

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	Citywide Strategic Goals
Coordinated and Facilitated the Long Range Planning process	Sense of Community/Trust in Government
Provided staff support and coordinated Planning of commemorative and cultural diversity events.	Sense of Community/Diversity
Coordinated and provided staff support for the City's Centennial celebration which also included the production of a special Centennial Edition of City Views.	Sense of Community
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.	Technology
Coordinated Pedestrian Safety Campaign, including creation of multilingual Public Service Announcements.	Safe Community/Diversity
Secured approximately \$2,000,000 in Federal Appropriation Funds.	Economic Vitality/Transportation and Mobility
Reestablished the ADA Coordinator position and implemented an ADA Strategy for the City	Diversity/Trust in Government
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.	Safe Community
Prepared the annual demographic Report that analyzes the changing Diversity in the City's workforce.	Diversity/Trust in Government
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.	Utilities
Completed the Status of Women and Girls in Glendale Report for publication and distribution.	Diversity

2007-08 Goals	Citywide Strategic Goals
Ensure the implementation of City Council policy directives.	All Goals
Ensure that the City operates in an efficient and cost effective manner.	Trust in Government
Guide the Long Range Planning process from vision to work plan.	All Goals
Present alternative options to the City Council to implement a Special Events Program.	All Goals
Implement the Special Events Policy. This will include centralization of permits and processing of fees.	Trust in Government
Establish a City-wide Customer Service Front-line team.	Trust in Government
Secure Federal appropriation for Glendale projects/programs.	Economic Vitality
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.	Economic Vitality & Transportation and Mobility
Publish a directory of local resources that serve women and children.	Health and Wellness/Education, Knowledge & Literacy
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.	Diversity & Education, Knowledge and Literacy
Ensure implementation of the Transition Plan under the Americans With Disabilities Act.	Diversity/Trust in Government
Multilingual Public Outreach: Continue to seek ways to enhance public outreach to various ethnic groups in the community.	Diversity/Trust in Government

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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	<u>\$ 437,083</u>	<u>\$ 464,234</u>	<u>\$ 242,465</u>	<u>\$ 484,613</u>	<u>\$ 477,038</u>	<u>\$ -</u>

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

	<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>
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>

	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
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	<u>\$ 117,576</u>	<u>\$ 56,565</u>	<u>\$ 30,265</u>	<u>\$ 65,304</u>	<u>\$ 56,565</u>	<u>\$ 85,435</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	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>
 <i>Estimated Requirements</i>						
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>