

FISCAL YEAR 2013 BUDGET

Fund Summary

Fund Name : Cable Television
Business Area Name : Mayor's Office
Fund No./Bus. Area No. : 2401 / 2428 / 5000

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	2,027,538	2,027,538	2,149,712
Current Revenues	4,790,053	4,790,053	3,697,178
Total Available Resources	6,817,591	6,817,591	5,846,890
Maintenance and Operations	4,776,779	2,806,670	3,764,629
Contract With Non-Profit	1,791,100	1,861,209	1,792,662
Total Expenditures	6,567,879	4,667,879	5,557,291
Planned Ending Fund Balance	249,712	2,149,712	289,599
Total Budget	6,817,591	6,817,591	5,846,890

Fund Balance Distribution:

Non-Spendable	0	0	0
Restricted	249,712	2,149,712	289,599
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Budget for the Cable Television Fund (2401 and 2428). Also included are the beginning and ending fund balances, total revenues and total expenditures.

The purpose of Houston Television (HTV) is to produce and cablecast informational programming, describing services provided by both City departments and related community agencies, and educating the public on utilization of those services.

HTV began operations in 1986 as The Municipal Channel, with the distribution of Houston City Council meetings through a closed circuit network. Now, HTV provides a variety of informative, educational and feature programs. HTV produces both live and recorded taped programming, including live gavel-to-gavel coverage of City Council, Planning Commission and other special events. Live streaming of HTV programming 24/7, and on demand streaming of meetings such as City Council, Planning and Parking Commission, is also available to the public through our website: www.htvhouston.net.

The 82nd legislature passed SB1087, which was signed by the Governor on June 17, 2011, and was effective September 1, 2011. SB1087 requires, going forward, that fees paid under state franchises be maintained in a separate account and not commingled with revenue from any other source. Any unspent Public, Educational, and Governmental (PEG) fees previously collected from State franchises must be transferred to the separate account. As a result, Ordinance #2011-731 established the Cable TV State Fund (2428).

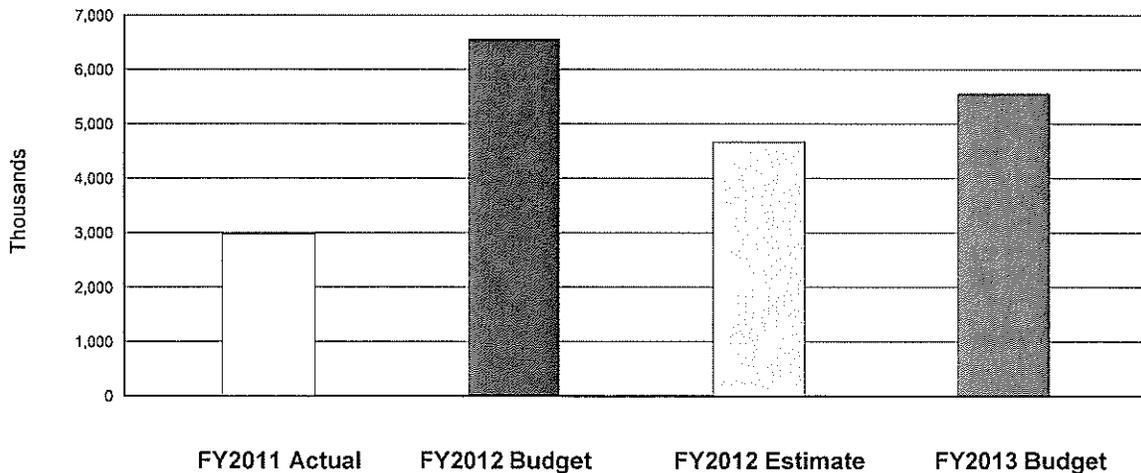
Business Area Budget Summary

Fund Name : Cable Television
 Business Area Name : Mayor's Office
 Fund No./Bus. Area No. : 2401 / 2428 / 5000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	819,349	941,650	973,760	1,314,674
	Supplies	19,141	30,800	29,800	34,500
	Other Services and Charges	2,015,171	4,958,583	3,372,274	3,958,117
	Equipment	115,536	546,556	201,755	250,000
	Non-Capital Equipment	0	90,290	90,290	0
	Total M & O Expenditures	<u>2,969,197</u>	<u>6,567,879</u>	<u>4,667,879</u>	<u>5,557,291</u>
	Debt Service & Other Uses	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	2,969,197	6,567,879	4,667,879	5,557,291	
Revenues		3,586,111	4,790,053	4,790,053	3,697,178
Staffing	Full-Time Equivalents - Civilian	11.5	12.9	12.9	17.5
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	<u>11.5</u>	<u>12.9</u>	<u>12.9</u>	<u>17.5</u>
	Full-Time Equivalents - Overtime	0.1	0.1	0.1	0.2

- Significant Budget Changes and Highlights**
- o Build out two studios and renovate offices and facilities on the first floor of City Hall.
 - o Complete purchase production equipment to convert from Standard Definition to High Definition as mandated by the Federal Communications Commission.
 - o Develop a partnership with the Public, Education, and Governmental (PEG) community and share opportunities.
 - o Develop inter-local agreements and memorandum of understanding with local government and corporate partners.
 - o Leverage marketing and production assets to assist departments in promoting city services, educate citizens and local business partners about new initiatives and offerings. Includes 4 FTEs in FY2013 to support the increase of HTV program services.
 - o FY2013 Budget includes funding for expenditure increases in health benefits (\$41,589) and pension contribution (\$76,029).

**Cable Television
 Mayor's Office
 Expenditure Summary**



FISCAL YEAR 2013 BUDGET

Division Mission and Performance Measures

Fund Name : Cable Television
Business Area Name : Mayor's Office
Fund No./Bus Area No. : 2401 / 2428 / 5000

Name: HTV Houston Television -- 500002

Mission: To effectively communicate relevant information about the City of Houston and its municipal, governmental and community services. HTV assists city departments and elected officials to promote local events and disseminate information about services and legislative issues.

Goal: Provide viewers with quality, locally-produced programs that inform, educate and entertain. Provide internet streaming services to the community through HTV website. Establish an income through sponsorships and production services that can be offered to city departments and the community at large.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Maintain production levels	581	595	641
Maintain program hours	1,300	1,417	1,538
Increase Internet visitors	N/A	23,575	28,290
Increase Internet page views	N/A	84,395	88,615
Increase time on website (hh:mm:ss)	N/A	4,350:19:48	4,557:50:48

FISCAL YEAR 2013 BUDGET

Division Summary						
Fund Name : Cable Television Business Area Name : Mayor's Office Fund No./Bus Area No. : 2401 / 2428 / 5000						
Division Description	FY2011 Actual		FY2012 Estimate		FY2013 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
HTV Houston Television 500002 Instrumental in providing quality services to our viewers and meet programming goals. Provide DVD programming copies to city departments and viewers as requested.	11.5	2,969,197	12.9	4,667,879	17.5	5,667,669
Total	<u>11.5</u>	<u>2,969,197</u>	<u>12.9</u>	<u>4,667,879</u>	<u>18.0</u>	<u>5,667,669</u>

FISCAL YEAR 2013 BUDGET

Business Area Roster Summary

Fund Name : State Cable TV Franchise Fee
Business Area Name : Mayor's Office
Fund No./Bus Area No. : 2401 / 2428 / 5000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	1.0	1.0	0.0
ASSISTANT DIRECTOR (EXE LEV)	32	0.5	0.5	0.0
CABLE ACCESS OPERATIONS SUPERVISOR	22	1.0	1.0	0.0
CABLE ACCESS PROGRAM SUPERVISOR	22	1.0	1.0	0.0
COMMUNICATIONS SPECIALIST SUPERVISOR	23	0.0	1.0	1.0
COMMUNICATIONS TECHNICIAN	15	1.4	1.0	-0.4
DIVISION MANAGER (EXE LEV)	29	1.0	1.0	0.0
PRODUCTION SPECIALIST	15	1.0	2.0	1.0
SENIOR COMMUNICATIONS SPECIALIST	20	3.0	3.0	0.0
SENIOR COMMUNICATIONS TECHNICIAN	19	3.0	6.0	3.0
Total FTEs		12.9	17.5	4.6
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalents		12.9	17.5	4.6

FISCAL YEAR 2013 BUDGET

Business Area Revenue Summary

Fund Name : Cable Television
 Business Area Name : Mayor's Office
 Fund No./Bus Area No. : 2401 / 2428 / 5000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
5000020001	MYR- Muni Cable T.V.			
444020	PEG Contributions - Ongoing Support	156,653	156,653	145,325
452030	Miscellaneous Revenue	80,000	80,000	80,000
5000020002	MYR- Capital Only			
444030	PEG Contributions - State Franchises	2,200,047	1,365,000	1,358,600
5000020003	MYR - Operational			
424110	Other Interfund Services	0	1,096,000	0
432010	Interest on Pooled Investments	31,853	31,853	31,853
444030	PEG Contributions - State Franchises	2,321,500	2,060,547	2,081,400
Total	Mayor's Office	<u>4,790,053</u>	<u>4,790,053</u>	<u>3,697,178</u>

FISCAL YEAR 2013 BUDGET

Business Area Expenditure Summary

Fund Name : Cable Television
 Business Area Name : Mayor's Office
 Fund No./Bus. Area No. : 2401 / 2428 / 5000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	552,684	604,256	604,256	863,523
500030	Salary Part Time - Civilian	26,886	39,933	39,933	0
500060	Overtime - Civilian	5,368	10,000	10,000	10,000
500090	Premium Pay - Civilian	0	200	150	200
501070	Pension - Civilian	88,718	108,764	108,764	184,793
501120	Termination Pay - Civilian	0	2,000	2,000	2,000
501160	Vehicle Allowance - Civilian	1,131	2,100	2,100	2,100
502010	FICA - Civilian	42,961	50,060	50,060	66,843
503010	Health Ins-Act Civilian	75,838	90,532	90,532	132,121
503015	Basic Life Insurance - Active Civilian	341	345	340	496
503050	Health/Life Insurance - Retiree Civilian	9,421	5,908	6,981	5,908
503060	Long Term Disability-Civilian	25	981	981	1,493
503090	Workers Compensation-Civilian-Admin	2,395	2,593	2,593	4,197
503100	Workers Compensation-Civilian-Claim	13,581	23,558	50,000	35,000
504030	Unemployment Claims - Administration	0	420	5,070	6,000
Total	Personnel Services	819,349	941,650	973,760	1,314,674
511025	Electrical Hardware & Parts	1,938	2,000	1,500	2,000
511030	Mechanical Hardware & Parts	111	500	500	500
511040	Audiovisual Supplies	3,025	10,000	10,000	10,000
511045	Computer Supplies	855	2,000	1,500	2,000
511050	Paper & Printing Supplies	0	200	200	200
511055	Publications & Printed Materials	0	100	100	300
511060	Postage	6	200	200	200
511070	Miscellaneous Office Supplies	2,137	3,000	3,000	5,000
511110	Fuel	339	1,000	1,000	1,000
511120	Clothing	0	500	500	2,000
511145	Small Tools & Minor Equipment	297	300	300	300
511150	Miscellaneous Parts & Supplies	10,433	11,000	11,000	11,000
Total	Supplies	19,141	30,800	29,800	34,500
520100	Temporary Personnel Services	32,496	20,000	20,371	13,917
520114	Miscellaneous Support Services	33,434	40,000	40,000	40,000
520115	Real Estate Lease/Office Rental	54,477	57,201	60,298	83,585
520119	Computer Equipment/Software Maintenance	234	500	500	500
520120	Communications Equipment Services	19,199	42,000	42,000	45,000
520121	IT Application Svcs	548	24	1,339	1,448
520122	Office Equipment Services	0	200	200	200
520123	Vehicle & Motor Equipment Services	633	2,000	2,000	2,000
520132	Contracts/Sponsorships	1,737,008	1,791,100	1,861,209	1,792,662
520510	Mail/Delivery Services	226	200	150	300
520515	Print Shop Services	174	200	150	1,000
520605	Advertising Services	28,727	74,300	70,000	30,000
520705	Insurance Fees	2,202	2,621	2,621	3,014
520755	Contingency	30,589	2,816,924	65,000	1,819,622
520765	Membership & Professional Fees	1,305	1,305	1,365	2,000
520905	Travel - Training Related	3,148	6,000	5,000	6,000
520910	Travel - Non-Training Related	0	500	500	500
521305	Indirect Cost Recovery Payment	35,836	39,659	39,659	39,659
521605	Data Services	20	156	176	191

FISCAL YEAR 2013 BUDGET

Business Area Expenditure Summary

Fund Name : Cable Television
 Business Area Name : Mayor's Office
 Fund No./Bus. Area No. : 2401 / 2428 / 5000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
521610	Voice Services	7,795	6,312	6,844	12,066
521620	Voice Equipment	812	1,564	1,564	1,564
521625	Voice Labor	0	1,618	1,618	0
521630	GIS Revolving Fund Services	346	415	415	512
521705	Vehicle/Equipment Rental/Lease	0	6,700	6,700	10,000
521715	Office Equipment Rental	2,350	3,500	3,500	3,500
522305	Freight Charges	0	250	250	250
522430	Miscellaneous Other Services & Charges	23,612	35,650	35,000	38,650
522721	Interfund HR Client Services	0	7,258	7,258	9,490
522722	KRONOS Service Chargeback	0	426	587	487
522795	Other Interfund Services	0	0	1,096,000	0
Total	Other Services and Charges	2,015,171	4,958,583	3,372,274	3,958,117
560220	Vehicles	16,854	21,755	21,755	0
560240	Communication Equipment	98,682	524,801	180,000	250,000
Total	Equipment	115,536	546,556	201,755	250,000
551020	Non-Capital Communication Equipment	0	90,290	90,290	0
Total	Non-Capital Equipment	0	90,290	90,290	0
Grand Total Expenditures		2,969,197	6,567,879	4,667,879	5,557,291