

FISCAL YEAR 2004 BUDGET

Fund Summary

Fund Name : Cable Television
Department Name : Office of the Mayor
Fund/Department No. : 208 / 50

	<u>FY2003 BUDGET</u>	<u>FY2003 ESTIMATE</u>	<u>FY2004 BUDGET</u>
Beginning Fund Balance	608,857	608,857	227,341
Current Revenues	<u>1,510,500</u>	<u>1,510,500</u>	<u>1,651,065</u>
Total Available Resources	<u><u>2,119,357</u></u>	<u><u>2,119,357</u></u>	<u><u>1,910,406</u></u>
 Maintenance and Operations	 <u>1,931,096</u>	 <u>1,892,016</u>	 <u>1,634,841</u>
Total Expenditures	1,931,096	1,892,016	1,634,841
Planned Ending Fund Balance	<u>188,261</u>	<u>227,341</u>	<u>275,565</u>
Total Budget	<u><u>2,119,357</u></u>	<u><u>2,119,357</u></u>	<u><u>1,910,406</u></u>

The above summarizes the FY2003 Budget, the FY2003 Estimate and the FY2004 Budget for the Cable Television Fund. Also included are the beginning and ending fund balances, total available resources and total expenditures.

The Cable Communications Division of the Mayor's Office is responsible for operating the Municipal Access Channel, its facilities, and the Master Control/Digital Server System. The Master Control/Digital Server System is used by municipal, public, and two educational access channels to deliver programming to the cable television systems in Houston.

The mission of the Municipal Channel is to effectively communicate relevant information about the City of Houston and its municipal government to the public. The Municipal Channel assists City departments and elected officials in promoting local events and disseminate information about municipal services and legislative issues.

Operations of the Municipal Channel are supported through contributions received from the cable television companies located in the city. These contributions are based on a rate charged per subscriber of the cable television company. Fifty-percent of the contributions received are retained by the Municipal Access Channel, and the remaining fifty-percent is disbursed to the Public Access Channel.

FISCAL YEAR 2004 BUDGET

Department Budget Summary

Fund Name : Cable Television
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		<u>FY2002 Actual</u>	<u>FY2003 Budget</u>	<u>FY2003 Estimate</u>	<u>FY2004 Budget</u>
Expenditure Summary	Personnel Services	406,298	484,855	450,800	541,168
	Supplies	14,759	34,150	30,100	31,150
	Other Services and Charges	777,224	1,375,116	1,392,016	1,037,523
	Equipment	0	32,875	15,000	20,000
	Non-Capital Equipment	4,830	4,100	4,100	5,000
	Total M & O Expenditures	1,203,111	1,931,096	1,892,016	1,634,841
	Debt Service & Other Uses	0	0	0	0
Total Expenditures	1,203,111	1,931,096	1,892,016	1,634,841	

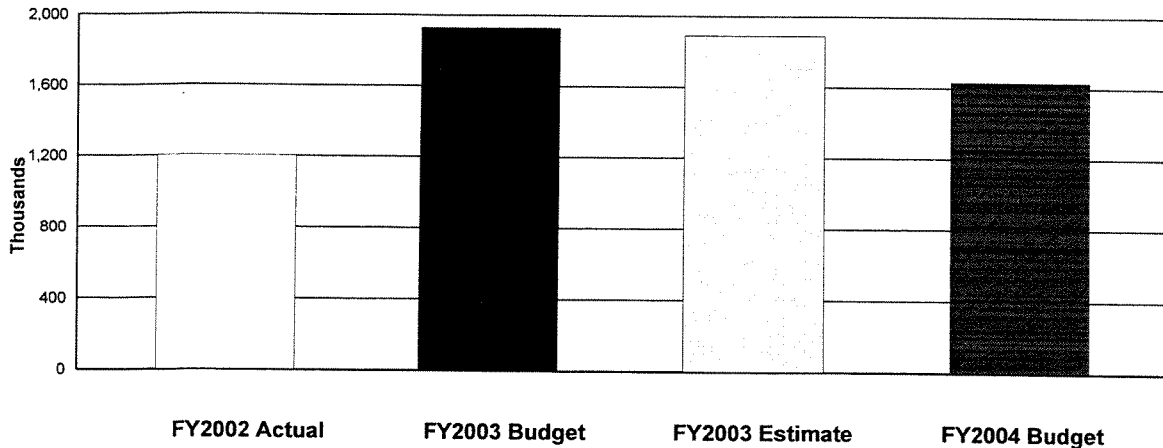
Revenue Summary		1,775,874	1,510,500	1,510,500	1,651,065
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Staffing Summary	Full-Time Equivalents - Civilian	8.1	10.1	10.7	10.7
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Total	8.1	10.1	10.7	10.7
	Full-Time Equivalents-Overtime	0.1	0.2	0.3	0.3

Budget Highlights

- o Increase the number of Council Member shows from six to eight, and produce three short features of interest per month.
- o Produce semi-annual "Municipal Channel Specials," such as round table discussions and election forums.
- o Produce three live interactive shows in english and spanish.
- o Conduct quarterly meetings with City Officials and Public Information Officers to solicit programming ideas and suggestions.
- o Build two new studio sets to further enhance the channel's on-air appearance.

**Cable Television
Office of the Mayor
Expenditure Summary**



FISCAL YEAR 2004 BUDGET

Department Program Summary

Fund Name : Cable Television
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Program Description	Program Objectives
Cable Television 1870 Municipal Cable TV Manage and operate the City's municipal channel.	Maintain productions at FY2003 level.

FISCAL YEAR 2004 BUDGET

Department Program Summary									
Fund Name : Cable Television Department Name : Office of the Mayor Fund/Department No. : 208 / 50									
Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Productions	145			150			150		
Programming hours	35			40			40		
		8.1	1,203,111		10.7	1,892,016		10.7	1,634,841
Total		<u>8.1</u>	<u>1,203,111</u>		<u>10.7</u>	<u>1,892,016</u>		<u>10.7</u>	<u>1,634,841</u>

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Fund Name : Cable Television
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<u>NO. of POSITIONS</u>	<u>JOB DESCRIPTION</u>	<u>JOB CLASS CODE</u>	<u>PAY GRADE</u>
1	ADMINISTRATIVE SPECIALIST	3025	20
1	CABLE ACCESS OPERATIONS SUPERVISOR	4615	22
1	DIVISION MANAGER	3030	29
2	MASTER CONTROL OPERATOR	4382	14
2	PRODUCTION SPECIALIST	9628	15
1	SENIOR COMMUNICATIONS SPECIALIST	8712	20
3	SENIOR COMMUNICATIONS TECHNICIAN	4482	19
<hr/> 11.0	Total Positions		
0.3	Less adjustment for Vacancies and Part-Time Employees		
<hr/> 10.7	Full-Time Equivalents		

FISCAL YEAR 2004 BUDGET

Department Revenue Summary

Fund Name : Cable Television
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Source	Description	Program Org	Program Name	FY2003 Budget	FY2003 Estimate	FY2004 Budget
8300	Interest On Pooled Investments	1870	Municipal Cable TV	13,000	13,000	13,000
8805	Private Contributions	1870	Municipal Cable TV	1,493,500	1,493,500	1,634,065
8855	Miscellaneous Revenue	1870	Municipal Cable TV	4,000	4,000	4,000
Total Office of the Mayor				<u>1,510,500</u>	<u>1,510,500</u>	<u>1,651,065</u>

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ACCT	DESCRIPTION	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
1100	Salary-Base Pay-Civilian	293,534	315,784	303,000	388,897
1105	Salary-Part Time-Civilian	27,702	56,472	40,000	22,082
1110	Premium Pay-Civilian	0	0	400	300
1120	Overtime-Civilian	4,359	10,003	15,000	15,000
1130	Termination Pay-Civilian	69	3,000	3,000	3,000
1135	Pension-Civilian	29,808	31,579	30,000	38,890
1140	Social Security-Civilian	24,535	33,561	28,000	32,587
1145	Health/Life Ins Active Civilian	17,964	28,056	26,000	35,412
1405	Workers Compensation-Civilian	1,612	2,000	2,000	2,000
1415	Unemployment Claims	6,274	2,000	2,500	2,000
1420	Long Term Disability	441	2,400	900	1,000
Total Personnel Services		406,298	484,855	450,800	541,168
2205	Electrical Hardware & Parts	0	6,000	2,000	3,000
2210	Mechanical Hardware & Parts	0	1,000	1,000	1,000
2300	Audio-Visual Supplies	8,870	16,500	16,500	16,500
2305	Computer Supplies	904	1,000	1,000	1,000
2306	Paper & Printing Supplies	0	300	300	300
2315	Publications & Printed Materials	0	600	600	600
2323	Postage	0	500	500	500
2325	Miscellaneous Office Supplies	4,052	4,500	4,500	4,500
2600	Fuel	484	750	700	750
2701	Clothing	0	1,500	1,500	1,500
2738	Miscellaneous Parts & Supplies	449	1,500	1,500	1,500
Total Supplies		14,759	34,150	30,100	31,150
3107	Temporary Personnel Services	2,349	3,500	28,000	15,000
3305	Advertising Services	1,929	2,000	2,000	2,000
3345	Miscellaneous Support Services	49,717	45,000	40,000	40,000
3400	Real Estate Lease/Office Rental	29,679	51,000	51,000	51,000
3404	Metro Commuter Passes	665	0	0	0
3409	Office Equipment Rental	759	1,500	1,000	1,500
3510	Telephone	5,292	9,000	6,000	7,000
3515	Communication Lines	54,615	3,000	3,000	3,000
3615	Computer Eq/Software Maint Svc	0	500	500	500
3616	Communications Equip Services	42,278	20,000	20,000	20,000
3625	Office Equipment Services	0	500	500	500
3626	Vehicle & Motor Equip Services	540	2,000	1,500	2,000
3762	IntFd Legal Services	0	500	500	500
3794	Print Shop Services	220	400	400	400
3798	Indirect Cost Recovery Payment	13,000	32,389	32,389	54,091
3799	Mail/Delivery Services	1,093	300	300	300
3823	Contracts/Sponsorships	573,050	1,189,827	1,189,827	817,032
3895	Misc Other Services & Charges	59	5,000	7,000	14,000
3900	Education & Training	320	3,000	2,500	3,000
3905	Membership & Professional Fees	1,555	2,300	2,200	2,300
3910	Travel-Training Related	0	2,000	2,000	2,000
3950	Travel-Non-training Related	104	1,000	1,000	1,000

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ACCT	DESCRIPTION	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
3970	Freight Charges	0	400	400	400
Total Other Services and Charges		777,224	1,375,116	1,392,016	1,037,523
4446	Audio, Video & TV Equipment	0	15,500	15,000	20,000
4510	Vans & Buses	0	17,375	0	0
Total Equipment		0	32,875	15,000	20,000
4810	Non-Capital Office Furniture & Equip	1,000	0	0	0
4820	Non-Capital Computer Equipment	3,830	0	0	0
4830	Non-Capital Communication/Elect Eq	0	4,100	4,100	5,000
Total Non-Capital Equipment		4,830	4,100	4,100	5,000
Grand Total Expenditures		1,203,111	1,931,096	1,892,016	1,634,841