

# 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 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.

	Expenditures Actual 2006-07	Current Year Appropriation 2007-08	Year to Date Expenditures 12/31/07	Estimated 2007-08	Budget 2008-09
<b>General Fund</b>					
City Council {101-110}	484,338	-	-	-	-
Membership and Dues {101-114}	67,963	66,588	33,677	66,588	68,000
Management Services {101-140}	1,766,664	2,701,276	1,147,148	2,682,739	2,539,853
City Auditor {101-141}	745,968	820,035	404,600	842,882	862,206
Special Events {101-142}	47,234	99,000	28,082	69,596	56,900
Special Events Sponsorship {101-143}	-	50,000	-	50,000	39,900
<b>Total General Fund</b>	<b>\$ 3,112,167</b>	<b>\$ 3,736,899</b>	<b>\$ 1,613,508</b>	<b>\$ 3,711,805</b>	<b>\$ 3,566,859</b>
<b>Other Funds</b>					
Cable Access Fund {Fund 280}	917,787	652,680	299,118	630,067	659,916
<b>Mgmt. Services Grand Total</b>	<b>\$ 4,029,954</b>	<b>\$ 4,389,579</b>	<b>\$ 1,912,626</b>	<b>\$ 4,341,872</b>	<b>\$ 4,226,775</b>
	Actual 2006-07	Current Year 2007-08		Estimated 2007-08	Budget 2008-09
Total Salaried Positions	26.00	26.00		26.00	26.00

# Management Services

2007-08 Accomplishments	Corresponding Citywide Strategic Goals
Provided staff support and coordination for the various committees that planned commemorative and cultural diversity events throughout the year	Diversity / Sense of Community / Education / Arts & Culture
Coordinated and implemented the military banner recognition program	Sense of Community
Raised over \$45,000 through grants and fundraising to support various Commission on the Status of Women programs	Economic Vitality
Launched two new major anti-violence initiatives in the City known as "CUT IT OUT!" and the "31 Days of Domestic Violence Awareness Month" Campaign	Health & Wellness / Education / Safe Community
Secured approximately \$1,000,000 in Federal Appropriation funds	Economic Vitality / Safe Community
Began producing a new GTV6 program profiling former Mayors of Glendale	Sense of Community / Trust in Government
Coordinated the City's first "Snapshot of Glendale" photo project including the creation and sale of a commemorative book	Technology / Trust in Government
Created a historical video documentary on the City of Glendale's founder, LC Brand	Sense of Community
Collaborated with the Information Services Department and the City Clerk to begin video streaming all City Board and Commission meetings	Technology / Trust in Government
Established a new agreement with the Glendale Unified School District to assist with the translation of the City's public outreach materials	Trust in Government / Education / Sense of Community / Diversity
Performed the Citywide Annual Workforce Demographics update covering a ten year period to provide City management with a tool to measure progress towards achieving a diverse and representative workforce	Diversity / Trust in Government
Compiled the "Performance Measures and Accomplishments" report	Trust in Government
Performed election oversight monitoring which provides assurances of the City's election process	Trust in Government

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# Management Services

2008-09 Goals	Corresponding Citywide Strategic Goals
Continue collaboration between the City and the community on enhancing communications	Trust in Government
Continue to support and facilitate commemorative and cultural diversity events such as the Unity Fest	Diversity / Sense of Community / Arts & Culture / Education
Successfully implement the "Rosie Goes to Wall Street Camp," including program expansion to serve middle school girls	Education
Publish the Commission on the Status of Women's Status Report for 2004 – 2009	Education
Design and implement a 24-hour hotline program to allow residents to report issues after normal City business hours	Sense of Community / Safe Community
Secure Federal Appropriations funding for Glendale projects and programs	Economic Vitality
Prepare both print and broadcast materials for the 2009 Municipal Election	Technology / Trust in Government / Sense of Community
Begin working on transitioning to High Definition TV and continue working with Charter Cable to transfer GTV6 to their digital tier	Technology / Trust in Government
Perform a minimum of 56 internal audit projects throughout the year	Trust in Government
Implement the next phase of the Citywide performance measures	Trust in Government

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Account Summary	<u>Actual Expenditures 2006-07</u>	<u>Current Year 2007-08</u>	<u>Year to Date Expenditure 12/31/07</u>	<u>Estimated Expenditures 2007-08</u>	<u>Budget 2008-09</u>
<u>Financial</u>					
Salaries & Benefits	395,184	-	-	-	-
Maintenance & Operation	89,154	-	-	-	-
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Total	<u>\$ 484,338</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Personnel Classification Detail

	Actual 2006-07	Budget 2007-08	Revised Budget 2007-08	Budget 2008-09
Administrative Associate	1.00	0.00	0.00	0.00
Executive Secretary (Confidential)	1.00	0.00	0.00	0.00
Office Services Specialist II	0.50	0.00	0.00	0.00
Office Services Secretary	0.50	0.00	0.00	0.00
Sub-Total Full Time	<u>3.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Councilmember	5.00	0.00	0.00	0.00
Sub-Total Part Time	<u>5.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL	<u><u>8.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

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	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Salaries &amp; Benefits</u>					
41100 Salaries	237,158	-	-	-	-
41200 Overtime	1,784	-	-	-	-
41600 Compensated Absences	2,965	-	-	-	-
41700 Other Benefits	5,081	-	-	-	-
41800 Life Insurance	988	-	-	-	-
41900 Disability Insurance	1,406	-	-	-	-
42000 Vision Insurance	1,728	-	-	-	-
42100 Medical Insurance	98,985	-	-	-	-
42200 Dental Insurance	6,068	-	-	-	-
42300 Unemployment Insurance	281	-	-	-	-
42400 Compensation Insurance	1,543	-	-	-	-
42500 Medicare	3,921	-	-	-	-
42700 PERS Retirement	33,276	-	-	-	-
Total	<u>\$ 395,184</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Maintenance &amp; Operation Detail</u>					
42800 Auto Allowance	28,600	-	-	-	-
43110 Contractual Services	3,223	-	-	-	-
43150 City Services	815	-	-	-	-
44120 Repairs to Office Equipment	33	-	-	-	-
44300 Telephone	3,551	-	-	-	-
44450 Postage	78	-	-	-	-
44550 Travel	11,718	-	-	-	-
44750 Insurance & Surety Bonds	4,897	-	-	-	-
44800 Membership & Dues	55	-	-	-	-
45050 Periodicals & Newspapers	64	-	-	-	-
45100 Books	64	-	-	-	-
45150 Furniture & Equipment	65	-	-	-	-
45250 Office Supplies	30,127	-	-	-	-
45350 General Supplies	995	-	-	-	-
46900 Business Meetings	3,315	-	-	-	-
47000 Miscellaneous	1,555	-	-	-	-
Total	<u>\$ 89,154</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

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Account Summary	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	-
Maintenance & Operation	67,963	66,588	33,677	66,588	68,000
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Total	<u>\$ 67,963</u>	<u>\$ 66,588</u>	<u>\$ 33,677</u>	<u>\$ 66,588</u>	<u>\$ 68,000</u>

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Maintenance &amp; Operation Detail</u>					
44800 Membership & Dues	67,963	66,588	33,677	66,588	68,000
Total	<u>\$ 67,963</u>	<u>\$ 66,588</u>	<u>\$ 33,677</u>	<u>\$ 66,588</u>	<u>\$ 68,000</u>



Account Summary	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Financial</u>					
Salaries & Benefits	1,415,291	1,966,148	945,486	1,947,612	1,956,495
Maintenance & Operation	341,589	725,128	200,864	725,127	576,358
Capital	9,784	10,000	798	10,000	7,000
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-
Total	<u>\$ 1,766,664</u>	<u>\$ 2,701,276</u>	<u>\$ 1,147,148</u>	<u>\$ 2,682,739</u>	<u>\$ 2,539,853</u>

Personnel Classification Detail

	Actual 2006-07	Budget 2007-08	Revised Budget 2007-08	Budget 2008-09
Administrative Analyst	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00
Assistant Public Information Officer	1.00	1.00	1.00	1.00
Assistant To City Manager	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00
Community Relations Coordinator	0.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00
Executive Secretary (Confidential)	1.00	2.00	2.00	2.00
Office Services Specialist II	0.50	0.00	0.00	0.00
Office Services Secretary	0.50	1.00	1.00	1.00
Public Information Officer	0.50	0.50	0.50	0.50
Secretary to City Manager (Steno)	1.00	1.00	1.00	1.00
Senior Administrative Analyst	1.00	1.00	0.00	0.00
Senior Office Services Specialist	0.00	1.00	1.00	1.00
Sub-Total Full Time	<u>10.50</u>	<u>13.50</u>	<u>13.50</u>	<u>13.50</u>
Councilmember	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>
TOTAL	<u>15.50</u>	<u>18.50</u>	<u>18.50</u>	<u>18.50</u>

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Salaries &amp; Benefits</u>					
41100 Salaries	1,122,384	1,451,621	712,824	1,451,621	1,450,199
41200 Overtime	27	3,000	698	2,000	3,000
41300 Hourly Wages	286	36,605	7,566	17,000	5,000
41600 Compensated Absences	19,696	24,088	11,870	24,088	25,006
41700 Other Benefits	3,133	6,225	3,929	7,858	8,000
41800 Life Insurance	2,785	4,576	1,902	4,576	3,875
41900 Disability Insurance	7,811	11,322	4,658	11,322	9,589
42000 Vision Insurance	2,317	4,302	2,369	4,738	4,830
42100 Medical Insurance	110,924	222,420	103,143	222,420	226,445
42200 Dental Insurance	8,383	17,109	6,585	17,109	13,437
42300 Unemployment Insurance	1,178	1,438	713	1,438	1,471
42400 Compensation Insurance	6,479	8,696	3,923	8,696	17,181
42500 Medicare	12,372	18,594	8,169	18,594	16,642
42700 PERS Retirement	117,517	156,152	77,136	156,152	171,820
<b>Total</b>	<b>\$ 1,415,291</b>	<b>\$ 1,966,148</b>	<b>\$ 945,486</b>	<b>\$ 1,947,612</b>	<b>\$ 1,956,495</b>

Maintenance & Operation Detail

42800 Auto Allowance	20,662	53,580	27,529	55,060	55,060
43110 Contractual Services	184,166	272,617	97,689	272,617	186,500
43150 City Services	14,738	12,350	2,225	12,350	12,350
44100 Repairs to Equipment	-	-	246	246	500
44120 Repairs to Office Equipment	324	1,500	15	500	500
44200 Advertising	-	-	682	682	1,000
44300 Telephone	19,349	20,325	9,953	20,325	20,325
44450 Postage	19,198	4,722	10,998	22,000	22,000
44550 Travel	14,126	36,360	6,172	43,138	33,525
44650 Training	1,634	7,900	133	3,000	2,500
44700 Computer Software	50	1,300	-	500	500
44750 Insurance & Surety Bonds	20,890	28,244	14,838	29,676	36,008
44800 Membership & Dues	4,451	4,500	625	1,000	2,000

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	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
45050 Periodicals & Newspapers	802	1,100	462	1,100	1,100
45100 Books	294	5,000	225	600	1,000
45150 Furniture & Equipment	2,141	3,500	89	2,000	3,500
45170 Computer Hardware	-	-	303	303	400
45250 Office Supplies	6,921	42,358	11,290	42,358	37,358
45350 General Supplies	11,186	123,550	4,365	108,550	58,550
45450 Printing & Graphics	-	64,224	-	64,224	64,224
46000 Depreciation	2,651	2,651	1,326	2,651	-
46900 Business Meetings	7,517	13,100	6,694	16,000	13,000
47000 Miscellaneous	10,487	26,247	5,006	26,247	24,458
Total	<u>\$ 341,589</u>	<u>\$ 725,128</u>	<u>\$ 200,864</u>	<u>\$ 725,127</u>	<u>\$ 576,358</u>

Account Summary	<u>Actual Expenditures 2006-07</u>	<u>Current Year 2007-08</u>	<u>Year to Date Expenditure 12/31/07</u>	<u>Estimated Expenditures 2007-08</u>	<u>Budget 2008-09</u>
<u>Financial</u>					
Salaries & Benefits	707,720	769,600	393,536	794,925	828,020
Maintenance & Operation	62,536	85,435	12,469	72,957	69,186
Capital	-	-	-	-	-
Charges - Other Depts	(24,288)	(35,000)	(1,404)	(25,000)	(35,000)
Total	<u>\$ 745,968</u>	<u>\$ 820,035</u>	<u>\$ 404,600</u>	<u>\$ 842,882</u>	<u>\$ 862,206</u>

Personnel Classification Detail

	Actual <u>2006-07</u>	Budget <u>2007-08</u>	Revised Budget <u>2007-08</u>	Budget <u>2008-09</u>
City Auditor	1.00	1.00	1.00	1.00
Internal Audit Associate	0.00	1.00	1.00	1.00
Internal Auditor	1.00	0.00	0.00	0.00
Principal Internal Auditor	2.00	2.00	2.00	2.00
Senior Internal Auditor	0.00	1.00	1.00	1.00
Senior Investigator	1.00	1.00	1.00	1.00
TOTAL	<u>5.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Salaries &amp; Benefits</u>					
41100 Salaries	552,060	612,293	310,200	625,400	638,075
41600 Compensated Absences	9,723	9,347	5,584	11,167	10,922
41700 Other Benefits	3,933	5,550	74	3,000	3,000
41800 Life Insurance	1,482	1,847	792	1,585	1,621
41900 Disability Insurance	3,884	4,729	2,126	4,253	4,372
42000 Vision Insurance	1,395	1,380	823	1,646	1,656
42100 Medical Insurance	60,737	60,000	33,027	66,054	71,299
42200 Dental Insurance	4,679	4,841	2,314	4,628	4,628
42300 Unemployment Insurance	583	550	310	621	642
42400 Compensation Insurance	3,362	3,326	1,715	3,431	7,442
42500 Medicare	7,915	7,972	4,415	8,831	9,316
42700 PERS Retirement	57,968	57,765	32,155	64,309	75,047
42799 Salary Charges Out	(24,288)	(35,000)	(1,404)	(25,000)	(35,000)
Total	<u>\$ 683,432</u>	<u>\$ 734,600</u>	<u>\$ 392,131</u>	<u>\$ 769,925</u>	<u>\$ 793,020</u>

Maintenance & Operation Detail

42800 Auto Allowance	5,280	5,280	2,940	5,880	5,880
43110 Contractual Services	30,507	53,345	1,275	35,500	31,500
43150 City Services	2,869	5,700	-	5,700	5,700
44300 Telephone	411	-	191	420	420
44450 Postage	-	90	-	90	90
44550 Travel	22	-	-	2,000	2,370
44650 Training	2,885	2,200	380	2,200	2,200
44700 Computer Software	334	1,500	-	1,500	1,500
44750 Insurance & Surety Bonds	10,033	9,200	6,275	12,549	12,900
44800 Membership & Dues	835	1,200	75	1,200	1,200
45100 Books	-	400	-	400	400
45150 Furniture & Equipment	79	-	398	398	-
45170 Computer Hardware	2,515	-	-	-	-
45250 Office Supplies	1,496	4,000	859	2,600	2,600

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
45350 General Supplies	102	1,200	-	1,200	1,200
46900 Business Meetings	197	120	76	120	120
47000 Miscellaneous	4,971	1,200	-	1,200	1,106
Total	<u>\$ 62,536</u>	<u>\$ 85,435</u>	<u>\$ 12,469</u>	<u>\$ 72,957</u>	<u>\$ 69,186</u>



Account Summary	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Financial</u>					
Salaries & Benefits	-	5,000	96	2,096	5,000
Maintenance & Operation	47,234	94,000	27,986	67,500	51,900
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Total	<u>\$ 47,234</u>	<u>\$ 99,000</u>	<u>\$ 28,082</u>	<u>\$ 69,596</u>	<u>\$ 56,900</u>

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Salaries &amp; Benefits</u>					
41200 Overtime	-	5,000	-	2,000	5,000
41700 Other Benefits	-	-	96	96	-
Total	-	\$ 5,000	\$ 96	\$ 2,096	\$ 5,000

<u>Maintenance &amp; Operation Detail</u>					
43110 Contractual Services	17,536	30,000	14,293	37,000	39,900
43150 City Services	3,439	6,900	-	4,000	-
44200 Advertising	726	-	175	500	1,000
44450 Postage	851	-	61	-	-
45150 Furniture & Equipment	327	-	-	-	-
45250 Office Supplies	4,852	-	4,712	-	3,000
45350 General Supplies	801	57,100	-	-	-
45450 Printing & Graphics	130	-	2,607	6,000	8,000
46900 Business Meetings	2,063	-	231	5,000	-
47000 Miscellaneous	16,508	-	5,908	15,000	-
Total	\$ 47,234	\$ 94,000	\$ 27,986	\$ 67,500	\$ 51,900

Account Summary	<u>Actual Expenditures 2006-07</u>	<u>Current Year 2007-08</u>	<u>Year to Date Expenditure 12/31/07</u>	<u>Estimated Expenditures 2007-08</u>	<u>Budget 2008-09</u>
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	-
Maintenance & Operation	-	50,000	-	50,000	39,900
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
<b>Total</b>	<u>-</u>	<u>\$ 50,000</u>	<u>-</u>	<u>\$ 50,000</u>	<u>\$ 39,900</u>

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Salaries &amp; Benefits</u>					
41200 Overtime	-	-	-	-	-
41700 Other Benefits	-	-	-	-	-
Total	-	-	-	-	-

<u>Maintenance &amp; Operation Detail</u>					
43110 Contractual Services	-	-	-	-	-
43150 City Services	-	-	-	-	-
44200 Advertising	-	-	-	-	-
44450 Postage	-	-	-	-	-
45150 Furniture & Equipment	-	-	-	-	-
45250 Office Supplies	-	-	-	-	-
45350 General Supplies	-	-	-	-	-
45450 Printing & Graphics	-	-	-	-	-
46900 Business Meetings	-	-	-	-	-
47000 Miscellaneous	-	50,000	-	50,000	39,900
Total	-	\$ 50,000	-	\$ 50,000	\$ 39,900

CABLE ACCESS  
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2009  
FUND 280

	Actual Resources 2006-07	Current Year 2007-08	Year to Date 12/31/07	Revised Estimate 2007-08	Budget 2008-09
<u>Estimated Financing Resources</u>					
<u>Revenue</u>					
Use of Money & Property	40,705	30,000	12,300	30,000	30,000
Revenue From Other Agencies	498,750	500,000	122,587	500,000	500,000
Misc & Non Operating Revenues	126,689	1,000	1,055	1,000	1,000
Transfers From Other Funds	4,000	-	-	-	-
Fund Balance - Prior Year	247,643	121,680	163,176	99,067	128,916
Total Estimated Financing Resources	<u>\$ 917,787</u>	<u>\$ 652,680</u>	<u>\$ 299,118</u>	<u>\$ 630,067</u>	<u>\$ 659,916</u>
<u>Estimated Requirements</u>					
Salaries & Benefits	517,086	560,947	274,720	560,398	588,296
Maintenance & Operation	63,490	50,455	30,905	54,669	62,620
Capital	47,661	40,000	6,744	40,000	35,000
Charges To Other Funds	(28,411)	(23,000)	(13,250)	(25,000)	(26,000)
Capital Projects	317,961	24,278	-	-	-
Unallocated	-	-	-	-	-
Total Estimated Requirements	<u>\$ 917,787</u>	<u>\$ 652,680</u>	<u>\$ 299,118</u>	<u>\$ 630,067</u>	<u>\$ 659,916</u>

CABLE ACCESS  
 DETAIL OF FINANCIAL RESOURCES  
 FUND 280

<u>Source</u>	Actual Resources 2006-07	Current Year 2007-08	Year to Date 12/31/07	Revised Estimate 2007-08	Budget 2008-09
<u>Uses of Money &amp; Property</u>					
38000 Interest & Inv. Revenue	25,763	30,000	12,300	30,000	30,000
38005 Interest & Inv. (GASB 31)	14,942	-	-	-	-
Total	<u>\$ 40,705</u>	<u>\$ 30,000</u>	<u>\$ 12,300</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>
<u>Revenue From Other Agencies</u>					
34530 Cable Access Fees	498,750	500,000	122,587	500,000	500,000
Total	<u>\$ 498,750</u>	<u>\$ 500,000</u>	<u>\$ 122,587</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>
<u>Misc &amp; Non Operating Revenue</u>					
38560 Miscellaneous Revenue	126,689	1,000	1,055	1,000	1,000
39080 Sales of Property	-	-	-	-	-
Total	<u>\$ 126,689</u>	<u>\$ 1,000</u>	<u>\$ 1,055</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>
<u>Transfers From Other Funds</u>					
39100 Transfer - General Fund	4,000	-	-	-	-
Total	<u>\$ 4,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	<u>\$ 670,144</u>	<u>\$ 531,000</u>	<u>\$ 135,942</u>	<u>\$ 531,000</u>	<u>\$ 531,000</u>

Account Summary	<u>Actual Expenditures 2006-07</u>	<u>Current Year 2007-08</u>	<u>Year to Date Expenditures 12/31/07</u>	<u>Estimated Expenditures 2007-08</u>	<u>Budget 2008-09</u>
<u>Financial</u>					
Salaries & Benefits	517,086	560,947	274,720	560,398	588,296
Maintenance & Operation	63,490	50,455	30,905	54,669	62,620
Capital	47,661	40,000	6,744	40,000	35,000
Charges-Other Depts	(28,411)	(23,000)	(13,250)	(25,000)	(26,000)
Capital Projects	317,961	24,278	-	-	-
Total	<u>\$ 917,787</u>	<u>\$ 652,680</u>	<u>\$ 299,118</u>	<u>\$ 630,067</u>	<u>\$ 659,916</u>

Personnel Classification Detail

	Actual 2006-07	Budget 2007-08	Revised Budget 2007-08	Budget 2008-09
Broadcast Manager	1.00	1.00	1.00	1.00
Broadcast Production Assistant	4.00	4.00	4.00	4.00
Broadcast Production Associate	1.00	1.00	0.00	0.00
Broadcast Production Coordinator	0.00	0.00	1.00	1.00
Public Information Officer	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>



	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditures 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Salaries &amp; Benefits</u>					
41100 Salaries	417,527	433,479	222,024	444,048	452,706
41200 Overtime	-	1,000	-	-	1,000
41300 Hourly Wages	-	20,000	-	10,000	20,000
41600 Compensated Absences	7,311	6,500	3,889	7,778	7,696
41700 Other Benefits	811	2,000	22	1,000	900
41800 Life Insurance	532	550	287	574	517
41900 Disability Insurance	1,985	2,000	1,025	2,050	1,931
42000 Vision Insurance	594	754	621	1,242	1,242
42100 Medical Insurance	32,015	34,222	17,780	35,560	35,839
42200 Dental Insurance	4,083	4,247	2,039	4,078	4,077
42300 Unemployment Insurance	435	433	222	444	453
42400 Compensation Insurance	2,391	2,376	1,221	2,442	2,490
42500 Medicare	6,056	6,285	3,203	6,406	6,564
42700 PERS Retirement	43,346	47,101	22,388	44,776	52,881
42799 Salary Charges Out	(24,673)	(20,000)	(10,985)	(20,000)	(20,000)
Total	\$ 492,413	\$ 540,947	\$ 263,735	\$ 540,398	\$ 568,296

Maintenance & Operation Detail

42800 Auto Allowance	4,695	2,900	2,640	3,500	3,500
43050 Repairs-Bldgs & Grounds	8,020	2,000	4,220	6,500	6,220
43110 Contractual Services	14,194	1,000	7,306	8,000	4,500
43150 City Services	400	5,000	-	-	2,000
44100 Repairs to Equipment	645	2,000	865	2,000	2,000
44120 Repairs to Office Equip	-	-	1,695	1,695	2,000
44300 Telephone	2,190	1,000	1,612	3,418	3,418
44450 Postage	64	400	81	400	400
44550 Travel	435	1,000	-	1,000	1,000
44650 Training	209	2,000	-	1,000	2,000

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditures 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
44700 Computer Software	489	5,000	27	1,000	3,000
44750 Insurance & Surety Bonds	7,391	6,705	4,441	6,705	10,132
44800 Membership and Dues	275	500	225	500	500
45050 Periodicals & Newspapers	64	200	-	200	200
45100 Books	883	-	1	1	-
45150 Furniture & Equipment	2,496	5,000	3,365	5,000	5,000
45170 Computer Hardware	3,689	2,000	219	1,000	4,000
45250 Office Supplies	16,008	2,000	3,838	10,000	10,000
45350 General Supplies	124	8,000	344	1,000	1,000
45450 Printing and Graphics	-	500	-	500	500
46900 Business Meetings	213	250	-	250	250
47000 Miscellaneous	1,007	3,000	27	1,000	1,000
49050 Charges-Other Depts	(3,738)	(3,000)	(2,266)	(5,000)	(6,000)
Total	<u>\$ 59,752</u>	<u>\$ 47,455</u>	<u>\$ 28,639</u>	<u>\$ 49,669</u>	<u>\$ 56,620</u>

