

SUMMARY OF BUDGET  
REQUIREMENTS  
2007 - 2008

DEPARTMENT RECREATION  
DIVISION 708 RECREATION

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:

*John P. Berry*

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	\$ 200,330	\$ 210,329	\$ 212,275	\$ 211,964	\$
707 00	SALARY & WAGES TEMP EMPLOYEES	83,340	91,766	83,294	94,207	
707 02	PT WAGES-JR. RECREATOR PROG.	0	0	3,375	3,600	
710 00	FRINGE BENEFITS	114,679	131,239	136,032	136,959	
	TOTAL PERSONAL SERVICES	\$ 398,349	\$ 433,334	\$ 434,976	\$ 446,730	\$
	SUPPLIES AND MATERIALS					
728 00	OFFICE SUPPLIES	\$ 2,072	\$ 3,188	\$ 2,450	\$ 2,950	\$
730 00	POSTAGE	3,547	4,422	4,400	5,000	
757 00	OPERATING SUPPLIES	50,305	64,098	48,847	41,550	
757 01	OPERATING SUPPLIES-ART IN PARK	32,420	13,042	13,600	15,960	
757 02	OPER. SUPPLS-JR. RECREATOR PROG	475	1,837	12,207	17,793	
757 03	OPERATING SUPPLIES-DANCE	11,270	9,452	3,700	3,700	
757 04	OPER SUPPL-SOUTHSIDE KIDS EVENTS	17,879	1,751	10,500	3,390	
757 05	OPER SUPPL-PLYGRND PROG FIELD TR	0	0	0	7,950	
759 00	PHOTOGRAPHIC SUPPLIES	657	1,292	750	900	
	TOTAL SUPPLIES & MATERIALS	\$ 118,625	\$ 99,082	\$ 96,454	\$ 99,193	\$
	CARRIED FORWARD	\$ 516,974	\$ 532,416	\$ 531,430	\$ 545,923	\$

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DEPARTMENT RECREATION  
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FUND 101 GENERAL

ACCT NO	CLASS	EXPENDED 04 05	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
	BROUGHT FORWARD	\$ 516,974	\$ 532,416	\$ 531,430	\$ 545,923	\$
	CONTRACTUAL SERVICES					
801 00	PROFESSIONAL SERVICES	\$ 175	\$ 0	\$ 120	\$ 170	\$
818 00	CONTRACTUAL SERVICES	37,438	45,940	58,011	56,112	
818 04	CONTR SERV-SOUTHSIDE KIDS EVENTS	3,850	0	0		
853 00	TELEPHONE	12,193	10,630	8,994	9,354	
861 00	AUTO EXPENSE ALLOWANCE	17,589	16,539	18,200	17,700	
873 00	TRAVEL & TRAINING	5,593	1,758	1,275	1,275	
901 00	ADVERTISING	7,405	5,851	4,400	3,400	
920 00	PUBLIC UTILITIES	9,810	10,545	12,500	12,500	
936 00	REPAIRS & MAINTENANCE	1,122	112	2,575	2,575	
942 00	RENTS BUILDING RENTALS	2,400	2,080	3,480	3,480	
947 00	RENT CITY OWNED MOTOR VEHICLES	21,632	19,820	21,321	22,194	
958 00	DUES & SUBSCRIPTIONS	1,470	640	1,340	1,840	
	TOTAL CONTRACTUAL SERVICES	\$ 120,677	\$ 113,915	\$ 132,216	\$ 130,600	\$
	TOTAL ORDINARY RECURRING EXPENSES	\$ 637,651	\$ 646,331	\$ 663,646	\$ 676,523	\$
	CAPITAL OUTLAY					
	TOTAL CAPITAL OUTLAY	\$ 0	\$ 0	\$ 0	\$	\$
	TOTAL FOR DIVISION	\$ 637,651 =====	\$ 646,331 =====	\$ 663,646 =====	\$ 676,523 =====	\$ =====

## 706-00 SALARY &amp; WAGES PERM EMPLOYEES

NO	TITLE	NAME	D.O.H.	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS				\$ 210,329	\$ 212,275		
	RECREATION DIRECTOR	MARIAN E. DUNN	09/05/78			\$ 60,214	\$
	CLERK TYPIST II	KATHY M. COLE	03/03/98			29,405	
	RECREATION COORDINATOR I	TODD T. PELTIER	11/17/03			27,319	
	RECREATION SUPERVISOR	NANCY A. WINZER	11/29/93			42,512	
	10% - PERSONNEL DIRECTOR	JOHN BERRY	10/12/87			9,035	
	EQUIPMENT OPERATOR I	THOMAS J. KRISTON				41,283	
	OVERTIME FOR E.O.1.					430	
	TRANSFER SERVICES PERFORMED BY OTHER DEPARTMENTS						
	KIDFEST (14 HRS.) / 5 LABORERS @ 16.87					1,518	
	HALLOWEEN STROLL (4 HRS./ 5 LABORERS @ 16.87						
	DEFERRED COMPENSATION - ICMA					248	
						\$ 211,964	\$

707-00 SALARY & WAGES TEMP EMPLOYEES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 91,766	\$ 83,294		
SENIOR YOUTH PROGRAM AIDE 1 \$7.15 HR. 635 HRS.			\$ 4,540	\$
PART TIME DESK CLERK 1 \$7.50 HR. 1210 HRS.			9,075	
SUMMER SPORTS COORDINATOR 1 \$8.00 HR. 650 HRS.			5,200	
PLAYGROUND LEADERS 10 \$7.15 HR. 1320 HRS. (6 WKS X 22 HRS.)			9,438	
ASSISTANT PLAYGROUND LEADERS 13 \$7.15 HR. 1,716 HRS.			12,269	
ASSISTANT RECREATION COORD II 1 \$8.00 HR. 240 HRS.			1,920	
SUMMER SPORTS SPECIALIST 1 \$7.15 HR. 125 HR.			894	
SEASONAL LABORER (OTTO SCHROEDER) 24 WKS X 25 HRS/WK (APRIL 15 - NOV. 1) POOL & BEACH SPECIALIST			8,400	
EQUIPMENT OPERATOR/LABORER (960 HRS.) (APRIL 15 - OCT. 15) (7.15 HR.)			6,864	
SUMMER YOUTH SPORTS AIDES 2 \$7.15 HR. 1,300 HRS.			9,295	
TENNIS INSTRUCTOR 9 \$7.15 HR. 320 HRS.			22,880	
LUNCH PROGRAM AIDES \$7.15 HR. 480 HRS.			3,432	
			\$ 94,207	\$

707-02 PT WAGES-JR. RECREATOR PROG.

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 0	\$ 3,375	-----	-----
JR. RECREATOR COORDINATOR      1    \$8.00 HR.    450 HRS.			\$ 3,600	\$
			----- \$ 3,600	----- \$

## 710-00 FRINGE BENEFITS

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 131,239	\$ 136,032		
FULL-TIME WAGES OF \$211,964 X 60.0%			\$ 127,178	\$
PART-TIME WAGES OF \$ 97,807 X 10.0%			9,781	
			\$ 136,959	\$

728-00 OFFICE SUPPLIES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 3,188	\$ 2,450		
PAPER			\$ 1,800	\$
COMPUTER PAPER			250	
LETTERHEAD AND ENVELOPES			400	
MISCELLANEOUS - PENS, PENCILS, COPY PAPER, SCRATCH PADS, PAPER CLIPS, RUBBER BANDS, ETC.			500	
			----- \$ 2,950	----- \$

'30-00 POSTAGE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 4,422	\$ 4,400		
ROUTINE MAIL, ORGANIZATIONAL MEETINGS FOR SPORTS LEAGUES, TOURNAMENTS, ALL RECREATION PROGRAMS, SPECIAL EVENTS, NEWSLETTERS, ETC.			\$ 3,000	\$
FOUR (4) MAILINGS PER YEAR TO PAST PARTICIPANTS WITH NEW PROGRAMS			2,000	
			\$ 5,000	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

FUND: 101 GENERAL  
 DIVISION: 708 RECREATION

757-00 OPERATING SUPPLIES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 64,098	\$ 48,847		
OFFICE MAINTENANCE (CLEANING SUPPLIES, HAND TOWELS, TOILET TISSUE, ETC.)			\$ 2,000	\$
TROPHIES (BASEBALL, VOLLEYBALL, T-BALL, TABLE TENNIS, SPECIAL EVENTS, ETC.)			2,800	
BASKETBALL (SCOREBOOKS, BASKETBALLS, FIRST AID SUPPLIES ETC.)			700	
TABLE TENNIS SUPPLIES (TABLES, NETS, BALLS, PADDLES, ETC.)			575	
PLAYGROUND PROGRAM ATHLETIC SUPPLIES (BATS, BALLS, RACQUETS, BOX HOCKEY, VOLLEYBALLS, UTILITY BALLS, SOCCER BALLS, TEE-BALL HATS (1 TIME))			3,200	
PLAYGROUND PROGRAM ARTS AND CRAFTS (CRAYONS, PLASTER, GLUE, POT HOLDERS, LACING, MOLDS, TIE DYE, MACRAME CORD, PAINT, BRUSHES, YARN, FOOD SUPPLIES, ETC.)			4,500	
SOFTBALL EQUIPMENT (BASES, LINERS, LIGHT REPLACEMENT, ETC.)			800	
CHESS CLUB SUPPLIES AND AWARDS			500	
BATS, BALLS, CATCHERS EQUIPMENT, ETC.			475	
TENNIS COURTS (NEW NETS, REPAIRS, TENNIS BALLS, ROLL DRYERS, MATA HALON LIGHTS, WIND SCREENS, WATER FOUNTAINS			1,500	
SUMMER FEST (PRIZES & TREATS)			200	
STAFF T-SHIRTS FOR I. D. PURPOSES			2,000	
HALLOWEEN STROLL SUPPLIES, CANDY			5,000	
			----- \$ 24,250	\$

757-00 OPERATING SUPPLIES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
SPECIAL FAMILY EVENTS: (PROMO, SPECIAL SHOWS AND CONTRACTS, CHRISTMAS MAGIC SHOW, PUPPET SHOW, EASTER BUNNY SHOW, HALLOWEEN PUPPET SHOW, ETC.)			\$ 600	\$
SUPPLIES FOR VARIOUS TOT & AFTER SCHOOL CLASSES			5,500	
MOTHER-SON EVENT -			800	
FATHER-DAUGHTER VALENTINE DANCE EXPENSES			2,500	
BIG SURF DRIVE-IN SUPPLIES			400	
CONNIE MAC BASEBALL LEAGUE AGES 14-18 YRS			2,500	
EASTER EGG HUNT			5,000	
			\$ 17,300	\$
			\$ 41,550	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

757-01 OPERATING SUPPLIES-ART IN PARK

FUND: 101 GENERAL  
 DIVISION: 708 RECREATION

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 13,042	\$ 13,600		
PUBLIC RELATIONS			\$ 750	\$
ARTISTS - INCLUDES PORTION COVERED BY GRANTS AND CONTRIBUTIONS (FOUR EVENTS)			13,050	
STAGE RENTAL			2,160	
			----- \$ 15,960	----- \$

## '57-03 OPERATING SUPPLIES-DANCE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 9,452	\$ 3,700		
DANCE CLASS SUPPLIES			\$ 500	\$
DANCE RECITAL FEE FOR USE OF MCMORRAN AUDITORIUM			3,200	
			\$ 3,700	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

FUND: 101 GENERAL  
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'57-04 OPER SUPPL-SOUTHSIDE KIDS EVENTS

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 1,751	\$ 10,500		
LINCOLN PARK FUN DAYS				
CARNIVAL			\$ 100	\$
DRAFTS			115	
MAD SCIENTIST			175	
MAGIC SHOW			175	
CLOWN			215	
INFLATABLES			200	
SNACKS			1,000	
WATER BALLOONS			50	
WATER TOYS			360	
WATER INFLATABLES			1,000	
			----- \$ 3,390	----- \$

757-05 OPER SUPPL-PLYGRND PROG FIELD TR

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 0	\$ 0		
HPAC TRIPS - BUSES AND ADMISSION FEES			\$ 5,000	\$
CROSWELL BERRY FARM			1,600	
LIBERTY HORSE FARM			1,350	
			----- \$ 7,950	\$

## 759-00 PHOTOGRAPHIC SUPPLIES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 1,292	\$ 750		
FILM AND DEVELOPMENT			\$ 900	\$
			\$ 900	\$

## 301-00 PROFESSIONAL SERVICES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 0	\$ 120		
SAFETY SHOES - T. KRISTON			\$ 100	\$
COL RENEWAL - T. KRISTON			20	
DOT EXAM - T. KRISTON			50	
			\$ 170	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

FUND: 101 GENERAL  
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818-00 CONTRACTUAL SERVICES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 45,940	\$ 58,011		
PORT HURON AREA SCHOOL DISTRICT - BUSES FOR SUMMER PLAYGROUND PROGRAM SPLASH PARTIES, PLAYGROUND TRIPS, SUMMERFEST PARADE, ETC.)			\$ 1,901	\$
PRINTING SPRING AND SUMMER PROGRAMS, SPECIAL REPORTS, AWARDS, PLAYER CONTRACT CARDS, ETC.) PROMOTION FLYERS FOR INDIVIDUAL EVENTS.			4,000	
CONTRACTURAL SERVICES WITH TENNIS TEACHING PROFESSIONAL(S) FOR THE RECREATION DEPT SUMMER LESSON PROGRAMS			7,500	
PHOTOCOPIES (XEROX COPIER CONTRACT)			6,000	
PORTA JOHNS FOR KNOX #1 AND #2, 16TH AND DOVE (2 AT EACH LOCATION - 6 UNITS @ \$267 FOR 5.5 MO. (LEASE AND SERVICE OF PORTA-JOHNS) SPECIAL EVENTS (HALLOWEEN, KIDFEST, LAKESIDE & LIGHTHOUSE BEACH, PLAYGROUNDS @ \$267 EACH AND BIG SURF) EVENTS)			8,345	
DATA PROCESSING CHARGES			19,540	
TAP DANCE INSTRUCTOR 1 \$18.00 HR. 104 HRS.			1,872	
BALLET INSTRUCTOR 1 \$18.00 HR. 104 HRS.			1,872	
JAZZ INSTRUCTOR 1 \$18.00 HR. 104 HRS.			1,872	
GYMNASTICS INSTRUCTOR 1 \$15.00 HR. 52 HRS.			780	
VARIOUS SEASONAL CLASSES 1 \$15.00 HR. 122 HRS.			1,830	
VARIOUS HOLIDAY CRAFT CLASSES 1 \$15.00 HR. 40 HRS.			600	
			\$ 56,112	\$

853-00 TELEPHONE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 10,630	\$ 8,994		
RECREATION OFFICE - 12 MONTHS @ \$65 PER MONTH FOR LONG DISTANCE CALLS + \$225 MO FOR LOCAL CALLS WITHIN 810			\$ 3,480	\$
PHONE LINE MONTHLY FEE (12 MO @ \$65)			780	
CELLULAR PHONES (1) DEPARTMENT HEAD (1) DIRECTOR (1) SUPERVISOR, (2) COORDINATORS (5 @ \$39 X 12 MONTHS)			2,340	
CELLULAR PHONES (AQUATICS, SPORTS, LUNCH AIDES) 4 @ 19.50 X 6 MO.			468	
4 @ 6.00 X 6 MO/VACATION MODE			144	
CELLULAR PHONES (PLAYGROUNDS) 14 @ 19.50 X 6 MO.			1,638	
14 @ 6.00 X 6 MO. VACATION MODE			504	
			\$ 9,354	\$

861-00 AUTO EXPENSE ALLOWANCE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 16,539	\$ 18,200		
ASSISTANT RECREATION COORDINATOR/YTH SPORTS			\$ 600	\$
TONI M. GEORGE (12 MO. @ \$200/MONTH)			2,400	
MARIAN E. DUNN (12 MO. @ \$275/MONTH)			3,300	
NANCY WINZER (12 MO. @ \$200/MONTH)			2,400	
TODD PELTIER (12 MO. @ \$200/MONTH)			2,400	
SWIMMING COORDINATOR (5 MO. @ <sup>32.8</sup> <del>37.5</del> CENTS/MILE) ESTIMATED MILEAGE REIMBURSEMENT			1,000	
OTTO SCHROEDER - REPAIR SPECIALIST (6 MO. @ \$150/ MONTH) ESTIMATED MILEAGE REIMBURSEMENT			900	
JOHN BERRY (12 MO @ \$350/MO) USING PERSONAL CAR FOR ADMINISTRATION OF THE RECREATION DEPARTMENT			4,200	
LUNCH PROGRAM AIDES			500	
			\$ 17,700	\$



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901-00 ADVERTISING

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 5,851	\$ 4,400		
SPRING, SUMMER, FALL AND WINTER RECREATION PROGRAMS (8 @ \$300)			\$ 2,400	\$
RECREATION REGISTRATION ADS FOR LIFESAVING CLASSES, TENNIS, T-BALL, MOVIES, DANCE CLASSES, ETC.			1,000	
			\$ 3,400	\$



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936-00 REPAIRS & MAINTENANCE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 112	\$ 2,575		
SERVICE CONTRACT - TYPEWRITER (1)			\$ 75	\$
REPAIR REFRIGERATOR FREEZER			1,000	
BASKETBALL BACKBOARD/POLE REPAIRS			500	
TENNIS COURTS/NETS/POLE REPAIRS			1,000	
			\$ 2,575	\$

942-00 RENTS BUILDING RENTALS

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 2,080	\$ 3,480		
MCMORRAN AUDITORIUM FOR SENIOR 59'ERS CLUB (52 WEEKS @ \$40 WK)			\$ 2,080	\$
SC4 THEATER RENTAL			400	
THOMAS EDISON INN RENTAL FOR DADDY DAUGHTER DANCE			1,000	
			----- \$ 3,480	----- \$

947-00 RENT CITY OWNED MOTOR VEHICLES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 19,820	\$ 21,321		
#80 VAN (2080 HRS @ \$3.48)			\$ 7,238	\$
#82 PICK-UP (2080 HOURS @ \$5.35)			11,128	
#87 4 DR. SEDAN - SEASONAL (520 HRS @ 2.68)			1,394	
#86 AEROSTAR (520) HRS @ \$2.68)			1,394	
2 RADIOS (TRUCK #82) (4160 HOURS @ \$0.25 PER HR.) CAR #80 AND RECREATION SUPERVISOR (WINZER)			1,040	
			----- \$ 22,194	\$

958-00 DUES & SUBSCRIPTIONS

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 640	\$ 1,340		
MICHIGAN RECREATION AND PARK ASSOCIATION (DIRECTOR @ 250.00) (THREE SUPERVISORS @ 80.00 EACH)			\$ 490	\$
NATIONAL RECREATION AND PARK ASSOCIATION (DIRECTOR)			215	
NORTHEAST RECREATION AND PARK ASSOCIATION (DIRECTOR AND THREE SUPERVISORS)			60	
NAIER MEMBERSHIP DUES			575	
GIFT IN-KIND PROGRAM			500	
			\$ 1,840	\$