

SUMMARY OF BUDGET
REQUIREMENTS
2007 - 2008

DEPARTMENT M.O.C.
DIVISION 265 M.O.C.

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:

Robert Clegg

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	\$ 81,895	\$ 96,105	\$ 102,564	\$ 102,362	\$
707 00	SALARY & WAGES TEMP EMPLOYEES	49,210	39,413	38,440	38,440	
710 00	FRINGE BENEFITS	48,413	59,708	65,382	65,261	
	TOTAL PERSONAL SERVICES	\$ 179,518	\$ 195,226	\$ 206,386	\$ 206,063	\$
SUPPLIES AND MATERIALS						
728 00	OFFICE SUPPLIES	\$ 531	\$ 410	\$ 500	\$ 1,800	\$
757 00	OPERATING SUPPLIES	36,792	28,122	29,844	30,000	
768 00	UNIFORM LAUNDRY & CLEANING	1,989	1,880	2,000	1,979	
783 00	AGRIC & HORTIC SUPPLIES	870	0	1,000	1,000	
	TOTAL SUPPLIES & MATERIALS	\$ 40,182	\$ 30,412	\$ 33,344	\$ 34,779	\$
	CARRIED FORWARD	\$ 219,700	\$ 225,638	\$ 239,730	\$ 240,842	\$

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	BROUGHT FORWARD	\$ 219,700	\$ 225,638	\$ 239,730	\$ 240,842	\$
	CONTRACTUAL SERVICES					
801 00	PROFESSIONAL SERVICES	\$ 10,640	\$ 26,476	\$ 1,500	\$ 1,500	\$
818 00	CONTRACTUAL SERVICES	57,632	63,427	62,970	78,191	\$
853 00	TELEPHONE	297	251	436	436	
873 00	TRAVEL & TRAINING	0	0	100	100	
901 00	ADVERTISING	0	386	52	500	
920 00	PUBLIC UTILITIES	168,668	213,933	248,038	270,657	
936 00	REPAIRS & MAINTENANCE	132,692	57,321	20,000	23,000	
947 00	RENT OF CITY OWNED MOTOR VEHICLE	5,564	5,101	4,094	6,400	
	TOTAL CONTRACTUAL SERVICES	\$ 375,493	\$ 366,895	\$ 337,190	\$ 380,784	\$
	TOTAL ORDINARY RECURRING EXPENSES	\$ 595,193	\$ 592,533	\$ 576,920	\$ 621,626	\$
	CAPITAL OUTLAY					
982 00	MACHINERY & EQUIPMENT	\$ 0	\$ 43,983	\$ 0	\$ 258,700	\$
983 00	OFFICE EQUIPMENT	11,784	3,577	6,000	16,000	
	TOTAL CAPITAL OUTLAY	\$ 11,784	\$ 47,560	\$ 6,000	\$ 274,700	\$
	TOTAL FOR DIVISION	\$ 606,977	\$ 640,093	\$ 582,920	\$ 896,326	\$
		=====	=====	=====	=====	=====

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				\$ 96,105	\$ 102,564		
1.	MOC MAINTENANCE SUPERVISOR	ANDERSON, J. F.				\$ 47,780	\$
2.	MAINTENANCE	YOUNG, M. J.	10-9-00			26,187	
3.	MAINTENANCE	YOUNG, S. L.	08-22-05			21,424	
	OVERTIME						
	100 HRS X \$22.54/HR X 1.7					3,832	
	100 HRS X \$12.58/HR X 1.7					2,139	
3.	OTHER CITY STAFF PERFORMING REPAIRS & MAINTENANCE						
	\$20.00 X 50 HOURS					1,000	

						\$ 102,362	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

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707-00 SALARY & WAGES TEMP EMPLOYEES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 39,413	\$ 38,440		
1. MOC CUSTODIANS			\$ 38,440	\$
5 @ 992 HRS. X \$7.75				
			\$ 38,440	\$

710-00 FRINGE BENEFITS

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 59,708	\$ 65,382		
FULL-TIME SALARIES OF \$102,362 X 0.60			\$ 61,417	\$
PART-TIME SALARIES OF \$38,440 X 0.10			3,844	
			----- \$ 65,261	----- \$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

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728-00 OFFICE SUPPLIES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 410	\$ 500		
GENERAL OFFICE SUPPLIES AND FLAG REPLACEMENT 4 TIMES YR @ \$360 EA TIME			\$ 1,440	\$
CALENDAR REORDER			60	
OTHER MISCELLANEOUS ITEMS			300	
			\$ 1,800	\$

757-00 OPERATING SUPPLIES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 28,122	\$ 29,844		
1. CUSTODIAL SUPPLIES, EXPENDABLE PAPER PRODUCTS, CLEANSERS, DISENFECTANTS TRASH BAGS, MOP HEADS, ETC.			\$ 5,500	\$
2. CUSTODIAL EQUIPMENT, EXPENDABLE BROOMS, DUSTERS, GLOVES, RAGS, MOP BUCKETS AND HANDLES SCRUBBING PADS, ETC.			4,000	
3. MAINTENANCE SUPPLIES, EXPENDABLE KEYS, MAGNETIC PICTURE HANGERS, KEYS, MISC EQUIPMENT PARTS, PAINT, LIGHT BULBS, BALLASTS, ICE MELT, ETC.			3,000	
4. MAINTENANCE SUPPLIES, MISC. TIMER CLOCKS, VACUUM CLEANER, ETC.			1,000	
5. EXPENDABLE SUPPLIES, HEATING & COOLING SYS. FILTERS, FILTER TREATMENT CHEMICALS, COMPRESSOR OIL, ETC.			8,000	
6. WATER CONDITIONING SYSTEM CHEMICALS BOILER, CHILLER, COOLING TOWER, WATER TESTING CHEMICALS & REAGENTS			5,500	
7. ENTRY (WALK OFF) MATS			1,000	
8. CHRISTMAS TREE			100	
9. EXPENDABLE & HAND TOOLS (PAINT BRUSHES, ETC.)			1,900	
			\$ 30,000	\$

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768-00 UNIFORM LAUNDRY & CLEANING

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 1,880	\$ 2,000		
1. UNIFORMS - MAINTENANCE & CUSTODIAL STAFF				
A.) MAINTENANCE - 3 @ \$4.25/WK.			\$ 663	\$
B.) CUSTODIAL - 5 @ \$4.25/WK.			1,105	
2. DAMAGE & FITTING PREP CHARGES			211	
			\$ 1,979	\$

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783-00 AGRIC & HORTIC SUPPLIES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 0	\$ 1,000		
1. FERTILIZER & WEED CONTROL 3 APPLICATIONS			\$ 1,000	\$
-----			\$ 1,000	\$

801-00 PROFESSIONAL SERVICES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 26,476	\$ 1,500		
1. SAFETY EQUIPMENT: SHOES, GLASSES, ETC.			\$ 500	\$
2. PROFESSIONAL MECHANICAL, ELECTRICAL, STRUCTURAL STRUCTURAL SERVICES			1,000	
			\$ 1,500	\$

818-00 CONTRACTUAL SERVICES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 63,427	\$ 62,970		-----
1. WINDOW CLEANING (2 EA @ \$2,500) INCLUDING ELEVATOR OPERATION (2 @ \$900)			\$ 6,800	\$
2. ELEVATOR MAINTENANCE, SERVICE CONTRACT & NON-COVERED WORK (4 @ \$7,900)			31,600	
3. BOILER INSPECTION			300	
4. AIR CONDITIONING SYSTEM-MAINTENANCE (12 @ \$2,043)			24,516	
5. HEATING & AIR CONDITIONING - CONTROL SYSTEM MAINTENANCE			6,000	
6. REPAIRS/MAINTENANCE			6,000	
7. ELEVATOR CERTIFICATES (STATE)			125	
8. ELEVATOR INSPECTION (STATE)			125	
9. BOILER CERTIFICATES (STATE)			125	
10. ELECTRICAL REVISIONS (OFFICE AREAS)			500	
11. PHOTO COPIES			100	
12. FIRE ALARM SYSTEM PARTS AND MAINTENANCE (REPLACE AGING DETECTORS @ 100 EA. X 10)			1,000	
13. VIDEO CAMERA MAINTENANCE			1,000	
-----			\$ 78,191	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

853-00 TELEPHONE

FUND: 101 GENERAL
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DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 251	\$ 436		
LOCAL & LONG DISTANCE CALLING			\$ 436	\$
			----- \$ 436	----- \$

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873-00 TRAVEL & TRAINING

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 0	\$ 100		
1. MAINT. SUPERVISOR TECHNICAL SEMINAR, 1 @ \$100.00			\$ 100	\$
			----- \$ 100	----- \$

901-00 ADVERTISING

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 386	\$ 52		
BUILDING PROJECT ADVERTISING CHARGES			\$ 500	\$
			----- \$ 500	----- \$

920-00 PUBLIC UTILITIES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 213,933	\$ 248,038		
1. DETROIT EDISON CO. (3% INCREASE FROM 2006 RATES) 217,800 X 1.03			\$ 224,334	\$
2. SOUTHEASTERN MICHIGAN GAS CO.			82,236	
3. WATER/SEWER (25% INCREASE)			11,850	
LESS REIMBURSEMENTS FROM LEASED OFFICES - 15% 318,420 X .15			47,763-	
			\$ 270,657	\$

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936-00 REPAIRS & MAINTENANCE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 57,321	\$ 20,000		
1. REPAIR AND REPLACE ELECTRICAL AND MECHANICAL EQUIPMENT: MOC GARAGE DOORS, PLUMBING PUMPS AND OTHER ITEMS NOT COVERED UNDER MAINTENANCE CONTRACTS			\$ 10,000	\$
2. PHYSICAL FACILITIES REPAIRS AND MAINTENANCE			10,000	
3. REPAIR OFFICE FURNITURE			3,000	
			\$ 23,000	\$

947-00 RENT OF CITY OWNED MOTOR VEHICLE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 5,101	\$ 4,094		-----
1. JOHN DEERE/W/MOWER #525 300 HRS. @ \$16.05/HR.			\$ 4,815	\$
2. RADIO, 100 HRS. @ \$0.25/HR.			25	
3. PAGER - 2,080 HRS. @ \$0.25/HR. MAINTENANCE SUPERVISOR (3 EACH)			1,560	
			\$ 6,400	\$

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982-00 MACHINERY & EQUIPMENT

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 43,983	\$ 0		
1. AC PUMP ON 7TH FLOOR			\$ 19,000	\$
2. SOUTH DOOR GARAGE REPLACEMENT			15,000	
3. PMR DOOR REPLACEMENT 4 @ \$3,500			14,000	
4. CAMERAS IN PUBLIC MEETING ROOM			11,200	
5. LECTOR IN PUBLIC MEETING ROOM			1,000	
6. REPLACE PATIO TILE LOCATED BEHIND MOC FOYER AND COUNCIL CHAMBERS WITH BRICK STYLE CONCRETE			75,000	
7. CARPET IN PUBLIC MEETING ROOM			32,000	
8. CARPET 1ST FLOOR			10,000	
9. WINDOW TREATMENTS IN PUBLIC MEETING ROOM			9,500	
10. WINDOWS (12 @ \$6,000)			72,000	
			\$ 258,700	\$

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983-00 OFFICE EQUIPMENT

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 3,577	\$ 6,000		
1. REPLACEMENT FURNITURE AND FIXTURES FOR MOC OFFICES			\$ 6,000	\$
2. FURNITURE FOR POLICE DEPARTMENT			10,000	
			\$ 16,000	\$