | \$ 179,379 | \$ 176,049 | \$ 152,736 | \$ 153,637 | \$ |

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| ACCT NO | CLASS | EXPENDED 04 05 | EXPENDED 05 06 | BUDGET 06 07 | REQUESTED 07 08 | RECOMMENDED 07 08 |
|--------------------------|-----------------------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| ----- BROUGHT FORWARD | | \$ 179,379 | \$ 176,049 | \$ 152,736 | \$ 153,637 | \$ |
| 801 00 | CONTRACTUAL SERVICES | | | | | |
| 818 00 | PROFESSIONAL SERVICES | \$ 6,729 | \$ 4,393 | \$ 3,700 | \$ 3,700 | \$ |
| 853 00 | CONTRACTUAL SERVICES | 12,080 | 11,206 | 14,240 | 11,050 | |
| 873 00 | TELEPHONE | 723 | 715 | 1,230 | 800 | |
| 901 00 | TRAVEL & TRAINING | 615 | 674 | 500 | 150 | |
| 936 00 | ADVERTISING | 3,984 | 4,092 | 4,000 | 4,000 | |
| 947 00 | REPAIRS & MAINTENANCE | 100 | 80 | 80 | 63 | |
| 958 00 | RENT CITY OWNED MOTOR VEHICLES | 996 | 1,520 | 1,000 | 1,200 | |
| | DUES & SUBSCRIPTIONS | 927 | 857 | 380 | 400 | |
| | TOTAL CONTRACTUAL SERVICES | \$ 26,154 | \$ 23,537 | \$ 25,130 | \$ 21,363 | \$ |
| | TOTAL ORDINARY RECURRING EXPENSES | \$ 205,533 | \$ 199,586 | \$ 177,866 | \$ 175,000 | \$ |
| | CAPITAL OUTLAY | | | | | |
| | TOTAL CAPITAL OUTLAY | \$ 0 | \$ 0 | \$ 0 | \$ | \$ |
| | TOTAL FOR DIVISION | \$ 205,533 ===== | \$ 199,586 ===== | \$ 177,866 ===== | \$ 175,000 ===== | \$ ===== |

707-00 SALARY & WAGES TEMP EMPLOYEES

| DESCRIPTION | EXPENDED 05 06 | BUDGET 06 07 | REQUESTED 07 08 | RECOMMENDED 07 08 |
|---|-------------------|-----------------|--------------------|----------------------|
| ----- PREVIOUS YEARS TOTALS | \$ 7,057 | \$ 7,280 | | |
| COMMUNITY DEVELOPMENT YEAR ROUND PART-TIME CLERK LIMITED TO 20 HOURS PER WEEK @ \$7.00 PER HOUR. | | | \$ 7,280 | \$ |
| | | | \$ 7,280 | \$ |

710-00 FRINGE BENEFITS

| DESCRIPTION | EXPENDED 05 06 | BUDGET 06 07 | REQUESTED 07 08 | RECOMMENDED 07 08 |
|------------------------------------|-------------------|-----------------|--------------------|----------------------|
| ----- PREVIOUS YEARS TOTALS | \$ 60,739 | \$ 73,607 | | |
| FULL-TIME EMPLOYEES \$89,112 X 60% | | | \$ 53,467 | \$ |
| PART-TIME EMPLOYEE \$7,280 X 10% | | | 728 | |
| | | | ----- \$ 54,195 | \$ |

728-00 OFFICE SUPPLIES

| DESCRIPTION | EXPENDED 05 06 | BUDGET 06 07 | REQUESTED 07 08 | RECOMMENDED 07 08 |
|---|-------------------|-----------------|--------------------|----------------------|
| PREVIOUS YEARS TOTALS | \$ 1,440 | \$ 1,000 | | |
| PAPER, FOLDERS, LETTERHEAD, HUD REPORTING MATERIALS | | | \$ 800 | \$ |
| | | | \$ 800 | \$ |

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

730-00 POSTAGE

FUND: 280 COMM DEV BLOCK GRANT
 DIVISION: 857 GENERAL ADMINISTRATION

| DESCRIPTION | EXPENDED 05 06 | BUDGET 06 07 | REQUESTED 07 08 | RECOMMENDED 07 08 |
|---|-------------------|-----------------|--------------------|----------------------|
| ----- PREVIOUS YEARS TOTALS | \$ 2,367 | \$ 2,500 | | |
| MAILINGS REQUIRED FOR CITIZEN PARTICIPATION, BROCHURES, APPLICATIONS | | | \$ 1,800 | \$ |
| | | | ----- \$ 1,800 | \$ |

757-00 OPERATING SUPPLIES

| DESCRIPTION | EXPENDED 05 06 | BUDGET 06 07 | REQUESTED 07 08 | RECOMMENDED 07 08 |
|---|-------------------|-----------------|--------------------|----------------------|
| ----- PREVIOUS YEARS TOTALS | \$ 237 | \$ 513 | | |
| PETTY CASH TO RECORD DEEDS, REHAB DOCUMENTS, PRINTING COSTS FOR BROCHURES, PROGRAM MATERIALS | | | \$ 250 | \$ |
| | | | \$ 250 | \$ |

759-00 PHOTO SUPPLIES

| DESCRIPTION | EXPENDED 05 06 | BUDGET 06 07 | REQUESTED 07 08 | RECOMMENDED 07 08 |
|-------------------------------------|-------------------|-----------------|--------------------|----------------------|
| PREVIOUS YEARS TOTALS | \$ 786 | \$ 800 | | |
| FILM DEVELOPMENT FOR REHAB PROJECTS | | | \$ 200 | \$ |
| | | | \$ 200 | \$ |

801-00 PROFESSIONAL SERVICES

| DESCRIPTION | EXPENDED 05 06 | BUDGET 06 07 | REQUESTED 07 08 | RECOMMENDED 07 08 |
|---|-------------------|-----------------|--------------------|----------------------|
| PREVIOUS YEARS TOTALS | \$ 4,393 | \$ 3,700 | | |
| REQUIRED HUD SINGLE AUDIT (SPLIT WITH HOME FUNDS) | | | \$ 3,200 | \$ |
| 1/4 COST EQUALIZER PROGRAM ANNUAL SERVICE FEE | | | 500 | |
| | | | \$ 3,700 | \$ |

818-00 CONTRACTUAL SERVICES

| DESCRIPTION | EXPENDED 05 06 | BUDGET 06 07 | REQUESTED 07 08 | RECOMMENDED 07 08 |
|-------------------------------------|-------------------|-----------------|--------------------|----------------------|
| ----- PREVIOUS YEARS TOTALS | \$ 11,206 | \$ 14,240 | | |
| XEROX CHARGES (AVERAGE \$250/MONTH) | | | \$ 3,000 | \$ |
| DATA PROCESSING | | | 8,050 | |
| | | | \$ 11,050 | \$ |

| DESCRIPTION | EXPENDED 05 06 | BUDGET 06 07 | REQUESTED 07 08 | RECOMMENDED 07 08 |
|---|-------------------|-----------------|--------------------|----------------------|
| ----- PREVIOUS YEARS TOTALS | \$ 715 | \$ 1,230 | | |
| TELEPHONE NUMBERS 984-9736, 984-9736B & FAX CALLS | | | | |
| NEXTEL (\$40.00/MONTH) | | | \$ 800 | \$ |
| | | | ----- \$ 800 | \$ |

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

873-00 TRAVEL & TRAINING

FUND: 280 COMM DEV BLOCK GRANT
 DIVISION: 857 GENERAL ADMINISTRATION

| DESCRIPTION | EXPENDED 05 06 | BUDGET 06 07 | REQUESTED 07 08 | RECOMMENDED 07 08 |
|---|-------------------|-----------------|--------------------|----------------------|
| PREVIOUS YEARS TOTALS | \$ 674 | \$ 500 | | |
| MCDDA QUARTERLY MEETING (KROHN) 4 X \$35.00 | | | \$ 150 | \$ |
| MCPHERSON - MSHDA TRAINING FOR REHAB PROGRAM - HOLD | | | | |
| WROCKLAGE - HUD TRAINING - HOME BUYER PROGRAMS - HOLD | | | | |
| KROHN - HUD TRAINING - HOME FUNDS/IDIS | | | | |
| MSHDA - MONITORING VISIT (1/YEAR) - HOLD | | | | |
| MISCELLANEOUS HUD HANDBOOKS - PUBLICATIONS | | | | |
| | | | \$ 150 | \$ |

901-00 ADVERTISING

| DESCRIPTION | EXPENDED 05 06 | BUDGET 06 07 | REQUESTED 07 08 | RECOMMENDED 07 08 |
|---|-------------------|-----------------|--------------------|----------------------|
| PREVIOUS YEARS TOTALS | \$ 4,092 | \$ 4,000 | | |
| PUBLIC NOTICES REQUIRED BY HUD - 4 @ \$150 | | | | |
| CDBG ANNUAL ACTION PLAN | | | | |
| ERR PUBLICATIONS | | | | |
| MARKETING FOR PROGRAMS; MINORITY BID PROPOSALS ADVERTISEMENT | | | \$ 4,000 | \$ |
| | | | \$ 4,000 | \$ |

936-00 REPAIRS & MAINTENANCE

| DESCRIPTION | EXPENDED 05 06 | BUDGET 06 07 | REQUESTED 07 08 | RECOMMENDED 07 08 |
|--------------------------------|-------------------|-----------------|--------------------|----------------------|
| ----- PREVIOUS YEARS TOTALS | \$ 80 | \$ 80 | \$ 63 | \$ |
| TYPEWRITER MAINTENANCE | | | | |
| | | | \$ 63 | \$ |

947-00 RENT CITY OWNED MOTOR VEHICLES

| DESCRIPTION | EXPENDED 05 06 | BUDGET 06 07 | REQUESTED 07 08 | RECOMMENDED 07 08 |
|--------------------------------|-------------------|-----------------|--------------------|----------------------|
| ----- PREVIOUS YEARS TOTALS | \$ 1,520 | \$ 1,000 | | ----- |
| SEDAN | | | \$ 1,200 | \$ |
| | | | \$ 1,200 | \$ |

958-00 DUES & SUBSCRIPTIONS

| DESCRIPTION | EXPENDED 05 06 | BUDGET 06 07 | REQUESTED 07 08 | RECOMMENDED 07 08 |
|---|-------------------|-----------------|--------------------|----------------------|
| ----- PREVIOUS YEARS TOTALS | \$ 857 | \$ 380 | | |
| MI COMMUNITY DEV DIRECTOR'S ASSOC. DUES (KROHN) | | | | |
| NAHRO DUES | | | \$ 400 | \$ |
| | | | ----- \$ 400 | ----- \$ |