

Management Services

Mission and Overview

Management Services is the department through which the City Manager, the chief administrative officer of the City, directs and coordinates the official services and business affairs of the City. Staff works closely with the City Council, recommending policy alternatives and assuring the proper and efficient implementation of Council-approved policies, programs and directives. This department coordinates the development of new departments and sections, assists in their management and is responsible for the preparation and presentation of the annual city budget to the City Council for its review and adoption. The department also provides staff support to the Commission on the Status of Women, which assesses and evaluates the needs and issues of women and girls in the City. The Internal Audit group is responsible for examining every phase of operations to insure the City's assets are properly recorded and safeguarded and that operations are conducted in an efficient and effective manner. Also a unit of the Management Services Department, the Public Information Office (PIO), oversees the dissemination of information to the public through various publications such as City Views and the City's Government Access Channel 6 on Charter Cable and serves as the liaison with the media.

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| | Expenditures Actual 2005-06 | Current Year Appropriation 2006-07 | Year to Date Expenditures 12/31/06 | Estimated 2006-07 | Prior Estimate 2007-08 | Proposed Budget 2007-08 |
|-------------------------------------|-----------------------------------|--|--|----------------------|------------------------------|-------------------------------|
| General Fund | | | | | | |
| City Council {101-110} | 437,083 | 464,234 | 242,465 | 484,613 | 477,038 | - |
| Membership and Dues {101-114} | 53,543 | 56,239 | 34,336 | 66,588 | 56,239 | 66,588 |
| Management Services {101-140} | 1,688,764 | 2,022,566 | 827,259 | 1,962,026 | 1,987,973 | 2,654,609 |
| City Auditor {101-141} | 685,046 | 764,423 | 348,021 | 702,816 | 782,829 | 820,035 |
| Special Events {101-142} | 191,376 | 35,000 | 20,726 | 41,879 | 35,000 | 56,900 |
| Total General Fund | 3,055,811 | 3,342,462 | 1,472,808 | 3,257,921 | 3,339,079 | 3,598,132 |
| Cable Access Fund {Fund 280} | 590,082 | 1,173,295 | 539,934 | 1,184,486 | 722,023 | 628,402 |
| Capital Improvement Fund {Fund 401} | - | - | - | - | - | 80,000 |
| Mgmt. Services Grand Total | 3,645,893 | 4,515,757 | 2,012,742 | 4,442,406 | 4,061,102 | 4,306,534 |
| | Actual 2005-06 | Current Year 2006-07 | | Estimated 2006-07 | Prior Estimate 2007-08 | Proposed Budget 2007-08 |
| Total Salaried Positions | 25.00 | 26.00 | | 26.00 | 26.00 | 26.00 |

Management Services

2006-07 Accomplishments

Coordinated and Facilitated the Long Range Planning process

Provided staff support and coordinated Planning of commemorative and cultural diversity events.

Coordinated and provided staff support for the City's Centennial celebration which also included the production of a special Centennial Edition of City Views.

In coordination with Information Services worked on the redesign of City's entire website, most specifically coordinated redesign and reformatting of City Manager's page.

Coordinated Pedestrian Safety Campaign, including creation of multilingual Public Service Announcements.

Secured approximately \$2,000,000 in Federal Appropriation Funds.

Reestablished the ADA Coordinator position and implemented an ADA Strategy for the City

Collaborated with Glendale Unified School District to bring the "Hands and Words Are Not for Hurting" antiviolence campaign to 19 GUSD schools from elementary to high school levels during Yellow Ribbon Week.

Prepared the annual demographic Report that analyzes the changing Diversity in the City's workforce.

Performed an audit of transmission agreements with LADWP. This resulted in \$840,000 of overpayments that has been recovered from LADWP and additional \$1,254,000 in cost Recovery from FEMA.

Completed the Status of Women and Girls in Glendale Report for publication and distribution.

Citywide Strategic Goals

Sense of Community/Trust in Government

Sense of Community/Diversity

Sense of Community

Technology

Safe Community/Diversity

Economic Vitality/Transportation and Mobility

Diversity/Trust in Government

Safe Community

Diversity/Trust in Government

Utilities

Diversity

2007-08 Goals

Ensure the implementation of City Council policy directives.

Ensure that the City operates in an efficient and cost effective manner.

Guide the Long Range Planning process from vision to work plan.

Present alternative options to the City Council to implement a Special Events Program.

Implement the Special Events Policy. This will include centralization of permits and processing of fees.

Establish a City-wide Customer Service Front-line team.

Secure Federal appropriation for Glendale projects/programs.

Enhance Glendale's impact on the region, by actively participating in regional entities, including the formation of a new San Fernando Valley Sub-Region, the Metropolitan Transportation Authority, Southern California Association of Governments, and other regional entities.

Publish a directory of local resources that serve women and children.

Implement the "Rosie Goes to Wall Street" economic literacy program for teen girls to teach essential business skills, build self-esteem, and expand the horizons of our young women.

Ensure implementation of the Transition Plan under the Americans With Disabilities Act.

Multilingual Public Outreach: Continue to seek ways to enhance public outreach to various ethnic groups in the community.

Citywide Strategic Goals

All Goals

Trust in Government

All Goals

All Goals

Trust in Government

Trust in Government

Economic Vitality

Economic Vitality & Transportation and Mobility

Health and Wellness/Education, Knowledge & Literacy

Diversity & Education, Knowledge and Literacy

Diversity/Trust in Government

Diversity/Trust in Government

Management Services

| | |
|---|--------------------------------|
| Research the feasibility and cost of purchasing a "remote" truck which will give GTV6 the ability to broad-cast "live" from various locations throughout the community. | Trust in Government |
| Continue Pedestrian Safety and Anti-Litter Campaigns. | Transportation and Mobility |
| Enhance communication with non-English speaking community. | Trust in Government/Diversity |
| Enhance communication associated with the Public Information Officer Annex in the City's Emergency Operations Center (EOC). | Safe Community |
| Oversee the completion of the external management audit of the building permit and land entitlement processes. | Community Planning & Character |

| Account Summary | Actual Expenditures 2005-06 | Current Year Appropriation 2006-07 | Year to Date Expenditure 12/31/06 | Estimated Expenditures 2006-07 | Prior Estimate 2007-08 | Proposed Budget 2007-08 |
|-------------------------|-----------------------------------|--|---|--------------------------------------|---------------------------|-------------------------------|
| <u>Financial</u> | | | | | | |
| Salaries & Benefits | 330,414 | 376,859 | 197,570 | 394,204 | 389,712 | - |
| Maintenance & Operation | 106,668 | 82,375 | 44,895 | 85,409 | 82,326 | - |
| Capital | - | 5,000 | - | 5,000 | 5,000 | - |
| Charges - Other Depts | - | - | - | - | - | - |
| Total | \$ 437,083 | \$ 464,234 | \$ 242,465 | \$ 484,613 | \$ 477,038 | \$ - |

Personnel Classification Detail

| | <u>Actual</u> <u>2005-2006</u> | <u>Budget</u> <u>2006-2007</u> | <u>Estimated</u> <u>2006-2007</u> | <u>Prior Est.</u> <u>2007-2008</u> | <u>Budget</u> <u>2007-2008</u> |
|------------------------------------|-----------------------------------|-----------------------------------|--------------------------------------|---------------------------------------|-----------------------------------|
| Administrative Associate | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Executive Secretary (Confidential) | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Office Services Specialist II | 0.50 | 0.50 | 0.50 | 0.50 | 0.00 |
| Office Services Secretary | 0.50 | 0.50 | 0.50 | 0.50 | 0.00 |
| Sub-Total Full Time | <u>3.00</u> | <u>3.00</u> | <u>3.00</u> | <u>3.00</u> | <u>0.00</u> |
| Councilmember | 5.00 | 5.00 | 5.00 | 5.00 | 0.00 |
| Sub-Total Part Time | <u>5.00</u> | <u>5.00</u> | <u>5.00</u> | <u>5.00</u> | <u>0.00</u> |
| TOTAL | <u><u>8.00</u></u> | <u><u>8.00</u></u> | <u><u>8.00</u></u> | <u><u>8.00</u></u> | <u><u>0.00</u></u> |

| | Actual Expenditures 2005-06 | Current Year Appropriation 2006-07 | Year to Date Expenditure 12/31/06 | Estimated Expenditures 2006-07 | Prior Estimate 2007-08 | Proposed Budget 2007-08 |
|---|-----------------------------------|--|---|--------------------------------------|---------------------------|-------------------------------|
| Salaries & Benefits | | | | | | |
| 41100 Salaries | 195,403 | 240,628 | 118,361 | 236,722 | 249,464 | - |
| 41200 Overtime | 573 | - | 568 | 1,000 | - | - |
| 41600 Compensated Absences | 2,227 | 4,090 | 1,550 | 3,099 | 4,213 | - |
| 41700 Other Benefits | 2,576 | 2,800 | 1,800 | 2,800 | 2,800 | - |
| 41800 Life Insurance | 1,272 | 456 | 503 | 1,006 | 470 | - |
| 41900 Disability Insurance | 1,339 | 1,650 | 709 | 1,418 | 1,700 | - |
| 42000 Vision Insurance | 1,741 | 1,836 | 888 | 1,776 | 1,836 | - |
| 42100 Medical Insurance | 91,784 | 89,000 | 51,071 | 102,143 | 91,670 | - |
| 42200 Dental Insurance | 6,162 | 6,000 | 3,159 | 6,318 | 6,180 | - |
| 42300 Unemployment Insurance | 203 | 241 | 119 | 238 | 248 | - |
| 42400 Compensation Insurance | 1,118 | 1,389 | 654 | 1,308 | 1,499 | - |
| 42500 Medicare | 3,000 | 3,489 | 1,755 | 3,510 | 3,594 | - |
| 42700 PERS Retirement | 23,018 | 25,280 | 16,433 | 32,865 | 26,038 | - |
| Total | <u>330,414</u> | <u>376,859</u> | <u>197,570</u> | <u>394,204</u> | <u>389,712</u> | <u>-</u> |
| Maintenance & Operation Detail | | | | | | |
| 42800 Auto Allowance | 29,043 | 31,500 | 14,400 | 31,500 | 31,500 | - |
| 43110 Contractual Services | 4,054 | 4,000 | 1,813 | 4,000 | 4,000 | - |
| 43150 City Services | 667 | - | 421 | 843 | - | - |
| 44120 Repairs to Office Equipment | - | 500 | 33 | 500 | 500 | - |
| 44300 Telephone | 3,611 | 1,748 | 1,406 | 2,812 | 1,748 | - |
| 44450 Postage | 101 | 400 | 39 | 400 | 400 | - |
| 44550 Travel | 24,624 | 13,524 | 5,466 | 13,524 | 13,475 | - |
| 44700 Computer Software | - | 400 | - | 400 | 400 | - |

| | Actual Expenditures 2005-06 | Current Year Appropriation 2006-07 | Year to Date Expenditure 12/31/06 | Estimated Expenditures 2006-07 | Prior Estimate 2007-08 | Proposed Budget 2007-08 |
|--------------------------------|-----------------------------------|--|---|--------------------------------------|---------------------------|-------------------------------|
| 44750 Insurance & Surety Bonds | 5,079 | 3,036 | 2,082 | 4,164 | 3,036 | - |
| 45050 Periodicals & Newspapers | 60 | 300 | 64 | 300 | 300 | - |
| 45100 Books | 335 | 400 | - | 400 | 400 | - |
| 45150 Furniture & Equipment | 997 | 1,500 | - | 1,500 | 1,500 | - |
| 45250 Office Supplies | 31,502 | 18,558 | 17,087 | 18,558 | 18,558 | - |
| 46900 Business Meetings | 4,920 | 4,380 | 925 | 4,380 | 4,380 | - |
| 47000 Miscellaneous | 1,675 | 2,129 | 1,160 | 2,129 | 2,129 | - |
| Total | <u>\$ 106,668</u> | <u>\$ 82,375</u> | <u>\$ 44,895</u> | <u>\$ 85,409</u> | <u>\$ 82,326</u> | <u>\$ -</u> |

| Account Summary | <u>Actual Expenditures 2005-06</u> | <u>Current Year Appropriation 2006-07</u> | <u>Year to Date Expenditure 12/31/06</u> | <u>Estimated Expenditures 2006-07</u> | <u>Prior Estimate 2007-08</u> | <u>Proposed Budget 2007-08</u> |
|-------------------------|------------------------------------|---|--|---------------------------------------|-------------------------------|--------------------------------|
| <u>Financial</u> | | | | | | |
| Salaries & Benefits | - | - | - | - | - | - |
| Maintenance & Operation | 53,543 | 56,239 | 34,336 | 66,588 | 56,239 | 66,588 |
| Capital | - | - | - | - | - | - |
| Charges - Other Depts | - | - | - | - | - | - |
| Total | <u>\$ 53,543</u> | <u>\$ 56,239</u> | <u>\$ 34,336</u> | <u>\$ 66,588</u> | <u>\$ 56,239</u> | <u>\$ 66,588</u> |

| | Actual Expenditures 2005-06 | Current Year Appropriation 2006-07 | Year to Date Expenditure 12/31/06 | Estimated Expenditures 2006-07 | Prior Estimate 2007-08 | Proposed Budget 2007-08 |
|--------------------------------|-----------------------------------|--|---|--------------------------------------|---------------------------|-------------------------------|
| Maintenance & Operation Detail | | | | | | |
| 44800 Membership & Dues | 53,543 | 56,239 | 34,336 | 66,588 | 56,239 | 66,588 |
| Total | <u>\$ 53,543</u> | <u>\$ 56,239</u> | <u>\$ 34,336</u> | <u>\$ 66,588</u> | <u>\$ 56,239</u> | <u>\$ 66,588</u> |

| Account Summary | <u>Actual Expenditures 2005-06</u> | <u>Current Year Appropriation 2006-07</u> | <u>Year to Date Expenditure 12/31/06</u> | <u>Estimated Expenditures 2006-07</u> | <u>Prior Estimate 2007-08</u> | <u>Proposed Budget 2007-08</u> |
|---------------------------|--|---|--|---|-----------------------------------|--|
| <u>Financial</u> | | | | | | |
| Salaries & Benefits | 1,404,521 | 1,455,172 | 698,659 | 1,397,319 | 1,498,387 | 1,966,148 |
| Maintenance & Operation | 316,242 | 588,594 | 128,600 | 585,907 | 521,586 | 683,461 |
| Capital | - | 10,800 | - | 10,800 | - | 5,000 |
| Charges - Other Depts | - | - | - | - | - | - |
| Budgeted Underexpenditure | (32,000) | (32,000) | - | (32,000) | (32,000) | - |
| Total | <u>\$ 1,688,764</u> | <u>\$ 2,022,566</u> | <u>\$ 827,259</u> | <u>\$ 1,962,026</u> | <u>\$ 1,987,973</u> | <u>\$ 2,654,609</u> |

Personnel Classification Detail

| | Actual 2005-2006 | Budget 2006-2007 | Estimated 2006-2007 | Prior Est. 2007-2008 | Budget 2007-08 |
|--------------------------------------|---------------------|---------------------|------------------------|-------------------------|-------------------|
| Administrative Analyst | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant City Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant Public Information Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant To City Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| City Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Community Relations Coordinator | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Deputy City Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Executive Secretary (Confidential) | 1.00 | 1.00 | 1.00 | 1.00 | 2.00 |
| Office Services Specialist II | 0.50 | 0.50 | 0.50 | 0.50 | 0.00 |
| Office Services Secretary | 0.50 | 0.50 | 0.50 | 0.50 | 1.00 |
| Public Information Officer | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| Secretary to City Manager (Steno) | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Administrative Analyst | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Office Services Specialist | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Sub-Total Full Time | <u>10.50</u> | <u>10.50</u> | <u>10.50</u> | <u>10.50</u> | <u>13.50</u> |
| Councilmember | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| Sub-Total Part Time | <u>5.00</u> | <u>5.00</u> | <u>5.00</u> | <u>5.00</u> | <u>5.00</u> |
| TOTAL | <u>15.50</u> | <u>15.50</u> | <u>15.50</u> | <u>15.50</u> | <u>18.50</u> |

| | Actual Expenditures 2005-06 | Current Year Appropriation 2006-07 | Year to Date Expenditure 12/31/06 | Estimated Expenditures 2006-07 | Prior Estimate 2007-08 | Proposed Budget 2007-08 |
|---|-----------------------------------|--|---|--------------------------------------|---------------------------|-------------------------------|
| Salaries & Benefits | | | | | | |
| 41100 Salaries | 1,136,812 | 1,135,068 | 553,530 | 1,107,061 | 1,169,120 | 1,451,621 |
| 41200 Overtime | 19 | 3,000 | - | - | 3,000 | 3,000 |
| 41300 Hourly Wages | 425 | 16,680 | - | - | 16,680 | 36,605 |
| 41600 Compensated Absences | 19,186 | 19,296 | 10,179 | 20,359 | 19,875 | 24,088 |
| 41700 Other Benefits | 3,185 | 3,425 | 1,150 | 2,301 | 3,425 | 6,225 |
| 41800 Life Insurance | 3,745 | 3,462 | 1,399 | 2,799 | 3,566 | 4,576 |
| 41900 Disability Insurance | 9,847 | 9,342 | 3,923 | 7,846 | 9,622 | 11,322 |
| 42000 Vision Insurance | 2,536 | 2,466 | 1,169 | 2,337 | 2,466 | 4,302 |
| 42100 Medical Insurance | 105,129 | 114,000 | 54,768 | 109,536 | 117,420 | 222,420 |
| 42200 Dental Insurance | 9,398 | 10,300 | 4,256 | 8,512 | 10,609 | 17,109 |
| 42300 Unemployment Insurance | 1,137 | 1,155 | 554 | 1,107 | 1,190 | 1,438 |
| 42400 Compensation Insurance | 6,253 | 6,670 | 3,045 | 6,089 | 7,197 | 8,696 |
| 42500 Medicare | 12,727 | 10,743 | 6,115 | 12,230 | 11,065 | 18,594 |
| 42700 PERS Retirement | 94,123 | 119,565 | 58,571 | 117,142 | 123,152 | 156,152 |
| Total | <u>\$ 1,404,521</u> | <u>\$ 1,455,172</u> | <u>\$ 698,659</u> | <u>\$ 1,397,319</u> | <u>\$ 1,498,387</u> | <u>\$ 1,966,148</u> |
| Maintenance & Operation Detail | | | | | | |
| 42800 Auto Allowance | 21,981 | 22,080 | 10,301 | 22,080 | 22,080 | 53,580 |
| 43080 Rent | 10,956 | - | - | - | - | - |
| 43110 Contractual Services | 97,656 | 244,452 | 75,480 | 219,618 | 183,618 | 232,950 |
| 43150 City Services | 40,746 | - | 5,708 | 11,416 | - | 12,350 |
| 44100 Repairs to Equipment | 74 | - | - | - | - | - |
| 44120 Repairs to Office Equipment | 289 | 1,000 | 236 | 1,000 | 1,000 | 1,500 |
| 44200 Advertising | 150 | - | - | - | - | - |
| 44300 Telephone | 15,504 | 6,702 | 8,716 | 17,433 | 6,699 | 20,325 |
| 44450 Postage | 24,356 | 4,322 | 620 | 4,322 | 4,322 | 4,722 |
| 44550 Travel | 16,970 | 13,911 | 5,773 | 13,911 | 13,860 | 36,360 |
| 44650 Training | 2,981 | 2,900 | 705 | 2,900 | 2,900 | 7,900 |
| 44700 Computer Software | 26 | 900 | - | 900 | 900 | 1,300 |
| 44750 Insurance & Surety Bonds | 20,153 | 20,194 | 9,812 | 20,194 | 20,194 | 28,244 |

| | Actual Expenditures 2005-06 | Current Year Appropriation 2006-07 | Year to Date Expenditure 12/31/06 | Estimated Expenditures 2006-07 | Prior Estimate 2007-08 | Proposed Budget 2007-08 |
|--------------------------------|-----------------------------------|--|---|--------------------------------------|---------------------------|-------------------------------|
| 44800 Membership & Dues | 6,883 | 3,500 | 718 | 3,500 | 3,500 | 4,500 |
| 45050 Periodicals & Newspapers | 340 | 800 | 164 | 800 | 800 | 1,100 |
| 45100 Books | 897 | 600 | 74 | 600 | 600 | 5,000 |
| 45150 Furniture & Equipment | 295 | 2,000 | 33 | 2,000 | 2,000 | 3,500 |
| 45170 Computer Hardware | 65 | - | - | - | - | - |
| 45250 Office Supplies | 19,300 | 23,500 | 2,066 | 23,500 | 23,500 | 42,358 |
| 45300 Small Tools | 151 | - | - | - | - | - |
| 45350 General Supplies | 3,640 | 143,200 | - | 143,200 | 143,200 | 123,550 |
| 45450 Printing & Graphics | 926 | 64,224 | - | 64,224 | 64,224 | 64,224 |
| 46000 Depreciation | 4,362 | 2,651 | 1,326 | 2,651 | 2,651 | 2,651 |
| 46900 Business Meetings | 7,427 | 7,220 | 3,067 | 7,220 | 7,220 | 13,100 |
| 47000 Miscellaneous | 20,113 | 24,438 | 3,801 | 24,438 | 18,318 | 24,247 |
| Total | <u>\$ 316,242</u> | <u>\$ 588,594</u> | <u>\$ 128,600</u> | <u>\$ 585,907</u> | <u>\$ 521,586</u> | <u>\$ 683,461</u> |

| | <u>Actual Expenditures 2005-06</u> | <u>Current Year Appropriation 2006-07</u> | <u>Year to Date Expenditure 12/31/06</u> | <u>Estimated Expenditures 2006-07</u> | <u>Prior Estimate 2007-08</u> | <u>Proposed Budget 2007-08</u> |
|-------------------------|--|---|--|---|-----------------------------------|--|
| Account Summary | | | | | | |
| <u>Financial</u> | | | | | | |
| Salaries & Benefits | 633,553 | 740,858 | 341,460 | 682,921 | 761,264 | 769,600 |
| Maintenance & Operation | 117,576 | 56,565 | 30,265 | 65,304 | 56,565 | 85,435 |
| Capital | - | 2,000 | - | 2,000 | - | - |
| Charges - Other Depts | (66,083) | (35,000) | (23,704) | (47,409) | (35,000) | (35,000) |
| Total | <u>\$ 685,046</u> | <u>\$ 764,423</u> | <u>\$ 348,021</u> | <u>\$ 702,816</u> | <u>\$ 782,829</u> | <u>\$ 820,035</u> |

Personnel Classification Detail

| | <u>Actual 2005-2006</u> | <u>Budget 2006-2007</u> | <u>Estimated 2006-2007</u> | <u>Prior Est. 2007-2008</u> | <u>Budget 2007-08</u> |
|----------------------------|-----------------------------|-----------------------------|--------------------------------|---------------------------------|---------------------------|
| City Auditor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Internal Audit Associate | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| Internal Auditor | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 |
| Principal Internal Auditor | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Senior Internal Auditor | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| Senior Investigator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| TOTAL | <u>5.00</u> | <u>5.00</u> | <u>5.00</u> | <u>6.00</u> | <u>6.00</u> |

| | Actual Expenditures 2005-06 | Current Year Appropriation 2006-07 | Year to Date Expenditure 12/31/06 | Estimated Expenditures 2006-07 | Prior Estimate 2007-08 | Proposed Budget 2007-08 |
|---|-----------------------------------|--|---|--------------------------------------|---------------------------|-------------------------------|
| Salaries & Benefits | | | | | | |
| 41100 Salaries | 492,106 | 596,279 | 264,594 | 529,187 | 612,293 | 612,293 |
| 41300 Hourly Wages | 25 | - | - | - | - | - |
| 41600 Compensated Absences | 8,803 | 9,075 | 4,915 | 9,831 | 9,347 | 9,347 |
| 41700 Other Benefits | 13,636 | 1,800 | 2,761 | 5,521 | 1,800 | 5,550 |
| 41800 Life Insurance | 1,889 | 1,793 | 732 | 1,463 | 1,847 | 1,847 |
| 41900 Disability Insurance | 4,454 | 4,591 | 1,895 | 3,790 | 4,729 | 4,729 |
| 42000 Vision Insurance | 1,380 | 1,380 | 690 | 1,380 | 1,380 | 1,380 |
| 42100 Medical Insurance | 54,128 | 53,800 | 29,886 | 59,772 | 55,414 | 60,000 |
| 42200 Dental Insurance | 4,671 | 4,700 | 2,325 | 4,650 | 4,841 | 4,841 |
| 42300 Unemployment Insurance | 492 | 534 | 265 | 529 | 550 | 550 |
| 42400 Compensation Insurance | 3,136 | 3,083 | 1,609 | 3,219 | 3,326 | 3,326 |
| 42500 Medicare | 7,328 | 7,740 | 3,748 | 7,497 | 7,972 | 7,972 |
| 42700 PERS Retirement | 41,504 | 56,083 | 28,041 | 56,082 | 57,765 | 57,765 |
| 42799 Salary Charges Out | (66,083) | (35,000) | (23,704) | (47,409) | (35,000) | (35,000) |
| Total | \$ 567,470 | \$ 705,858 | \$ 317,756 | \$ 635,512 | \$ 726,264 | \$ 734,600 |
| Maintenance & Operation Detail | | | | | | |
| 42800 Auto Allowance | 5,280 | 5,280 | 2,640 | 5,280 | 5,280 | 5,280 |
| 43110 Contractual Services | 97,622 | 33,345 | 17,589 | 33,345 | 33,345 | 53,345 |
| 43150 City Services | 1,627 | - | 2,826 | 5,653 | - | 5,700 |
| 44300 Telephone | 130 | - | 171 | - | - | - |
| 44450 Postage | - | 90 | - | 90 | 90 | 90 |
| 44550 Travel | - | - | 22 | - | - | - |
| 44650 Training | 1,496 | 2,200 | 492 | 2,200 | 2,200 | 2,200 |
| 44700 Computer Software | - | 1,500 | - | 1,500 | 1,500 | 1,500 |
| 44750 Insurance & Surety Bonds | 8,366 | 6,030 | 4,558 | 9,116 | 6,030 | 9,200 |
| 44800 Membership & Dues | 890 | 1,200 | - | 1,200 | 1,200 | 1,200 |
| 45100 Books | - | 400 | - | 400 | 400 | 400 |
| 45150 Furniture & Equipment | - | - | 79 | - | - | - |
| 45250 Office Supplies | 1,900 | 4,000 | 594 | 4,000 | 4,000 | 4,000 |

| | Actual Expenditures 2005-06 | Current Year Appropriation 2006-07 | Year to Date Expenditure 12/31/06 | Estimated Expenditures 2006-07 | Prior Estimate 2007-08 | Proposed Budget 2007-08 |
|-------------------------|-----------------------------------|--|---|--------------------------------------|---------------------------|-------------------------------|
| 45350 General Supplies | - | 1,200 | - | 1,200 | 1,200 | 1,200 |
| 46900 Business Meetings | 195 | 120 | 68 | 120 | 120 | 120 |
| 47000 Miscellaneous | 69 | 1,200 | 1,226 | 1,200 | 1,200 | 1,200 |
| Total | \$ 117,576 | \$ 56,565 | \$ 30,265 | \$ 65,304 | \$ 56,565 | \$ 85,435 |

| | <u>Actual Expenditures 2005-06</u> | <u>Current Year Appropriation 2006-07</u> | <u>Year to Date Expenditure 12/31/06</u> | <u>Estimated Expenditures 2006-07</u> | <u>Prior Estimate 2007-08</u> | <u>Proposed Budget 2007-08</u> |
|-------------------------|--|---|--|---|-----------------------------------|--|
| Account Summary | | | | | | |
| <u>Financial</u> | | | | | | |
| Salaries & Benefits | 263 | 5,000 | - | 5,000 | 5,000 | 5,000 |
| Maintenance & Operation | 191,113 | 30,000 | 20,726 | 36,879 | 30,000 | 51,900 |
| Capital | - | - | - | - | - | - |
| Charges - Other Depts | - | - | - | - | - | - |
| Total | <u>\$ 191,376</u> | <u>\$ 35,000</u> | <u>\$ 20,726</u> | <u>\$ 41,879</u> | <u>\$ 35,000</u> | <u>\$ 56,900</u> |

| | Actual Expenditures 2005-06 | Current Year Appropriation 2006-07 | Year to Date Expenditure 12/31/06 | Estimated Expenditures 2006-07 | Prior Estimate 2007-08 | Proposed Budget 2007-08 |
|--------------------------------|-----------------------------------|--|---|--------------------------------------|---------------------------|-------------------------------|
| Salaries & Benefits | | | | | | |
| 41200 Overtime | - | 5,000 | - | 5,000 | 5,000 | 5,000 |
| 41300 Hourly Wages | 263 | - | - | - | - | - |
| Total | <u>\$ 263</u> | <u>\$ 5,000</u> | <u>\$ -</u> | <u>\$ 5,000</u> | <u>\$ 5,000</u> | <u>\$ 5,000</u> |
| Maintenance & Operation Detail | | | | | | |
| 43080 Rent | 14,853 | - | - | - | - | - |
| 43110 Contractual Services | 52,996 | 15,000 | 12,536 | 15,000 | 15,000 | 30,000 |
| 43150 City Services | - | - | 3,439 | 6,879 | - | 6,900 |
| 44200 Advertising | 1,931 | - | 726 | - | - | - |
| 45100 Books | 3,810 | - | - | - | - | - |
| 45150 Furniture & Equipment | - | - | 314 | - | - | - |
| 45250 Office Supplies | 4,824 | - | 696 | - | - | - |
| 45350 General Supplies | 9,701 | 15,000 | - | 15,000 | 15,000 | 15,000 |
| 45450 Printing & Graphics | 12,199 | - | 130 | - | - | - |
| 46900 Business Meetings | 1,563 | - | 624 | - | - | - |
| 47000 Miscellaneous | 89,235 | - | 2,261 | - | - | - |
| Total | <u>\$ 191,113</u> | <u>\$ 30,000</u> | <u>\$ 20,726</u> | <u>\$ 36,879</u> | <u>\$ 30,000</u> | <u>\$ 51,900</u> |

CABLE ACCESS
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2008
FUND 280

| | Actual Resources 2005-06 | Original Estimate 2006-2007 | Year to Date 12/31/06 | Revised Estimated 2006-2007 | Prior Estimate 2007-2008 | Budget 2007-2008 |
|--------------------------------------|--------------------------------|-----------------------------------|--------------------------|-----------------------------------|-----------------------------|---------------------|
| <u>Estimated Financing Resources</u> | | | | | | |
| <i>Revenue</i> | | | | | | |
| Use of Money & Property | 23,020 | 30,000 | 12,063 | 7,000 | 30,000 | 30,000 |
| Revenue From Other Agencies | 476,312 | 480,000 | 123,934 | 500,000 | 490,000 | 500,000 |
| Misc & Non Operating Revenues | 1,929 | 1,000 | 126,080 | 130,000 | 1,000 | 1,000 |
| Fund Balance - Prior Year | 88,821 | 662,295 | 277,857 | 547,486 | 201,023 | 97,402 |
| Total Estimated Financing Resources | <u>\$ 590,082</u> | <u>\$ 1,173,295</u> | <u>\$ 539,934</u> | <u>\$ 1,184,486</u> | <u>\$ 722,023</u> | <u>\$ 628,402</u> |
| <u>Estimated Requirements</u> | | | | | | |
| Salaries & Benefits | 471,537 | 501,796 | 259,747 | 531,019 | 524,568 | 560,947 |
| Maintenance & Operation | 67,343 | 54,955 | 17,824 | 35,648 | 50,455 | 50,455 |
| Capital | 77,763 | 49,200 | - | 49,200 | - | 40,000 |
| Charges To Other Funds | (26,562) | (23,000) | (5,966) | (21,726) | (23,000) | (23,000) |
| Capital Projects | - | 590,344 | 268,329 | 590,344 | 170,000 | - |
| Unallocated | - | - | - | - | - | - |
| Total Estimated Requirements | <u>\$ 590,082</u> | <u>\$ 1,173,295</u> | <u>\$ 539,934</u> | <u>\$ 1,184,486</u> | <u>\$ 722,023</u> | <u>\$ 628,402</u> |

CABLE ACCESS
 DETAIL OF FINANCIAL RESOURCES
 FUND 280

| <u>Source</u> | <u>Actual Resources 2005-06</u> | <u>Original Estimate 2006-2007</u> | <u>Year to Date 12/31/06</u> | <u>Revised Estimated 2006-2007</u> | <u>Prior Estimate 2007-2008</u> | <u>Budget 2007-2008</u> |
|---|---|--|----------------------------------|--|-------------------------------------|-----------------------------|
| <u>Uses of Money & Property</u> | | | | | | |
| 38000 Interest & Inv. Revenue | 30,867 | 30,000 | 12,063 | 7,000 | 30,000 | 30,000 |
| 38005 Interest & Inv. (GASB 31) | (7,847) | - | - | - | - | - |
| Total | <u>\$ 23,020</u> | <u>\$ 30,000</u> | <u>\$ 12,063</u> | <u>\$ 7,000</u> | <u>\$ 30,000</u> | <u>\$ 30,000</u> |
| <u>Revenue From Other Agencies</u> | | | | | | |
| 34530 Cable Access Fees | 476,312 | 480,000 | 123,934 | 500,000 | 490,000 | 500,000 |
| | <u>\$ 476,312</u> | <u>\$ 480,000</u> | <u>\$ 123,934</u> | <u>\$ 500,000</u> | <u>\$ 490,000</u> | <u>\$ 500,000</u> |
| <u>Misc & Non Operating Revenue</u> | | | | | | |
| 38560 Miscellaneous Revenue | 1,929 | 1,000 | 126,080 | 130,000 | 1,000 | 1,000 |
| 39080 Sales of Property | - | - | - | - | - | - |
| Total | <u>\$ 1,929</u> | <u>\$ 1,000</u> | <u>\$ 126,080</u> | <u>\$ 130,000</u> | <u>\$ 1,000</u> | <u>\$ 1,000</u> |
| Total Revenue | <u>\$ 501,261</u> | <u>\$ 511,000</u> | <u>\$ 262,077</u> | <u>\$ 637,000</u> | <u>\$ 521,000</u> | <u>\$ 531,000</u> |

| Account Summary | <u>Actual Expenditures 2005-2006</u> | <u>Current Year Appropriation 2006-07</u> | <u>Year to Date Expenditures 12/31/06</u> | <u>Estimated Expenditures 2006-07</u> | <u>Prior Estimate 2007-2008</u> | <u>Budget 2007-2008</u> |
|-------------------------|--|---|---|---|-------------------------------------|-----------------------------|
| <u>Financial</u> | | | | | | |
| Salaries & Benefits | 471,537 | 501,796 | 259,747 | 531,019 | 524,568 | 560,947 |
| Maintenance & Operation | 67,343 | 54,955 | 17,824 | 35,648 | 50,455 | 50,455 |
| Capital | 77,763 | 49,200 | - | 49,200 | - | 40,000 |
| Charges-Other Depts | (26,562) | (23,000) | (5,966) | (21,726) | (23,000) | (23,000) |
| Total | <u>\$ 590,082</u> | <u>\$ 582,951</u> | <u>\$ 271,605</u> | <u>\$ 594,142</u> | <u>\$ 552,023</u> | <u>\$ 628,402</u> |

Personnel Classification Detail

| | Actual <u>2005-2006</u> | Budget <u>2006-2007</u> | Estimated <u>2006-2007</u> | Prior Est. <u>2007-2008</u> | Budget <u>2007-2008</u> |
|--------------------------------|----------------------------|----------------------------|-------------------------------|--------------------------------|----------------------------|
| Broadcast Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Broadcast Production Assistant | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Broadcast Production Associate | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Public Information Officer | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| TOTAL | <u>6.50</u> | <u>6.50</u> | <u>6.50</u> | <u>6.50</u> | <u>6.50</u> |

| | Actual Expenditures 2005-2006 | Current Year Appropriation 2006-07 | Year to Date Expenditures 12/31/06 | Estimated Expenditures 2006-07 | Prior Estimate 2007-2008 | Budget 2007-2008 |
|--------------------------------|-------------------------------------|--|--|--------------------------------------|-----------------------------|---------------------|
| <u>Salaries & Benefits</u> | | | | | | |
| 41100 Salaries | 395,435 | 408,352 | 210,744 | 421,488 | 428,711 | 433,479 |
| 41200 Overtime | - | 1,000 | - | 1,000 | 1,000 | 1,000 |
| 41300 Hourly Wages | 3,311 | 10,000 | - | 10,000 | 10,000 | 20,000 |
| 41600 Compensated Absences | 6,642 | 6,942 | 3,798 | 7,597 | 7,150 | 6,500 |
| 41700 Other Benefits | 3,030 | 1,275 | 737 | 2,000 | 1,275 | 2,000 |
| 41800 Life Insurance | 632 | 466 | 266 | 532 | 480 | 550 |
| 41900 Disability Insurance | 2,066 | 2,434 | 991 | 1,983 | 2,507 | 2,000 |
| 42000 Vision Insurance | 579 | 714 | 297 | 594 | 714 | 754 |
| 42100 Medical Insurance | 16,033 | 15,800 | 14,825 | 29,651 | 16,274 | 34,222 |
| 42200 Dental Insurance | 3,093 | 3,000 | 1,974 | 3,947 | 3,090 | 4,247 |
| 42300 Unemployment Insurance | 399 | 419 | 211 | 422 | 432 | 433 |
| 42400 Compensation Insurance | 2,193 | 2,307 | 1,159 | 2,318 | 2,376 | 2,376 |
| 42500 Medicare | 5,785 | 6,080 | 3,079 | 6,158 | 6,262 | 6,285 |
| 42600 Social Security/PARS | 43 | - | - | - | - | - |
| 42700 PERS Retirement | 32,296 | 43,007 | 21,665 | 43,331 | 44,297 | 47,101 |
| 42799 Salary Charges Out | (22,821) | (20,000) | (5,103) | (20,000) | (20,000) | (20,000) |
| Total | <u>448,716</u> | <u>481,796</u> | <u>254,644</u> | <u>511,019</u> | <u>504,568</u> | <u>540,947</u> |

Maintenance & Operation Detail

| | | | | | | |
|--------------------------------|--------|--------|-------|--------|-------|-------|
| 42800 Auto Allowance | 4,680 | 2,900 | 2,340 | 4,680 | 2,900 | 2,900 |
| 43050 Repairs-Bldgs & Grounds | 3,167 | 2,000 | 1,641 | 3,281 | 2,000 | 2,000 |
| 43110 Contractual Services | 2,994 | 11,000 | 5,244 | 10,488 | 5,000 | 1,000 |
| 43150 City Services | 345 | 5,000 | - | - | 5,000 | 5,000 |
| 44100 Repairs to Equipment | 3,449 | 5,000 | 549 | 1,098 | 5,000 | 2,000 |
| 44300 Telephone | 1,053 | 1,000 | 879 | 1,758 | 1,000 | 1,000 |
| 44450 Postage | 438 | 400 | 18 | 36 | 400 | 400 |
| 44550 Travel | - | 1,000 | - | - | 1,000 | 1,000 |
| 44650 Training | 238 | 1,500 | 32 | 64 | 2,000 | 2,000 |
| 44700 Computer Software | 29,416 | 1,000 | 264 | 528 | 1,000 | 5,000 |
| 44750 Insurance & Surety Bonds | 6,779 | 6,705 | 3,583 | 7,165 | 6,705 | 6,705 |

| | Actual Expenditures 2005-2006 | Current Year Appropriation 2006-07 | Year to Date Expenditures 12/31/06 | Estimated Expenditures 2006-07 | Prior Estimate 2007-2008 | Budget 2007-2008 |
|--------------------------------|-------------------------------------|--|--|--------------------------------------|-----------------------------|---------------------|
| 44800 Membership and Dues | 75 | 500 | 275 | 550 | 500 | 500 |
| 45050 Periodicals & Newspapers | 60 | 200 | 64 | 127 | 200 | 200 |
| 45100 Books | - | - | 250 | 500 | - | - |
| 45150 Furniture & Equipment | 3,059 | 2,000 | 632 | 1,265 | 2,000 | 5,000 |
| 45170 Computer Hardware | 2,716 | 2,000 | 1,431 | 2,861 | 2,000 | 2,000 |
| 45250 Office Supplies | 7,636 | 9,000 | 307 | 614 | 10,000 | 2,000 |
| 45300 Small Tools | 14 | - | - | - | - | - |
| 45350 General Supplies | 184 | - | 104 | 207 | - | 8,000 |
| 45450 Printing and Graphics | 425 | 500 | - | - | 500 | 500 |
| 46900 Business Meetings | 464 | 250 | 213 | 426 | 250 | 250 |
| 47000 Miscellaneous | 153 | 3,000 | - | - | 3,000 | 3,000 |
| 49050 Charges-Other Depts | (3,741) | (3,000) | (863) | (1,726) | (3,000) | (3,000) |
| Total | <u>\$ 63,602</u> | <u>\$ 51,955</u> | <u>\$ 16,961</u> | <u>\$ 33,922</u> | <u>\$ 47,455</u> | <u>\$ 47,455</u> |